

**STEELTON-HIGHSPIRE
JUNIOR/SENIOR
HIGH SCHOOL**



**PARENT/STUDENT HANDBOOK
2020 - 2021**

**STEELTON-HIGHSPIRE
SCHOOL DISTRICT**

250 Reynders Avenue
Steelton, PA 17113





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Steelton-Highspire Junior/Senior High School



Student Handbook



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

About the School

Alma Mater

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

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

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

School Colors:

Royal Blue and Steel Grey

School Mascot:

Steamroller

Mission Statement:

We work in professional learning communities to educate and develop the whole child to compete, produce and lead in our ever changing society.

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School delays and closings

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

SUMMER SCHOOL 2021

The Steelton-Highspire Jr/Sr High School will offer summer school for students in need of remediation in order to pass a course. We encourage all students who have failed a course to register and complete a summer course in order to stay on pace for graduation.

Information on Summer School 2021 will be available on our school website later in the 2020-2021 school year.

REQUIREMENTS FOR GRADUATION

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

Promotion Standards

To be promoted to:

Grade 10 - A freshman must satisfactorily complete 5.75 credits.

Grade 11 - A sophomore must satisfactorily complete 11.5 credits.

Grade 12 - A junior must satisfactorily complete 17.25 credits.

In order to graduate, students must earn a minimum of 23 credits in Grades 9, 10, 11, and 12 (22.75 if graduating in 2020). A Steelton-Highspire student must schedule and pass the following required subjects regardless of program selection.

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Arts (Fine and Practical)	0.25 credit
Computer Applications	1 credit
World Language	1 credit
Physical Education	1 credit
Electives/Selectives	4 credits
Health (0.25 in 10 th , 0.25 in 12 th)	0.5 credit
Service Practicum	0.25 credit
<u>Smart Futures/Keystone Project</u>	<u>1 credit</u>
TOTAL CREDITS	23 credits

Senior High: All students in Grades 9 through 12 are required to carry **a minimum of 5.75 credits** each year unless special permission to carry fewer credits is granted by the principal.

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

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

CLASS RANKINGS

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

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

CLASS STANDING

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

HONOR ROLL

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

Distinguished Honors: All grades 90% or above.

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

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

COMMENCEMENT

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

PROGRESS REPORTS

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

REPORT CARDS

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

FINAL EXAMINATIONS

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

Steelton-Highspire Jr/Sr High School

Daily Bell Schedule

2020-2021

	8	7	9-12 A	9-12 B
P1/HR	7:40-8:30	7:40 – 8:30	7:40-8:30	7:40-8:30
2P/2AB	8:32-9:22	8:32-9:22	8:33-9:15	8:33-9:15
3P/3AB	9:24- 10:14	9:24- 10:14	9:18-10:00	9:18-10:00
4AB/4L8/4P7/4P8	10:16 – 10:46 (L)	10:16 – 11:06	10:03 – 10:45	10:03 – 10:45
	10:48 – 11:06			
5LA/5B/5P7/5P8/5L7	11:08-11:58	11:08-11:26	10:48 – 11:22 (L)	10:48 – 11:33
		11:28 – 11:58 (L)		
6A/6B/6P	12:00-12:50	12:00-12:50	11:25 – 12:10	11:36 – 12:21
7A/7LB/7P	12:52-1:42	12:52-1:42	12:13 – 12:58	12:24 - 12:58 (L)
8AB/8P	1:44 – 2:34	1:44 – 2:34	1:01 – 1:46	1:01 – 1:46
9AB			1:49 – 2:34	1:49 – 2:34

Steelton-Highspire Jr/Sr High School

2-Hour Delay Schedule

2020-2021

Junior High		Senior High
Period 1	9:40-10:04	Period 1
Period 2	10:07-10:27	Period 2
Period 3	10:30-10:55	Period 3
Period 4	10:58-11:28	Period 4
Period 6	11:31-12:01	Period 5
Period 5	12:04-12:34	Period 6
Period 7	12:37-1:07	Period 7
Period 8	1:10-1:52	Period 8
	1:55-2:34	Period 9

Steelton-Highspire Jr/Sr High School

Early Dismissal Schedule

2020-2021

Junior High		Senior High
Homeroom/Period 1	7:40 – 8:12	Homeroom/Period 1
Period 2	8:15 – 8:45	Period 2
Period 3	8:48 – 9:18	Period 3
Period 4	9:21 – 9:51	Period 4
Period 6	9:54 – 10:24	Period 5
Period 5	10:27 – 10:57	Period 6
Period 7	11:00 – 11:30	Period 7

Scheduled Half Day/Early Dismissals

September 2nd, 2020

February 3rd, 2021

October 7th, 2020

March 10th, 2021

November 18th, 2020

April- none

December 9th, 2020

May 5th, 2021

January 13th, 2021

General Rules & Information

Assemblies

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

Students will sit with their assigned homerooms.

Cafeteria

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

The following are expectations for students. The students must:

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

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

Car Registration and Operation

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

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

Care of School Property

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

Dance Procedures for Guests

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

Delivery of Articles to Students

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

Drug and Alcohol Policy

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

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

Electronic Devices

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

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

Student Online/Remote Learning Expectations

STUDENT EXPECTATIONS FOR REMOTE LEARNING
• Sign into Google classrooms daily to review all assigned work.
• Attend class meetings & live lessons.
• Demonstrate learning by completing assigned work by the due date.
• Ask questions and email your teachers when you need help or don't understand.
• Be respectful to yourself, teachers and classmates.
• Create a space within your home dedicated for learning that is free from distractions.
• Spend time on-line and take short breaks away from the computer as you complete work.
• Follow the School Code of Conduct and the Online Zoom Class Rules.
• Engage with the classroom and use tools (like headphones) to focus on instructional videos, etc.
• Work with peers using respectful language and behaviors.
• Use Chromebook appropriately, as outlined in the Acceptable Use Policy.
• Wear acceptable school attire during online instruction.
• Use a planner to keep yourself organized with scheduled online activities.
• Support each other in this new way of learning.

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

Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Code	237
Status	Active
Adopted	November 28, 2018

Purpose

The district recognizes that cellular phones and other electronic devices are sometimes necessary for students to have in their possession before and after school.

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Definition

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

Authority

The Board prohibits **use of** electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.[1]

The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[2]

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

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Discipline Code if any of the following circumstances exist:[3]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[4][5]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Student Discipline Code if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.[3][6][7]

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[8]
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Legal

1. 24 P.S. 510
2. 24 P.S. 1317.1
3. Pol. 218
4. Pol. 122
5. Pol. 123
6. Pol. 226
7. Pol. 233
8. Pol. 113
- Pol. 815

Evacuation Drills

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

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

False Fire Alarms

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

Flag Salute

It is the responsibility of every citizen to show proper respect for his or her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal beliefs or religious conviction. The pledge to the flag is not for homerooms only and all staff and students are expected to rise regardless of where they are located.

Food Policy

Food/Drinks are to be consumed IN THE CAFETERIA ONLY and during the hours of 7:15 A.M. to 7:30 A.M. for breakfast or during the students' regularly scheduled lunch period. Food and drink are not permitted in the hallways or classrooms.

Freedom of Speech

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

Hall Passes

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

Leaving the Campus

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

Legal Custody

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

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

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

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

SHSD Dress Code

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

Appropriate dress is that which is not offensive, distracting to the learning environment nor a safety hazard. Clothes should not be revealing nor call particular attention to the body of the wearer because of design or cut. Tank tops, muscle shirts, bare midriffs, biking and spandex and similar attire are not permitted. Clothing which advertises or promotes the use of drugs, alcohol, tobacco products, sexual innuendos, or violence is not considered appropriate. Hats, hoods, sunglasses and coats may not be worn during the school day and must be kept in lockers. "Hats" includes all non-religious headwear including headbands, visors, handkerchiefs, etc.

Students violating the dress code will be removed from the learning environment on an unexcused basis until corrected. If necessary, parents will be called to bring proper clothing so that the student may resume his or her regular schedule. Cooperation on the part of the students and parents is appreciated.

Students should take pride in their learning and arrive to school dressed appropriately and prepared to learn. Please contact your child's school with questions or concerns.



STEELTON HIGHSPIRE SCHOOL DISTRICT

Students Should Review Dress Code & Clothing Styles That CANNOT Be Worn



Shorts/Skirts/Skorts must be mid thigh (no more than 3 inches above the knee), closer to the knee than the hip regardless of other garments.



Boxer shorts, shorts or other clothing worn as undergarments should not be visible under pants. Pants must not be worn below the hips.

Effective 2014/2015 School Year
Approved 6/23/14

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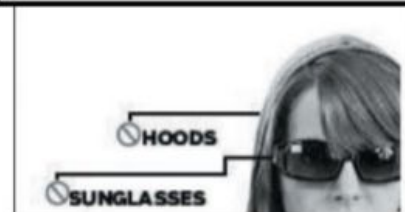


Spandex leggings must not be worn as pants during the school day.

Please contact your
child's school with
questions or concerns.



Low cut tops that expose any cleavage or are revealing are not acceptable school attire.



Hoods, hats, headbands should be removed while at school.



Tank tops or other clothing revealing the shoulders are not acceptable



No holes in pants above the knee.

Media Center

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

Reminders:

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

Lockers

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

Lost and Found

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

National Honor Society

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

Election of Members

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

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

Parent Conferences-School Communication

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

Phone Calls

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

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

Respect of Individuals

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

Student Accident Insurance

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

Surveillance Cameras

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

Textbooks

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

Theft/Property Damage

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

Three Mile Island Emergency

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

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

Tobacco

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

Transportation

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

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

Visitors

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

Weapons

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

Pupil Services

Counselors

Students are assigned to counselor as follows:

Ms. Chrisan Greenawalt (10-12).....	704-3813
Mrs. Adrienne Albert (7-9).....	704-3863
Mr. Larry Bragg (College & Career)...	704-3817
Mrs. Jennifer Navickas (Secretary).....	704-3813

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

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

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

Personal guidance is available to a student with an individual problem who feels the need of a listening ear and a helping hand. When emotional problems interfere with the student's academic achievement, individual and group counseling opportunities are available to students through parent, teacher or self-referral. Referral to our School Psychologist is also available. Our group counseling program affords both developmental and self-help opportunities. An example of self-help groups is a support group for "Children of Divorce." The developmental groups are voluntarily requested by students for assistance with adolescent issues.

Health Services—Emergency Cards

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

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

Preventing Spread of Illness

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

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

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

Immunizations

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

Medication in School

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

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

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

Special Education

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional

information related to Section 504/Chapter 15 services, parents may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, parents may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children age three through twenty-one can be eligible for special education programs and services. If parents believe that their child may be eligible for special education, the parent should contact the staff member identified for their school district of residence, listed at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact Eric Bostick, Supervisor of Preschool/Early Intervention, Capital Area Intermediate Unit #15, at ebostick@caiu.org, or at 717-732-8400, ext. 8619.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school that your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to Eric Bostick, Supervisor of Preschool/Early Intervention, Capital Area Intermediate Unit #15.

Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation results, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the Individualized Education Program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, and/or charter school staff will issue a Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN).

Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information:

The school districts, intermediate units and charter schools maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under state law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is age 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, parents can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. **For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information may be obtained and screenings and evaluations may be requested by contacting the Intermediate Unit.** The addresses of these schools are as follows:

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

Student Assistance Program (SAP)

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

Student Organizations

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

Student Wellness

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

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

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

Working Papers

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

DISTRICT POLICIES

INTERNET POLICY

Student Acceptable Use Policy for Steelton-Highspire School District Network Access (CIPA Compliance): Computer Use

Telecommunications is radically changing the way the world accesses information. A computer network, linked to the Internet, an international computer network made up of many contributing networks, represents a powerful educational resource unlike anything that precedes it.

Using Internet resources both locally and world-wide users can:

- Access research materials to meet their educational and personal information needs.
- Consult with experts in various content area and unified arts fields.
- Connect with university and college libraries.
- Communicate directly with other users locally or world-wide.

- Engage in electronic “field trips.”

The skills required for using a computer network and the Internet are vital to the long-term success of users when they enter higher education and the work force. Steelton-Highspire School District (SHSD) is pleased to offer its students access to its computer network (the SHSD Network) and the Internet to enhance and support student learning.

SHSD is aware that the Internet is an unregulated communication environment in which information changes constantly, and that some of this information may be inappropriate for users, based on age and/or development levels. SHSD’s educators will take an active role in ensuring that students and their parents are aware of the individual user’s responsibility in using the Internet resources in an ethical and educational manner. SHSD’s goal is to provide individual users with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.

SHSD has developed the following policy regarding the acceptable use of its network and the Internet to establish each user student’s rights and responsibilities as well as to delineate certain prohibited activities.

Rights

Members of the SHSD Network community have certain privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of your network privileges.

1. Privacy/Monitoring Notification - All computer communication systems, and all communications and stored information transmitted, received, or contained in the SHSD Network’s systems are SHSD’s property and are to be used by students only for school-related purposes. All student members of the SHSD Network community have the right to privacy in their private electronic communications with respect to other students. However, to ensure proper use of the SHSD Network, SHSD may monitor the use of the SHSD Network from time to time. This monitoring may include accessing a student’s private correspondence or files. In the event there is a reasonable suspicion that a user is using the SHSD Network in violation of the guidelines stated in this policy, a system administrator or teacher may gain access to a student’s private correspondence or files without prior notice. System administrators also may need to access private files as part of regular system maintenance.
2. Equal Access - All members of the network community will be granted free and equal access to as many network services as their technology allows. Exploration of the Internet is encouraged relative to the purposes of the SHSD Network. However, no single user should monopolize a computer or the network it uses. You may be asked to remove personal files if total system storage space becomes low.
3. Safety - To the greatest extent possible, members of the SHSD Network community will be protected from harassment or unwanted or

unsolicited contact. Any community member who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher. Users must, however, be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. The Administrators of the SHSD Network cannot eliminate access to all such services, nor could they even begin to identify all of them. Thus, individual users must take responsibility for their own actions in navigating the Internet.

4. Intellectual Freedom - The SHSD Network must be a free and open forum for expression, including viewpoints that are strange, unorthodox or unpopular. However, the poster of an opinion should be aware that others may be openly critical of such opinions. Occasionally, a message that you post may be met with especially harsh criticism (a practice known as “flaming” or “slamming”). It is best not to respond to such attacks, unless you believe you are capable of a measured, rational reply. Personal attacks are not an acceptable use of the SHSD Network at any time. SHSD does not officially endorse any opinions stated on the SHSD Network. Any statement of personal belief is implicitly understood to be representative of the author’s individual point of view, and not that of SHSD as a whole.

Responsibilities

With the rights of membership in the SHSD Network community come certain responsibilities. Users need to familiarize themselves with the responsibilities. Failure to adhere to them may result in the loss of SHSD Network privileges.

1. Never share your password or account with anyone. You have full responsibility for the use of your account. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user.
2. Do not knowingly degrade the performance of the SHSD Network. Electronic chain letters and mail bombs are prohibited for this reason. The creation, and/or distribution of destructive software, including, but not limited to, virus’, trojanhorse, and worm programs, is strictly prohibited.
3. Obey the rules of copyright. SHSD Network community members must respect all copyright issues regarding software, information, and attributions of authorship. Commercial software may not be installed on the system without the express permission of the system administrators.
4. Posting personal communications to a public forum without the original author’s prior consent is prohibited. To do this is a violation of the author’s privacy. However, all messages posted in a public forum such as newsgroups or aliased e-mail may be copied in subsequent communications, so long as proper attribution is given.
5. Use of the SHSD Network for any illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or

destruction of computer files. Such activity is considered a crime under state and federal law.

6. Avoid the knowing or inadvertent spread of computer viruses. “Computer viruses” are programs that have been developed as pranks and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the SHSD Network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.

7. Use appropriate language. Profanity or obscenity will not be tolerated on the SHSD Network. All community members should use language appropriate for school situations as indicated by school codes of conduct.

8. Avoid offensive or inflammatory speech. Community members must respect the rights of others both in the local community and in the Internet at large. Personal attacks are unacceptable use of the SHSD Network. If you are the victim of a “flame” or “slam,” bring the incident to the attention of a teacher or system administrator.

9. Impersonations, anonymity, aliases or pseudonyms are not permitted. As an educational network, we believe that individuals must take responsibility for their actions and words.

10. Exemplary behavior is expected on “virtual” field trips. When “visiting” locations on the Internet, or using the videoconferencing or screen sharing communication tools, community members must conduct themselves as representatives of both their class and the entire community as a whole. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of SHSD Network privileges.

**Access to
Inappropriate
Materials**

To the extent practical, technology protection measures (or “Internet filters”) have been implemented to block or filter Internet content or other forms of electronic communications that is inappropriate for the stated educational goals and objectives of the District.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled, or in the case of minors, minimized only for pre-approved bona fide educational research or other lawful purposes that are in accordance with the District’s educational goals and objectives.

**Network
Etiquette and
Privacy**

An SHSD Network user is expected to follow the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be polite.
2. Never send or encourage others to send abusive messages.

3. Use appropriate language. Remember that the user is a representative of his/her school. What is written can be viewed world-wide! Never swear, use offensive or obscene words, or any other inappropriate language.
4. Privacy. Users should never reveal their names, home addresses and personal phone numbers nor the names, addresses and phone numbers of any other person.
5. Electronic mail. Electronic mail is not guaranteed to be private. Messages relating to, or in support of, illegal activities must be reported to the system administrator or a teacher.
6. Disruptions. Users must not disrupt the computer network in any way.

Prohibitions

The use of the SHSD Network for illegal, inappropriate or unethical purposes by students is prohibited. More specifically:

1. Use of the SHSD Network to facilitate illegal activity is prohibited.
2. Use of the SHSD Network for commercial or for-profit purposes is prohibited.
3. Use of the SHSD Network for non-school purposes is prohibited.
4. Uses of the SHSD Network for product advertisement or political lobbying is prohibited.
5. Malicious use of the SHSD Network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
6. Hate mail, harassment, discriminatory remarks, and other antisocial communications on the SHSD Network are prohibited.
7. The illegal installation, distribution, reproduction or use of copyrighted software on District computers is prohibited.
8. Use of the SHSD Network to access obscene or pornographic material is prohibited.
9. Use of the SHSD Network to transmit material likely to be offensive or objectionable to recipients is prohibited.
10. Use of the SHSD Network to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.
11. Use of the SHSD Network to misrepresent other users on the SHSD Network is prohibited.
12. Use of SHSD technology or the SHSD Network for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
13. Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
14. The SHSD Network shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
15. Use of the SHSD Network which results in any copyright violation is prohibited.

16. Never use another person's password to gain access to the SHSD Network.

Security

Security on any computer system is a high priority because there are so many users. If any SHSD Network user identifies a security problem, he/she must notify the system administrator or a teacher at once without discussing it or showing it to another user. The user must not use another individual's SHSD Network account. Any user identified as a security risk will be denied access to the SHSD Network.

Consequences

An SHSD Network user shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to access the SHSD Network. Other appropriate disciplinary procedures may take place, as needed, for students.

Illegal use of the SHSD Network, intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Limitation of Liability

SHSD makes no warranties of any kind, whether express or implied, for the service it is providing. SHSD will not be responsible for any problems suffered while on the Internet. These problems include but are not limited to loss of data as a result of delays or otherwise, non-deliveries, mis-deliveries, or service interruptions caused by the Internet or users which include errors or omissions. Use of any information obtained through the Internet is at the user's own risk. SHSD will not accept any responsibility for the accuracy of information obtained through the Internet.

Policy Administration

SHSD has implemented an electronic method for tracking student acceptance of this and other related policies. Failure to accept the policy will prevent the user from accessing network resources.

CIPA Definitions of Terms

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Student Acceptable Use Policy for Steelton-Highspire School District
(CIPA Compliance): Computer Use
Adopted: 01/31/2009
Amended:
Reviewed without Amendment:
Steelton-Highspire School District
250 Reynders Avenue
Steelton, PA 17113

Extra-Curricular Activities/Athletics

See Steelton-Highspire JR/SR High School Rollers Extra-Curricular Handbook.

Boys: Baseball, Basketball, Football, and Track.

Girls: Basketball, Softball, Volleyball and Track.

Attendance Procedures

Absences

Excused

The school will authorize absences due to illness, injury, or family emergency that cannot be prearranged or foreseen prior to the day of the absence. Parents shall notify the office by 8:00 am to call a student off from school. Students will be permitted to make up work missed during the day of an authorized absence. No student shall have his/her grade lowered due to an absence, which has been excused. For unforeseen absences, students shall have as many days to make up work as they were absent. The student shall present

a note signed by his/her parent or guardian to the high school office within **three days** of the absent date. Failure to do so will result in the absence being recorded as unexcused or truant. Notes must be signed by the parent or guardian and contain the date of the absence regardless of the student's age. Students who are truant from school are not permitted to attend any school-sponsored events the day of the absence.

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

Unexcused/Truant

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

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

Alternate Assignment, Educational or Family Trip

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

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

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

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

Late Arrivals / Early Dismissals

If you arrive to school after 7:40 a.m., you should report to the high school office. Late arrivals will be deemed as excused or unexcused by district staff. Students will not be permitted to make up work missed due to an unexcused late arrival or early dismissals. **Such reasons as running out of gas, oversleeping, and having a flat tire will not be excused.** Extremely bad weather or personal illness will be considered when a course of action is determined.

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

Tardy to Class

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

Withdrawal from School

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

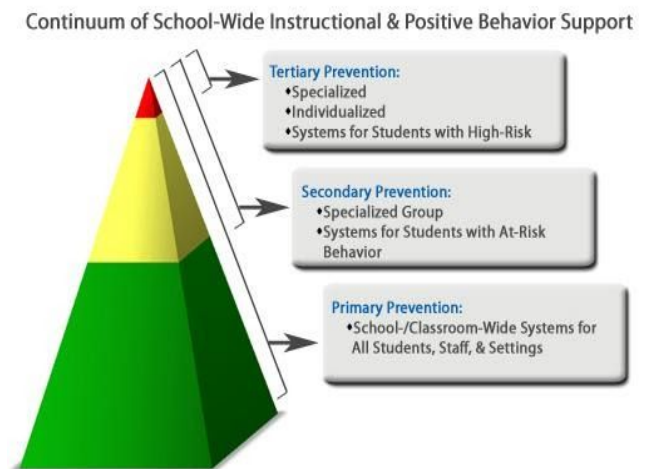
Positive Behavior Intervention Support (PBIS)

Our school is participating in an important district initiative. It is called Positive Behavior Interventions and Supports (PBIS). The initiative provides clear expectations for the students, staff, and visitors throughout the school building.

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

Steel-High Behavioral Expectations:

- **P**ositive
- **R**espect
- **I**ntegrity
- **D**edication
- **E**xcellence



Behavioral Expectations:

Behavioral Expectations: Steelton-Highspire Jr./Sr. High School has 5 behavioral expectations for our school: Positive attitude, respect, integrity, dedication and excellence.

Behavior Matrix: a matrix with the areas of our school are along the top with the behavioral expectations in the left column. Each matrix box contains the behavior indicators, or what the behavior expectation looks like

in that particular area. Each box contains specific ways for the students to complete each task and how to act appropriately in each area.

Steel-High Roller Pride

	Classroom	Hallway	Bathroom	Cafeteria	Auditorium	Digital Citizenship
Positive	<ul style="list-style-type: none"> - Allow yourself & others to learn - Keep classroom clean & tidy 	<ul style="list-style-type: none"> - Be polite to others while passing them - Keep hallway clean & tidy 	<ul style="list-style-type: none"> - Treat the bathroom as if it were your own - Report any misconduct or damage 	<ul style="list-style-type: none"> - Use table manners - Help others when necessary 	<ul style="list-style-type: none"> - Enter with an open-mind - Applaud at appropriate times 	<ul style="list-style-type: none"> - Steel-High Rollers' reputation - Build your personal digital footprint
Respect	<ul style="list-style-type: none"> - Focus on speaker - Keep hands & feet to yourself 	<ul style="list-style-type: none"> - Keep hands and feet to yourself - Use low voices & appropriate language 	<ul style="list-style-type: none"> - Leave the bathroom the way you found it - Use low voices 	<ul style="list-style-type: none"> - Listen to adults - Keep food in the cafeteria 	<ul style="list-style-type: none"> - Focus on speaker - Follow directions the first time 	<ul style="list-style-type: none"> - Keep track of and take care of you own electronics -Only post about others with permission
Integrity	<ul style="list-style-type: none"> - Use academic language - Manage personal belongings 	<ul style="list-style-type: none"> - Walk facing forward - Stay to the right hand side - Use lockers as intended 	<ul style="list-style-type: none"> - Put trash in trash cans - Clean up after yourself 	<ul style="list-style-type: none"> - Enter and exit lines appropriately - Stay in your designated area 	<ul style="list-style-type: none"> - Keep personal belongings away (phone, food, drink) - Sit quietly 	<ul style="list-style-type: none"> - Share appropriate/ accurate content -Give credit where credit is due
Dedication	<ul style="list-style-type: none"> - Be on time - Be prepared with all class materials 	<ul style="list-style-type: none"> - Have a hall pass during class time - Use your own locker - Keep lockers locked 	<ul style="list-style-type: none"> - Use in a timely manner - Use at appropriate times 	<ul style="list-style-type: none"> - Wait in line for your turn - Stand in the appropriate line 	<ul style="list-style-type: none"> - Engage in the presentation - Use what you learn in life 	<ul style="list-style-type: none"> - Fully charged - Use at appropriate times
Excellence	<ul style="list-style-type: none"> - Follow all directions the first time - Do what is expected 	<ul style="list-style-type: none"> - Show PRIDE - Keep traffic flowing 	<ul style="list-style-type: none"> - Give others privacy - Use your designated bathroom 	<ul style="list-style-type: none"> - Use appropriate voices & volume level - Clean up after yourself 	<ul style="list-style-type: none"> - Remain seated - Respond appropriately 	<ul style="list-style-type: none"> - Tools not toys! - Meaningful communication & learning

Steelton-Highspire High School

Code of Conduct

Code of Student Conduct

Philosophy: Learning is effective when order is maintained. It is the objective of Steelton-Highspire Jr./Sr. High School to educate the whole child. We believe all students should be healthy, safe, engaged, challenged and supported. We will provide an environment conducive to learning both academically and socially. Therefore, it is necessary that regulations be developed to ensure conduct appropriate to the realization of that objective. Students who conduct themselves positively and appropriately will find a comfortable, pleasant atmosphere within which they can reach their full potential. We believe all students can learn, and education is our top priority.

A STATEMENT OF STUDENT RESPONSIBILITY

—Reprinted directly from § 12.2 of the Pennsylvania School Code, available at the following web address: <http://www.pacode.com/secure/data/022/chapter12/s12.2.html>

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to 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 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.

(d) It is the responsibility of the students to conform to the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(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 to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

(4) Assist the school staff in operating a safe school for the students enrolled therein.

(5) Comply with Commonwealth and local laws.

(6) Exercise proper care when using public facilities and equipment.

(7) Attend school daily and be on time at all classes and other school functions.

(8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

(10) Report accurately in student media.

(11) Not use obscene language in student media or on school premises.

Academic Integrity

Unless it is designated as a collaborative assignment, it is expected that each student will do his/her own work, whether it is a short term (e.g., homework, class work), a long-term assignment (e.g., report, project, research paper), or written assessment (e.g., quiz, unit test, mid-term/final examination).

Cheating is defined as the act of deceiving, swindling, deception, or fraud. If a student helps someone else cheat, he or she is cheating also.

SAMPLE ACTS OF CHEATING

- Using cheat sheets, ponies, or crib notes during tests or quizzes;
- Plagiarism – stealing or using the ideas or writings of another as yours;
- Copying test or quiz answers or homework (when it is forbidden by the teacher);
- Communicating answers or questions or test information to other students during or between classes;
- Using condensed versions, critical evaluations or study guides such as, but not limited to, Cliff Notes, or a movie in lieu of reading an assignment – if not allowed by the teacher;
- Submitting unoriginal written work such as previously written term papers or book reports when the teacher requires an original work.

MINIMAL CONSEQUENCES OF CHEATING

The following are suggestions for minimal consequences when cheating is encountered:

- No credit (0%) for the test/ assignment with no opportunity for make-up; notification of parents.
- In school suspension/Saturday detention will be assigned.
- A signed contract with the student outlining subsequent penalties.

Discipline

Due Process

The handling of discipline cases at Steelton-Highspire High School is directed to the end of developing the best possible solution for the individual pupil while at the same time protecting the rights of the total student body. Student behavior controls will always be compatible with the philosophy, beliefs, and objectives of the school and in no way will be detrimental to the total student body. Students will be assured due process according to the following procedures:

Notice

The Principal, Assistant Principal, Superintendent or designated school employee at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If written, delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail, addressed to the last known address of the student or his/her parent/guardian.

The notice shall contain the following basic information:

- A statement of the charges.
- A statement of what the student is accused of doing and a statement of the basis of the allegation.

Note: Specific names may be withheld if necessary to shield a witness.

Informal Hearing

The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may also call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.

Timing

The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of hearing. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Alternative Education Program

Students may be placed into the Alternative Education Program for the following circumstances:

- Disrupting the school environment continually
- Reached (15) school days of In-School Suspension
- Displaying a pattern of serious offenses
- Returned from expulsion
- Placed by the courts due to delinquent behavior
- Transferred from another school district where the student was already in an alternative environment.

The assignment shall be for a **minimum** of (45) forty-five school days. During this placement, students may NOT participate in any extracurricular events. Students assigned to the Alternative Education Program will be evaluated on attendance and punctuality, academic performance in their core subjects, behavior and social interaction. There will be an exit conference required with the students and parents before the student resumes his/her regular program. Teachers will be given at least one week's notice before students return to the regular school environment. Students will receive an incomplete in all non-core subjects until work is made up.

Lunch Detention

Teachers may assign students a lunch detention for inappropriate behavior in the cafeteria. Administrators may assign students lunch detention for being tardy to class or to school. Students assigned lunch detention will eat a regular school lunch in a predetermined classroom. Students will receive only a standard lunch. No snacks, Slushies, or ice cream will be allowed. Students will not be allowed to talk during lunch detention and will not be allowed to leave the classroom for any reason.

Detention

A teacher may assign a student to stay after school for a teacher detention, but it is NOT to exceed 30 minutes. Administrator assigned school detentions shall be one hour in duration. **All assigned detentions must be served. Failure to serve detention may result in assignment to IN SCHOOL SUSPENSION or lunch detention. Students who continue failing to serve detentions shall receive escalating consequences.**

In-School Suspension (ISS)

Disruptive students may be removed from the regular scheduled class and assigned to IN SCHOOL SUSPENSION. Students assigned to IN SCHOOL SUSPENSION are required to complete academic assignments from their subject teachers or work provided by the IN SCHOOL SUSPENSION teacher while in the program. IN SCHOOL SUSPENSION placement may normally not exceed fifteen (15) school days for the entire year. Any time beyond the fifteen days can result in an out-of-school suspension or a recommendation for assignment to the Alternative Education Program or expulsion.

Exclusion from School

Suspension is exclusion from school and school activities for a period of time from one (1) to ten (10) consecutive school days. No student shall be suspended without due process. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. In cases where the student is suspended “out of school” and where the parents cannot be notified or transportation is not available, the student will be sent to the **IN SCHOOL SUSPENSION room for the completion of the current school day.** In all cases of suspension, the parents are to assume the responsibility of the student during the suspension period and must come to school with their son/daughter when applying for reinstatement. At this time, it will be necessary that commitments for correct behavior be made to school officials while the student is in the company of his/her parents or guardian. Students under suspension are not permitted to participate in or attend any school-sponsored activities. Students shall have the responsibility to make up exams and work missed while under suspension after they return.

Any student consistently violating school rules, guilty of gross disobedience, or who does not correct his/her behavior after suspensions have been administered will be recommended to the Superintendent for further disciplinary action, which may include expulsion from school.

A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly appointed committee of the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student. The procedures of Due Process will be followed.

STUDENT MISCONDUCT

DISCIPLINARY RESPONSE STRUCTURE

Classroom Rules

Teachers will establish and provide each student with a copy of the positive Behavior Improvement Plan Rules/Code of Conduct at the beginning of the school year and students are expected to comply. With this code are levels based on the infractions.

Level 1 - Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

List of Possible or similar offenses—(but NOT limited to):

- Possession of prohibited electronic devices
- Tardy to class
- Public display of affection (except holding hands)

- Arguing
- Failure to follow directions
- Classroom misconduct
- Failure to follow food restrictions
- Hallway pass misuse
- Non-defiant failure to follow directions or complete assignments
- Visible cellular phones
- Late arrivals

PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior becomes a level 2 violation. An accurate record of the offenses and disciplinary action is maintained by the teacher.

DISCIPLINARY OPTIONS/RESPONSES

(The following consequences represent escalation and they can be assigned based on severity or frequency of the infraction. All level ones handled at the teacher level through the Positive Behavior Support System PBIS) Verbal reprimand, special assignment, conference, withdrawal of privileges, student contract, teacher detention.

Level 2 - Misbehavior whose frequency or seriousness tends to disrupt the learning culture of the school.

List of Possible or similar offenses—(but NOT limited to):

- Unmodified Level 1 misconduct
- Failure to serve detention for a teacher
- Improper dress
- Defamation of character
- Unauthorized presence
- Possession of offensive literature.

DISCIPLINARY OPTIONS/RESPONSES

(The following consequences represent escalation and they can be assigned based on severity or frequency of the infraction.) Parental conference, counseling, referral to outside agency, detention, lunch detention, or IN SCHOOL SUSPENSION, referral to STUDENT ASSISTANT PROGRAM team as appropriate

Level 3 - Acts against persons or property whose consequences do not seriously endanger the health or safety of others.

List of Possible or similar offenses—(but NOT limited to):

- Unmodified Level 2 misconduct
- Bullying, to include cyber bullying
- Cheating
- Lying
- Fighting
- Class cut
- Truancy
- Leaving school property without permission
- Bus misconduct
- Unauthorized use of parking facilities
- Disrespectful/inappropriate speech
- Racist comments

- Open defiance of authority
- Plagiarism
- Forgery of notes or passes
- Unexcused absences to school
- Minor vandalism
- Harassment/ hazing
- Intimidation
- Profanity
- Obscene gestures
- Downloading and deleting files
- Unauthorized computer use
- Misconduct at school sponsored activities
- Misconduct outside the classroom, such as hallways, cafeteria, and parking lot.

PROCEDURES

The administrator investigates the infraction and confers with staff on the extent of the consequences if necessary. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. The administrator may make referral to the District Superintendent. There is restitution of damages. An accurate record of offenses and disciplinary action is maintained. Repeated misbehavior becomes a Level 4 violation.

DISCIPLINARY OPTIONS/RESPONSES

(The following consequences represent escalation and they can be assigned based on severity or frequency of the infraction.) Temporary removal from class (IN SCHOOL SUSPENSION), written warning, community service, withdrawal of parking permit, detention, alternative education program, IN SCHOOL SUSPENSION, out-of-school-suspension, administrative hearing, Board hearing, law enforcement agency contact, prosecution with the District Justice, referral to Student Assistance Program as appropriate.

Level 4 - Acts which result in violence to another's person or property or which pose a direct threat to the safety of others. These acts are clearly criminal and always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action. The School Resource Officer is contacted in all cases. Drug-Detection dogs can come to the school unannounced at any time. Everything on school property including vehicles may be subject to search.

List of Possible or similar offenses—(but NOT limited to):

- Unmodified level 3 misconduct
- Gambling for gain (including but not limited to rolling dice, poker, etc)
- Possession/use of tobacco
- Possession of laser pointers
- Violation of state vehicle code
- Threatening telephone calls
- 1-person fights
- Disorderly conduct
- Indecent conduct
- Possession/ sale/ use of a controlled substance (alcohol, drugs, drug paraphernalia, look-alike drugs)
- Coming to school under the influence of drugs and alcohol
- Arson
- Extortion
- Bomb threats
- Possession of weapons
- Hate crimes
- False fire alarms
- Indecent exposure
- Criminal trespass
- Possession/use of fireworks and explosives
- Striking an employee of the School District
- Theft
- Major vandalism
- Assault
- Terrorist threats
- Ethnic intimidation

- **Any violation of Pennsylvania’s Criminal Code not previously covered**

PROCEDURES

The administrator verifies the offense, confers with staff and meets with the student and the School Resource Officer. The parents are notified and the student is removed from the school premises. The School Resource Officer contacts other law enforcement agencies and school officials to assist in prosecuting the offender where appropriate. Refer drug and alcohol policy violations to Student Assistance Program. A complete and accurate report is submitted to the Superintendent for Board consideration.

DISCIPLINARY OPTIONS/RESPONSES

Withdrawal of parking permit, Board hearing, expulsion, Alternative Education Program, out-of-school suspension, law enforcement officials contacted, mandatory referral of controlled substance violators to Student Assistance Program. Drug and alcohol violators to Student Assistance Program, Drug and alcohol violators must agree to the recommendations of Student Assistance Program or be referred for expulsion from school. Any student who is suspended out-of-school may not return without a school parental conference.

Threats to kill – in addition to the above-mentioned disciplinary actions, students found guilty of “threatening to kill another” will be subjected to: (a) psychiatric evaluation; (b) loss of locker privileges; and (c) daily searches for a period of time to be determined by the school Principal; and (d) investigation by law enforcement, and/or possible prosecution by the court system.

Bullying

(Policy adopted 6/25/07 by the Steelton-Highspire School Board, Revised Feb. 25, 2011)

Policy attached on pages 47-50 of this handbook.

Purpose: The Steelton-Highspire School District Board of Education is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, it shall be the policy of the District to maintain an education environment in which bullying and cyber bullying in any form are not tolerated. This policy is in effect while students are on property within the jurisdiction of the School District; while on school-owned and/or school operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the School District. Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against.

Authority: The School District will not tolerate any acts of bullying occurring on School District property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school sponsored activities.

Definition: Bullying shall mean unwelcome repeated and systematic harassment and attacks on others by means of verbal, written, electronic, or physical conduct. Bullying can take many forms and can include many different behaviors, such as:

1. Physical violence and attacks
2. Verbal taunts, name-calling, and put-downs

3. Emotional bullying, i.e. spreading rumors, ridiculing, manipulating social relationships
4. Threats and intimidation
5. Extortion or stealing
6. Racially or ethnically-based, or gender-based verbal abuse
7. Spreading false information about a person
8. Cyber-bullying

Characterizations of Bullying:

1. It is aggressive behavior or intentional “harm doing”.
2. It happens when one or more persons with more power unfairly and intentionally hurts someone with less power; the hurt may be physical, social, or emotional.
3. It is carried out repeatedly and over time.

Delegation of Responsibility: Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying. Students shall be encouraged to report bullying or cyber bullying complaints to District employees. All employees who receive a bullying or cyber bullying complaint shall immediately report the complaint to the building administration who shall investigate to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, written documentation must be logged recording the complaint, the results of the investigation and referral of the event to a remediation team. Copies of that documentation shall be forwarded to the building administration team and to the Superintendent. The building Principal or his/her designee will inform parents/guardians of the victim and of the person accused. A team of staff members and the parents/guardians of the victim and accused shall be convened to create a plan for remediation of the problem. Teachers and other staff (including, but not limited to, secretaries, custodians, bus drivers, hall monitors, etc.) who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a staff member's safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying, and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

The School District encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building Principal, or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building Principal to report acts of bullying. If teachers and/or staff cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building Principal. Other school employees who observe acts of bullying shall report that conduct to the building Principal.

Interplay With Other School District Policies- Nothing in this policy shall prevent school employees from enforcing or imposing discipline or fulfilling their professional responsibilities under other School District policies or student disciplinary rules.

Resolution: Bullying boxes will be placed in the media center and office for students to report bullying anonymously. The student may either place a letter about the bullying that is occurring in the box himself or ask a confidant to place it into the box for him. The bullying box will be checked weekly and the

bullying issues will be addressed immediately by the Principals, guidance counselor, teachers, and/or the SRO.

Harassment

The School Board strives to provide a safe, positive learning culture for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment of protected categories is not tolerated. The School Board prohibits all forms of harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the school. It shall be a violation of District policy to harass a student through conduct of a sexual nature, or regarding race, color, national origin/ethnicity, sexual orientation, religion or disability, as defined by this policy. It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School District. The Board encourages students and third parties who have been harassed to report promptly such incidents to the designated employee. The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment. A copy of the complete harassment Board policy No. 248 may be obtained at the school office. The School Resource Office will also be contacted.

Hazing

Steelton-Highspire High School District Board Policy No 247 strictly prohibits students or student organizations from conducting any activities that involve "hazing." For purpose of this policy, the School Board defines "hazing" as: Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into, or as a condition for continued membership in, or participation in any student organization or on an athletic team. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which adversely affects physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or participation in an organization or team is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding.

Laser Pointers

Laser pointers are not permitted on school property or at school sponsored events. Use or possession of laser pointers is a Level 3 violation of the student code of conduct.

Sexual Harassment

Is defined as:

- Any verbal, written, or physical conduct of a sexual nature which creates an intimidating, hostile, or offensive environment
- Any suggestion, request, demand, or pressure for sexual involvement, accompanied by an implied or explicit threat concerning one's grades, extra-curricular standing, job, etc.
- Any unwanted sexual advance or request

Sexual harassment includes, but is not limited to the following: derogatory, demeaning, or offensive jokes, teasing, or comments of a sexual nature graphic remarks or sexual comments about an individual's body, sexually suggestive or obscene telephone calls, letters, notes or invitations sexually suggestive or obscene pictures, cartoons, posters, or objects, grabbing, pinching, or touching of private areas, deliberate cornering, shouldering or bumping in hallways, sexual gestures, unwanted pats, or hugs, or any unwanted touching, any form of sexual threat, intimidation, or exploitation, spreading of sexual rumors, actual or attempted sexual assault, molestation, or rape. sexist remarks or gender based stereotyping, "panting" male or female students, flipping up girls' dresses, etc.

WHAT TO DO IF YOU ARE SEXUALLY HARASSED:

1. If you believe you are being sexually harassed, you should consider telling the person that you do not like what is happening and you want it stopped. In many cases your clear statement that you want something stopped will be enough to take care of the situation.
2. You have the right and are encouraged to report the problem immediately to any teacher, counselor, administrator, or other staff member at your school. You should not feel embarrassed, intimidated, or reluctant to file a harassment report. You will not be subject to retaliation or "put on trial" for doing so.

HOW TO REPORT SEXUAL HARASSMENT:

1. Any one (student, staff member, parent, volunteer, or anyone else) who is a victim of sexual harassment, or who has personal knowledge of sexual harassment taking place, is encouraged to report the problem immediately to any teacher, counselor, administrator, or other staff member at the school. It is the responsibility of all staff members who have received information, allegations, or even rumors about sexual harassment, to report the problem immediately to the Principal or supervisor. The Principal, teacher, and other persons involved will conduct a preliminary investigation.
2. If a preliminary investigation shows an allegation is other than trivial, the Principal or his designee shall report the allegation of sexual harassment immediately to the parents of any students involved. Before conducting investigative interviews with students, Principals shall give parents notice of their right to be present. Parents must be informed of the progress of any investigation.
3. Principals/supervisors shall report every allegation of sexual harassment involving employee/employee and employee/student immediately to the Pennsylvania Department of Education. Sexual harassment involving student/student should be handled at the school, unless there is a specific reason for referring the matter to outside resources.
4. **When the type of sexual harassment constitutes child abuse, the Principal must follow the reporting requirements of District's child abuse policy and State child abuse laws.**

CORRECTIVE ACTION:

1. Once the facts in a case have been determined, the Principal/supervisor shall make a concentrated effort to resolve the case. Final resolution may include, but shall not be limited to: (A) appropriate corrective action or discipline against violators of the sexual harassment policy, (B) agreement among the parties which resolves the issues, or (C) determination that sexual harassment did not occur.
2. Substantiated charges of sexual harassment against a student shall subject the student to corrective action or discipline which is age appropriate and in compliance with District and school policies.
3. Substantiated charges of sexual harassment against an employee shall subject the employee to corrective action or discipline consistent with District employee policies, including the possibility of suspension or dismissal.
4. Students or employees who file frivolous, unfounded, or malicious sexual harassment reports shall subject themselves to corrective action or discipline consistent with school and District policy.

CONFIDENTIALITY

Sexual harassment reports shall be investigated and handled as discreetly as possible. The right to confidentiality (for the alleged victim, the alleged harasser, witnesses, and others) must be respected, consistent with fairness, due process, and the school's legal obligation to investigate and take action when warranted. All persons involved shall refrain from discussing the case with anyone, except those who have a legitimate need or right to know.

REPRISALS

Reprisals of any kind are strictly prohibited against any person who has filed a report of sexual harassment, testified as a witness, assisted, or participated in any manner in any investigation or proceeding conducted under this policy. Reporting of sexual harassment, or participation in a sexual harassment inquiry, must not reflect in any way upon the individual's status nor will it affect future grades, assignments, employment, etc.

STEELTON- HIGHSPIRE SCHOOL DISTRICT

SECTION: PUPILS

TITLE: BULLYING/CYBERBULLYING

ADOPTED: June 25, 2007

REVISED: February 7, 2011

	249. BULLYING/CYBERBULLYING
1. Purpose	The Steelton-Highspire School District Board of Education is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, it shall be the policy of the district to maintain an education environment in which bullying and cyberbullying in any form are not tolerated.
2. Authority SC 1303.1-A	<p>This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against.</p> <p>The school district will not tolerate any acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities.</p>
3. Definition SC 1303.1-A Pol. 248	<p>Bullying shall mean unwelcome, repeated and systematic harassment and attacks on others by means of verbal, written, electronic, or physical conduct. Bullying can take many forms and can include many different behaviors, such as:</p> <ol style="list-style-type: none"> 1. Physical violence and attacks. 2. Verbal taunts, name-calling and put-downs. 3. Emotional bullying, i.e. spreading rumors, ridiculing, manipulating social relationship. 4. Threats and intimidation.

<p>4. Delegation of Responsibility</p>	<ol style="list-style-type: none"> 5. Extortion or stealing. 6. Racially or ethnically-based, or gender-based verbal abuse. 7. Spreading false information about a person. 8. Cyberbullying. <p>Characterizations of bullying:</p> <ol style="list-style-type: none"> 1. It is aggressive behavior or intentional "harm doing." 2. It happens when one or more persons with more power unfairly and intentionally hurt someone with less power; the hurt may be physical, social, or emotional. 3. It is carried out repeatedly and over time. <p>Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.</p> <p>Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying.</p> <p>Students shall be encouraged to report bullying or cyberbullying complaints to district employees.</p> <p>All employees who receive a bullying or cyberbullying complaint shall immediately report the complaint to the building administration, who shall investigate to determine if bullying or cyberbullying has occurred. If the behavior is found to meet the definition of bullying or cyberbullying, written documentation must be logged recording the complaint, the results of the investigation and referral of the event to a remediation team. Copies of that documentation shall be forwarded to the building administration team and to the Superintendent.</p> <p>The building principal or his/her designee will inform parents/guardians of the victim and of the person accused. A team of staff members and the parents/guardians of the victim and accused shall be convened to create a plan for remediation of the problem.</p>
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	<p>Teachers and other staff (including, but not limited to, secretaries, custodians, bus drivers, hall monitors, etc.) who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a staff member's safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.</p>
<p>SC 1302.-A, 1303.1-A Pol. 236</p>	<p><u>Education</u></p> <p>The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p>
<p>5. Guidelines</p>	<p><u>Student, Parent/Guardian And Employee Reporting</u></p> <p>The school district encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.</p> <p>If teachers and/or other staff cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal.</p> <p><u>Interplay With Other School District Policies</u></p> <p>Nothing in this policy shall prevent school employees from enforcing or imposing discipline, or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.</p>
<p>SC 1303.1-A Pol. 218, 233</p>	<p><u>Consequences For Violations</u></p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"> 1. Counseling within the school. 2. Parental conference.

3. Loss of school privileges.
4. Transfer to another classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 218, 233, 236, 248

Supporting the Success of Homeless Children and Youths

During the 2013-14 school year, more than 1.3 million homeless children and youths were enrolled in public schools. Since the 2006-07 school year, the number of homeless children and youths enrolled in public schools has nearly doubled. The number of unaccompanied homeless youths (not in the physical custody of a parent or guardian) identified by schools has more than doubled to nearly 100,000 students. Youths of color and lesbian, gay, bisexual, transgender, queer and questioning (LGBTQ) youths are disproportionately represented in this population.

Research and data, including surveys of homeless and formerly homeless youths, indicate that experiencing homelessness can have significant negative impacts on children academically, socially, and emotionally. Homeless students experience greater school mobility than their non-homeless peers. School mobility can cause interruptions to a child's education and is associated with lower school achievement and increased risk of dropping out of school. Homeless students are at a greater risk of being chronically absent than their non-homeless peers. Chronic absenteeism is associated with lower academic achievement and higher dropout rates. Homeless students face significant gaps in high school graduation rates compared to their peers, according to data from the States that disaggregate graduation rates for homeless youths.

Two-thirds of formerly homeless youths surveyed said that homelessness had a significant impact on their education, making it hard to stay and do well in school.vi

Over 40 percent of formerly homeless youths surveyed said that they dropped out of school or stopped attending school while they were homeless in middle or high school.

Nearly 60 percent of formerly homeless youths surveyed said that their schools did a fair or poor job of supporting them while they were homeless and that a lot more should be done.

The Education for Homeless Children and Youths (EHCY) program, authorized under the McKinney Vento Homeless Assistance Act (McKinney-Vento Act), is designed to address the needs of homeless children and youths and ensure educational rights and protections for these children and youths. The Every Student Succeeds Act (ESSA) amended the McKinney-Vento Act, and changes made by the ESSA will take effect on October 1, 2016.

Rights of Homeless Children and Youths

Who is considered homeless? Under the McKinney-Vento Act, the term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youths: who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and who are migratory children who live in one of the above circumstances. What protections does the McKinney-Vento Act require for homeless children and youths? Under the McKinney-Vento Act, State educational

agencies (SEAs) and local educational agencies (LEAs) must review and revise policies and procedures to remove barriers to a high-quality education for homeless children and youths. Every SEA must have an Office of the State Coordinator to oversee implementation of the Act, and every LEA must designate a local liaison able to carry out their duties to ensure that homeless students are identified and have a full and equal opportunity to succeed in school. The McKinney-Vento Act also requires that: o homeless students who move have the right to remain in their schools of origin (i.e., the school the student attended when permanently housed or in which the student was last enrolled, which includes preschools) if that is in the student's best interest; o if it is in the student's best interest to change schools, homeless students must be immediately enrolled in a new school, even if they do not have the records normally required for enrollment; o transportation must be provided to or from a student's school of origin, at the request of a parent, guardian, or, in the case of an unaccompanied youth, the local liaison; o homeless students must have access to all programs and services for which they are eligible, including special education services, preschool, school nutrition programs, language assistance for English learners, career and technical education, gifted and talented programs, magnet schools, charter schools, summer learning, online learning, and before- and after-school care; o unaccompanied youths must be accorded specific protections, including immediate enrollment in school without proof of guardianship; and o parents, guardians, and unaccompanied youths have the right to dispute an eligibility, school selection, or enrollment decision.

Tips for Supporting Homeless Children and Youths

All school staff have the opportunity and the charge to support homeless students and families. While every LEA must have a McKinney-Vento liaison, the number of homeless students and the scope of their needs may be challenging for just one person to address. That is what makes the role of teachers (including early childhood educators), school leaders, counselors, and other staff so critical. Though homeless children and youths may face great challenges, a caring adult who can ensure that a student's rights are upheld and can connect him or her to other supports can make a world of difference. Below are tips for how to help homeless students in your school or district. Create a welcoming climate and build trust with all students. Many homeless students hesitate to identify themselves as homeless due to shame, fear of stigma, and concern about possible consequences of this identification. By not being identified, however, these students miss out on critical supports. Building a safe and supportive environment in your school or classroom can benefit all students and alleviate these concerns for homeless students. Help to identify and support homeless students. While it is important to avoid jumping to conclusions about students due to their appearance or performance, there are often warning signs that a child or youth is experiencing homelessness. For example, a child may fall asleep repeatedly in class, wear the same clothes multiple days in a row, have poor hygiene, fail to complete homework, or be regularly late or absent. Instead of punishing a student for these behaviors, it would be beneficial to get to the root cause and find out what supports you may be able to provide. Be sensitive and understanding. Many homeless youths experience trauma even before they become homeless, and the experience of homelessness can expose youths to violence, abuse, trafficking, and other traumatic experiences (including hunger and illness). Teachers and other school staff who deal directly with children should always employ sensitivity and understanding in conversations with

homeless students. School leaders can help by ensuring that all staff members are trained in trauma-informed care. Ensure that school and classroom policies and procedures, such as disciplinary policies, are fair to homeless students and do not negatively impact them because of their homelessness. Consider providing extra time or other accommodations for homeless students on homework and projects, or extra resources that may be needed, such as access to printers, computers, and school supplies. Review attendance policies to ensure that they do not disproportionately punish homeless students, who may face difficulty arriving on time to school. Learn more about the McKinney-Vento Act and connect with your local liaison. Read the U.S. Department of Education's (ED) updated EHCY program guidance, visit your SEA website for a list of McKinney-Vento liaisons and their contact information, and help homeless students and parents know about their rights. Connect homeless students and families to services and housing assistance in your community, including through non-profit and faith-based organizations. For more information and resources on homeless students, please call the National Center for Homeless Education helpline toll-free at (800) 308-2145 or visit their website, the ED homeless initiatives webpage, or the U.S. Department of Housing and Urban Development's education webpage.