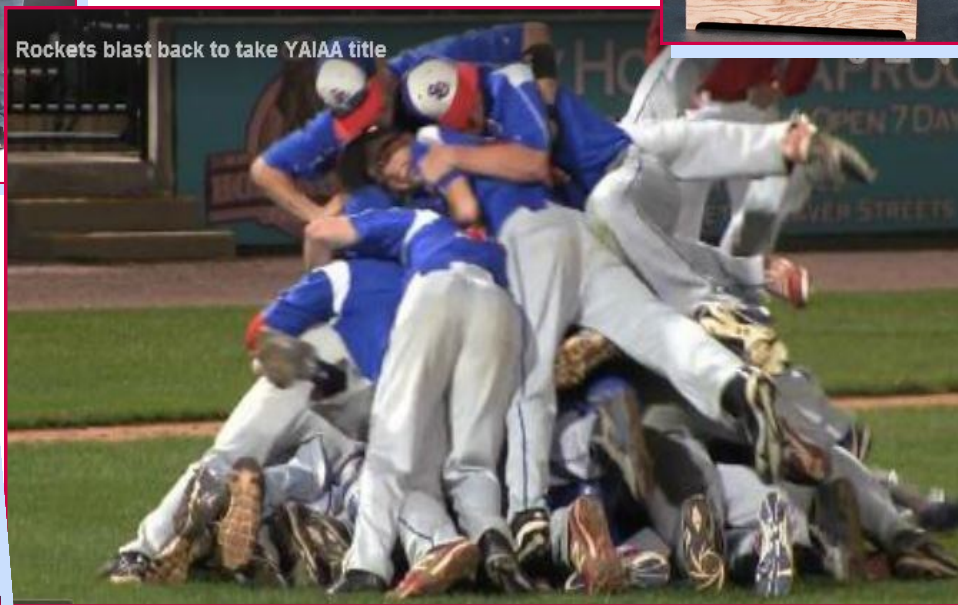


Student/Parent Handbook

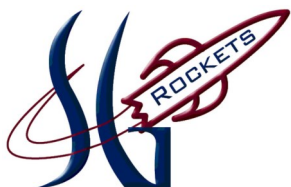


2014-2015

High School Edition

Including:

- ◇ Student Code of Conduct
- ◇ District General Operating Procedures
- ◇ Building Specific Information



Spring Grove Area School District
2014-2015 Student/Parent Handbook
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SECTION I

Spring Grove Area School District **HANDBOOK PURPOSE**

This handbook is provided to give students and their parents/guardians information about policies and procedures of the Spring Grove Area School District. In a situation when provisions of this handbook contradict School Board Policy, the policy will prevail.

Please become familiar with its contents. If you have additional questions concerning the content of this handbook, please contact the Building Principal or School Counselor.

Spring Grove Area School District
(717) 225-4731

Spring Grove Area High School
Extension 7000

Spring Grove Area Middle School
Extension 6000

Spring Grove Area Intermediate School
Extension 5000

Spring Grove Elementary
Extension 2000

New Salem Elementary
Extension 1000

Paradise Elementary
Extension 1500

Spring Grove Area School District provides a free and appropriate public education (FAPE) to all children residing in the district, and will not discriminate on the basis of age, race, color, creed, national origin, gender, religion, or disability.”

VISION

Supported by dedicated staff, students, parents, and community, the Spring Grove Area School District is committed to pursuing excellence in education. By setting clear and measurable goals, analyzing data for informed decisions, employing best practices, engaging in effective communication, participating as a community of learners, and utilizing resources and technology wisely, we can create an academic environment in which all students can achieve their full potential. We will appreciate growth and the change that it brings and utilize its benefits for continuous improvement.

MISSION

The mission of the Spring Grove Area School District, in partnership with families, businesses, and community organizations, is to provide a safe and engaging learning environment, that will challenge and motivate all students to annually demonstrate growth on assessments and attain their full potential while preparing for the future.

In support of the District Vision and Mission Statements, it is essential to maintain a safe and healthy academic environment for all children to develop mentally, emotionally and physically. To assist in achieving this, we must:

- Reduce and eliminate direct bullying / harassment (open physical or verbal attacks) and indirect bullying / harassment (social isolation and/or confidence reduction)*
 - Promote better peer relations at school*
 - Create conditions that enable victims and bullies to function appropriately*
-

The following guidelines will be strongly encouraged as the standard for all District facilities:

- We do not bully or harass others.**
- We will help students who are being bullied or harassed.**
- We will make a point of including students who are easily left out.**
- When we know a student is being bullied or harassed, we will tell a responsible person.**

The District's Bullying Prevention Policy is available by visiting the District website at www.sgasd.org or by contacting the office of your child's school.

SHARED VALUES

Spring Grove Area School District believes that each student is unique in talent, interests, needs and aspirations.

Spring Grove Area School District believes that learning:

- *is a partnership with students, parents, educators, business, and the community.*
- *is strengthened by a nurturing and stimulating environment.*
- *is enhanced by access to technology.*
- *includes skills required for success in life.*
- *encourages and embraces individuality, diversity, and creativity in the classroom and school community.*
- *creates a culture of high expectations that fosters individual responsibility and accountability.*
- *should be provided in a safe and secure physical environment.*

Spring Grove Area School District believes curriculum should be:

- *aligned with state and national standards.*
- *responsive to continuously evolving technological and global demands.*
- *academically rigorous for all students.*
- *designed with consistency from Kindergarten through 12th grade.*

Spring Grove Area School District believes that instruction:

- *is driven by data analysis.*
- *challenges all students to achieve higher order thinking skills.*
- *engages students in reflective practices.*
- *meets the diverse needs and abilities of all learners.*
- *is interactive and engages all students.*

Spring Grove Area School District believes that educators should:

- *mobilize parents to engage in activities that support students and learning.*
- *provide a safe, caring, respectful classroom environment.*
- *provide challenging educational experiences for students.*
- *promote learning through relationships, engagement, and assessment.*
- *benefit from continuing professional development and opportunities for collaboration with peers.*
- *model fair and respectful behavior.*

Spring Grove Area School District believes that administrators should:

- *mobilize community stakeholders to engage in activities to support student programs.*
- *mobilize parents to engage in activities that support the school.*
- *provide consistent, quality leadership and vision.*
- *facilitate a cooperative, collaborative educational climate.*
- *provide constructive supervision and resources to enable continuous professional development for educators.*
- *interact positively with staff, students, parents, and community.*

SHARED VALUES, continued

Spring Grove Area School District believes that parents should:

- *be a positive influence on their children.*
- *model positive behaviors and habits regarding education, learning, and social interactions.*
- *actively participate in their children's learning experiences.*
- *provide for the care, safety, and welfare of their children.*
- *share ownership in student's education through active involvement in the schools.*

Spring Grove Area School District believes that the community should:

- *be supportive of students and learning.*
- *be active stakeholders by providing appropriate financial support, governance, and practical expertise.*
- *assume a shared responsibility for educating the students in the community.*
- *support the school through a variety of partnerships, programs, and volunteer opportunities.*
- *take responsibility for knowing policies of the district.*
- *share ownership in student's education through active involvement in the schools.*

Spring Grove Area School District believes that students should be:

- *self-directed, life-long learners.*
- *respectful citizens who embrace and model diversity socially, emotionally, and academically.*
- *adaptive users of advanced technologies.*
- *responsible caretakers of the global environment.*
- *collaborative, high-quality contributors to the economic and cultural life of communities.*
- *responsible and accountable for their actions.*
- *fully supported in their attainment of proficiency in the PSSA assessments.*

DIVERSITY STATEMENT

We will treat all people with equality, dignity and respect; we will educate all students to understand, accept and value all members of the world community; we invite the community at large to join with us in support of this mission.

SAFETY is EVERYONE'S BUSINESS

—————→ **STUDENT TIP LINE** ←————

Students having any concerns or information involving potential student threats upon individuals and/or property are strongly encouraged to contact school officials or local law enforcement immediately. In the event students would like to report the information and remain anonymous, they may utilize:

***911 STUDENT TIP LINE at
1-888-332-9283 or 1-888-332-WAVE***

This line will not trace call numbers and the caller may choose to remain completely anonymous. At the prompt the student may leave a taped message ~ OR ~ if the student is in a critical situation, the student will be prompted to hang up and dial 911.

Student(s) may also call:

***York County Crime Stoppers HOTline at
1-800-722-0991***

When calling either tip line, it is extremely important to provide the name of the school district and building involved; name or names of students involved; the exact nature of the threat; time, dates, and all information concerning the threat; and how you became aware of the threat. Even if not school-related, students are also encouraged to provide information involving potential criminal acts.

—————→ **EVERYONE'S RESPONSIBILITY** ←————

Anyone observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation will report the same to the administration immediately. Administrators will report individuals suspected of possessing weapons on school property, at school activities, or on school transportation to the appropriate law enforcement officials immediately.

SECTION II

CODE OF STUDENT CONDUCT **SPRING GROVE AREA SCHOOL DISTRICT**

STATUTORY AUTHORITY

Public schools are governed by the complex interaction of the U.S. Constitution, the Statutes of the General Assembly of the Commonwealth of Pennsylvania, and the regulations of the State Board of Education, adopted policies of the Board of School Directors, and court decisions. Administrative regulations at the district and building levels flow from these laws.

The general authority of school officials can be found in Section 510 of the School Code, which reads in part: *“The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs... as well as regarding the conduct and deportment of all pupils attending the public schools in the district, during such time as they are under the supervision of the board of school directors and teachers, including the time necessarily spent in coming to and returning from school.”*

This general authority is extended to administrators and teachers in Section 1317 of the Code. This section gives school personnel in Loco Parentis (in place of the parent status) status and reads: *“Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.”*

Spring Grove Area School District believes that an effective education can best take place in an orderly and disruption-free environment. We have therefore chosen to emphasize the following student responsibilities.

STUDENT RESPONSIBILITIES

According to the Pennsylvania State Board of Education regulations, student responsibilities (Section 12.2) are as follows:

1. Regular school attendance, conscientious effort in class work and conformance to school rules and regulations. Most of all, students share with the administration and staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her 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.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of all students to conform with the following:
 - a. Be knowledgeable 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.
 - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
 - d. Assist the school staff in operating a safe school for all students enrolled therein.
 - e. Comply with the Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time to all classes and other school functions.
 - h. Make up work when absent from school.
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
 - j. Report accurately and not use indecent or obscene language in student newspaper and publications.

STUDENT BEHAVIOR POLICIES

The Board of Education adopts appropriate guidelines for student behavior for administrators' use with students within our school district. Annually the administrative team will review and forward suggestions for change to the Board of School Directors for consideration and approval. These approved guidelines are to be published in Board approved student handbooks and shared with students at the beginning of each school year. Verification that parent/student have received copies of the Student Handbook and Code of Student Conduct will be obtained at the start of each school year by the building Administrator.

Teachers and administrators are reminded that these policies are to be used as a guide in dealing with student behavior. In certain instances, restraint may be used to quell a disturbance, to obtain possession of a weapon or dangerous objects, and for the purpose of self-defense or the protection of persons and/or property. Since each student is an individual, professional judgment as to the proper response to student misbehavior is essential to each situation.

DRESS AND GROOMING GUIDELINES (Policy #221)

Students should use proper discretion with respect to school dress. Clothing should be clean and free of suggestive or vulgar printing or pictures. Clothing with signs, symbols, or slogans of alcohol or drugs is not permitted. Clothing that exhibits slogans, phrases, pictures or symbols that would be considered offensive because of their sexual connotation, double entendre (meaning), reference to violence or to matters determined to be a hazard to health or safety, to substantially interfere or disrupt the educational process, activities or work of the school (including a student's educational performance), to create disorder, or to interfere with the rights of other students, is considered inappropriate school attire.

Clothing, which disrupts the educational process by style or appearance, is prohibited. In an effort to insure reasonable standards of modesty and promote individual dignity, clothing that reveals undergarments is inappropriate and may not be worn during the regular school day. The exposure of bare midriffs, chests, or sexually revealing clothing is not appropriate for the school setting and will not be permitted. Baggy, sagging, oversized, or wide legged pants are not permitted. Excessively tight clothing is not permitted. Belts are to be of an appropriate length and may not hang below the waist.

The wearing of chains or any type of clothing, which potentially creates a dangerous situation, is forbidden. Studded collars, studded belts, and studded wristbands are considered potential dangers and are not to be worn in school. Jewelry, which disrupts the educational process by style or appearance, is prohibited.

Hair styles, color and cosmetics, which disrupt the educational process by style and appearance, are prohibited. Out of respect for tradition, it is inappropriate to wear a hat in school. Upon arrival to school, hats, headbands, bandanas, or other head coverings are to be removed and placed in lockers or teacher-designated areas until the normal dismissal time. Exceptions to this rule must have administrative approval. A student who requests to wear a head covering in school for a valid religious and/or medical purpose will be granted approval as an appropriate exception.

In order to improve the overall safety of our schools, the wearing of coats or jackets in the school building will not be allowed. Students are requested to remove their coats prior to homeroom and place them in lockers or teacher-designated areas until needed for outdoor activities or dismissal.

Students wearing prohibited dress will be referred to the office. Referred students will be offered an opportunity to correct their attire. Students who do not comply will be subject to disciplinary action. Final determination of acceptable dress and grooming rests with the Principal or Assistant Principal.

DRUG, ALCOHOL, AND PROHIBITED SUBSTANCE USE (Policy #227)

The Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institutions of this district, the schools will strive to prevent drug and alcohol abuse.

For the purpose of this policy, "Drugs" will mean all dangerous controlled substances prohibited by law, and any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy 227.

The Board prohibits the use, possession or distribution by a student of any narcotic or dangerous drug, as defined in "The Controlled Substance, Drug, Device and Cosmetic Act" (Act 64, April 14, 1972) and not prescribed by a physician, or being under the influence of narcotics or dangerous drugs, as defined in "The Controlled Substance, Drug, Device and Cosmetic Act" (Act 64, April 14, 1972) and not prescribed by a physician; or the possession or use of alcoholic beverages by a student and/or being under the influence of such beverages; or the possession, use, sale, or transfer of "look-alike" substances as defined in Act 23 of 1982; or nonprescription drugs, during school hours, on school property, or at any school sponsored event.

In the event a student is found to be supplying other students with dangerous controlled substances or alcoholic beverages on school property, at school sponsored functions off school property, or en route to and from any of the foregoing, or if a student is a second offender by being in possession of dangerous controlled substances or alcoholic beverages, such student will be subject to a disciplinary hearing before the Board of School Directors for the purpose of considering an expulsion, as provided for in Article XIII, Section 1318 of the Public School Code of 1949, as amended.

In the event that a student is found to be in possession of a dangerous controlled substance prohibited by law or alcoholic beverages, the following procedures will be followed:

1. If the student is a first-time offender and is cooperative with the investigation, he/she will be assigned to an alternative education program for a period up to thirty (30) school days and be excluded from all school activities for a similar period.
2. If the student is a first-time offender and is uncooperative with the investigation a three (3) day out-of-school suspension and possible referral to the Superintendent for a hearing will be added to the above (Section a).
3. A student who is a second-time offender will be suspended from school for up to ten (10) days and from all school activities until the end of the school term. Assignment to an alternative education program for up to 75 school days will be made.
4. In all cases, notification of the police is required.

GANGS (Policy #220)

The presence of gangs and the violent activities and drug abuse that often accompanies gang involvement can cause a substantial disruption of school district activities and interfere with a student's ability to meet curriculum and attendance requirements. Therefore, gang or related gang activities are not appropriate for school, school-sponsored functions, or any activity held on school grounds.

A gang is defined as any group of three or more persons that, through the use of a name, unique appearance, or language, flags, hand signs, or the adoption of a particular belief system, frequently results in criminal activity.

No student on or about district property, or at any district activity, will wear, possess, use, distribute, display, or sell, any clothing, jewelry, emblem, badge, tattoo, or other symbol evidencing gang membership or affiliation. Tattoos and other symbols indicating gang membership must be covered at all times.

No student will use speech, whether verbal or non-verbal (gesturing, handshakes, etc.) signifying gang membership or affiliation, nor participate in the solicitation of other students for membership in any gangs for the purpose of committing illegal or other violations of district policy.

Students are encouraged to become involved with school-sponsored clubs, activities, organizations, and/or athletics.

HARASSMENT (Policy #248)

The Spring Grove Area School District is committed to providing a safe, positive learning environment free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status. Offensive or harassing behavior will not be tolerated against any student. This policy covers all District students, staff members, contracted individuals, vendors, and volunteers in the schools.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each student by publication in handbooks, orientation/training sessions, and posting of notices/signs. No student of the School District is exempt from this policy.

Offensive conduct or harassment may include but is not limited to:

- Offensive physical action, written or spoken language, and graphic communications.
- Any type of physical contact when the action is unwelcome by the recipient.
- Expectations, requests, demands, or pressure for sexual favors.
- Slurs, jokes, posters, cartoons and gestures that are offensive.

Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding academic achievement or status.
- Such conduct has the effect of creating an intimidating, hostile, or offensive learning environment, or unreasonably interferes with a student's learning performance.
- The sexual conduct or communications of others offends a third party.

Harassment is considered a form of student misconduct. Disciplinary action consistent with the student discipline code, up to and may include educational activities and/or counseling services related to unlawful harassment, will be taken against any student engaging in this type of behavior. Administrators, Teachers, or Advisors are responsible for taking proper action to end such behavior. Any Administrator, Teacher, or Advisor who has knowledge of such behavior, yet takes no action to end it is also subject to disciplinary action.

Anyone who believes they have been harassed is encouraged to report promptly, orally and in writing, such incidents to the Building Administrator. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. If it is concluded that a student has made false accusations, such student will be subject to disciplinary action consistent with the student discipline code. Confidentiality of all parties will be maintained, consistent with the District's legal and investigative obligations. Under no circumstances will a student be penalized for reporting what they believe to be harassment under this policy.

HAZING (Policy #247)

The Spring Grove Area School District is committed to providing a safe, positive learning environment for students that is free from hazing. Hazing activities are defined as activities that recklessly or intentionally endanger the mental health, physical health, or safety of a student for the purpose of initiation, membership, or affiliation with any organization recognized by the school board. Hazing activities are inconsistent with the educational goals of the District and are prohibited at all times.

The following are some examples of hazing that are not an all-inclusive list:

1. Paddling or striking in any manner.
2. Marking or branding.
3. Preventing or restricting class attendance.
4. Forcing someone to eat or drink against their will.
5. Placing items or a substance on a person's body such as Bengay, etc.
6. Forcing students to wear inappropriate garments.
7. Throwing items at an individual.
8. Name-calling.
9. Expecting non-activity related items to always be in one's possession.

SUBTLE HAZING:

Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/freshmen on the receiving end of ridicule, embarrassment, and/or humiliation tactics.

Some Examples (Not an all-inclusive list):

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Socially isolating new members/freshmen
- Line-ups and Drills/Tests on meaningless information
- Name calling

HARASSMENT HAZING:

Harassment hazing typically involves behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/freshmen. (Some types of harassment hazing can also be considered violent hazing).

Some Examples (Not an all-inclusive list):

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/freshmen to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members/freshmen to be deprived of maintaining a normal schedule of bodily cleanliness
- Be expected to harass others

VIOLENT HAZING:

Violent hazing typically involves behaviors that have the potential to cause physical and/or emotional, or psychological harm.

Some Examples (Not an all-inclusive list):

- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

Students will be alert to incidents of hazing and report such conduct to the coach/sponsor or building principal. When a student believes that he/she has been subject to hazing, the student will promptly report the incident, verbally or in writing, to the coach/sponsor or building principal.

PERSONAL COMMUNICATION DEVICES / ELECTRONIC DEVICES / LASER POINTERS (Policy #237, Policy #815)

Personal Electronic Devices will be defined as any device that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the Internet, but will not be limited to: laptops, netbooks, mobile cellular phones, smart phones, personal digital assistants, personal media devices (iPods, iPads, e-Readers, tablet computers, and similar devices) and any other internet-enabled communication devices or other new technologies developed that are capable of connecting to the District's network or other independent mobile network.

The District holds high expectations for student behavior, academic integrity and the responsible use of personal electronic devices. Students who possess and/or use such devices during the school day; in/on district buildings, district property, district vehicles or contracted vehicles; during transport to/from school; while attending school sponsored activities during the school day; and/or during any/all school-sponsored activities generally will demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community, and must be used only in accordance with Policies 237 & 815.

The District will not be liable for the loss, damage, theft, or misuse of any personal electronic device brought to school by a student. The District shall bear no responsibility or provide technical support, troubleshooting, or repair of electronic devices owned by anyone other than the District. Costs for the use of data and applications on personal electronic devices will be the responsibility of the student.

During instructional time, students may use electronic devices only as designated by a member of the professional staff. During non-instructional times, students may use electronic devices for nonverbal, non-disruptive use in locations designated in the building specific section of the handbook. All other uses of electronic devices are prohibited.

The creation, possession, and/or distribution of child pornography is a felony offense. Any electronic device in the possession of a student found containing pornography will be seized and turned over to the local police for appropriate action. District discipline may also apply if pornography is disseminated or created during school-sponsored activities.

Laser Pointers

Possession of laser pointers and attachments by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities is prohibited.

Telephone Pagers/Beepers

With prior administrative approval, students may be in possession of a telephone paging device/beeper in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined to be appropriate and approved by the building principal.

Filtered Internet Use

The District will provide filtered, authenticated, wireless access to the Internet for student use. The District forbids student access to the Internet through an unfiltered, unapproved wired, wireless, or cellular connection on electronic devices. For example, connection to the Internet while present on school property, on school transportation, or at a school-related activity, via anything other than the District-provided network, is in violation of policy 237 and policy 815 (Responsible Use).

Privacy

Students shall not photograph, videotape, or record other individuals at school, on school district property, on school buses, or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.

Use of cellular phones or other electronic devices is prohibited, in the nurses' office, guidance office, school office, restrooms, and locker rooms unless school personnel in charge specifically permit use of the cell phone or electronic devices in which case the device may be used ONLY to the extent and in the manner that permission was expressly granted.

SMOKING/USE OF TOBACCO PRODUCTS (Policy #222)

As per Board Policy #222 and Act 145, the Spring Grove Area School District will initiate prosecution, through the District Magistrate's Office, of any student who uses or is in possession of tobacco products in school buildings, on school buses, and on school property. Tobacco products will be defined as a lighted or unlighted cigarette, cigar, or pipe, or other lighted smoking product, smokeless tobacco in any form, or electronic cigarettes. Please be advised that the student may be sentenced by the District Justice to pay a fine for the benefit of the school district, and to pay court costs or be assigned an adjudication alternative. Please note that conviction of this summary offense cannot be placed on a criminal record.

Disciplinary procedures for violations of the tobacco policy will be as follows:

1. First time possession will result in prosecution through the District Magistrate's Office.
2. Additional offenses of possession will result in prosecution through the District Magistrate's Office and in-school suspension.
3. Possession with use and/or distribution will result in prosecution through the District Magistrate's Office and in-school suspension.

TERRORISTIC THREATS/ACTS (Policy #218.2)

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of District students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

- Terroristic Threat – will mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause a serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.
- Terroristic Act – will mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, or school building. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the student will be subject to disciplinary action, up to and including a disciplinary hearing before the Board of School Directors, for the purpose of considering an expulsion. The student will also be subject to referral to the Threat Assessment Team for completion of an assessment to measure the risk for violent behavior. All terroristic threats/act policy violations will be reported to law enforcement officials.

If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student will be subject to random searches for weapons.

THE WEAPONS ACT OF PENNSYLVANIA (Policy #218.1)

With the passage of Act 26 of 1996 by the Pennsylvania legislature, any student who brings a weapon onto school property must be expelled for at least one year, unless the Superintendent makes a recommendation for a less severe disciplinary action. School Board Policy #218.1 provides the following definition for weapon:

“A weapon will include but is not limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, tear gas, pepper mace, mace and any other tool, instrument, or implement capable of inflicting bodily injury or an instrument used in a manner to intimidate, injure, or cause fear of injury to a person will be identified as a “weapon”.

“The term weapon will also include items which are replicas or look-alike weapons (capable of causing one to believe it is a weapon) whether or not actually capable of inflicting bodily injury, and whether or not sold as toys. Examples of such items include, but are not limited to, toy guns, blank guns, paint ball guns, starter pistols, models, replicas, pellet gun, BB guns/pistols, CO-2 guns/pistols, fake knives, replicated military devices, etc.”

BEHAVIOR MANAGEMENT PROCEDURES

DETENTION

The SGASD School Board has authorized keeping students after school hours for disciplinary purposes. Detention is a basic first level disciplinary measure assigned with the hope that further misconduct will not occur. Students who do not serve detention will be moved through the discipline system as outlined on the progressive discipline plan. Continued failure to serve the assignment will be considered defiance of school rules and may result in out-of-school suspension. Detention may be assigned by the administration and will be held during school hours or after school. Except for students going to extracurricular activities, students must leave the building after detention is dismissed. The student involved will have 24 hours’ notice to arrange for his/her transportation.

Teacher-held detention may be used by the classroom teacher to help manage undesirable student behavior. When detention is assigned by the teacher, the teacher will notify the parent of the assigned detention and the reason for the assignment. The teacher assigning the detention will monitor the students involved. The administration must be informed of any students who are assigned teacher-held detention. If a student fails to stay for a teacher-held detention, he/she may be assigned additional detention by the teacher.

DUE PROCESS (Policy #219)

Due Process is the procedure that is followed when a student violates school rules. The rights assured by due process are:

1. To receive notice (written or oral) specifying the violation in a clear and concise manner
2. To have a conference at which evidence of the violation is presented
3. To be allowed to rebut the charge
4. To be allowed to provide an explanation in mitigation of the violation or penalty
5. To be notified of the specific penalty imposed

For additional information, refer to Board Policy No. 219, “Student Complaint Process”.

END-OF-YEAR STUDENT BEHAVIOR OBLIGATIONS

Students who earn discipline assignments during the last few weeks of school will be given every available opportunity to serve these prior to the last day of school.

EXPULSION (Policy #233)

Expulsion is exclusion from school, by the Board, for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls, any student whose misconduct and disobedience warrants this sanction. No student will be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing. An expelled student will not be permitted to attend or participate in the graduation ceremony.

Students who are facing an expulsion hearing must be placed in their normal classes, if the formal hearing is not held within the ten (10) school day suspension. If it is not possible to hold the formal hearing within the first ten (10) days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days, if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students will be given alternative education, which may include home study (where appropriate). *(For additional information, refer to Board Policy #233.)*

RESPONSIBLE USE OF INTERNET AND NETWORK RESOURCES (Policy #815)

Students are expected to act in a responsible, ethical and legal manner when utilizing District technology, network and Internet resources. Users must read, understand, provide a signed acknowledgement form and comply with this policy that addresses the following items and definitions:

- Use of the Internet and network resources must be in support of District educational and operational programs.
- Illegal activity, commercial activities, lobbying, and unauthorized advertising are prohibited.
- Hate mail, discriminating remarks, profanity, inappropriate language and offensive communications are prohibited.
- Bullying, cyber bullying and harassment is prohibited. The student shall abide by District bullying policies when utilizing District technology, network and Internet resources.
- Access to or distribution of pornographic, obscene, lewd, illegal or other material deemed harmful to minors is prohibited.
- Users shall not intentionally seek information on, modify or obtain copies of files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Use of school technology or network connectivity for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.
- Loading, distribution, or use of unauthorized software, programs or utilities on District technology or network services without prior approval from the District Technology Coordinator or his designee is strictly prohibited.
- Users are expected to adhere to copyright laws and regulations. The illegal use of copyrighted software, materials, or files is prohibited.
- The network will not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
- Users will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts. Users shall not be responsible for damage due to normal wear and tear or for accidental damage, loss, or theft.
- Any attempt to circumvent security measures on the District network or technology devices is prohibited. Unauthorized access, deletion or modification of passwords, files and data belonging to other users is prohibited. Users should report any security problems to the school administration.

Violations of the items listed above will result in disciplinary action as outlined in the student discipline code. Further, serious violations may be punishable under Pennsylvania criminal statutes covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal functioning of an organization.

STUDENT SEARCH AND SEIZURE (Policy #226 / 22 PA Code §12.14)

All locks and lockers are and will remain the property of the school district. As such, students will have no expectations of privacy in their lockers. Students may not use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.

Lockers are school property loaned to students for their convenience and for use by the students for legitimate purposes. Purposes include the storage of schoolbooks, supplies, and articles of wearing apparel. School authorities retain the right to search all lockers without prior warning and without the consent of the student, the student's parents or guardians and to confiscate any illegal materials found therein. Such materials may be used as evidence against the student in disciplinary or legal proceedings.

Any vehicle, while parked on school property, is subject to search by the administration or staff. All students requesting permission to park their vehicles on school property are subject to random searches of their vehicles, without prior notification.

SUSPENSION FROM THE REGULAR CLASSROOM INSTRUCTION (Policy #233)

When a student has committed an offense that warrants suspension, the administration is empowered to assign the student to in-school suspension or out-of-school suspension. The discipline may be assigned by the Principal or the Assistant Principal.

In-School Suspension:

When it has been decided that the student will be assigned to in-school suspension, the student will be removed from his/her normal class schedule and placed in a separate, specified room that is monitored by staff. The student will complete all school assignments to the satisfaction of his/her regular classroom teachers and comply with all rules, requirements, and regulations of the in school suspension program. Failure to comply with these requirements will result in further disciplinary action to be determined by the administration. A student who is in in-school suspension is ineligible to participate in any athletic event or attend any affair held by the school during the time from the assignment starts to until the time the assignment is completed. If a student is removed from in-school suspension for refusal to abide by the rules of this program, this may be interpreted as resisting all rehabilitative efforts and may result in an out-of-school suspension for up to 10 school days. When a student has received two in school suspension assignments, he/she may be suspended out-of-school for every offense thereafter.

Out-of-School Suspension:

Suspension will be defined as prohibiting a student from attending school for a period of one to ten days or until the Board of Education meets to conduct a hearing on expulsion. Suspension may be assigned by the building principal and/or assistant principals for misconduct which, in their judgment, is disruptive to the good order of the school and to the learning opportunities of other students.

A student suspended out-of-school will be prohibited from attending school and being on school property during the entire period of the suspension. The suspended days are excused absences and the suspended student will be permitted to make up all class work that was missed, as outlined in the make-up work and test policy. During an out-of-school suspension, the suspended student must remain at home during school hours. If at any time the student leaves home without his parent or is observed away from the immediate area of his home without parental accompaniment during the hours school is in session, the absence for that day will be considered unexcused. A student who is suspended out-of-school is ineligible to participate in any athletic event or attend any affair held by the school during the time of the suspension.

Suspension may not exceed a period of ten days. The principal and/or assistant principals will immediately notify in writing the Superintendent and the student's parents, giving them the reasons and the length of the suspension. No student may receive a suspension unless he/she has been informed of the reasons for, and given the opportunity to respond to the suspension before it takes effect. When the suspension exceeds three school days, the student, and parent/guardian may request an informal hearing to be held (22PA Code 12.6). This informal hearing must be held within the first five days of the out of school suspension (22PA Code 12.8).

PROGRESSIVE DISCIPLINE PLAN (Policy #218)

PHILOSOPHY AND GENERAL PROCEDURES

We firmly believe that our students are capable of conducting themselves in a manner appropriate for school. We will always try to give students as much responsibility as they are ready to assume. Remember, however, "Freedom is the Opportunity to Exercise Self-Discipline;" and where people are unable or unwilling to discipline themselves, controls must be imposed.

The primary objective of the progressive disciplinary system in the Spring Grove Area School District is to change or modify a student's behavior so he/she can function within the established guidelines for all students. Maintaining proper discipline is a responsibility shared by teachers, students, parents, and administrators.

STUDENT BEHAVIOR

Any individual who is a student of the Spring Grove Area School District is subject to all school rules while in school, traveling to and from school, and at school designated and/or sponsored events. Students should recognize that off-campus speech can be disciplined when there is substantial disruption to education or interference with another person's rights.

The following actions and activities on the part of a student will be considered violations of the policies and regulations of the Spring Grove Area School District. While it is impossible to list or categorize all possible types of behavior which may lead to disciplinary action, the following should be construed as representative, but not all-inclusive.

The following are categorized as Level I, II, and III violations, which may result in teacher intervention, detention, suspension, expulsion, or prosecution by civil authorities. Continuation of any Level I or II violation may result in the administration responding to that action as a Level III violation.

The administration has the option to substitute for each Class Violation any of the following:

- | | |
|---|----------------------------|
| ❖ Restricted Hall Pass | ❖ In-school suspension |
| ❖ Detention (after school/lunch/recess) | ❖ Out-of-School Suspension |
| ❖ Required Parent Conference | ❖ Expulsion |

**** NOTE: During an emergency situation, any disciplinary infraction that occurs will be categorized at one level higher than it would have been under normal conditions.**

PROGRESSIVE DISCIPLINE CHART

The following chart contains a description of general areas of the rule infractions and examples of disciplinary actions that could be taken. The examples given are references and not to be considered an all-inclusive listing of infractions appropriate for this level. Corporal punishment is not an option at any grade level of the School District.

<u>LEVEL I</u>	<u>EXAMPLES (Listing is not all inclusive)</u>	<u>OPTIONS</u>
Minor misbehavior on the part of the student, which disrupts orderly classroom procedures or operation of the school.	Classroom disturbances Unsafe behavior / horseplay Tardiness Failure to follow directions Use of profanity Public displays of affection Disrespect to students Abuse of passes/privileges Dress code violations	Verbal/written reprimand Detention Parent contact by teacher/admin. Parent/admin. Conference
<u>LEVEL II</u>	<u>EXAMPLES (Listing is not all inclusive)</u>	<u>OPTIONS</u>
Frequent or serious misbehavior which tends to disrupt the learning climate of the school.	Continuation of Level I misconduct Disrespect to Staff Cheating/lying/forgery Truancy Cutting class Insubordination/defiance to staff Smoking/possession of tobacco products and/or electronic cigarettes Abusive language Lewd behavior/gestures/comments/notes Physical contact Bullying behavior Gambling Minor misuse of the computer	Counseling Detention Suspension Parent/admin. Conference Referral to outside agencies Law Enforcement referral Loss of school privilege/s Exclusion from school-sponsored activities Transfer to another building, bus, etc.
<u>LEVEL III</u>	<u>EXAMPLES (Listing is not all inclusive)</u>	<u>OPTIONS</u>
Acts directed against persons or property. Acts that are deliberate and/or negligent abuse of district resources. Acts which result in harm to another's person or property, or which pose a direct threat to the safety or welfare of that student or of others in the school.	Continuation of Level II misconduct Fighting Vandalism Use/possession of controlled substances Theft/possession/sale of stolen property Harassment Racial Slurs / Innuendos Ethnic intimidation Major misuse of the computer, network, etc. Extortion Possession/use/transfer of weapons Arson Furnishing / Selling controlled substances / Intent to deliver Terroristic threats/acts Assault and Battery Creation/possession/distribution of pornography	Detention (K – 6) Suspension Expulsion Referral to outside agencies Alternative education Law Enforcement referral

INTERSCHOLASTIC ACTIVITIES

DEFINITION (Policy #122, Policy #123)

According to Spring Grove School Board Policies #122 and #123, interscholastic activities are those activities, which are sponsored or approved by the Board, but are not offered for credit toward graduation. In order to be eligible to participate in interscholastic activities, a student must pursue a curriculum defined and approved by the Principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the Board of School Directors of the Spring Grove Area School District. The student must maintain an acceptable grade in such approved curriculum, as certified by the principal, conform to the appropriate rules of conduct, attend school regularly, and return all school equipment.

The Spring Grove Area School District endorses the “Character Counts!” program, “Pursuing Victory with Honor.” Any participation by a student at an interscholastic activity must conform to the guidelines set forth by the Pursuing Victory with Honor Code of Conduct.

ACADEMIC ELIGIBILITY (Policy #122.1)

Eligibility for interscholastic participation requires a student to maintain at least a 65% average or higher in four (4) full credit subjects or the equivalent.

Eligibility will be cumulative from the beginning of a grading period and will be reported on a weekly basis. In cases where a student's work does not meet the standards provided for in this statement as of any Friday during a grading period, the student will be ineligible to participate in interscholastic activities. The student will be ineligible from the immediate following Sunday through the Saturday immediately following the next Friday. During this time, said student may practice.

In cases where a student's work does not meet the standards provided for in this statement after two consecutive Fridays during a grading period, said student will be ineligible to participate in interscholastic activities and may not practice for the next 15 school days beginning with the first school day immediately following the second consecutive Friday during the grading period where the eligibility standards provided were not met. Following this 15 school day period eligibility may be restored if the standards provided for in this statement are met.

In cases where a student's work in any preceding grading period does not meet the standards provided for in this statement, the student will be ineligible to participate in interscholastic activities and may not practice for 15 school days beginning on the first day report cards are issued. After the 15th school day, eligibility will be reinstated when the standards set forth have been met. Note that eligibility for the next school year is based on final average (not 4th quarter). If the standards are not met, the student is ineligible to participate in interscholastic activities and may not practice through the 15th school day of the next school year. Students whose work does not meet the standards provided who attend summer school and correct their deficiencies, will be eligible.

ATTENDANCE ELIGIBILITY (Policy #122.1)

A student must be in attendance at school by 9:00 AM on a regular school day or when the start of the school day is delayed by one hour in order to practice or participate in an interscholastic event that evening. If the start of the school day is delayed by more than one hour, the student must report on time in order to practice or participate in an interscholastic event that evening. Arriving after the allowable time on a Friday will exclude the student from participation in any weekend events along with that Friday. Prior administrative approval or a doctor's excuse will be the only exceptions to the preceding statements.

If a student's absences total 20 or more days in a semester, a student would lose their eligibility until they have attended 45 days of school. This period of ineligibility starts the first school day after the 20th day.

A student will not be permitted to participate in an interscholastic activity during a season or marking period after he/she receives two (2) unexcused or unlawful absences. A student will be excluded from participation in the next scheduled activity, practice, performance, or competition after three (3) times tardy to school. In those situations where a student participates in more than one activity, he/she will be excluded from participation in the first occurring activity, practice, performance or competition. If a student should be tardy to school a fourth time, he/she will be ineligible for participation for the remainder of the season or marking period, whichever comes first, and will be immediately removed from participation in all interscholastic activities for the season or marking period, whichever comes first. The building administration will have the final say in the removal of a student from participation in extracurricular activities.

A student may not participate in any interscholastic activity on a day or evening in which he/she has been absent from school.

DEMEANOR OF AUDIENCE

Spring Grove Area School District supports the York / Adams Interscholastic Athletic Association's Sportsmanship Announcement "being implemented" at all district interscholastic activities. Good behavior is expected of coaches, players, participants, and audience members.

The interscholastic activity is for the benefit of students. No signs, banners or noise-makers are permitted. All members of the audience are asked to remain seated during the game / presentation. Any observer, by their actions or behaviors, interfering with the program, will be removed from the event.

HAZING (Policy #247) AND SUBSTANCE ABUSE (Drugs, Alcohol, Chemical Substances) (Policy #227)

Spring Grove Area School Board Policies #227, Controlled Substance / Drug Awareness, and #247, Hazing, have been enacted to address disciplinary procedures for students using chemical aids and engaging in activities that recklessly or intentionally endanger the mental health, physical health, or safety of a student or cause willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Additionally, in a further attempt to protect the health and wellbeing of our students and the integrity of interscholastic activities, the following "Interscholastic Guidelines" pertain to the school activities included, but are not limited to all athletic teams, musical groups/programs, national honor society, theatre, art, clubs, and elected positions. *(For more detailed information on hazing, please refer to pages 13 & 14, Core Section II, Code of Student Conduct.)*

Period of Accountability

The regulations set forth in these guidelines are in effect from the first legal practice date or band camp date for fall activities (or the first day of school for all other participants), until the last day of school or the end of an activity, whichever comes last, and at all activities under the jurisdiction of the School District. Any period of suspension that has not been completed prior to the end of an activity will carry into the next activity that the student wishes to participate. Students may participate in tryouts during a period of suspension.

Confirmed Violation

A student will be deemed in violation of these guidelines when an incident has been confirmed through a comprehensive investigation and an informal hearing using information provided by an advisor, member of the coaching staff, teaching staff, administration, or by law enforcement records.

SUBTLE or HARASSMENT HAZING

First Offense

Any student found to be engaging in a behavior categorized as subtle or harassment hazing will be suspended from an interscholastic activity from the date of the confirmed violation if involved in an interscholastic activity for a period of 30 calendar days. The student will be eligible to return to practice after 15 calendar days and full participation after 30 calendar days. A student who returns to full participation following a suspension will be placed on probation from the date of return to the activity, through the end of the next interscholastic activity in which the student participates.

Second Offense

A student found to be engaging in a behavior categorized as subtle or harassment hazing a second time will be dismissed from an interscholastic activity from the date of the confirmed violation if involved in an interscholastic activity.

VIOLENT HAZING

Any student found to be engaging in a behavior that has the potential to cause physical and/or emotional, or psychological harm and is thus categorized as violent hazing, will be dismissed from an interscholastic activity from the date of the confirmed violation if involved in an interscholastic activity. A student who returns to full participation following a suspension will be placed on probation from the date of return to the activity through the end of the next interscholastic activity in which the student participates.

IN SCHOOL / OUT OF SCHOOL SUSPENSION

Any student assigned to in-school or out-of-school suspension is not eligible to participate in interscholastic activities until the first calendar day immediately following the period of suspension.

NARCOTIC, DANGEROUS DRUG OR ALCOHOL VIOLATION (Policy #227)

A narcotic, dangerous drug or alcohol violation occurs if any student is found to be using, possessing or distributing any narcotic or dangerous drug as defined in “The Controlled Substance, Drug, Device and Cosmetic Act” (Act 64, April 14, 1972), and not prescribed by a physician: or being under the influence of narcotics or dangerous drugs as defined in the “Controlled Substance, Drug, Device and Cosmetic Act (Act 64, April 14, 1972), and not prescribed by a physician: or possessing or using alcoholic beverages and/or being under the influence of such beverages: or the possession or use, sale or transfer of “look alike” substances as defined in Act 23 of 1982, or non-prescription drugs, whether or not on school property and whether or not during a school related activity of any kind.

First Offense

1. Suspension of eligibility to participate in Spring Grove Interscholastic activities for a period of 60 calendar days from the date of the confirmed violation if involved in an interscholastic activity. After 15 calendar days, the student may return to practice if an agreement has been reached between the student, parent, coach/advisor and administration as to a remediation plan focusing on the violation. The student would be eligible to return to full participation after the next 15 calendar days if the student has successfully adhered to the plan. A student who fails to meet these standards will be not eligible for participation until the completion of the 60 calendar days. A student who returns to full participation following a suspension will be placed on probation from the date of return to the activity through the end of the next interscholastic activity in which the student participates. Violation of these guidelines while on probation will constitute a second offense.
2. Referral to the Student Assistance Program/Treatment Team with mandatory participation as determined by the remediation plan.

Second Offense

Suspension of interscholastic participation for one calendar year from the date the incident was confirmed.

TOBACCO VIOLATION (Policy #222)

A tobacco violation occurs if a student is found to be using or possessing tobacco products whether or not on school property and whether or not during any school related activity. Tobacco will be defined as lighted or unlighted cigarette, cigar, pipe and/or pipe tobacco; other lighted smoking product; smokeless tobacco; and/or electronic cigarettes.

First Offense

1. Suspension of eligibility to participate in Spring Grove interscholastic activities for a period of 30 calendar days from the date of the confirmed violation if involved in an interscholastic activity. After a ten-day period, a student may return to practice if an agreement has been reached between the student, parent, coach/advisor and administration. The student may return to full participation after the next 10 days if the student has successfully adhered to the remediation plan focusing on the violation. If a student fails to meet these standards, he/she will not be eligible for participation until the completion of the 30 days.

A student who returns to full participation will be on probation from the date of return to the activity through the end of the next interscholastic activity in which the student participates. Violation of these guidelines will constitute second and third offenses.

Second Offense

1. Suspension from interscholastic participation for 90 calendar days from the date the incident was confirmed.

Third Offense

1. Suspension from interscholastic activities for one calendar year from the date the incident was confirmed.

We believe that parents and educators must work cooperatively to instruct young people about chemical use. It is necessary for us to discipline those who choose to use prohibitive substances and to emphasize training and practice rather than the use of chemicals to improve performance. Doing one's best through dedication and training is the real measure of success. The use of chemical aids cannot enhance the joy of success; neither can their use diminish the pain of failure.

TRANSPORTATION GUIDELINES (Policy #810)

Pupil transportation is an important part of the total school program. In many instances, it may be the only means of representing the schools to the public. From these observations, many parents are influenced in their evaluations of the entire public school program. Maintaining order on school buses requires the cooperation of pupils, parents, teachers, principals, and bus drivers.

The Spring Grove Area School District in accordance with state guidelines and district policies will provide transportation of students. *TRANSPORTATION OF STUDENTS IS A PRIVILEGE, NOT A RIGHT.* When students violate established rules, this privilege of transportation can be denied by the building principal, in which case, parents/guardians are responsible for the pupil's transportation.

Riding the school bus is considered an extension of the school day and rules governing student conduct in school apply to students at bus stops and on school buses. Students are required to conform to reasonable standards of socially acceptable behavior; respect the rights, person, and property of others; preserve the degree of order necessary to insure safety; and obey constituted authority responding to those who hold that authority (bus driver).

- Pupils are to board the bus only at designated bus stops approved by the School Board. Conduct of students at the bus stop is the responsibility of parents/guardians and misconduct is subject to school disciplinary action.
- Pupils will be permitted to leave the bus only at his/her regular bus stop. EXCEPTION: A bus driver may allow a student to get off at a location other than the regular stop with prior approval from parent, via a note or call to the Transportation Office.
- The law prohibits bus drivers from changing bus stop locations, without the approval of the Transportation Coordinator.
- Unauthorized entrance or attempted entrance on a bus by any individual is strictly forbidden by law; should an individual disregard this warning and enter a bus without authorization, the bus driver will immediately contact the Transportation Coordinator by radio.

- Each pupil will be assigned to one bus route at the beginning of the school year. There will be no deviation of this assignment unless a student requires an assignment change, in which case, approval by the Transportation Coordinator is necessary. (Students may not change bus assignments arbitrarily for visits to friends' homes, parties, etc. (If an emergency arises, a student may be issued a bus pass from the main office to ride another bus.) Request for permanent assignment change must be submitted in writing to the Transportation Coordinator. A form is available on the district website.
- Pupils must be at bus stop locations five minutes before scheduled pick-up and must avoid playing or fighting while waiting for the bus. Pupils should wait a minimum of 20 minutes for late arriving buses during inclement weather. Bus stop times are approximate and may vary slightly due to traffic conditions, road construction, trains, accidents, etc.
- Pupils are to enter the bus in an orderly manner, are to be seated immediately and remain that way through transporting.
- The bus driver will assign each pupil a seat on the bus for the purpose of identification and discipline purposes as well as to assist those pupils who may be entering or leaving the bus with a minimum of disturbance to others.
- Pupils will express their ideas and opinions in a respectful manner without offending or slandering others and without using profane or unacceptable language. Foul or rude language, making gestures, bullying or talking loudly will not be tolerated.
- Pupils are to exercise proper care and safety procedures, which include not extending arms or other parts of the body out bus windows. Fighting, horseplay, pushing, shoving, tripping, use of vulgarity, use of profanity, throwing articles or trash in or out of the bus, on the bus or at the bus stops and other behaviors that distract the driver are considered improper conduct and will not be tolerated. Eating, smoking, or drinking any beverage while on the bus is not appropriate. Intoxicated students will not be permitted on school buses.
- Fighting on the bus or at a bus stop may result in immediate bus suspension and possible criminal charges.
- No animals (dead or alive), firearms, glass, explosives, or anything of a dangerous or objectionable nature will be transported while pupils are riding the bus.
- Electronic devices (radios, recorders, pagers, CD players, MP3 players, etc.) on the bus, which have been determined to be a disruption, need to be turned off and put away. Abuse of this privilege may result in confiscating of the device with retrieval only the parent/s at the school office.
- School buses are equipped with audio/visual cameras used to monitor student behavior.
- Cell phones may be used on the school bus. The bus driver may require all cell phones be turned off for any reason. Abuse of the privilege may result in confiscating of the device with retrieval only by parent/s at the school office.
- Violation of school district bus rules and regulations will lead to disciplinary action, which includes detention at lunch, and/or before or after school, temporary suspension, and/or permanent suspension of transportation privileges.

SCHOOL BUS RULES AND REGULATIONS “TOP TEN”

For safety reasons, appropriate conduct is imperative on the school bus. The driver has the same authority on the bus as a teacher has in the classroom. The driver is required to assign seats on the bus. Misconduct on the bus may lead to temporary and even permanent loss of transportation privileges. The general school bus rules and regulations are:

1. Follow directions at all times.
2. Remain seated in your assigned seat at all times, facing forward with feet on the floor, unless the driver directs you to move.
3. Do not use foul or rude language, make rude gestures, or talk loudly.
4. No pushing, shoving, or fighting.
5. Eating, smoking or drinking any beverage will not be permitted on the bus.
6. Arms and hands are not to be extended outside bus windows.
7. Students must ride their assigned buses, unless prior approval from the Transportation Office has been obtained.
8. Keep personal possessions out of the aisle.
9. Paper or litter must be deposited in the proper trash receptacle, not on the floor.
10. If these rules and regulations are not followed, riding privileges may be suspended. A student's privilege of riding the bus may be revoked because of misconduct while on the bus, while going to and from the bus stop or at the bus stop.

SCHOOL BUS DISCIPLINARY PROCEDURES

Proper conduct on a school bus is imperative for the safety of all students on the bus. Therefore, violations of bus conduct rules will be taken seriously and students disciplined accordingly. Video surveillance will occur on school buses periodically; and those video recordings may be used for investigative or disciplinary purposes. The progressive discipline outlined below will be strictly enforced.

Routine Offenses

Routine offenses include, but are not limited to, chewing gum, eating/drinking on the bus, profanity, changing seats without permission, not remaining seated, and loud/disruptive behavior.

<u>Offense</u>	<u>Discipline</u>
First	First warning letter mailed to parent and administrative review/action
Second	Second warning letter mailed to parent notifying of potential suspension, administer administrative review/action, and bus safety review, when appropriate
Third	3-day bus suspension, letter mailed to parent

Major Offenses

Major offenses include continued routine violations, possession/use of tobacco products or electronic cigarettes, fighting, and profanity directed at the driver, vandalism, and acts of defiance. *Note: In addition to bus suspension, discipline options for a major bus conduct offense includes detention, bus review, school suspension, police contact and parent conference.*

<u>Offense</u>	<u>Bus Suspension</u>
First	5-day bus suspension
Second	10-day bus suspension
Third	20-day bus suspension

Severe Offenses

Severe offenses include assault, situations requiring police involvement, sexual harassment, possession/sale/use of drugs or alcohol, explosives or weapons (Act 26). *Note: In addition to bus suspension, discipline options for a severe bus conduct offense include parent conference, police contact, school suspension, board hearing, and expulsion.*

<u>Offense</u>	<u>Bus Suspension</u>
First	Minimum of 10-day bus suspension
Second	To be determined by principal and administration

SECTION III

DISTRICT GENERAL OPERATING PROCEDURES

ACTIVITY AWARENESS – PUBLIC RELATIONS

In an effort to keep the district community up-to-date on school events, Spring Grove Area School District will, on occasion, invite local media representatives into our schools to photograph special activities, programs and events. Media representatives register at the main office of each building upon their arrival and are always escorted to a designated area from which they can take photos for publication. District personnel will also take photos of classroom activities and/or individual students from time to time for either release to the local media or use in district publications. District publications may include newsletters, web sites, and other forms of public communications. Identification of students is always limited to name, school and grade in such photos.

Permission to photograph a student either individually or as part of a group is assumed, unless indicated otherwise by completion of the Photo Denial Form found on the District website or “*Appendix B*” of this handbook. This notification should be provided to the Community Relations Coordinator, 100 East College Avenue, Spring Grove, PA 17362. This information will be kept on file to the end of the current school year only.

ADDRESS CHANGE

When a student moves from one address to another or changes phone numbers, it is very important that this information be provided immediately to the school office, in writing. Along with notification of the change of address, verification of new residence should be provided to the attendance secretary in the school office. Parents NEED to maintain a valid phone number (and email, if possible) on file at all times.

ADMISSION / PLACEMENT

All students enrolling in the district must submit an original birth certificate, proof of immunization, and proof of residency.

School assignment to grades, classes and groups, will be completed by the building principal. This action will be based on consideration of the needs of the student as well as the administration of the school.

ANIMALS IN THE SCHOOL/CLASSROOM (Policy #135)

Although it is desirable for students to have experience with animals, the handling of animals under uncontrolled situations is potentially hazardous. Administrative approval is required prior to animals being brought to school. Required documentation and guidelines concerning animals in school can be obtained by contacting the building principal.

ATTENDANCE (Policy #204)

The Pennsylvania School Attendance Law requires that all residents between the ages of 8 and 17 and those who elect to start school earlier (kindergarten or first grade) will attend school continuously throughout the entire term. For any absence, an excuse card properly completed and signed by parents must be submitted upon the student’s return to school. In the event a card is not returned within five days beginning with the day of the student’s return to school, the absence will be declared unlawful (if the student is under the age of 17) or unexcused (if the student is aged 17 or older) for purposes of accounting and legal processing under the school laws of Pennsylvania.

1. Excused absences include the following: death in the immediate family, illness of the student (not a parent or another brother or sister), impassable roads, student-required court attendance, or any other exceptionally urgent reason.

2. The Spring Grove Area School District recognizes that students may have the opportunity to participate in pre-planned vacation trips and educational experiences during the regular school year. When a trip or educational experience is planned, which will require a student to be absent from school, an Application for Excused Absence form must be completed and returned to the building administrator one week prior to the absence. Neglecting to gain prior approval for the educational trip will result in the recording of unlawful / unexcused daily absences for those dates absent. Pre-approved excused absences may not exceed ten (10) school days in each school year. Pre-approved excused absences will not be granted during the first 10 days and the last 10 days of school. Attendance during these times is of utmost importance for the education of students. To be excused for a trip, a student must be accompanied by a parent or acceptable adult and have a cumulative average of 70% or better, with no failing grade in any subject **and** a satisfactory attendance record of less than 7% absence for the school year to the date of the application. The School District discourages parents from scheduling these trips during the time when PSSA's are to be given. Timelines for PSSA testing are available through contacting the school office or in the PSSA assessment section of this handbook.
3. Students may be excused from school for religious holidays observed by bona fide religious groups (22 PA CODE 11.21). When a religious holiday will require a student to be absent from school, a request from the parent should be received through the completion of an Application for Excused Absence form and submitted to the building principal one week prior to the absence.
4. Absence from school for any reason other than those stated in items 1, 2 and 3 of this section will be considered unlawful as defined by the Pennsylvania School Code.
5. When a student must be absent from school during all or any part of a school day for health reasons, such as doctor or dentist appointments, the student will submit a note from his parents or guardian to the school office before the absence and a note from the providing healthcare practitioner immediately upon the return to school. Failure to provide such documentation will result in the absences being classified as unlawful / unexcused.
6. Students arriving 90 minutes after the official start of school or leaving 90 minutes before dismissal will be charged with a half-day of absence.
7. A student must be present during the school day if the student is to participate in any scheduled activity of the school that day or evening.
8. Students arriving late to school should report directly to the main office where such tardiness will be recorded. The students will be responsible to return an excuse card for this tardiness the next day. Tardiness may accumulate and be counted as actual unlawful / unexcused absences. Instances of unlawful / unexcused morning tardiness may result in disciplinary action.
9. Students arriving late due to doctor appointments must, the same day that the lateness occurs, bring a note, on official office stationery, signed by the attending physician, indicating the student was seen by the physician, was unable to attend school, and indicates the date the student can return to school. Lack of an appropriate physician's note would constitute a tardiness or half day unlawful / unexcused absence.
10. A student who leaves school without appropriate authorization will be charged with a minimum of ½ day unlawful / unexcused absence.
11. If a school attendance official makes a call to the home of a student during the school day and gets no response, the absence will be counted as unlawful / unexcused except when a doctor's excuse is presented.

Chronic Attendance Problems

If a student's absence pattern becomes excessive, appears questionable, or has reached between five to ten days of absence, school officials will notify the parents of the possibility of a doctor's excuse being required for all future absences. If the absences continue and reach eleven [11] days, it will be necessary to require that any future absences be explained by a doctor's certificate indicating the student was seen by the health care provider. This will be in effect for the remainder of the student's school experience. In the event a student is required to submit a doctor's statement for all absences **and** has had two or more consecutive years with less than six days absent, with none being unexcused, the parent may file a request for attendance review with the building principal. Should the student transfer from the Spring Grove Area School District, the status of the questionable attendance will be shared with the receiving school district.

Students under Age 17

- If a student is charged with three (3) days of unlawful absence, a first notice of unlawful absence will be sent to the parents or guardian.
- If a fourth day of unlawful absence is recorded, a complaint will be filed with the District Justice; the state law imposes a fine, which includes court costs.

Student Age 17 or Older

- If the student is in receipt of three days of unexcused absences, a written notification will be mailed home and a conference with the school counselor and attendance officer will be scheduled.
- Five (5) additional instances of unexcused absences, after receipt of the written notification and meeting, will result in referral to the Superintendent of Schools for removal from the school rolls and a possible hearing before the Board of School Directors.

AUTOMATED MESSAGING

The District uses a system that promptly calls every student's parents/guardians and staff members in the event of an emergency or to share other important timely information. This system may also be used to alert parents of student absences and to remind them that an absence/excuse card should be submitted when their child returns to school the next day. Maintaining a VALID ten-digit phone number for these calls is critical. Parents may provide more than one telephone number for the automated messaging system.

BUILDING SECURITY

Safety and security of students and staff continue to be a priority. There is a camera/audio/buzzer system at the building's primary entrance. All other building entrances remain locked during the school day. All visitors wishing to enter the school must enter by the primary entrance and request entry by ringing the buzzer. Office staff will request identification and purpose of the visit prior to "buzzing-in" the visitor to the main office.

BULLYING (Policy #249)

Bullying is not permitted in school. Bullying is an intentional electronic, written, verbal or physical act or series of acts that are:

1. directed to another student; and,
2. occur in a school setting; and,
3. are severe, persistent or pervasive; and,
4. interfere with the student's education, create a threatening environment or disrupt the orderly operation of school or activity(ies) sanctioned by the school.

In the event a student becomes aware of a bullying situation, that situation should be reported to the Principal or other responsible adult.

CAFETERIA / FOOD SERVICE

All foods available in district schools during the school day will be offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided through the National School Lunch or School Breakfast Programs will comply with federal nutrition standards under the School Meals Initiative. All competitive foods and beverages available to students in district schools during the school day will comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools.

The cafeteria operates under strict state and federal regulations governing the preparation and serving of food. The cost of a complete, daily lunch for the 2014-2015 school year is \$2.25 for students in grades K thru 4, \$2.50 for students in grades 5 thru 12, and \$4.00 for adults. The cost of the complete Grab and Go Breakfast is as follows: grades K thru 4 - \$1.20; grades 5 thru 12 - \$1.30; adults - \$1.80. Some students may qualify for free and reduced meals based upon family size and income. Information on this program is available at www.sgasd.org – Support Services or by contacting (717) 225-4731, extension 3025.

CAMERA SURVEILLANCE

Video surveillance cameras, both covert and overt, are installed in District facilities for security and monitoring purposes. This equipment may or may not be monitored at any given time. Information through these recordings will be shared with district staff and local agencies as deemed appropriate by the administration.

CHILD ABUSE / STUDENT ABUSE

According to the Child Protective Service Law (Act 151 of 1994), School Districts are mandated reporters and WILL REPORT to local authorities when they have reasonable cause to suspect on the basis of their professional training and experience that a child coming before them in their professional capacity is an abused child.

COMMISSION OF A CRIME

The commission of any of the crimes defined and enumerated in the "Crimes Code" of Pennsylvania (Act 334, December 6, 1972) will result in disciplinary action being taken.

CONFLICT RESOLUTION

If a problem develops between a student and a staff member, the student and parents are encouraged to first contact the school employee involved, to clarify the issues and reach a solution. If a satisfactory decision cannot be reached, students and parents are encouraged to contact the school counselor, and then the principal, if needed. If a problem develops between a student and another student, the student is encouraged to contact the school counselor.

DAILY OPENING EXERCISES (Policy #807)

All students are encouraged to participate in opening exercises. Opening exercises include the Pledge of Allegiance (flag salute), playing of the National Anthem, and a moment of silent meditation. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of religious conviction or personal belief. A student who declines to participate in opening exercises will maintain a respectful attitude throughout the exercises. If a student is disrespectful during opening exercises, such students will be subject to disciplinary action, consistent with the Student Disciplinary Code.

EDUCATIONAL RECORDS

According to the Family Educational Rights and Privacy Act (FERPA), parents or eligible students have the right to inspect and review the student's educational records and request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record. Parents may also contact the building administrator for instructions to access student records. (*"Appendix E"*)

In the event a court order or other document that limits control of access to student records exists, it is the responsibility of the parent seeking to deny that access to provide the appropriate paperwork to the building principal.

Directory information will be shared with local law enforcement personnel and other agency persons when it is considered that the information is valid to the safety and well-being of staff, students or community members.

EMERGENCY INFORMATION

At the beginning of each school year parents will provide emergency information concerning each child to the school office. This information will include names and phone numbers of contacts that would be responsible for picking up the child when parents are unable to be contacted. When an emergency contact changes address and/or changes phone numbers it is very important that parents inform the school office of this change immediately.

EMERGENCY OPERATIONS PLAN

The District is committed to maintaining the safety and security of all students. As such, the District has a district-wide safety committee and each school building has developed specific plans in the event of an emergency. Specifics related to this plan are shared with parents by way of a District Notification Letter from the Superintendent at the start of each school year.

EMERGENCY SCHOOL CLOSINGS

The District's automated messaging system (One Call Now) will be utilized to share information regarding school closures, school delays, early dismissals, and late buses with parents/guardians using the home number and/or any and all alternative number(s) provided. Additionally, announcements will be made over WGAL-TV (Channel 8), FOX 43 TV, and ABC-27 as well as the following radio stations: WSBA (910AM), WARM (103FM), WSOX (96.1FM), WGET (1320AM), WGTY (107.7 FM), WITF (89.5 FM), Twitter (@SGSchoolNews), and Facebook (SpringGroveAreaSD) for this purpose.

School closings, delays, and early dismissals are also posted on the District website : www.sgasd.org

ENGLISH LANGUAGE LEARNERS

Students whose dominant language is not English are provided programs to facilitate the student's achievement of proficiency in English and the academic standards.

These students are identified through a Home Language Survey, completed upon registering in the school district, and additional assessments to determine the student's English language proficiency. Questions concerning this program should be directed to the Assistant Superintendent at (717) 225-4731, extension 3023.

FIELD TRIPS (Policy #121)

All students on field trips remain under the supervision and responsibility of the Spring Grove Area School District and must adhere to the established rules, regulations, policy and expectations of the District. Students may participate in field trips to foreign countries only if the field trip is coordinated and led by professional employees of the school district and approved by the Superintendent and the Board of School Directors during the regular school year.

Student driving for trips is strongly discouraged; any special exceptions must be approved by the building principal on an individual basis considering needs and alternatives. The following conditions must be met and, in addition, each driver and passenger must have parental permission as per the approved permission form:

1. Written permission must be granted by the building principal and filed in the principal's office.
2. The vehicle must be adequately covered by liability and medical payment insurance, as prescribed by state law, and as verified by the building principal.

Students appearing at destinations without following the above guidelines are not considered to be part of the school group.

GRIEVANCE PROCEDURE FOR STUDENTS

Students who have complaints about discriminatory practices or policies in violation of Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973 may contact the principal. The following procedures will be followed:

1. Discuss the grievance informally with the person against whom the grievance is felt.
2. If the grievance is not resolved in this fashion, the pupil is encouraged to discuss it with his/her counselor.
3. If this procedure thus far has not resulted in an adjustment of the student grievance, it will be submitted in writing to the principal within two school days.
4. The principal will have a meeting with the student within five (5) school days to discuss the grievance, where every effort will be put forth to solve the matter equitably.
5. If the grievance is not resolved to the satisfaction of the student, he/she may appeal the principal's decision within three (3) school days in writing to the Superintendent.
6. The Superintendent or his/her designee will meet with the student as soon as possible, but within a period not to exceed five (5) school days. The decision of the Superintendent will be final and binding upon all parties, subject only to judicial review.

HEALTH EXAMINATIONS (Policy #246)

The school nurse will monitor student records for documentation of all health and dental examinations required by Pennsylvania School Code 1402-1407.

- Health examinations are required for original entry, 6th grade, and 11th grade
- Dental examinations are required for 1st grade, 3rd grade, and 7th grade

It is encouraged that parents have these examinations completed by their family health care provider; appropriate forms are available from the school office or may be downloaded from the District website.

For those students who do not furnish the school nurse with the appropriate report, an examination will be arranged by the school nurse/dental hygienist.

HEALTH SCREENINGS

During the school year, the school district sponsors a variety of state-mandated health screenings.

All students are screened annually for vision and growth. Hearing screenings are completed for all students in grades K or 1, 2, 3, 7, and 11, ungraded, and annually for failures. Scoliosis screenings are completed in grades 6 and 7. Additional screenings are available upon specific request. Students are automatically screened, unless the parent submits a note requesting a student be excused from the screening. These notes are valid only for the school year submitted.

HEALTH SERVICES (Policy #246)

Ultimate care of any sickness, accident, or injury of any school child while under the jurisdiction of the school (in traveling to and/or from school or while in school) is still the responsibility of the parent. Therefore, no employee of the school system has the authority to refer any medical or surgical care to any doctor or institution of his or her choice. Such choice is up to the parent or guardian. (Please refer to emergency card.)

School nurses are required by the Pennsylvania Department of Health to report suspected communicable and infectious diseases to the local county health authority.

Infected students have the same right to attend school and receive services as other students and will be subject to the same policies and rules. School authorities will determine the educational placement of infected students on a case-by-case basis by following policy and procedures established for students with chronic health problems and students with disabilities.

Medication

Medication should be given before or after school hours whenever possible. If it is essential that a student receive any medicine (over the counter or prescribed) during school hours, a School Medication Form must be completed by the doctor.

Medication forms are available in each school office or can be downloaded from the District website. Medications such as Tylenol and Maalox will be given only by the nurse or the health care assistant to students in grades 7-12 after evaluating the need and only during health room hours, with parental permission. A maximum of eight (8) doses per year of Tylenol for students in grades 7-12 will be given with parent permission. Additional doses of Tylenol will require a doctor's order and School Medication Form.

All medications require name, date, medication, dosage, side effects, doctor and parent signature. Medication must be sent to school in the original container.

Self-administration of "emergency" medication is permitted, only if it has been determined that it is medically necessary to be administered immediately at the onset of symptoms. Appropriate paperwork must be placed on file in the nurse's office.

Medical Personnel

A certified school nurse or health care assistant is assigned to the building to provide needed health care. The goal of the school nurse is to promote lifelong healthful living through health promotion, correction of health problems, and adjustments to handicapping conditions, coordinating strengths of family, school and community to help children achieve optimum health.

The nurse provides a variety of health screenings, maintains student health records, and provides care for emergency and non-emergency health problems occurring during school hours. Health problems and acute injuries that occur outside of school hours are the primary responsibility of the family and care should be obtained through the family doctor.

HOMEBOUND INSTRUCTION

Students confined to home or hospital for physical disability, illness or injury, or when such confinement is recommended for psychological or psychiatric reasons, may be eligible for homebound. An application for homebound requires a letter from the physician certifying the nature of the illness or disability, the need for confinement to home or a hospital, and the probable duration of the confinement.

In the event the confinement is recommended for psychological or psychiatric reasons, the recommendation must be certified by a psychiatrist or a physician and psychologist.

HOMELESS STUDENTS

The McKinney Vento Act ensures educational rights and protection for children and youth experiencing homelessness. Parents of students who lose their home due to fire or other emergency should contact their child's building administrator immediately.

IMMUNIZATION REQUIREMENTS

Pennsylvania Department of Health Regulations state that beginning with the 2013-2014 school year, all students need to be immunized with the following when originally entering school in grades K-12:

- 4 doses of tetanus (1 dose on or after the 4th birthday)
- 4 doses of diphtheria (1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles
- 2 doses of mumps
- 1 dose of rubella (German measles)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

Students attending 7th grade in 2013-2014 need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

INSURANCE

All students must be covered by insurance to be eligible to participate in the school athletic program. This may be a family policy or accident insurance, which will be made available through the school.

INTEGRATED PEST MANAGEMENT

The state signed into law Act 35 and Act 36 of 2002 pertaining to requirements of School Districts and other municipalities related to pest management and the use of pesticides in the School District. In accordance with the law, the School District will maintain records of all chemical pest control treatments for a period of three (3) years and all treatments will be posted on bulletin boards and provided to each employee of the building as required both before and after any treatments.

Also, you, as a parent or guardian of a student may receive direct notification before any spraying that will occur at the building your child attends by completing “*Appendix C*” and mailing it to the Business Manager, 100 E. College Avenue, Spring Grove, PA 17362. This form must be completed and submitted annually for inclusion on the notification listing. We ask that you do not return this form to the individual schools but mail it to the District Office. Any additional questions or requests for information should be made to the Business Manager at the above address or by calling 225-4731, ext. 3019.

MMS PARENT PORTAL

MMS Parent Portal is a web-based tool for communication between the school community and parents. It is used to give parents a wide variety of information about classroom and school events as well as information about student performance. Parents can monitor their student’s assignments, attendance and grades by accessing the MMS Parent Portal through the District web site. This private information is visible only to visitors that have a screen name and password. MMS Parent Portal is available in District buildings, grades 5 - 12. (*Currently, grades K-4 do not use the MMS Parent Portal.*)

MYSCHOOLBUCKS.com

The Spring Grove Area School District is pleased to offer an online option for families to pay for student lunches. Our Nutrition Services department accepts payments for school meals through MySchoolBucks.com – an online payment service. MySchoolBucks.com offers a secure transaction gateway that accepts VISA®, MasterCard®, and Discover as a means of adding money to your child’s meal account. Credit or debit cards can be used. (**IMPORTANT:** The District participates with MySchoolBucks.com to provide parents/guardians the opportunity to view their child’s account 24/7. Setting up and viewing the account is free. Making a payment to their account online is *optional*, with the inclusion of a small convenience fee.)

Charging Procedures for Elementary/Intermediate/Middle Level Students

- If a student’s account reaches a positive balance of \$5.00 or less, parent(s) will receive a courtesy low balance/negative form letter by way of email (or sent home with the student, if an email is not provided).
- If a student’s account reaches a negative balance of \$10.00 or greater, the manager/cashier will place a telephone call to parent(s).
- If a student’s account reaches a negative balance of \$30.00, parent(s) will automatically receive a phone call from support services and follow-up letter explaining that an alternate lunch will be served to that student, consisting of a cheese or peanut butter whole grain sandwich, fruit and/or vegetable, and milk. The student will continue to receive the alternate lunch until the account has been satisfied.
- Students may not “charge” for A la Carte items (tea, ice cream, snacks).

Charging Procedures for High School Students

- Students are permitted to charge up to \$5.00 for meals.
- Students may not “charge” for A la Carte items (tea, ice cream, snacks).
- Students are encouraged to speak to an administrator if they do not have money for a meal.

If a payment by personal check is returned to the School District, marked “Non-Sufficient Funds” (NSF), the School District will reverse the credit to the student’s account in the amount of the original check. This may result in a negative balance in the account and the procedures listed above will be followed for charging meals and paying the overdue balance.

PARENT-TEACHER CONFERENCES

Parents are encouraged to become actively involved in their child’s educational program, through participating in Parent-Teacher Conferences.

In addition to the scheduled conference sessions listed on the school calendar, a conference can be scheduled at any time to discuss a student’s academic progress or any other concerns or questions relating to the child’s educational program. Conferences can be scheduled directly with the classroom teacher or through contacting the school office.

PERSONAL PROPERTY

The school takes no responsibility for loss or damage to a pupil's personal property. Pupils should never bring large sums of money or articles of an expensive nature to school. Do not ask a teacher to take responsibility for your property. Skateboards are not permitted in school.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding surveys, collection and use of information for marketing purposes and certain physical exams. Specifics regarding this amendment can be found in "*Appendix D*".

PSSA ASSESSMENTS TESTING WINDOWS – State Schedule

<u>Test</u>	<u>Grade(s)</u>	<u>Time Frame</u>
PSSA English/Language Arts	Grades 3 – 8	April 13 – 17, 2015
PSSA Mathematics	Grades 3 – 8	April 20 – 24, 2015
PSSA Science	Grades 4 and 8	April 27 – May 1, 2015
PSSA Make-up Window		May 4 – 8, 2015
<i>*PDE PSSA Exam dates reflected are as of the printing of this handbook, and subject to change by PDE. Please check the District website and/or contact building office(s) to obtain the most recent information.</i>		

KEYSTONE EXAMS TESTING WINDOWS – State Schedule

<u>Test</u>		<u>Time Frame</u>
KEYSTONE Algebra I, Biology, Literature WAVE 1	WINTER	December 3 – 17, 2014
KEYSTONE Algebra I, Biology, Literature WAVE 2	WINTER	January 7 – 21, 2015
KEYSTONE Algebra I, Biology, Literature	SPRING	May 13 – 27, 2015
<i>*PDE Keystone Exam dates reflected are as of the printing of this handbook, and subject to change by PDE. Please check the District website and/or contact building office(s) to obtain the most recent information.</i>		

Pennsylvania Department of Education (PDE) testing procedures explain that students taking the PSSA Assessment / Keystone Exams are not permitted to carry cell phones, smart phones, and/or any other electronic devices. Therefore, all cell phones, smart phones, and/or other prohibited electronic devices will be collected as students enter the testing site.

The consequence for use and/or possession of a cell phone or other electronic device during the test administration will result in the application of a "DO NOT SCORE" label on his/her test booklet or, if appropriate, notification to NOT SCORE the online version, and the student will not receive a score for the assessment. Additionally, if a student is found using a cell phone or electronic device in any manner during the administration of the assessment, the phone or electronic device will be confiscated until such time as the parent or guardian can come to the school; in the presence of the parent or guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present.

Violation of this no cell phone / electronic device procedure will result in disciplinary action. Such disciplinary action will vary, depending on whether test material has been compromised. If any items on the assessment have been compromised and can no longer be used, such materials will have to be replaced, and parent(s)/student(s) will be responsible for the cost of replacement.

PUPIL'S RIGHT OF REFUSAL:

❖ **ANIMAL DISSECTION**

Students and their parents or guardians have the right to decline participation in an educational project involving the use of animals for lab dissection. Parents or guardians have the right to assert the rights of their children to refuse participation in those projects.

Students who choose to refrain from participation in these educational projects will be offered an alternative education project for the purpose of providing the pupil factual knowledge and information required by the course of study. This alternative project cannot be more burdensome than the original assignment.

The law mandates that student and parents/guardians be informed of their options at least three weeks before the dissection exercise begins.

❖ **HIV/AIDS INSTRUCTION**

The Wellness Department has determined that students should be educated about AIDS. Because of this, AIDS education will be discussed, but not limited to, the Intermediate, Middle and Senior High schools. The Wellness Department will discuss with the students how it is spread and the signs, symptoms and stages people display that have the disease. Information concerning specific curriculum topics and materials are available for parent review by contacting your child's wellness instructor.

According to PA Code 5.220 "A school district shall excuse a student from HIV/AIDS instruction when the instruction conflicts with the religious beliefs or moral principles of the student or parent or guardian of the student and when an excuse is requested in writing. Prior to the commencement of instruction, a school district shall publicize that detailed curriculum outlines, and curricular materials used in conjunction with the instruction are available to parents and guardians during normal school hours or at teacher-parent conferences. Curricular materials, if practical, shall be made available by the school district for home instruction use by a parent or guardian of a student excused from the district's HIV/AIDS instruction."

Students who choose to refrain from participation in these educational areas will be offered an alternative education project for the purpose of providing the pupil factual knowledge and information required by the course of study. This alternative project cannot be more burdensome than the original assignment.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

To ensure the welfare and the safety of our students, the following safeguards will be observed:

- Adults should not go to the classroom to pick up a student. If an adult proceeds to the classroom, it is the teacher's responsibility to refer them back to the office. All students must be checked out in the office when leaving the building.
- Parents are required to make sure any legal documents limiting custody be placed on file in the office of the principal. Students will be released only to their custodial parents/legal guardians or the individuals listed as emergency contacts on the emergency card. In the event the non-custodial parent wishes to take the child at any point during the school day, they should have explicit written consent from the custodial parent with a phone number for contact in the event of any questions concerning the request.
- When releasing a student, the office personnel must check the appropriate school records to assure that the child is being released only to their custodial parents/legal guardians or individuals listed on the emergency card. Please be certain that the emergency card is up-to-date and on file in the main office.

RELEASE OF STUDENT INFORMATION

School Districts must provide to military recruiters, institutions of higher education or other organizations, as per Policy No. 250, access to secondary school student directory information on students who are juniors and seniors. This type of directory information would include name, address and telephone number. It is required that this list be compiled by the first day of the academic year for those students in grades 11 and 12.

Parents have the right to request that this directory information not be disclosed without prior written consent. The parent must inform the school district, in writing, that such directory information is not to be shared with respect to their child. The form to “Opt Out” of releasing student information can be found as Appendix “J” of the High School specific Student/Parent Handbook.

SCHOOL COUNSELING

The School Counseling Program strives to be developmental in nature, assisting students to become life-long learners who are productive and responsible citizens. School Counselors will act as resources for students, parents, staff, administrators, and the community. Implementation of the District Counseling Program is achieved through classroom lessons, group counseling, individual counseling, and consultation. Appointments with counselors can be arranged through contacting the counselor’s office.

SCHOOL NAME

The name of the Spring Grove Area School District, any of its schools, any school groups, or any employees in their school-related capacity, may not be used by an outside organization or individual, for the solicitation of advertising or any other consideration, from merchants or residents of the Spring Grove Area School District, without prior Board approval.

SCHOOL PROPERTY (i.e., textbooks, locks)

1. Students are responsible for school property issued to them. It is their responsibility if the property is lost, damaged or stolen.
2. Respect for school property and the property of others is a responsibility of good citizenship and is expected at all times. Students will be charged for damage to school property caused by carelessness or abuse. Willful destruction or theft of property will result in disciplinary action in addition to paying for damage or loss. The administration may report to the appropriate juvenile authorities, any student whose damage of school property has been serious or chronic in nature.
3. Students are responsible for the return of Media Center materials by the date assigned at time of check out.

Middle School / High School

- a. Students will be charged a fine of \$.25 per day/per item for materials past due and not returned to the media center to a maximum of \$15 per item. If the maximum of \$15 in fines has been reached and the item has not been returned, students will be charged the replacement cost of the item with the \$15 being deducted from the replacement cost.
- b. Students owing fines or items will not be allowed to check out any materials until they have satisfied their obligations; however, they will be allowed to use materials in the library.

Elementary Schools/Intermediate School

- a. Students will not be charged a fine for items past due and not returned; however, a letter will be sent to parents requesting the replacement cost of the item.

All outstanding financial and/or other obligations must be met at the end of the school year.

SCHOOL RESOURCE OFFICER (SRO)

The Spring Grove Area School District contracts with Northern York County Regional Police Department for a uniformed police officer to be assigned to District facilities located in Jackson Township. The School Resource Officer supports the school district in a variety of areas, such as: local law enforcement; monitoring safety in schools; and supporting educational or counseling programs that are related to law enforcement.

SCHOOL VOLUNTEERS (Policy #916)

School volunteers enhance the educational experience in many ways. All volunteers working with school children must be registered with the District office and be in possession of a 'Cleared Volunteer ID Card'.

Persons interested in becoming a cleared volunteer must complete a brief registration form (available on line), secure State Police and Child Abuse History Clearances, and discuss the possible need for a TB test with the school nurse. When all paperwork has been received in the District administration office, a Volunteer ID card will be mailed to the home, and the individual will be a cleared volunteer.

Each time that an individual volunteers, volunteer hours must be logged with the Community Relations Department. Logging of these hours is the **ONLY WAY** the administration office knows that an individual is still an 'active' volunteer. Inactivity for a period of one year or more, or failure to log hours over a period of one year or more, will result in removal of the "active" status of the individual as a volunteer, and the name removed from the cleared volunteer list.

STUDENT FUNDRAISING (Policy #229)

Student fundraising will include the solicitation and collection of money in exchange for tickets, papers, advertising, or any other goods or service. Collection of money by approved school organizations must be approved by the Superintendent. All funds solicited will be controlled through the Student Activity Fund of each building.

Collection of money by students on behalf of organizations outside the school may be permitted only by the Spring Grove Board of School Directors.

STUDENT RESPONSIBILITIES

According to the Pennsylvania State Board of Education regulations, student responsibilities (Section 12.2) are as follows:

1. Regular school attendance, conscientious effort in class work and conformance to school rules and regulations. Most of all, students share with the administration and staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her 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.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of all students to conform with the following:
 - a. Be knowledgeable 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.
 - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
 - d. Assist the school staff in operating a safe school for all students enrolled therein.
 - e. Comply with the Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time to all classes and other school functions.
 - h. Make up work when absent from school.
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
 - j. Report accurately and not use indecent or obscene language in student newspaper and publications.

Students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation will report the same to the administration immediately. Administrators will report individuals suspected of possessing weapons on school property, at school activities, or on school transportation to the appropriate law enforcement officials immediately.

SUPPORT SERVICES FOR ACADEMICS

All district students are provided a Free and Appropriate Public Education (FAPE). In order to assist some students in receiving FAPE, additional services are necessary and provided through identifying students as eligible for instructional support, special education, or protected handicapped services.

Every effort will be made to meet the student's needs in the Least Restrictive Environment (LRE). Students experiencing academic difficulty will be referred to the Instructional Support Team, sometimes called the Child Study Team. At this level, District staff, parents, and the student work to develop strategies to assist the student in being successful in his regular classes.

If this support is not successful, completion of a formal evaluation, with parent permission, determines if a student is eligible and in need of special education services according to the state and federal guidelines. Spring Grove Schools, with the support of the Lincoln Intermediate Unit #12, provides an extensive continuum of special education services. If eligible for these services, a multi-disciplinary/parent meeting will be scheduled to develop an Individualized Education Program (IEP) and determine the appropriate educational placement.

On occasion, a student does not qualify for special education services, and possesses a physical or mental disability that limits or prohibits them from participation in, and access to, the school's educational program. In situations such as these, the student may be eligible for identification as a Protected Handicapped Student and eligible for a Service Agreement.

Specific information on instructional support, special education, and/or protected handicapped services, can be obtained by contacting the building principal or school counselor.

TELEPHONE CALLS

No telephone calls (other than emergencies) to students or teachers will be accepted and/or delivered during the time that classes are in session. The use of the office telephone is only available for emergency and urgent calls. Messages for teachers can be recorded in their individual voice mailboxes at any time.

The best time to directly speak to a teacher would be immediately before or after the regular student day.

VISITORS

Spring Grove Area School District encourages parents and other guests to visit our schools during designated visitation times. When you arrive at school, you must stop at the office to sign in and pick up a visitor's pass. Visitors may be required to show photo ID prior to being given a visitor's pass. All visitors **must** have a visitor's pass or district staff will escort you to the main office. The Spring Grove Area School District strives to maintain a safe learning environment in all schools and for all students and staff. To this end, we ask your complete cooperation with this matter.

WITHDRAWING FROM SCHOOL

When a withdrawal from school is to be made because of a move from the school district, parents should provide the school with the exact date of withdrawal, their new address, and the name of the school district they will enter. No school records will be given to parents except for copies of the immunization card and report card. All scholastic records will be forwarded to the appropriate school upon the receipt of a release of records request from the new school.

When withdrawing from or dropping out of school is requested because a student has surpassed the compulsory age of attendance, or has reached the age of 16 – has a full time job and parent permission, the student should schedule a preliminary conference with his/her counselor to discuss the reason for withdrawing and potential consequences of the action. Students still intent on dropping out of school will schedule an exit meeting with the building administrator, counselor, and parent, to complete the paperwork and exit survey, and discuss additional options and services available to the student.

All outstanding financial and/or other obligations must be met at the time of withdrawal from the School District.

SECTION IV
HIGH SCHOOL SPECIFIC SECTION

**SPRING GROVE AREA HIGH
SCHOOL**

1490 ROTHS CHURCH ROAD
SPRING GROVE, PA 17362
TELE # 717-225-4731 EXT 7000
FAX # 717-225-0736

ALMA MATER

Hail to thee, our Alma Mater as we journey through
All the years that lie before us, we will e'er be true
Years within thy walls are cherished, filled with happy days.
All these memories will remain in our hearts always

Chorus:

*Hold our banner, Blue and White, always to the sky.
Ever in our hearts and minds are thoughts of Spring Grove High.*

SCHOOL COLORS

Royal Blue and White

**

SCHOOL MASCOT

The Rocket

PHILOSOPHY

We, the staff and administration of Spring Grove Area High School, realize the importance of recognizing all students as unique individuals with varying cultural heritages, family backgrounds, and religious beliefs, as well as with distinctive talents, abilities, and goals.

Therefore, we endeavor to provide an atmosphere conducive to the growth and learning process of all students by providing school-related activities involving interaction with peer groups and faculty. All students are offered a diversity of courses and activities so that they are able to acquire, at least, a level of competency in basic skills commensurate to their abilities, and, at best, an advanced mastery in their personal area of expertise. It is our desire to prepare the students for possible further education and full-time employment, enabling them to lead fulfilling lives, to act as responsible citizens, and to adapt to our rapidly changing world.

SPRING GROVE AREA HIGH SCHOOL MISSION STATEMENT

The Spring Grove Area High School in partnership with students, families, businesses, and the community will:

- Maintain a safe, supportive environment where all students are valued and respected
- Maintain a challenging & motivating academic environment for all students
- Prepare all students to be confident, life-long learners and creative thinkers able to succeed in a global, technological society
- Cultivate a climate of acceptance emphasizing the appreciation of others
- Instill in all students the knowledge, skills, attitude, and behavior to become well-rounded citizens
- Inspire students to become productive young adults who are effective problem solvers and decision makers

OBJECTIVES

1. THE INDIVIDUAL

Students should be able to:

- A. Understand and accept themselves as individuals
- B. Engage in a variety of activities whereby they may develop their self-esteem
- C. Acquire and maintain good health habits

2. BASIC SKILLS

Students should be able to:

- A. Read, comprehend, and analyze written expressions
- B. Develop good study habits and organizational skills
- C. Listen with precision and speak with confidence
- D. Develop problem-solving abilities

3. CAREER DEVELOPMENT

Students should be able to:

- A. Use the Career Resource Center to obtain assistance in job training and job placement
- B. Recognize job potential as a result of the staff's integration of career awareness into all subject areas
- C. Identify themselves within a particular career path and explore options within the world of work.

4. THE INDIVIDUAL AND SOCIETY

Students should be able to:

- A. Care for school facilities and community property
- B. Exhibit a sense of concern for the welfare of others
- C. Become active and productive citizens
- D. Demonstrate a sense of concern for the conservation of natural resources

5. THE ARTS

Students should be able to:

- A. Develop an appreciation for classical works of art, music, literature, and drama
- B. Acquire the skills necessary for critical evaluation of the arts
- C. Express themselves creatively in one or more artistic mode

Academic Requirements for Graduation/Commencement

To qualify for a diploma, all students are required to successfully complete the following requirements:

Students graduating in the classes of 2015 and 2016

- Social Studies Pass four (4) credits, which will include American Society
- English Pass four (4) credits
- Mathematics Pass three (3) credits
- Science Pass three (3) credits
- Health/Wellness Pass two (2) credits in health/wellness, which will include two elective physical education courses

- Graduation Project 1 course/year in grade11 (Class of 2015, 2016)
- Arts and Humanities Pass two (2) courses (art; music; world language)
- Practical Arts Pass two (2) courses (technology education; family and consumer science; business), which will include Career Skills for the Future.

In addition to these required subjects, students must complete sufficient electives in order to total 25.0 credits in the four years of high school, as well as demonstrate a mastery of the Pennsylvania Academic Standards, to meet the requirements as established by the School Board of the Spring Grove Area School District and the Commonwealth of Pennsylvania.

A Course Selection Guide listing all of the courses available at Spring Grove Area High School is available from the Guidance Department.

A student who has not completed all graduation requirements by the end of the last scheduled student day prior to the beginning of final exams will not be permitted to participate in the graduation ceremony. An expelled student will not be permitted to attend or participate in the graduation ceremony.

Suggested credits per year:

- 9th grade = 7 credits
- 10th grade = 7 credits
- 11th grade = 7 credits + 1 credit grad project
- 12th grade = 7 credits

Activities/Clubs

Academic Booster Club

(Grades 9-12)

Advisor: Dr. Cugliari

(office)

The Academic Booster Club (ABC) is looking for student representatives who would be interested in promoting academic excellence at the senior high school. Student representatives would be asked to attend meetings three times per year and help generate ideas to recognize academic success.

Academic Team

(Grades 9-12)

Advisor: Mrs. Hoffnagle

(Room 225)

Students who participate on the academic team have the opportunity to compete against other schools in a jeopardy style competition. Students should have an aptitude for enjoying trivia and like the pressures associated with competition that has been aired on television. This club starts in early fall with practices and runs through early spring with a variety of competitions.

Art Club

(Grades 9-12)

Advisor: Mrs. Lamparter

(Room 111)

Art club is for students who have an interest in art, but may not meet all of the requirements for the National Art Honor Society club. Members of art club will have the opportunity to participate in art project, workshops, and community art events and projects throughout the year. Each year we try to visit on art museum. Past field trips have included the Philadelphia Museum of Art, the MOMA, the National Gallery of Art, and the Baltimore Museum of Art.

Big Buddy Club

(Grades 9-12)

Advisor: Kelly Metzger

(Room 305)

Sheryl Vojcsik

Big Buddy is a program run through the high school in which students are partnered with a little buddy at the elementary school. Through monthly meetings and letters, the student will be a friend to his or her little buddy. They will provide support and a listening ear when needed. Students will help their buddies with homework and will have fun playing games and making crafts at the meetings.

Book Club

(Grades 9-12)

Advisor: Mrs. Gibson

(Room 306)

Book Club will meet once per month after school and once a month during club meeting periods during school. This student-led club selects books to read based on member suggestions and democratic vote. Our goal is to expand our own readership and tastes, and to share the experience of reading with each other. We are working to create a culture of reading at Spring Grove.

Dance Club

(Grades 9-12)

Advisor: Ms. Grant

(Room 304)

Mrs. Schmoyer

The Spring Grove Area High School Dance Team is for any student who enjoys dancing. Students of all levels of dance and training are welcome. Practices are held after school, usually once or twice a week, and performances include pep rallies, one or two sporting events, and various assemblies.

Drama Club

(Grades 9-12)

Advisor: Mrs. Shubert

(Room 114)

Do you enjoy performing? Directing? Working behind the scenes of a production? Costuming? Well, there's a place for you in Spring Grove's Drama Club. Join us first for the fall play. Practices and performances run from the end of September through the first weekend in December. Beginning in March, the Drama club offers weekly sessions to work on characterization, improvisation, movement and stage presence. Future plans include attending local productions and possibly putting together pieces for competition. If you have a flair for the dramatic or comedy and enjoy being in front of a crowd, contact Mrs. Shubert in room 114. If you'd like to be the person who runs things behind the scenes, we need you, too. Keep an eye and an ear open for announcements about auditions and activities.

Engineering and Production Club**(Grades 9-12)**

Advisor: Mr. Richard

(Room 135)

Engineering and Production Club is a group of students that have a goal of improving the school environment through the design and construction of various items. The student members use computer design software to design items then use computer controlled and traditional machinery methods to produce items. Some examples of items the group has designed and built include picnic tables, wooden signs and items to be sold in the school store.

Film Club**(Grades 9-12)**

Advisor: Mr. Richards

(Room 345)

The club will examine the importance of film by analyzing and interpreting film, primarily documents about film, documentaries, American and foreign films. Through the analysis, conviction, and interpretation of film we will develop critical thinking and writing skills valued in post-secondary pursuits. Film Club will also use the six elements of film to create concrete products for the school community.

Future Business Leaders of America (FBLA)**(Grades 9-12)**

Advisor: Mr. Robinson

(Room 204)

The overall purpose of FBLA is to provide opportunities for secondary students to develop vocational and career supportive competencies in business and/or business related fields and to promote civic and personal responsibilities. Members have the opportunity to participate in regional and state workshops and competitive conferences involving a variety of business and business-related subjects. Students can enter one of more than 30 events in competition with students from other schools at the regional, state, and even national level. Achievement awards and in some cases business-sponsored scholarships can be attained. In addition, students will have the chance to meet students from other schools with common interests and to learn from their peers and develop new friendships. Membership is open to all students.

Future Educators Club**(Grades 9-12)**

Advisor: Mrs. Kinneer

(Room 330)

This club was developed to foster an interest in the teaching profession. Members have the opportunity to participate in a variety of activities related to the teaching field, including shadowing teachers, assisting students by tutoring them in classes where they are being challenged academically, planning and participating in activities during American Education Week, and developing ideas to recognize teachers. This club runs throughout the school year.

Future Farmer's Club**(Grades 9-12)**

Advisor: Mrs. Nace

(Room 224)

This club was developed to foster an interest in the farming profession. Throughout the year, members of this club will have the opportunity to participate in a variety of activities related to farming. Some of these activities include: development of hydroponics and aquaponics environments in the classroom, planting and maintaining of gardens, interactions with community farmers, introduction to various aspects of farming through videos and lessons. This club runs throughout the school year.

GAPP**(Grades 9-12)**

Advisor: Mrs. Thatcher

(Room 334)

The German-American Partnership Program is an annual exchange between Spring Grove Area High School and our partner school, the Werner-von-Siemens Gymnasium in Regensburg, Germany. Through the German-American Partnership Program, supported by the Goethe Institute of New York, Spring Grove students have the opportunity to host students from Regensburg and to travel to Regensburg every two years. During their month-long stay with a host family, students experience the culture, attend school, and visit local sights. The program is open to students who have completed at least two years of German in Spring Grove.

GSA (Grades 9-12)
Advisor: Ms. Eaton (Room 242)
The goal of the Gay-Straight Alliance at Spring Grove High School is to promote a safe community for every person regardless of his/her sexual preference or gender identity. Members of the GSA will work to increase awareness while educating the social community in a frank but respectful manner. The GSA is a creative and respectful outlet in which to understand all viewpoints. Most importantly, the GSA is a fun and exciting group in which to reduce social stigmas and lead by example.

GlobeTrekking Club (Grades 9 – 12)
Advisor: Mrs. Roush (Room 333)
The GlobeTrekking Club is the high school's World Language Club. Its members explore other languages and cultures as they celebrate foreign holidays, make foreign crafts, make and eat foreign foods and learn foreign dances. Club members also have the opportunity to go to the elementary schools to teach what they learn to younger students. Students who are enrolled in a Spanish, French, and/or German class are welcome to join!

Hacky Sack Club (Grades 9-12)
Advisor: Mr. Brenner (Room 317)
The Hacky Sack club is for anyone who is interested in learning to play and learn about hacky sack. We meet during club periods to play hacky sack and have some fun.

History Club (Grades 9-12)
Advisors: Mr. Baker (Room 329)
Ms. Krall (Room 327)
This club is designed for students who are interested in history and government. Activities include: York County Mock Trial. Model Legislation, Citizen Bee and History Week planning and activities. Students have had the opportunity to participate in field trips to historical locations. This club runs for the school year and meetings are held on Mondays from 6:30-7:30 pm.

Journalism (Grades 11-12)
Advisor: Mrs. Huhn (Room 315)
Students in Journalism I and II create the "Rocket Star," which is a monthly school newspaper and an annual literary and arts magazine. Students will have the opportunity to explore the many jobs related to the newspaper and publishing field, including: editor, photographer, reporter, layout and design work. Students receive credit for participation and their work is completed during the school day in a scheduled class.

Key Club (Grades 9-12)
Advisor: Dr. Cugliari (Office)
Ms. Young
Key Club is an international student led organization providing its members with opportunities to perform service, build character and develop leadership. Its support comes from the Kiwanis Club who provides adult support to students as they plan their many functions. The club sponsors programs for the school as well as the community and runs from September to June with weekly meetings. Membership could require \$12 in dues.

Librarian Aides (Grades 9-12)
Advisor: Mrs. Rhodes (Library)
Students volunteer to work before, during or after school. All available periods must be during a study hall only. Students' responsibilities include, but are not limited to, attending the circulation desk, checking books in and out, shelving books, and working the coffee house. Applications are accepted marking periods 1 and 3.

Link Crew**(Grades 10-12)**

Advisor: Mr. Bischof, Mr. Brenner, Ms. Baublitz

Link Crew is a transition program that will provide social and academic support throughout the year for ninth grade students. This program utilizes upper classmen as leaders, motivators, role models and teachers. Upper classmen have the opportunity to apply to become Link Crew Leaders. Selected leaders make a commitment to attend and actively participate in multiple training sessions as well as social events. They will also commit to working with and building relationships with a selected group of freshmen throughout the year.

National Art Honor Society**(Grades 10-12)**

Advisor: Mrs. Lamparter

(Room 111)

National Art Honor Society (NAHS) is a national organization that was founded in 1978 for the purpose of inspiring and recognizing those students who have shown an outstanding ability in visual art excellence. NAHS students participate in a variety of art competitions, paint murals, and participate in events like “Chalk it UP.” Students also participate in art workshops and a yearly field trip. Membership in NAHS may qualify students for academic scholarships and national recognition opportunities. To apply, students must have successfully completed one year of high school art classes with a grade of B or better. Applications will be accepted during the fall with an Induction ceremony to be held in March. Students will be required to complete service hours, attend meetings, and maintain a GPA of 80% or above.

National Honor Society**(Grades 11-12)**

Advisors: Mrs. Hoffnagle

(Room 225)

Mrs. Kimber

(Room 221)

National Honor Society (NHS) is a national organization that recognizes and promotes scholarship, service, character and leadership in students. Students must qualify for induction based on requirements in the following categories: scholarship, service, character and leadership. Inductions take place annually in the fall. Meetings occur during homeroom and before and after School. Students in NHS will be assigned to the NHS homeroom.

Peer Mentoring**(Grades 9-12)**

Advisor: Dr. Frank, Mrs. Kinneer, Mrs. Crnovic, Mrs. Rhodes

(Office)

Knowing the importance of the freshman year on high school success, the peer mentoring program was established to assist freshmen students in their transition to the high school. Ultimately, the mission of the program is to empower students and reduce school drop-outs. Junior and senior students are paired with freshmen and meet for advisory/tutoring sessions during free time. The peer mentoring club has formed a community of caring at Spring Grove High School.

Physics Club**(Grades 9-12)**

Advisor: Mr. Henning

(Room 222)

Physics Club meets to do fun and engaging labs after school. These are not your ordinary collecting data labs, but rather build and test type labs. A fee for joining the club covers expenses for the year. Some labs could include building water bottle rockets, bridges, towers, carts, testing materials, and physics day at Hershey Park.

Project Harmony**(Grades 9-12)**

Advisor: Mrs. Gable

(Room 336)

Project Harmony is a student-based tolerance movement to promote acceptance of all people. Students have the opportunity to participate in the Big Buddy program and travel to the elementary schools to provide educational programs for younger students on tolerance. Activities and assemblies are also planned for students in the high school. Opportunities to exchange ideas and meet with other students from schools in the York County area occur throughout the year.

Psychology Club**(Grades 9-12)**

Advisor: Mr. Newark

(Room 327)

Do human behaviors fascinate you? Do personality disorders intrigue you? Do you want to explore one of the top five (5) most popular college majors? Find out the answers to these questions and many more in Psychology Club; a student created, student directed, and student led club exploring the many topics of the mind.

Recycling Club**(Grades 9-12)**

Advisor: Mr. Henning

(Room 225)

Recycling Club members are responsible for a bi-weekly collection of paper throughout the school. We also participate in a voluntary weekly newspaper collection after school. Throughout the year, the club organizes fund-raisers and events with an environmental focus. Prospective members should be creative, hard-working, dedicated and passionate about the environment. We meet on a weekly basis during homeroom.

Rocket Scientists**(Grades 9-12)**

Advisor: Mr. Hastings

(Room 220)

Mrs. Richard

(Room 201)

Miss Frey

(Room 223)

You don't have to be a rocket scientist to join this club; anyone who has an interest in science is invited to join. As a member, you may participate in a bridge building competition, Science Olympiad, Rocketry Challenge, or Envirothon. Students are welcome to do one or all four of these activities. The advisors are looking for students who have an interest in any or all of the areas of science (Environmental Science, Earth Science, Chemistry, Physics or Biology). Students in this club will be assigned to an advisor for homeroom. Competitions are held during the months of February, March and April. Practices for these competitions are held after school prior to the scheduled competition.

SADD**(Grades 9-12)**

Advisors: Mrs. Hollick

(Room 249)

Mrs. Pequignot

(Room 235)

Join SADD for a great way to meet new people and to help encourage others in our school not to make destructive decisions. Originally, the mission of the SADD chapter was to help young people say "No" to drinking and driving. Today, the focus has changed, SADD is a peer leadership organization dedicated to understanding the impact of destructive decisions, particularly underage drinking, other drug use, impaired driving, teen violence and teen depression. SADD meets every Friday at 7:10 am.

Ski Club**(Grades 9-12)**

Advisor: Mr. Wible

(Room 130)

Ski club gives students of all ability levels the opportunity to ski and snowboard. Students are bussed to Ski Round Top Wednesday evenings during the month of January. Students will be required to purchase a lift ticket to participate. Many options are available and the price ranges from \$139 to \$259.

Student Council**(Grades 9-12)**

Advisor: Miss Holder

(Room 323)

Ms. Delp

The purpose of Student Council is to promote citizenship training through student participation in self-government, to create a stronger link of understanding between students and faculty and to promote worthy activities for the general welfare of the school. These goals are accomplished by those students elected by their peers through organizing such activities as: homecoming, dances, sponsoring fundraisers to promote school spirit, and other activities that promote student involvement.

Tech Squad**(Grades 10-12)**

Advisor: Mr. Sengia

Students in the Tech Squad will be based in the library, available to help other students who need assistance with issues like how to use certain computer applications, converting files, and navigating MMS Portal.

Tri-M Music Honor Society**(Grades 10-12)**

Advisor: Mr. Buterbaugh, Mr. Showalter

(Choral Room)

The Tri-M Music Honor Society is the international music honor society for high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. Through more than 5,500 chartered chapters, Tri-M has helped thousands of young people provide years of service through music in schools throughout the world. Tri-M is a program of the National Association for Music Education.

Ultimate Frisbee**(Grades 9-12)**

Advisor: Ms. Cooper

(Gym)

The Ultimate Frisbee club is for anyone who is interested in getting outside to play and learn about ultimate frisbee. We meet once a week when the weather is nice, to play pick-up games and have some fun. There will be one meeting at the beginning of the year to talk about what the best times to meet are. Come on out!

Yearbook Staff**(Grades 9-12)**

Advisor: Mrs. Stauffer

(Room 215)

The members of this club will publish the "Forge," which is the yearbook for the school. Students will collect, organize and select pictures to appear in the yearbook. They will be responsible for the layout and design as well as the captions and information contained within the book. Students will be required to proof their work before submitting to the publishers as well as proof the work done by the publishing company prior to printing the book. Some students will be involved in the organization and solicitation of ads that appear in the yearbook. Students will be responsible for organizing and taking orders for the yearbook. Yearbook meets 12th period on days 2, 4, and 6. Some of the work must be done after school. Interested students should see Mr. Yowaiski for an application.

York County Science and Engineering Fair**(Grades 9-12)**

Advisor: Mrs. Hoffnagle

(Room 225)

Students have the opportunity to design and complete an experiment in the area of science and engineering. Students will be able to enter their project into the county fair held each spring.

Automobiles

Students driving cars to school should not move their car until the close of school, unless they have permission from the office. Any vehicle used to transport students to school that is parked on school property may be searched if there is probable cause to do so. Searches may include drug enforcement dogs and staff.

Parking: Each student wishing to park on school property must complete a parking application and purchase a parking decal at the cost of \$2.00, through the main office. This parking decal will be valid for the current school year. Seniors and Juniors will have first priority. Sophomores will be given a parking decal if there are parking spaces available.

Parking Decals: The parking decal must be placed on the inside bottom left corner of the rear window. Any decal not registered to an eligible student will be confiscated. When parking on school property students must park head-on in the spaces provided and indicated by the painted lines.

Parking Guidelines: Students who are in possession of a valid parking decal are permitted to park on the lot behind the High School. Parking spaces will be assigned and distributed on a first come first serve basis.

No student is to be in any car from the arrival time to school in the morning until dismissal in the afternoon except with parents, or with written permission from the office.

No student will drive around any other school building in the district between 7:00 a.m. and 3:30 p.m.

Any student who leaves school without permission or takes a truant student as a passenger may lose parking and senior release privileges.

Safety is of prime importance during the use of the senior high school parking facilities. Students should exercise care both as they walk to and from their vehicles and while they drive into or from the parking areas. The speed limit on school property is posted. Failure to abide by these regulations will result in the immediate loss of parking privileges. Violation of the speed limit or driving in an unsafe manner may result in disciplinary action and/or police action.

Bicycles/Skateboards: Not permitted on school property due to traffic safety concerns

Blood Donation

Any student age seventeen years or older shall be eligible to donate blood in any voluntary and non-compensatory program without the necessity of obtaining parental permission or authorization.

Book Bags/Gym Bags/Attaché Cases

Book bags should not be carried by students during the school day. A book bag shall be defined as any bag carrying a book/notebook. Gym bags may be used to carry clothes and shoes for physical education classes and should be picked up from the locker and returned to the locker in a timely manner.

Cafeteria

The school cafeteria is operated for the purpose of giving students a hot meal during their lunch periods. All high school students have the opportunity to purchase a school lunch or food related items. Money for lunch or other purposes will not be available through the main office and cafeteria. A breakfast program will be offered at the high school. Information concerning free and reduced lunches is available through the main office.

All students have an account established for them through a point of sales system. Parents may place money in their student's account by having their student bring a check to school. Checks should be given to the cashier in the cafeteria. Checks should be made payable to Spring Grove Area High School (SGAHS). Daily expenditures will be deducted from that account. A parent may restrict purchases by their student. This can be established by contacting the main office in writing.

The Spring Grove Area School District is pleased to offer an online option for families to pay for student lunches. Our Nutrition Services Department accepts payments for school meals through the MySchoolBucks.com online payment service. The MySchoolBucks.com offers a secure transaction gateway that accepts VISA®, MasterCard®, and Discover as a means of adding money to your child's meal account. Credit or debit cards can be used.

IMPORTANT: The district participates with MySchoolBucks.com to provide parents/guardians the opportunity to view their child's account 24/7. Setting up and viewing their account is free. Making a payment online to their account is *optional* with a small convenience fee.

Charging Procedures – High School Students:

- Students will be permitted to charge up to \$5.00 for meals.
- There will be NO “charging” for A la Carte items (Tea, ice cream, snacks)

Students are encouraged to speak to an administrator if they would be in a situation of not having money for a meal.

Regulations: Students are expected to conduct themselves as ladies and gentlemen. This would imply pushing chairs under the table, policing of their immediate area, not throwing food, and arriving on time for class. Disposing of paper, containers, and unwanted items in the proper receptacles is expected.

Students are permitted to responsibly consume food and beverages in non-academic areas. Classroom food and beverage consumption is at the discretion of the teacher. Any student abusing this privilege will be subject to disciplinary action.

Students must remain in the cafeteria or go outdoors in the area adjacent to cafeteria. Students are not permitted in areas where physical education classes are meeting or parking lot areas. Excessive noise or loitering that may disrupt classes will not be permitted. Students may not leave school property.

Any student failing to adhere to these cafeteria regulations could be assigned detention or other disciplinary measures based on the severity and frequency of the infraction.

Class Rank

Ranking of students within their graduating class begins in ninth grade. Class rank is based on *cumulative weighted averages*, which are calculated at the end of each semester. See Grade Point Average Weighted Courses.

Contact Information

Teacher and staff email addresses and voice mail extensions are listed on the district website under *About Us, Our Staff*. Please use the email address or voice mail extension if you have a question or concern. Teacher email addresses and voice mail extensions will be included with the first progress report mailing.

Parents may also contact the high school office (717) 225-4731 ext. 7000, but questions and concerns may be answered and addressed in a more timely fashion by contacting the staff person directly through email or voice mail.

Disciplinary Procedures

The discipline procedures are structured to aid students in defining parameters for student behavior and the consequences for failure to comply with the standards set forth. The intent is not to be merely punitive but to guide students in building the self-discipline necessary to become successful students within the school environment and successful citizens within the community.

If after a disciplinary violation, students demonstrate effective self-control and self-discipline for a period of 45 days by conforming to positive student behavior, consideration may be given in evaluating the level of a subsequent infraction.

The enforcement of these procedures rests with the high school administration and faculty with the support of parents/ guardians. If you have any questions related to these procedures, please do not hesitate to contact the high school administration.

Electronic Devices Guidelines

In accordance with district Policy #237 (Electronic Devices), electronic devices will not be permitted at Spring Grove Area High School during instructional time without the explicit approval of the professional staff member responsible for the supervision of the students during that time period. Instructional time will include all academic classes, study hall periods, the homeroom period, and organized school activities during the school day (including, but not limited to, pep rallies and assemblies).

Electronic devices will be permitted for non-verbal, non-disruptive use during non-instructional times. Non-instructional time periods will include hallways only during class period transitions, cafeteria during the lunch period of the student, Open Study areas for those students eligible for the Open Study privilege, and before/after the school day.

Students will only use the district provided filtered, authenticated, wireless access to the Internet. The District forbids access to the Internet through an unfiltered, unapproved wired, wireless, or cellular connection on electronic devices at any time during the school day while on school property or while engaged in school-related activities. Connection to the Internet while present on school property or a school related activity via anything other than the District-provided network is in violation of district Policy 237 (Electronic Devices) and district Policy 815 (Responsible Use).

Students will not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy. Use of electronic devices is prohibited during testing, except where specifically authorized by the teacher or staff member and where the use of such device is required for the test. Professional staff may request students to display powered-off personal electronic devices to assure academic integrity.

Student use of electronic devices shall not violate any other District policies, including those regarding student privacy, copyright, cheating, plagiarism, Student Code of Conduct, Responsible Use Policy, or harassment. Violations of district Policy 237 (Electronic Devices) by a student will result in disciplinary action (including the range of penalties provided for in the discipline code, such as, loss of privileges, confiscation, and referral for expulsion) in accordance with District policy and the student handbook. Use of electronic devices for an unlawful purpose will subject a student to any and all disciplinary measures provided by the discipline code, district policy, or state/federal law. If a violation occurs involving more than one (1) District policy, consequences for each policy will apply. Improper use of electronic devices by students will result in the implementation of progressive discipline as outlined in the Progressive Discipline Chart included in this handbook.

Use of electronic devices pursuant to this policy is a privilege, not a right, unless otherwise required by legal exception stated in district Policy 237 (Electronic Devices). Abuse of the limited use provision will result in discontinuation of electronic device privileges as determined by the Administration.

Emergency Procedures

Fire Drills: Students will walk quickly and quietly from the rooms to the designated exit. All doors and windows must be closed when the last person leaves the room. Hallway windows should also be secured. Students are to walk, not run.

Students must remain **silent** during the length of the fire drill. When the students go outside, the class is to stay together so the teacher can take attendance. **DO NOT** stand between parked cars. Be attentive for instructions. After an alarm, teachers and students should return to the building at the recall signal.

Lockdown/Intruder Procedures: Students should vacate all halls and restrooms immediately and report to the closest supervised classroom or nearest safe adult. Students should remain calm and quiet and move away from doors and move to an area of the room that is least visible from outside observers. The end of the lockdown will be announced over the Public Address system. **NOTE:** If the lockdown is a drill, it will be announced stating that it is a drill. If it is not announced as a drill, consider the lockdown to be a live emergency situation.

Severe Weather Drills: Students will be instructed to evacuate through an announcement over the Public Address system. If the PA system is not operable, office staff will be directed to notify each classroom.

Students will walk quickly and quietly to their designated area.

Students will remain **silent** and against the interior wall of their designated area during the length of the drill. Be attentive for instructions. Teachers and students should not leave their designated area until instructed to do so.

Failed Subjects

Pupils who fail subjects may make up the work as follows:

- ◆ Repeat the subject during a summer session make-up class, if offered. *
 - ◆ Repeat the subject the following year during a regular class period.
- * Information concerning summer school will be made available through the guidance office.

Final Exams

A senior or an underclassman in a senior-only class will be exempt from the final examination in a full year course if he/she has a 95% average in the course including a 95% or better in the final marking period. The student is permitted to take the exam if he/she wishes and a grade higher than a 95% will be counted. If the student scores lower than a 95%, the grade does not count in the average.

A student enrolled in an Advanced Placement course will be exempt from the final examination if he/she has an 85% average in the course including an 85% or better in the final marking period and he/she takes the Advanced Placement examination. A student who meets all of these criteria will receive a grade for the final exam equal to his/her course average (the average of the four marking period grades). The student is permitted to take the final examination if he/she wishes and any grade higher than his/her course average will be counted. If the student scores lower than his/her course average, the grade does not count in the average.

Fundraisers

All fundraisers for school-sponsored activities, including summer events, must be approved by Mrs. Lisa Smith, Community Relations Director, prior to soliciting, collecting money or taking orders. Approval forms for fundraisers are available on the school district website. All monies collected from fundraising or events must be secured in the office vault and deposited through the class/club treasurer. All fundraisers for non-school sponsored activities must be approved by the school board.

Gifted Program

Courses are available for students who have been identified as "gifted" according to the Pennsylvania Department of Education guidelines. These students may elect Gifted Seminar and/or Gifted Independent Project and Honors courses available at their grade level.

Gifts

The school office will not accept gifts, such as flowers or balloons, etc., from messengers for delivery to students during the school day.

Grade Point Average/Weighted Courses

Courses are assigned a value or *weight* according to the degree of difficulty of the course content. There are four levels of weighting. The levels of weighting are as follows: an average course = 1.000 (level 1); a difficult course = 1.05 (level 2); honors course = 1.1 (level 3) and college level course = 1.15 (level 4).

The cumulated average on report cards is the **weighted** average (using a 0-100% scale) that is used to determine a student's rank in his/her class. It is figured out by using the following formula- percentage grade x weight of the class x credit attempted. (Example $98 \times 1 \times 1 = 98$ or $89 \times .90 \times .35 = 28.04$) This needs to be completed for each class the figures should be added together. ($98 + 28.04 = 126.04$). The final step is to take the sum figure and divide by the total number of credits attempted. ($126.04 \div 1.35 = 93.37$) This answer is the weighted GPA average.

The **unweighted** GPA is also calculated. This is based on a 0-4.0 scale. To figure this out, you need to convert each percentage grade received into a letter grade, A=4, B=3, C=2, D=1, F=0. Then each class grade is multiplied by the credit attempted. (4x1=4, 4x.35=1.4) the sum figure is then divided by the total credits attempted to give the unweighted GPA figure. (5.4÷1.35=4.00)

Using a calculator may not give the exact same figure as on the report cards as we use our computer system to calculate GPA and the rounding is slightly different.

Grading

The grades to be used in reporting student progress are as follows:

<u>Grading Scale</u>	
A	90-100%
B	80-89%
C	70-79%
D	65-69%
F	Below 65%
I	Work required for grade is incomplete

<u>Graduation Project Grading Scale</u>	
S	Satisfactory - - Grade 11 Q1
U	Unsatisfactory - - Grade 11 Q1
P	Passing - - Grade 11 Q2
F	Failing - - Grade 11 Q2

A student may be assigned an incomplete (I) grade when a medical condition does not allow the student to attend school and all required work has not been submitted by the end of the marking period. If a student is assigned an Incomplete, the student has two weeks from the last day of the marking period in which to submit all required work. If all required work is not submitted within this time frame, the teacher will enter a zero for incomplete assignments/test and take this into account when determining the quarter grade.

Guidance Department

Guidance services at Spring Grove Area High School consist of the following:

- ◆ The consideration of each student as a unique individual with the need for all-around development.
- ◆ The use of specific services to meet the needs and concerns of students (i.e. orientation, testing, counseling, career planning, post-secondary education).
- ◆ Presentation of alternatives concerning a student's social, educational and vocational development and the most appropriate course of study.
- ◆ Assistance in planning a student's educational experience.

The school counselors are willing to discuss your plans or concerns. During school hours it is necessary to secure a pass from the guidance secretary to visit the guidance office. Scheduled appointments are recommended. The school counselors are:

Mr. S. Bischof	A - G
Mrs. M. Mummert	H - Q
Mrs. C. Schmoyer	R - Z

Appointments should be made through the guidance office for students to meet with their individual counselor.

Hall Passes

A student must have in his/her possession a pass signed by a teacher to move through the halls during the time classes are in session. It is the responsibility of each student to secure a pass before leaving an assigned area. Students are permitted only in the area designated on the pass. Students should move in a timely fashion between locations designated on the hall pass. Reporting late to the point of destination, as determined by the teacher, may result in disciplinary action

Homework

The rationale for homework is to reinforce and practice concepts taught in the classroom setting.

The purpose of homework is to:

- Teach good study habits and study skills.
- Teach time management and organization.
- Create a desire for self-improvement.
- Improve and reinforce skills in the subject area.
- Teach responsibility and a sense of accomplishment.
- Review important concepts developed during classroom instruction.

At the discretion of a teacher, homework may be included in the marking period grade. The value of homework assignments will not exceed 15% of the student's possible points for a marking period. The homework grade will not include projects, compositions and lab reports. A student will have two days for every day of absence in order to complete their homework assignments.

Parents/guardians should use the MMS Parent Portal in order to secure assignments for students that are absent from school. If a parent does not have access to a computer, assignments will be collected in the guidance office.

Parents/guardians are encouraged to contact school counselors or teachers with questions or concerns regarding homework.

Honor Roll

Honor Roll - an average of 90-97.9% with no grade lower than 85% in courses of one or more credits and not less than 80% in courses of less than one credit, Advanced Placement courses, College in the High School courses, or Dual Enrollment courses.

Distinguished Honor Roll - an average of 98% or above with no grade lower than 85% in courses of one or more credits and not less than 80% in courses of less than one credit, Advanced Placement courses, College in the High School courses, or Dual Enrollment courses.

All grades received will be averaged using the appropriate weighted value to determine honor roll eligibility. A "D" or "F" range grade in any subject will prevent a student from achieving honor roll distinction.

Honor Courses

Honors courses are offered in the English, Math, Science and Social Studies Departments for grades nine through twelve. To select Honors program courses students must meet specific criteria.

- A. To **enter** the program, it is recommended that the student meet at least one of the following criteria:
1. Be identified as a gifted student;
 2. Have attained a final grade of at least 93% in the subject for the year immediately preceding the Honors course placement (91% in Advanced Communication Arts);
 3. Have attained a final grade of less than 93% in the subject for the year immediately preceding the Honors course placement with recommendations from two teachers (88% in Advanced Communication Arts).
- B. To **remain** in the program, it is recommended that the student meet at least one of the following criteria:
1. Be identified as a gifted student;
 2. Have earned a final grade of at least an 86% in the subject for the year immediately preceding in the program;
 3. Have a recommendation from the sending and receiving teacher in that subject area for the student who has attained an 86% or lower.
- C. At the conclusion of each school year, the performance of each student will be reviewed to determine if the student advances to the next level.

Insurance

Accident insurance is available through a commercial insurance company. Parents should contact the insurance carrier to verify enrollment. All claims are filed against the insurance agent who has the responsibility to satisfy the student's claim.

A student that is involved in an accident and has purchased school insurance may secure the necessary claim form from the main office. School personnel will complete the section describing the accident and will get it signed by a school official. The claim form will then be given to the student to present to the doctor and/or hospital involved for them to complete their section. The student should then forward the claim form and bills to the insurance agent whose name appears at the top of the form and not the school.

All students must be covered by insurance either under the aforementioned policy or under a policy from home to be eligible for any school athletic program with the exception of high school football. Students participating in high school football will be insured through a separate policy by the school district.

Interscholastic Activities

All students must meet P.I.A.A., Y.A.I.A.A. and Spring Grove requirements, including those outlined on the co-curricular guidelines, to participate in athletics or other co-curricular activities.

Y.A.I.A.A. Interscholastic activities include:

Baseball	Soccer (B,G)
Cross Country (B,G)	Softball (G)
Field Hockey	Swimming (B,G)
Football	Tennis (B,G)
Golf	Track (B,G)
Gymnastics	Volleyball (B,G)
Lacrosse (B,G)	Wrestling

Leaving School Property

Students arriving on school property may not leave campus until the end-of-day dismissal time unless they submit an approved early-dismissal note. Students scheduled for activities such as after-school detention and after-school tutoring may not leave school property and must report directly to these activities at dismissal time. Those students using District transportation may not leave school property prior to boarding the bus. Students are advised not to loiter on the school campus, nor linger in automobiles parked on school property.

Students who leave campus without permission will be assigned an unlawful/unexcused absence as well as subject to disciplinary action.

Library

Visitation: Regular school day library hours are 7:20 – 2:30 Monday through Friday.

Students desiring to go to the library from their study hall must first report to their study hall. It is the student's responsibility to obtain a library pass and have it signed by the appropriate staff member. There is a limit of 5 students per pass, including research passes.

Students may go to the library from a study hall one time a day and may use the library before and/or after school. Students are expected to use books and materials when in the library to complete academic related items. If a student has an outstanding obligation to the library, they will be requested to return the item, pay for the item, and return to study hall until the obligation has been fulfilled. Students owing obligations to the library will be sent back to study halls.

Expectations: For the effective use of the library and to maintain an acceptable library environment, we expect students to observe normal rules of common courtesy. Students are expected to have an academic purpose and remain on task the duration of their visit. Those students who do not follow the rules and expectations will be asked to stop the behavior. If they do not comply with behavioral expectations, they will be assigned a retraining and will not be allowed to enter the library until the retraining is completed. In certain situations, students may receive other disciplinary action and/or restricted/limited access to the library.

Overdue Books/Notices: Each book is marked with the appropriate due date. When books are late, an overdue notice is sent on Fridays to homeroom teachers to pass out. Overdue notices are sent as a courtesy. Students will be charged a fine of \$0.25 per day per item for materials past due and not returned to the library. Fines will increase until the maximum of \$15.00 has been reached per item. If the maximum of \$15.00 in fines has been reached and the item has not been returned, students will be charged the replacement costs of the item with the \$15.00 being deducted from the replacement cost.

All obligations must be paid in full in order to graduate.

Damaged/Lost Items: When a library item has been returned, each item is carefully inspected. If any damage has occurred, students will be assessed a damage fine determined by the severity of the damage.

If a student borrowing a library book has misplaced/lost an item, it is the responsibility of the student to replace the lost items. Students may see Mrs. Rhodes to discuss options to replace the items lost.

Circulation: Books may be taken out of the library for a three-week period, except for reference and overnight books which are clearly marked. Each day that an item is overdue, a \$0.25 fine will be assessed.

Renewal: If necessary, books may be renewed provided that there is no reserve on the book. Students must physically possess the book and present it to the librarian to be renewed.

Research/Internet Use: Students are expected to access educationally appropriate web sites. Accessing inappropriate websites, downloading and/or printing inappropriate material and/or non-academic material may result in disciplinary actions and/or limitation/restriction from library.

Students wishing to use the library's computers must receive a research pass from their content teachers.

Lockers

Students will be required to sign a waiver in order to use a locker within the High School. Students are financially responsible for any damage or alteration to the locker unit. It is recommended that students use a combination lock to secure personal items in the Physical Education (PE) locker room during their PE class period. Locks should only be placed on PE lockers during the students' PE class period. Any lock remaining on lockers after the school day will be removed. Combination locks can be rented in the main office. No key locks will be allowed. Students may pay a \$4.00 rental fee and get a combination lock from the office to help protect against theft. Money will be refunded when the lock is returned. Students are financially responsible for any lost, stolen or damaged locks. The locks are property of the Spring Grove Area School District.

Students may go to their lockers before and after school and between classes as long as they are not tardy for the next class. Students may also go to their lockers before and after lunch; however, loitering and excessive noise are not permitted near any classroom where a class is in session. Students should not share lockers.

School authorities retain the right to search all lockers without prior warning and without the consent of the student, the student's parents or guardians and to confiscate any illegal materials found therein. Such materials may be used as evidence against the student in disciplinary or legal proceedings. Further information on locker searches may be found in the District portion of the Student/Parent Handbook.

Make-Up Work Request Policy

If your child is going to be absent for only **one day**, please check the MMS Parent Portal to obtain the assignment for that day. Upon return to school, your child should make arrangements with his/her teacher to make up missed work.

When your child is going to be absent from school for **more than one school day**, please request work by calling the guidance office prior to 1:30 p.m. We will have the work for you to pick up by 2:30 the following day.

National Honor Society

Selection for the National Honor Society (NHS) is based on student performance in the categories of **scholarship, character, leadership** and **service**. Membership in NHS is limited to junior and senior students.

The **scholarship** component, which is defined as a cumulative academic average of 95.0% or higher, is the beginning criteria for selection into NHS. Students who meet this qualification will be notified and must then complete and submit the appropriate paperwork to the NHS advisor. The student will then be evaluated in the areas of character, leadership and service.

The **character** component is defined as the force within each individual which distinguishes that student from another. It is the product of constant action and striving daily to make the right choice. Students of good character exhibit the following characteristics:

- Fulfill obligations and responsibilities promptly and are dependable
- Demonstrate high standards of honesty and do not cheat in written work
- Follow school regulations, instructions and rules
- Demonstrate concern for others and are courteous
- Take criticism willingly and accept recommendations graciously

Student character is evaluated by the teaching staff.

The **leadership** component is defined as taking the initiative in class and school activities and exerting a wholesome influence on the school. Good student leaders exhibit the following characteristics:

- Take the lead in classroom, homeroom and school activities as a member or an officer
- Inspire positive citizenship through exemplary behavior
- Volunteer in class and show initiative in studies
- Are highly motivated and enthusiastic
- Offer help to fellow classmates

Student leadership is evaluated by the teaching staff.

The **service** component is defined as a willingness to work for the benefit of those in need. It is not based on classroom work. National Honor Society members are required to serve as tutors for school tutoring. Students participating in service exhibit the following characteristics:

- Put service to others above self-interest and give time, effort and talents not for personal gain, but for the class, school, or community as a whole
- Perform well as part of a group
- Represent the school in various types of activities
- Render service through the school to the community and/or participate in community activities
- Work well with others and are willing to take on difficult or inconspicuous tasks

The service component is evaluated on a student's participation in school and community activities.

A list of students meeting the scholarship criteria (cumulative average of 95.0% or higher at the end of the previous school year) is given to all teachers. The teaching staff then evaluates each student in the areas of service, character and leadership.

Parents of students who qualify in all four areas will be notified by letter. The student is not informed prior to the date of the induction ceremony; his/her name will be announced during the actual ceremony. Letters of regret for students who did not qualify will be sent prior to the induction ceremony. Juniors, who do not qualify may meet with their guidance counselor to receive suggestions on how to improve their chances for selection the following year.

Obligations

At the beginning of each course, teachers will submit to the office a list of students owing obligations (i.e. lab fee, library fine, lost/damaged textbook or library book, damage to school property). Listed is a *sample* of courses that could have a lab fee: Electricity/Electronics, Materials Design, Power Tech, Digital Photography.

Teachers will remind students that obligations should be taken care of within two weeks of the start of the course. Students failing to pay their obligations will not receive their report card. Students will receive their report card once all obligations are met.

Open Study

Open study is a time when those who are eligible for this privilege assume the responsibility to use it productively. A relaxed atmosphere may and should prevail but not to the point of interfering with a good educational atmosphere.

Eligible students are:

- ◆ Distinguished honor roll students in grades 10 – 12.
- ◆ Twelfth-grade students that have earned honor roll status.
- ◆ Eleventh-grade and tenth-grade class officers, student council members, and Link Crew Leaders who have earned honor roll status.
- ◆ Members of the National Honor Society that have earned honor roll status.
- ◆ Ninth grade students are not eligible for open study.

A student may have this privilege removed if he/she is absent more than 3 school days or accumulates more than 3 tardy absences during a marking period. The usual minimum period for this loss of open study is a full nine weeks.

Open study gives a student the privilege of selecting one of the following areas in which he/she will independently spend study hall time. Areas available for student use include the library, cafeteria, courtyard, main street/guidance hallway benches, and classrooms with teacher permission. The halls should not be an area for loitering. Once students arrive in their selected open study area, they must remain in this area for the duration of the class period. Students must carry their open study passes at all times and present it upon request. Failure to present open study passes may result in a loss of privileges. Failure to follow open study procedure may result in loss of the privilege.

Promotion Policy

The following totals represent the minimum earned requirements necessary for promotion to the next grade:

Grade 9:	5.0 credits	Grade 11:	18.0 credits
Grade 10:	12.0 credits	Grade 12:	25.0 credits

Reporting of Student Progress

Progress reports, for all students, are distributed in the middle of each nine-week marking period. Report cards are processed through the guidance office and are distributed in homerooms for the first three marking periods. The final report card is mailed approximately two weeks after the close of school. All parents are encouraged to check their student's attendance record listed on the report card and contact the main office if there is a discrepancy. Students will not receive their report card if they have not paid any outstanding obligations. Student progress may be checked by their parent through the MMS Parent Portal.

Parent/Teacher conferences:

November 25, 2014 February 4, 2015

Report cards will be distributed:

November 7, 2014 January 27, 2015 April 8, 2015 June 18, 2015 (mailed home)

Class rank, GPA and credits are calculated at the end of each semester.

School Dances

Only students in grade 9 and above will be permitted to attend high school dances. Students and their guests are required to carry picture identification to any dance at the high school.

Senior Release

The privilege of early senior release is extended to all seniors who qualify, who submit written permission from their parent/guardian to participate, and who remain eligible. The early release privilege permits seniors to leave the campus only if they have a scheduled study hall during the eleventh period. Eligible seniors would be permitted to leave school after their tenth period class. On *specialty-scheduled* days, seniors will be notified via morning announcements of the senior release time for that day. REMINDER: Senior release is only from an 11th period study hall. Seniors must report to 10th period classes.

- Seniors must complete graduation project in their 11th grade year to be eligible for senior release.
- Seniors not scoring proficient on the 11th grade Literature Keystone Exam and Algebra I Keystone Exam will not have senior release for the first marking period.
- Students who score proficient or higher on the Literature Keystone Exam and Algebra I Keystone Exam will receive senior release for the first marking period.

Eligibility for senior release

- 1) Students who score proficient or higher on the Literature Keystone Exam and Algebra I Keystone Exam will receive senior release for the first marking period. A senior must have a **final** minimum grade of 70% in all classes with no more than 3 absences or 3 tardy absences the last marking period of their junior year. The criteria must be maintained with a 70% minimum grade each nine weeks in addition to the attendance requirements. Anyone who fails to meet these standards will be ineligible the following marking period.
- 2) Be granted permission by the parent/guardian to participate in the Senior Release privilege – BOTH the student and the parent/guardian must sign the request and agreement form in the high school office before permission will be granted. The parent/guardian may withdraw permission for the student's participation at any time.

At the beginning of each marking period, students will be required to show their report card to an administrator. If the appropriate criteria have been met, the administrator will sign the student's report card indicating approval for senior release.

Rules governing release time for seniors -

- 1) Seniors eligible for senior release have the choice to leave school property promptly, or report to the supervised fitness center or a supervised tutoring session; and not disturb classes in session.
- 2) Any senior who leaves school without permission or takes a truant student as a passenger may lose Senior Release privileges.
- 3) No additional transportation will be provided for seniors taking part in this program. This means that seniors participating in the release time program may not use the school bus facilities and must provide their own transportation.
- 4) Except for transportation directly to and from school, the school insurance program will not cover the free last period unless the student has the 24-hour coverage policy.
- 5) Infractions of senior release rules or school rules may result in loss of senior privileges for a nine-week period.

Sickness

The nurse's office will be open from 7:20 a.m. – 2:30 p.m. daily. If the nurse is not in the Health Suite, the student should always report to the main office - **NEVER TO A REST ROOM**. Students need to acquire a pass from a teacher before reporting to the nurse. Students should report to the nurse in a prompt manner. Students failing to follow this procedure will be considered cutting class and dealt with accordingly.

Contacting Parents: When a student is ill, the school nurse or administrative designee will contact the parents to make arrangements to remove the student from school, if appropriate. Students are **not** permitted to call parents to make such arrangements. Students may only leave school property when ill if prior arrangements have been made between the nurse and the parent or emergency contact.

Student Assistance Program

The Student Assistance Team has been developed to assist in the identification of students in the areas of substance abuse, depression, dysfunctional and/or suicidal behaviors. The team will use intervention programs to counsel and/or refer these "high risk" students to appropriate local agencies for assessment and possible rehabilitation programs. The team is not involved in disciplinary action involving drug and alcohol abuse although the team may work with students who are presently being or have been disciplined under a violation of Policy 227 (Drug and Alcohol Use). No student will be disciplined as a result of a referral to the Student Assistance Team. The team will accept referrals from all sources: student, teacher, administration, parent or self-referrals.

Student Code of Conduct

Any violation of school district rules and regulations could lead to disciplinary action which includes detention at lunch and/or before and after school, assignment to the In-School Suspension Program, out of school suspension or expulsion, in-school restrictions and/or loss of privileges. In any disciplinary setting, acceptable student behavior will be determined by the Administrator or designee in charge. All discipline assigned will be served.

Noon Detention: This detention may be assigned by an Administrator/designee or teacher and will be served during the lunch period. The student will be given time to eat lunch in the designated area. A student missing detention because of absence from school will report the next day he/she is present. A student may be assigned a maximum of ten lunch detention offenses for the school year. Once a student exceeds this limit, after school detentions may be assigned by the teacher or administration.

Students are expected to serve their lunch detentions even if after-school detentions have been assigned.

After-School Detention: Detention, which is to be served after the school day, from 2:35 – 3:30 p.m., will be assigned by an Administrator or teacher. Advance warning of at least one day will be given to the student and the parent or guardian who will be responsible to provide the necessary transportation at the close of such detention.

Students should report to the main office for their detention assignment no later than 2:35 p.m. Students are responsible for signing in to receive credit for serving their detention.

Students assigned to detention are expected to bring with them enough work to occupy themselves gainfully for the duration of the time. Failure to report as directed could result in assignment of additional days of after-school detention, student's assignment to the In-School Suspension Program or out of school suspension and a parental conference. A student missing detention because of absence from school will report the next day he/she is present and detention is scheduled. Students are not permitted to use cellular phones during the detention time.

In-School Suspension: When a student is assigned to the high school ISS program, it is the responsibility of the student to collect all of his/her work from the teacher prior to admittance into ISS. Students will not be permitted to attend any school functions. Instruction will be provided by staff that will follow the plan developed by the student's regular classroom teacher and it is expected that each student will complete all of the work assigned prior to dismissal from the program, including assignments provided by the ISS teacher.

Out-of-School Suspension: Parent/Guardian contact is required when out of school suspension is assigned.

Expulsion: During an expulsion term, students are not permitted to attend any school function and are to remain at home during the hours of 7:25 a.m. to 2:30 p.m. Consideration for a student's educational program will take place at the time of expulsion. Students who are expelled may not participate in the graduation ceremony.

A student will not be allowed to participate in the graduation ceremony if he/she has not served assigned detention or suspension times prior to the beginning of the final exam schedule.

Student Expression

The Board respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others. Such expressions are those which:

- ◆ label any specific person or persons
- ◆ seek to establish the supremacy of a particular religious denomination, sect, or point of view
- ◆ advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students
- ◆ are obscene or contain material otherwise deemed to be harmful to impressionable students who may receive them
- ◆ incite violence, advocate the use of force or urge the violation of law or school regulations, solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.
- ◆ The Board reserves the right to halt the distribution of unprotected materials.
- ◆ The Board shall require that distribution of printed materials take place only at the places and during the times set forth in the rules and regulations of this district in order that such distribution not interfere with the orderly operation of the schools.

Student Records

Directory information concerning the students of the Spring Grove Area High School may be released on occasion. Student directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, and previous educational institution attended.

Parents/guardians of high school students have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to those students as directory information. The parent (s)/guardian (s) of such student would have to inform the school within the first 21 days of school in writing to the High School Principal that such information is not to be designated as directory information with respect to the student. Students entering their junior year and/or senior year must submit appendix K – Parental Opt Out Form in writing 14 days prior to the school year if they do not want information released to the Armed Services.

The school district could release directory information necessary without parental consent for such things as those listed below bearing in mind that the list is not exhaustive:

- Sports programs, listings and pictures
- Parent-teacher association listing
- Class lists
- Graduation lists
- Musical and dramatic program listings
- Honor roll lists
- Special accomplishments of students such as a student of the month
- Armed forces recruiters
- District approved vendors
- Post-secondary educational/training institutions

Study Hall Guidelines

All students should report to all of their assigned study halls. Only students with designated privileges/passes will be permitted not to attend after the 1st cycle.

The following will be in effect for study halls:

- Students must sit in assigned seats.
- Students must bring work and be constructively working.
- After roll is taken, students wishing to go to the library, guidance office or other authorized location must sign out and obtain a hall pass from the teacher.

Tardy and Early Dismissal

Students arriving to school between 7:25 and 7:35 a.m. must report to the attendance office to acquire a late pass (or to sign a student in). Anyone arriving to school after 7:35 must report to the main office before going to class.

- After 3 unlawful/unexcused tardy absences students will receive a warning.
- After 5 unlawful/unexcused tardy absences students will receive lunch detention.
- After 7 unlawful/unexcused tardy absences students will receive after school detention.
- After 9 unlawful/unexcused tardy absences students will receive ½ in school suspension.
- After 11 unlawful/unexcused tardy absences students will receive a full day of in school suspension.

Early dismissal (is considered leaving prior to the end of school day; which is 2:30) notes should be submitted to the attendance personnel in the main lobby before 7:35 a.m. **Do not** give early dismissal notes to homeroom teachers. Students must report to the office to be properly signed out before leaving for an early dismissal. Students will not be released to anyone other than the parent/guardian or an emergency contact listed on the emergency card unless specified in the early dismissal note.

Time accumulated for tardiness/early dismissals will be converted into unlawful/unexcused absences.

Tutoring

Tutoring is available in Communication Arts, Foreign Language, Math, Science and Social Studies. **Appendix F** illustrates the tutoring schedule.

Withdrawing from School

Students who move from our school district, or who plan to withdraw from school, **MUST** report to the guidance office at least one day before leaving and follow the procedure for withdrawing as outlined by the guidance department.

The Spring Grove Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, religion, or disability in any of its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and the American Disabilities Act. For information regarding civil rights or grievance procedures, contact Dr. Robert Lombardo, Superintendent, 100 East College Avenue, Spring Grove, PA 17362 (717) 225-4731.



APPENDIX A

2014-2015 Student / Parent Handbook Acknowledgment

My signature below acknowledges that I have received my “CD” copy of the Student / Parent Handbook for the 2014-2015 school year. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this handbook. I also recognize that should I have any questions regarding the items in this handbook, I may contact the Building Principal for additional clarification. **I may also request a paper copy of the Student / Parent Handbook by contacting the school office.**

My signature also acknowledges that I understand the computer usage guidelines as explained in the 2014-2015 Student / Parent Handbook and select the following in regard to my child having permission to use the Internet:

- _____ I give permission for my child to use Internet resources under a teacher’s guidance at school.
- _____ I request my child NOT to have access or to use Internet for any reason.

I also acknowledge and accept that lockers / cubbies / storage areas that are assigned to students are school district property subject to random search and that there is no expectation of privacy in the use of district lockers / cubbies / storage areas.

Print Student Name

Homeroom No.

Print Homeroom Teacher’s Name

Locker No. (gr. 5 – 12)

Parent / Guardian Signature

Date

Student Signature

Date

This signed form should be returned to your child’s homeroom teacher no later than August 29, 2014.



APPENDIX B

STUDENT PHOTO / MEDIA POLICY – 2014-2015

In an effort to keep the district community up-to-date on school events, Spring Grove Area School District will, on occasion, invite local media representatives into our schools to photograph special programs and events. Media representatives must register at the main office of each building upon their arrival and are always escorted to a designated area, where they may take photos for publication. We **do not allow** media representatives to interview students on school property, unless they are accompanied by district personnel.

District personnel will also take photos of classroom activities and/or individual students from time-to-time, for either release to the local media or use in district media. Identification of students is always limited to name, school and grade.

Permission to photograph a student (either individually or as part of a group) is *assumed*, unless you indicate otherwise in writing. *If you prefer that your student **NOT** be shown in any photo or video for media use or district publication*, please complete the form below and send it to:* Spring Grove Area School District, Community Relations Coordinator; 100 East College Avenue, Spring Grove, PA, 17362

This information will be kept on file through the end of the current school year only. If you should have any questions regarding the district Community Relations program, please call 225-4731 ext. 3031.

** This does NOT refer to the school yearbook or memory book.*



PHOTO DENIAL FORM

Please **DO NOT** include pictures of my student(s) in any district media release or district publication during the 2014-2015 school year.

Student's NAME (please print) _____

GRADE: _____ BUILDING _____

Student's NAME (please print) _____

GRADE: _____ BUILDING _____

By signing this, you are saying the following:

“Do NOT take my child’s photo for anything that will be in the newspaper, on TV, or in a district publication”.

Parent/Guardian Signature: _____ Date _____

Please remove this bottom section and mail to:

Spring Grove Area School District, Community Relations Coordinator
100 East College Avenue, Spring Grove, PA, 17362.

DO NOT return this form to your child’s school.



APPENDIX C

If requesting notification, please complete and mail this form to:
Spring Grove Area School District, Business Manager
100 E. College Avenue, Spring Grove, PA 17362.

REQUEST FOR NOTIFICATION – INTEGRATED PEST MANAGEMENT POLICY

2014-2015 School Year

Parent(s) Name: _____

Address: _____

Home Telephone: _____

Emergency Telephone: _____

Student's Name and Building:

Student's Name and Building:

Student's Name and Building:

Parent Signature _____ DATE _____



APPENDIX D

Notification of Rights under The Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”), if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• **Receive notice and an opportunity to opt a student out of:**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• **Inspect, upon request and before administration or use:**

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to / from the parents to a student who is 18 years old or an emancipated minor under State law.

The Spring Grove Area School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Spring Grove Area School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Spring Grove Area School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Spring Grove Area School District will make this notification to parents at the beginning of the school year, if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901



APPENDIX E

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Building Principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Building Principal and clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901



APPENDIX F

RESPONSIBLE USE OF INTERNET AND NETWORK RESOURCES (Policy #815)

Parent and Student Acknowledgement

Students are expected to act in a responsible, ethical and legal manner when utilizing District technology, network and Internet resources. Users must read, understand, provide a signed acknowledgement form and comply with this policy that highlights the following items and definitions:

- Use of the Internet and District network resources must be in support of District educational and operational programs.
- Illegal activity, commercial activities, lobbying, and unauthorized advertising are prohibited.
- Hate mail, discriminating remarks, profanity, inappropriate language and offensive communications are prohibited.
- Bullying, cyber bullying and harassment is prohibited. The student shall abide by District bullying policies when utilizing District technology, network and Internet resources.
- Access to or distribution of pornographic, obscene, lewd, illegal or other material deemed harmful to minors is prohibited.
- Users shall not intentionally seek information, modify or obtain copies of files, other data, or passwords belonging to other users or misrepresent other users on the network.
- Use of school technology or network connectivity for fraudulent or illegal copying, communication, taking or modification of material in violation of applicable law is prohibited and will be referred to the appropriate authorities.
- Loading, distribution, or use of unauthorized software, programs or utilities on District technology or network services without prior approval from the District Technology Coordinator or designee is strictly prohibited.
- Users are expected to adhere to copyright laws and regulations. The illegal use of copyrighted software, materials, or files is prohibited.
- The District’s network will not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
- Users will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts. Users shall not be responsible for damage due to normal wear and tear or for accidental damage, loss, or theft.
- Any attempt to circumvent security measures on the District network or technology devices is prohibited and is a direct violation of District policy.
- Users should report any security problems to the school administration.

Violations of the items listed above will result in disciplinary action as outlined in the student discipline code. Further, serious violations may be punishable under Pennsylvania criminal statutes covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal functioning of an organization.

Parent and Student Acknowledgement

STUDENT: PRINT First and Last Name

Student Signature

Date

PARENT: PRINT First and Last Name

Parent Signature

Date

Tutoring Program: 2:35 - 3:30pm***

Location: Library

Date	Dept.	Teacher	Date	Dept.	Teacher	Date	Dept.	Teacher
Sep	2 T	E.L.A. Mrs. S. Caplan	Nov	24 M	Sci. Mr. B. Hastings	Mar	4 W	F. L./S. S. Mrs. A. Sechrist/Ms. K. Krall
	3 W	F. L. Mrs. A. Sechrist		25 T	E.L.A. Ms. H. Holder		9 M	Sci. Mrs. D. Pensinger
	4 R	Math Ms. H. Baublitz	Dec	2 T	E.L.A. Ms. H. Holder		10 T	E.L.A. Mrs. A. Gibson
	8 M	Sci. Mrs. C. Barnes		3 W	S. S. Ms. K. Elliott-Keading		11 W	S. S. Ms. K. Krall
	9 T	E.L.A. Mrs. S. Caplan		4 R	Math Mrs. L. Eichelberger		12 R	Math Mr. B. Neiderer
	10 W	S. S. Mr. J. Baker		8 M	Sci. Mrs. P. Kimber		16 M	Sci. Mrs. K. Richard
	11 R	Math Ms. H. Baublitz		9 T	E.L.A. Ms. H. Holder		17 T	E.L.A. Mrs. K. Metzger
	15 M	Sci. Mrs. C. Barnes		10 W	F. L./S. S. Mrs. C. Roush/Ms. K. Elliott-Keading		18 W	F. L./S. S. Mrs. C. Roush/Mr. R. McFadden
	16 T	E.L.A. Mrs. S. Caplan		11 R	Math Mrs. L. Eichelberger		19 R	Math Mr. B. Neiderer
	17 W	F. L./S. S. Mrs. C. Roush/Mr. J. Baker		15 M	Sci. Mrs. P. Kimber		23 M	Sci. Mrs. K. Richard
	18 R	Math Ms. H. Baublitz		16 T	E.L.A. Mrs. J. Huhn		24 T	E.L.A. Mrs. K. Metzger
	22 M	Sci. Mrs. C. Barnes		17 W	S. S. Ms. K. Elliott-Keading		25 W	S. S. Mr. R. McFadden
	23 T	E.L.A. Mrs. S. Caplan		18 R	Math Mrs. L. Eichelberger		26 R	Math Mrs. D. Romero
	24 W	S. S. Mr. J. Baker		22 M	Sci. Mrs. P. Kimber		30 M	Sci. Mrs. K. Richard
	25 R	Math Mrs. S. Comer		23 T	E.L.A. Mrs. J. Huhn		31 T	E.L.A. Mrs. K. Metzger
	29 M	Sci. Ms. R. Eaton	Jan	5 M	Sci. Mrs. P. Kimber	Apr	1 W	F. L. Ms. N. Harlacher
	30 T	E.L.A. Mrs. A. Grant		6 T	E.L.A. Mrs. J. Huhn		8 W	F. L./S. S. Mrs. A. Sechrist/Mr. R. McFadden
Oct	1 W	F. L. Ms. N. Harlacher		7 W	F. L./S. S. Ms. N. Harlacher/Mr. K. Sprenkle		9 R	Math Mrs. D. Romero
	2 R	Math Mrs. S. Comer		8 R	Math Mrs. M. Grim		13 M	Sci. Mr. C. Ehrhart
	6 M	Sci. Ms. R. Eaton		12 M	Sci. Mrs. C. Kuhn		14 T	E.L.A. Mrs. J. Newark
	7 T	E.L.A. Mrs. A. Grant		13 T	E.L.A. Mrs. J. Huhn		15 W	S. S. Mr. J. Newark
	8 W	F. L./S. S. Mrs. D. Thatcher/Ms. L. Davies		14 W	S. S. Mr. K. Sprenkle		16 R	Math Mrs. D. Romero
	9 R	Math Mrs. S. Comer		15 R	Math Mrs. M. Grim		20 M	Sci. Mr. C. Ehrhart
	15 W	S. S. Ms. L. Davies		20 T	E.L.A. Mrs. K. Knowlton-Forney		21 T	E.L.A. Mrs. J. Newark
	16 R	Math Mr. M. Becker		21 W	F. L./S. S. Mrs. D. Thatcher/Mr. K. Sprenkle		22 W	F. L./S. S. Mrs. D. Thatcher/Mr. J. Newark
	20 M	Sci. Ms. R. Eaton		22 R	Math Mrs. M. Grim		23 R	Math Mr. J. Sokolovich
	21 T	E.L.A. Mrs. A. Grant		26 M	Sci. Mrs. C. Kuhn		27 M	Sci. Mr. C. Ehrhart
	22 W	S. S. Ms. L. Davies		27 T	E.L.A. Mrs. K. Knowlton-Forney		28 T	E.L.A. Mrs. J. Newark
	23 R	Math Mr. M. Becker		28 W	S. S. Mr. B. Grim		29 W	S. S. Mr. J. Newark
	27 M	Sci. Ms. C. Frey		29 R	Math Mr. T. Hunt		30 R	Math Mr. J. Sokolovich
	28 T	E.L.A. Ms. A. Kozen	Feb	2 M	Sci. Mrs. C. Kuhn	May	4 M	Sci. Mr. D. Henning
	29 W	F. L. Mrs. H. Fluke		3 T	E.L.A. Mrs. K. Knowlton-Forney		5 T	E.L.A. Mr. S. Perago
	30 R	Math Mr. M. Becker		4 W	F. L./S. S. Mrs. H. Fluke/Mr. B. Grim		6 W	F. L. Mrs. H. Fluke
Nov	3 M	Sci. Ms. C. Frey		5 R	Math Mr. T. Hunt		7 R	Math Mr. J. Sokolovich
	4 T	E.L.A. Ms. A. Kozen		9 M	Sci. Mrs. D. Pensinger		11 M	Sci. Mr. D. Henning
	5 W	S. S. Mr. W. Dull		10 T	E.L.A. Mrs. K. Knowlton-Forney		12 T	E.L.A. Mr. S. Perago
	6 R	Math Mr. D. Copeland		11 W	S. S. Mr. B. Grim		13 W	S. S. Mr. S. Richards
	10 M	Sci. Ms. C. Frey		18 W	F. L./S. S. Mrs. K. Kinneer/Ms. K. Krall		14 R	Math Ms. A. Alexander
	11 T	E.L.A. Ms. A. Kozen		19 R	Math Mr. T. Hunt		18 M	Sci. Mr. D. Henning
	12 W	F. L./S. S. Mrs. K. Kinneer/Mr. W. Dull		23 M	Sci. Mrs. D. Pensinger		19 T	E.L.A. Mr. S. Perago
	13 R	Math Mr. D. Copeland		24 T	E.L.A. Ms. A. Gibson		20 W	F. L./S. S. Mrs. K. Kinneer/Mr. S. Richards
	17 M	Sci. Mr. B. Hastings		25 W	S. S. Ms. K. Krall		21 R	Math Ms. A. Alexander
	18 T	E.L.A. Ms. A. Kozen		26 R	Math Mr. B. Neiderer		26 T	E.L.A. Mr. S. Perago
	19 W	S. S. Mr. W. Dull	Mar	2 M	Sci. Mrs. D. Pensinger		27 W	S. S. Mr. S. Richards
	20 R	Math Mr. D. Copeland		3 T	E.L.A. Ms. A. Gibson		28 R	Math Ms. A. Alexander

***** Teachers will remain in the library until 3:30 pm, even if no students are present**

APPENDIX G

APPENDIX H

BELL SCHEDULE

REGULAR SCHEDULE			
HR warning bell	7:20		
Homeroom	7:25-7:32		
Period 1	7:37-8:20		
Period 2	8:25-9:08		
Period 3	9:13-9:56		
Period 4	10:01-10:31 4th period lunch	<i>Period 4/5</i> 10:01-10:43	<i>Period 4/5</i> 10:01-10:43
Period 5	<i>Period 5/6</i>	10:48-11:18 6th period lunch	<i>Period 6/7</i> 10:48-11:30
Period 6	10:36-11:18		
Period 7	<i>Period 7/8</i>	11:23-12:05 <i>Period 7/8</i>	11:35-12:05 8th period lunch
Period 8	11:23-12:05		
Period 9	12:10-12:53		
Period 10	12:58-1:42		
Period 11	1:47-2:30		

APPENDIX H

BELL SCHEDULE

1-HOUR DELAY SCHEDULE			
HR warning bell	8:20		
Homeroom	8:25-8:33		
Period 1	8:38-9:13		
Period 2	9:18-9:53		
Period 3	9:58-10:33		
Period 4	10:38-11:08 4th period lunch	<i>Period 4/5</i> 10:38-11:13	<i>Period 4/5</i> 10:38-11:13
Period 5	<i>Period 5/6</i>	11:18-11:48 6th period lunch	<i>Period 6/7</i> 11:18-11:53
Period 6	11:13-11:48		
Period 7	<i>Period 7/8</i>	11:53-12:28 <i>Period 7/8</i>	11:58-12:28 8th period lunch
Period 8	11:53-12:28		
Period 9	12:33-1:08		
Period 10	1:13-1:50		
Period 11	1:55-2:30		

APPENDIX H

BELL SCHEDULE

2-HOUR DELAY SCHEDULE			
HR warning bell	9:20		
Homeroom	9:25-9:30		
Period 1	9:35-10:03		
Period 2	10:08-10:36		
Period 4	10:41-11:11 4th period lunch	<i>Period 4/5</i> 10:41-11:09	<i>Period 4/5</i> 10:41-11:09
Period 5	<i>Period 5/6</i> 11:16-11:44	11:14-11:44 6th period lunch	<i>Period 6/7</i> 11:14-11:42
Period 6			
Period 7	<i>Period 7/8</i> 11:49-12:17	<i>Period 7/8</i> 11:49-12:17	11:47-12:17 8th period lunch
Period 8			
Period 3	12:22-12:50		
Period 9	12:55-1:23		
Period 10	1:28-1:57		
Period 11	2:02-2:30		

APPENDIX H

BELL SCHEDULE

CLASS MEETING/ GRADUATION PROJECT SCHEDULE			
HR warning bell	7:20		
Homeroom	7:25-8:02		
Period 1	8:07-8:46		
Period 2	8:51-9:30		
Period 3	9:35-10:14		
Period 4	10:19-10:49 4 th period lunch	Period 4/5 10:19-10:58	Period 4/5 10:19-10:58
Period 5	Period 5/6	11:03-11:33 6 th period lunch	Period 6/7 11:03-11:42
Period 6	10:54-11:33		
Period 7	Period 7/8	Period 7/8	11:47-12:17 8 th period lunch
Period 8	11:38-12:17	11:38-12:17	
Period 9	12:22-1:01		
Period 10	1:06-1:46		
Period 11	1:51-2:30		

SPRING GROVE AREA SCHOOL DISTRICT 2014-2015 SCHOOL CALENDAR

Bd. Approved 2-17-2014

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26x	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Student Days 8 / Teachers Days 11*

Student Days 21 (29) / Teacher Days 21 (32)

Student Days 21 (50) / Teacher Days 23 (55)

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16x	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17x	18	19	20	21
22	23	24	25	26	27	28

Student Days 17 (67) / Teacher Days 18 (73)

Student Days 16 (83) / Teacher Days 16 (89)

Student Days 19 (102) / Teacher Days 19 (108)

Student Days 17 (119) / Teacher Days 17 (125)

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5x	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4x	5x	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Student Days 21 (140) / Teacher Days 21 (146)

Student Days 18 (158) / Teacher Days 18 (164)

Student Days 18 (176) / Teacher Days 19 (183)

Student Days 4 (180) / Teacher Days 5 (188)

- First Day for Students
- Last Day for Students

- Schools Closed for Students & Staff

- In-Service for Teachers / No school for students

- Early Dismissal Day for Students (Gr. 5-12, 10:30 AM; Gr. 1-4, 11:15 AM)

August 20 - Students Report for Class
June 4 - Last Day for Students (early dismissal)
June 5 - Graduation (DATE IS FIRM) 🎓

September 1: Labor Day
November 27 - December 1: Thanksgiving
December 24 - January 2: Christmas Break
January 19: Martin Luther King Day
February 12-16: Winter Break
March 6: Schools Closed
April 2-7: Spring Break
May 1: Schools Closed
May 25: Memorial Day

August * - includes one (1) day of preparation to be held between 8/4 and 8/15
August 18, 19
September 26 - 1/2 day PM
October 13, 14
November 26
January 16 - 1/2 day PM
February 17
March 5 - 1/2 day PM
May 15
June 4 - 1/2 day PM
June 5

September 26 - 1/2 day
January 16 - 1/2 day
March 5 - 1/2 day
June 4 (Gr. 5-12, 9:30 / Gr. 1-4, 10:15)

Quarterly Marking Period Dates (Gr. 7-12):
October 24 / January 13 / March 24 / June 4
Quarterly Report Cards Distributed (Gr. 7-12):
November 7 / January 27 / April 8

Weather / Emergency Makeup Days
February 12, February 13, March 6, April 2, April 7, April 6, May 1, June 5, June 8, June 9, June 10, June 11, June 12 ...
(Be mindful of the possibility for weather makeup days in June when planning summer vacations!)

(x) **Act 80 Days:** September 26, January 16, February 17, March 5, June 4

PSSA / Keystone Windows
Due to the potential for changes (by PDE) to student assessment testing windows, please check the district website and/or contact district building office(s) to obtain the most up-to-date testing windows for specific grade level assessments.

Trimester Ending Dates (Gr. K-6):
November 14 / March 2 / June 4
Trimester Report Cards Distributed (Gr. K-6):
November 25 / March 16

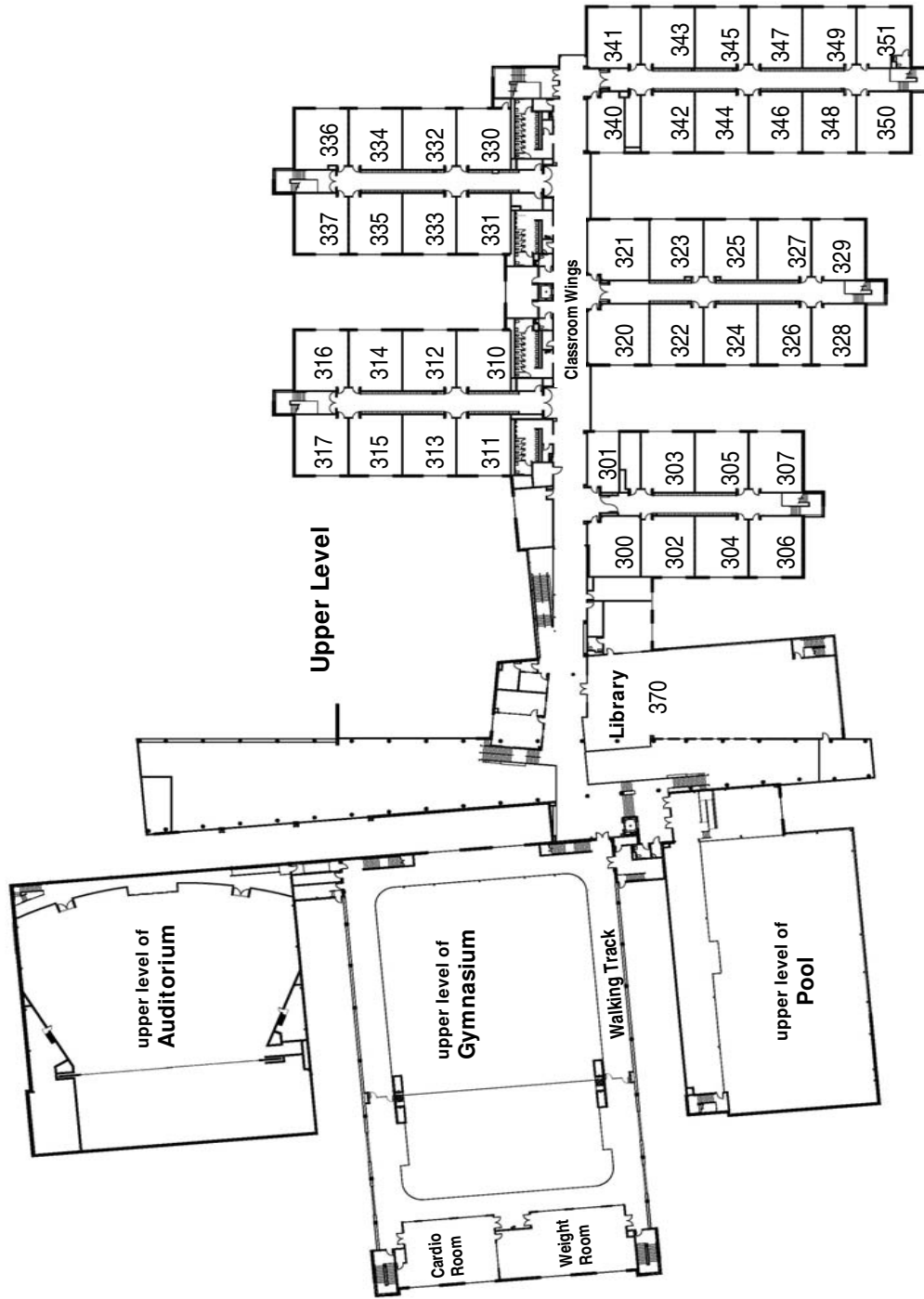
APPENDIX I

**SPRING GROVE AREA SCHOOL DISTRICT
2014-2015 SCHOOL CALENDAR**

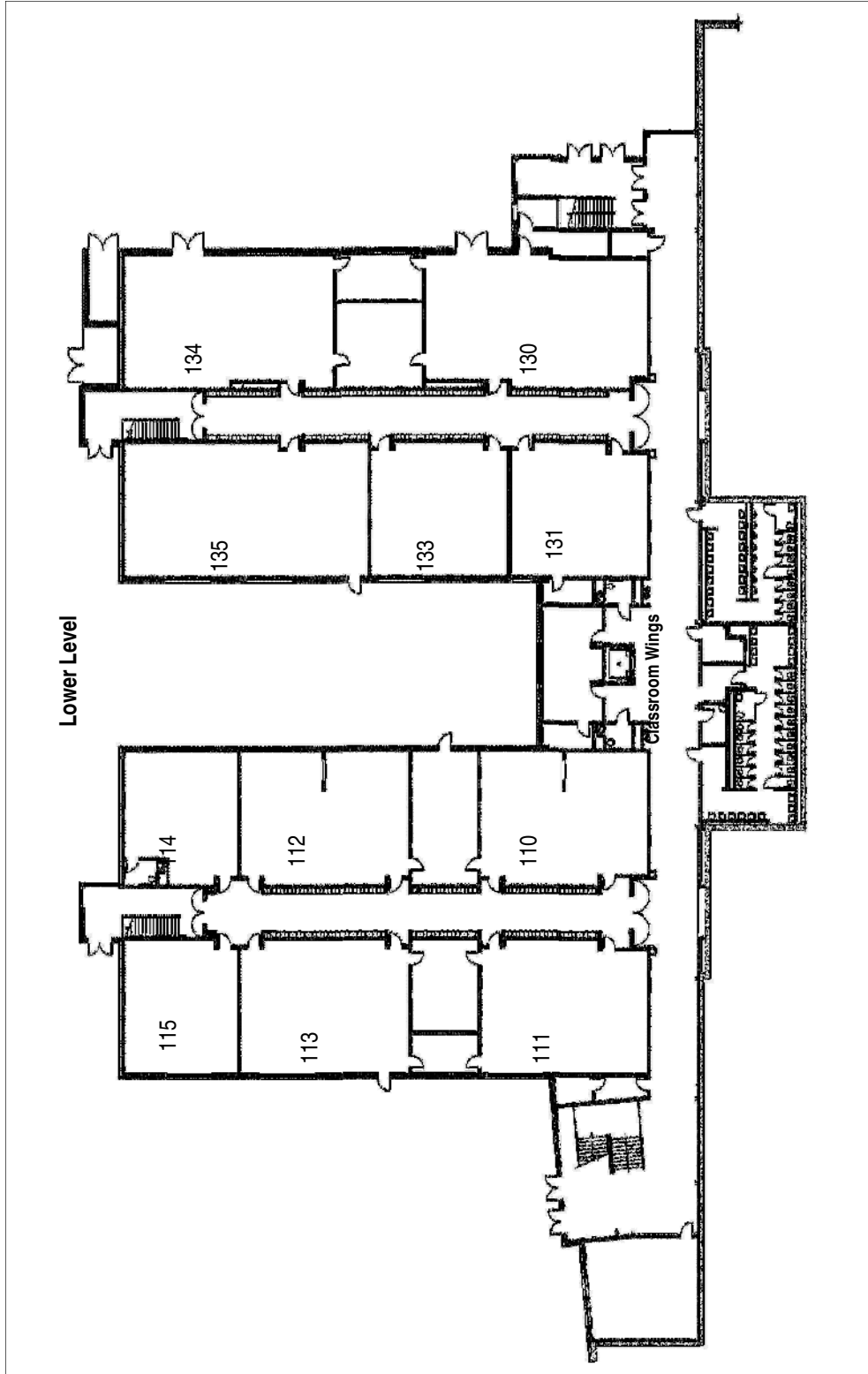
Bd. Approved 2-17-2014

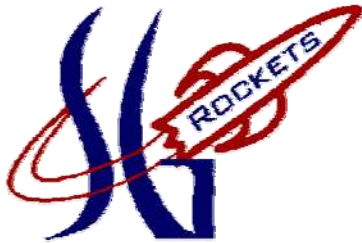


APPENDIX J



APPENDIX J





Spring Grove Area High School

1490 Roth's Church Road
(717) 225-4731, ext. 7000

Spring Grove, PA 17362
Fax: (717) 225-0736

Web: www.sgasd.org

APPENDIX K

Dear Parent or Guardian of Junior/Sophomore Student:

Federal law requires the Spring Grove Area School District to provide names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, except where the parent or student opts out by notifying the District in writing that he/she does not consent to release this information.

This form allows you to opt out of releasing your child's information—name, address, and telephone number—to military recruiters and/or institutions of higher education that request this information.

If you do **not** consent to the disclosure of this information, you **must** fill out the opt out form and return it to the High School Guidance Office by June 4, 2015. If you do not return the form by this date, we will release your child's information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at any time during your child's school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

Dr. Rosemary T. Cugliari
Principal

PARENTAL OPT OUT FORM

Please complete the following if you do not consent to the release of your child's information—name, address, and telephone number—to military recruiters and/or institutions of higher education that request this information.

Student's Last Name: _____

Student's First Name: _____

Student's Year of Graduation: _____

I am requesting that my child's name, address, and telephone number NOT be shared with: (check appropriate boxes)

Military Recruiters

Institutions of Higher Education

Parent/Guardian: _____
Please Print Name

Signature

Date