

SOLANCO HIGH SCHOOL

STUDENT HANDBOOK 2022-2023

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This agenda belongs to:

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ADDRESS: _____

CITY/TOWN: _____

ZIP CODE: _____

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2022-2023

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Ms. Sarah Sandberg	College and Career Counselor
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Mrs. Becky Taylor	Certified School Nurse

SUPPORT SERVICES

Officer Chris Dilworth	School Resource Officer
Mr. Jason Sauders	Director of Technology
Mr. Matt Kirchoff	Director of Transportation/Food Service

HANDBOOK PROCEDURES

1. The handbooks are designed to assist students in organizing school related information such as homework and project assignments.
2. The handbooks provide important information related to goal setting and time management. Students should utilize this information to assist them in their school career.
3. The handbooks will serve as the method for passage in the hallways. Students must have their handbooks in their possession at all times. Teachers will conduct periodic checks to ensure the proper usage of the handbook. Any student found not to have a book or to be in possession of a book other than their own may be referred to the office for disciplinary action.
4. Each student will be issued one handbook. If a handbook is lost, damaged or destroyed the student must pay to replace the handbook. All students must have a handbook in their possession. The cost of a new handbook is \$10.00.

PLEASE NOTE

The Solanco Student Handbook is a reference of the specific policies and procedures established by the Solanco School Board as well as the state and federal governments. When it is necessary to modify or make additions to the policies and procedures the administration will inform the student body of the changes. Students will be held responsible for complying with the established guidelines, policies and procedures even if they are not directly related in this handbook. All School Board policies are effective as of the date they are approved by the Solanco School Board.

DIGNITY HONORED

Treated Fairly. Accepted. Respected. Affirmed.



Do You Or A Friend Need Help?

Solanco School District believes that all people deserve dignity and respect. If you or a friend are struggling with bullying, harassment, racism, or mental health concerns, talk to a trusted adult, visit the web link below, or simply scan the QR code.

Solanco Stands Together

<https://tinyurl.com/SLCReportForm>



**STUDENT AND PARENT HANDBOOK
SIGNATURE PAGE**

The student handbook is prepared in an effort to keep students and parents informed regarding academic, behavior, and attendance procedures at Solanco High School. The high school administration wants to be sure every student fully understands the contents of the handbook. We are asking parents and students to review the entire handbook carefully. Your signature below does not denote approval of the handbook contents rather that you and your student have read and understand the handbook.

Please sign this form and have your student return it to their Advisory teacher during the first week of school.

Parent/Guardian (printed)

Parent/Guardian (signature)

_____ Date _____

Student (printed)

Student (signature)

_____ Date _____

TABLE OF CONTENTS

Arrival and Departure from School	6
Advisory Period	6
After School Activities	6
Assemblies	6
Athletics	7
Attendance	7
Bell Schedule	11
Beverages	11
Books	11
Technology	11
Bringing Valuables to School	12
Buses	12
Cafeteria Account System	13
Child Protection Services	13
Corporal Punishment	13
Copiers	14
Credit Recovery	14
Dance Policy	14
Debt Policy	15
Discipline Procedures	15
Definitions of Discipline Offenses	20
Discrimination	24
District App	25
Student Attire	25
Drug Testing Policies	26
Educational Travel	27
Electronic Device Procedures	27
Expectations For Classroom	28
Fire Drill	28
Flag Salute & Pledge of Allegiance	28
Freedom of Expression	28
Grading	29
Graduation	30
Guidance Department	31
Hall Passes	32
Honor Roll/Distinguished Honor Roll	32
Insurance	33
Internet/Acceptable Use Policy	33
Lockers	33
Lost & Found	34
Make-Up Work	34
Media Center Rules	34
Mid-Period Notices	35

National Honor Society	35
Nursing Services	35
Parent Conferences	37
Release of Custody of Students	37
Remedial Help	38
Renaissance Program	38
Report Cards	38
Searches	38
Severe Weather Drill	40
Spectator Behavior at Sporting Events	40
Student Responsibilities	40
Student Assistance Program	41
Student Driving	42
Use of Surveillance Cameras	42
Vending Machines	42
Visitors	43
Weapons Policy	43
Work Permits	43

ALCOHOL, DRUG AND CONTROLLED SUBSTANCES LOOK ALIKE SUBSTANCES AND SOLVENTS (Policy #227)

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

For the purpose of this policy, **controlled substances** shall include all:

- Controlled substances prohibited by federal and state law
- “Look-a-like” drugs
- “Designer or synthetic” drugs (including bath salts, synthetic cannabinoids)
- “Mood altering substances” (including hemp oil, cannabinoid directives, any pre-packaged concentrate, extract or oil used via vaporizer or e-cigarette device)
- Alcoholic beverages
- Drug Paraphernalia (including e-cigarettes, vaporizers, etc.) Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.
- For the purpose of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

Off-Campus Activities:

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

There is a nexus between the proximity or time of the conduct in relation to the student’s attendance at school or school sponsored activities.

The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.

Student expression or conduct materially, and substantially disrupts the operations of the school.

The conduct has a direct nexus to attendance at school or a school sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.

The conduct involves the theft or vandalism of school property.

Anabolic Steroids:

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body-building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

ARRIVAL AND DEPARTURE (Policy # 804)

The school day for students is 7:45 a.m. to 2:45 p.m. Students enter the building at the Great Hall entrance and remain in the Great Hall or cafeteria until 7:30 a.m. Students are not permitted to sit in their cars after arrival at school. All students are to be in the building and prepared to start their first class at 7:45 a.m. Students should be on the bus by 2:50 p.m. Students must leave the building and grounds as soon as the bell rings for dismissal, unless they are staying for an activity supervised by school personnel. Following their activity, students should report to and stay in the Great Hall while waiting for a ride.

ADVISORY PERIOD

Students will report to their assigned advisory every B day. The purpose of the advisory period is to set time aside for students to receive academic assistance as well as attending club and activity meetings. Students will be presented with information about study skills, guidance programs, special programs, make-up work and/or tests as well as periodic reviews of their individual academic progress. All student movement during the advisory period requires a staff signed yellow advisory pass.

AFTER SCHOOL ACTIVITIES (Policy # 122)

Students involved in an after school extra-curricular activity must be supervised by a school employee at all times. Upon completion of the after school activity, students are to report to and stay in the Great Hall. The doors to the classroom corridors will be closed each afternoon at 4:00 p.m. Students will not have access to their lockers once the doors are closed.

ASSEMBLIES

At all times student behavior should be attentive and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Each student is responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, untimely clapping, being boisterous, sounds/remarks and talking during a program.

Classes will report to the assembly under the direction of the classroom teachers. Students will be seated in the assigned section of the auditorium. Students who misbehave will be removed from the assembly and may lose the privilege to attend future assemblies.

ATHLETICS (Policy # 123, 211)

Solanco High School competes in an Inter-Scholastic Athletic program. Each student participating in a school sport:

- A. Must pass a physical examination by a physician.
- B. Must obtain his/her parent's consent on a form issued by the Athletic Director.
- C. Must obtain a regular school insurance policy or present evidence through an affidavit that parents have the appropriate insurance coverage.
- D. Must sign and return a Solanco Interscholastic Athletic Contract. Insurance coverage must be on file for all participants.
- E. Must sign and return Drug Testing Participation form.

ATTENDANCE (Policy # 204)

All persons residing in the Commonwealth between the ages of 6 and 21 years of age are entitled to a free and full education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 6 and 17 are required by law to ensure that their child attends an approved educational institution, unless legally excused.

Daily Attendance Procedures

1. On the day of an absence, the parent or guardian is to call the school (786-2151) between 7:00 a.m. and 8:30 a.m. Failure to call may cause the school to telephone a parent at home or work.
2. Upon the day of the student's return to school: Have a written excuse signed by the parent or guardian. Turn in your excuse to the main office. Please include the student's **Full name**, first and last, on the excuse. **Absences will be considered illegal/unexcused until proper documentation is provided within 5 school days. If documentation is not received within 5 school days, a fine may be imposed through the district magistrate as per state law.**

Legal and Excused Absences

Any absence for illness/injury which extends beyond four (4) consecutive school days should be covered by a doctor's excuse.

Unexcused or Unlawful Absences

An unexcused or unlawful absence is one which does not appear in the following categories, even though the absence may be with the parent's consent.

Illness/Injury	Quarantine
Recovering from an accident	Death in family
Pre-approved educational trips	Authorized school activities

Religious holiday

A letter will be sent to all parents whose children exhibit a pattern of frequent absenteeism from school. If, after parental contact, the student's attendance does not improve, the school will take appropriate action as provided by the Department of Education Child Accounting Manual. These guidelines provide the school with the right to require a doctor's excuse for subsequent absences. Students will be charged with an unexcused/unlawful absence if they do not comply with this policy. Students are not permitted to attend school functions or activities on the days they are absent or sent home from school. Students are not permitted on school property on the day of an absence without prior permission from the administration. If a pattern of unlawful absences occurs, the following procedure will be used:

1. After three (3) unlawful absences, the parent or guardian will be served with a FIRST NOTICE. This notice indicates that the absolute maximum number of unlawful absences has been reached.
2. If attendance concerns continue, the school will work with the family to establish a Student Attendance Improvement Plan.
3. After the FIRST NOTICE has been served, any additional absences could result in a fine through the District Magistrate's office.

On November 17, 1995, the governor signed into law, Senate Bill 98. This act has increased penalties for parents of children who are: truant, illegally absent, or habitually absent from school. The act allows penalties from \$2.00 to \$300.00, plus cost of court, if you plead or are found guilty. Additional penalties include sentencing of parents to complete a parenting education program, imprisonment up to five (5) days, and/or community service for up to six months, within the district. If a child is convicted of violation of this law, the penalties include fines and costs as listed above, and suspension of driver's license for 90 days on the first offense, and six months on the second offense. If the child does not have a driver's license the suspension period will prohibit his/her applying for a license until the suspension period expires. The amendments to the public school code penalties are an effort to stop truancy, habitual absenteeism and unlawful absences.

Tardiness

Students are required to be on time for school. Any student who reports after the period 1 late bell sounds must sign in at the attendance office prior to reporting to class. The school establishes whether a tardiness is excused or unexcused based on the guidelines from the Pennsylvania Department of Education Child Accounting Manual. Tardiness to school is defined as a student's arrival at school after the starting time until 9:15 a.m. After 9:15 a.m. it will be recorded as one half day of absence. A half day absence will also be recorded for any student who leaves school prior to 11:30 a.m. The following reasons are acceptable for an excused lateness:

- A. doctor/dental appointment with a signed note from doctor
 - B. emergency at home-parent must call the school
 - C. general power failure
 - D. late bus
 - E. severe weather conditions
 - F. merit of other reasons will be determined on an individual basis
- Parents should notify the school of an impending lateness. These items will be verified. Additional unexcused tardies will result in further disciplinary action.

Note: Tardiness due to car trouble may not be considered excused.

Tardiness and Extracurricular Activities

A student who arrives after 9:15 a.m. and whose tardiness is not excused, will be ineligible for any after school extracurricular activity that day. Extracurricular activities include, but are not limited to athletics (practice or game), dances, weight room privileges, drama practice, plays, musicals, concerts, etc. Any lateness beyond 9:15 am will require a doctor's note.

Excusal from School

Once a student arrives at school, he or she may not leave the building or grounds unless he or she has written permission from either the principal's office, attendance office or nurse's office.

The office requires either a note from the parent or guardian or a telephone call placed by office personnel to parents or guardians before a student may be dismissed during the school day.

Any student who leaves school or the school grounds before the time of dismissal without properly signing out subjects him/herself to disciplinary action. This includes students who leave and return before dismissal. Such absences from school will be recorded as unexcused/unlawful.

For Illness: Students who become ill must report to the nurse's office. The nurse will determine if the student should be sent home and will inform the Attendance Office. Students will be sent home only if a parent or guardian is present at home and only if that parent or guardian is able to pick the student up at school or if the student has permission to drive. **No student will be allowed to drive another student home.** Students who become ill on the way to school must report to the school nurse for attendance and examination.

Eighteen year old students will not be dismissed for illness without the authorization of the school nurse.

Students dismissed for illness will not be allowed to return to school on the same day.

For other reasons: Students will not be excused from school during the school day for casual reasons such as attending to business, running errands, lunch or repairing cars. Students may be excused during the day for medical or dental appointments upon completion of the early dismissal form and for his/her first driver's exam.

18 year old students may leave school only for the approved reasons listed above. Proper documentation must be provided upon the student's return to school for the absence to be listed as excused. Students who abuse this privilege will be placed on a doctor's note for all attendance issues as well as forfeit their driving privileges.

DAILY SCHEDULE

Solanco High School operates on an A/B Block schedule. Students visit periods 1-4 on an A Day, and periods 5 - advisory on a B day.

Day A Monday Wednesday	Day B Tuesday Thursday	Time
Period 1	Period 5	7:45 AM – 9:10 AM
Period 2	Period 6	9:14 AM – 10:39 AM
Lunch and FLEX		10:47 AM – 11:47 AM
Period 3	Period 7	11:51 AM – 1:16 PM
Period 4	Advisory	1:20 PM – 2:45 PM
Friday: Floating Day (A or B)		

BEVERAGES

Students are not permitted to bring “open” containers of any beverage into the building without proper authorization. Any opened container and its contents will be confiscated.

BOOKS

All textbooks are loaned to students for their use during the school year and are the property of the school. Textbooks are to be kept clean and handled carefully. Students will be required to pay for lost/damaged textbooks, and must write their name/grade on the label.

TECHNOLOGY

All students are issued a device at the start of the school year to be used for school activities only. Students are responsible for the care of their laptop. Parents/students may purchase insurance through the technology department. Parents/students will be required to pay for lost or damaged technology. Diplomas will be held for students who have financial obligations.

BRINGING VALUABLES TO SCHOOL

Schools are public buildings and are sometimes difficult to secure. Students bringing valuables to school, such as jewelry, electronic devices, cellular phones, and money should not leave them without some form of security. Students are not to share lockers or give out their keys. If there is anything of value that you bring to school, you are responsible for its security.

BUSES (Policy # 810)

Listed below are the rules to abide by while riding the school bus to and from school or while on school trips. A failure to abide by the rules can cause a suspension of bus privileges:

1. Show kindness
2. Be responsible for your actions
3. Respect bus property
4. Use respectful language
5. Respect others' personal space
6. Remain seated while bus is moving
7. Sit in assigned seat
8. Follow school rules for your safety
9. Do not use laser pointers
10. Don't spray cologne, perfume, etc.
11. Do not consume food or drink
12. Do not bully others

Audio and Video Monitoring Procedure (Policy # 810.2)

The Solanco School District wants to ensure the safety of its students while being transported to and from school and school-related activities on school buses. As part of its safety effort, the School District randomly places surveillance cameras with audio and video capabilities on all school buses to deter and detect student misbehavior. The School District affirms that students should not have an expectation of privacy when riding the School District's buses, nor should they have an expectation that school bus surveillance cameras will not record their actions or words.

The School District asserts that students and their parents/guardians consent to the District's audio/visual monitoring through the students' use of the school buses.

CTC Bus Procedures

1. Senior students may drive to CTC with parental and administrative approval. All other students must ride the bus.
2. Disciplinary problems occurring on the buses traveling to CTC school will be administered by the CTC school, disciplinary problems occurring on the buses traveling to Solanco from CTC will be administered by Solanco High School, with cooperation honored by both schools.
3. Students are expected to comply with the Solanco School Bus Code of Conduct. Failure to comply with the code will result in suspension from school, plus the possibility of loss of CTC educational privileges.
4. Students with driving privileges to CTC should not drive to Solanco High School. No CTC student should be in the Solanco High School parking lot or past the Great Hall before 2:50 p.m.

CAFETERIA ACCOUNT SYSTEM

The SHS cafeteria operates a point of sale system to allow students to deposit money into an account for the purpose of buying school lunches. Students should place their checks/cash in a sealed envelope, with their name, grade and dollar amount. Students will be issued a Personal Identification Number that will be used to charge their account. Students/parents can also add money to their accounts online (<http://www.k12paymentcenter.com>). The SHS cafeteria does not allow students to charge lunches resulting in a negative balance. Any negative balances carried from middle school are still owed to the Food Services Department.

CHILD PROTECTION SERVICES (Policy # 806)

The Pennsylvania Child Protection Service law requires school personnel to report any suspected cases of child abuse. The school is directed to cooperate with the agencies conducting the investigation. The law is very clear that the school's role is simply to report, not to conduct an investigation.

CORPORAL PUNISHMENT (Policy # 218)

In a situation where the parent or school board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances:

- A. to quell a disturbance or for the purpose of self-defense
- B. to obtain possession of weapons or other dangerous objects
- C. for the protection and safety of persons or property

COPIERS (STUDENT USE)

Copiers are available in the library for student use. No student is allowed to use the copiers in the main office or work rooms without prior authorization.

CREDIT RECOVERY

Solanco High School offers a comprehensive credit recovery program. The program is online and is offered year round. There is a fee for each course.

DANCE POLICY (Policy # 231)

High school dances are for Solanco High School students who are currently enrolled in grades 9-12. Students may bring one guest as a date to the dance. Permission slips are needed for all guests. Guests that have graduated must present a photo ID when the permission slip is submitted. Hosts will be responsible for their guests. **Middle school students may not attend HS dances.**

1. No student who is absent, suspended or expelled on the day of the dance may attend.
2. No student will be permitted to enter the dance after one hour from the start of the dance without proper authorization.
3. No students may return to the dance after leaving.
4. Students are not allowed to be in parked cars on school property.
5. Smoking and the use of alcohol or drugs is strictly forbidden.
6. All school rules are in effect at all dances.
7. Individuals 21 years of age or older are not permitted.
8. Individuals who have dropped out of school are not permitted to attend school dances.
8. All dances will end at 10:00 p.m.

Senior Prom

- All school rules and regulations apply.
- Only one date may be brought to the prom.
- Expelled students from SHS or other schools may not attend.
- Individuals 21 years of age or older are not permitted to attend.
- Individuals who have dropped out of school may not attend.
- Seniors who are not passing courses required to meet graduation requirements, may not attend the prom.
- Students must attend school on the day before prom to attend.

DEBT POLICY

Any student debt incurred will have to be paid in full prior to graduation and issuance of diploma.

DISCIPLINE PROCEDURES (Policy # 113, 218, 233)

Discipline may take many forms and can involve informal or formal sanctions. It may take adjustments within the school setting or separation from school. It is important that the disciplinary response be appropriate to the infraction and is designed to eliminate any disruption within the school. Below are behaviors categorized as Level 1-4 violations. Flagrant continuation of any Level 1, 2 or 3 violation may result in the administration responding to that action as a Level 4 violation.

DEFINITION OF LEVELS: Below are behaviors that are categorized as Levels 1, 2, 3, and 4 violations. Flagrant continuation of any Level 1, 2 or 3 violation may result in the administration responding to that action as a Level 4 violation.

Depending on the circumstances, a violation listed under a particular level may be treated as a higher level offense, and a student may be subject to suspension or expulsion for a single incident or for misconduct not specifically listed under Level 3 or 4. The recommended discipline set forth should be considered minimum penalties for designated violations.

Level 1 – Student misbehavior that impedes orderly classroom environment or interferes with the orderly operation of the school

Level 2 – Student misbehavior, through its frequency or seriousness that tends to disrupt the learning climate but does not directly affect the health and safety of others.

Level 3 – Acts directed against persons or property but the consequences of which do not *necessarily* endanger the health or safety of others in the school.

Level 4 – Acts which are violent or pose a direct threat to the safety of the student or others or which prove significantly disruptive to the education process

Examples of Level 1 Violations:

- Tardiness/unexcused lateness
- Misuse of pass
- Cutting class
- Electronic device violation
- Failure to complete assignments or carry out directive
- Inappropriate language, not directed at any particular person
- Abuse of hall privileges
- Minor classroom/school misconduct
- Chewing gum/food without expressed permission
- Public displays of affection
- Minor defacing of school property
- Cafeteria misconduct (for elementary students)
- Dress guideline violations

Examples of Level 1 Discipline: (Not limited to one)

Verbal Reprimand	Parent Contact	Student Apology	Assigned Seating
Detention/ Lunch Detention	Clean-up area	Conference	Suspension of Privileges
Counselor Referral	Restitution	SAP Referral	Behavior Contract

Examples of Level 2 Violations:

- Repetitions of Level I
- Truancy
- Leaving school grounds
- Leaving class without permission
- Academic dishonesty
- Use or possession of tobacco products
- Inappropriate language directed at a peer
- Bus misconduct
- Assembly misconduct
- Cafeteria misconduct
- Failure to comply with student driver policy
- Major classroom/school misconduct
- Failure to complete assigned Level I discipline

Examples of Level 2 Discipline: (Not limited to one)

Level 1 options not used	Further restitution	Consecutive lunch detention OR detention
Suspension of bus privileges	In-School suspension	Out of school suspension
SAP referral/instruction support team	Loss of driving privileges	Referral to legal authorities

Examples of Level 3 Violations:

- Repetitions of Level 1 & 2 Infractions
- Vandalism of School Property
- Vandalism of student/staff property
- Theft
- Fighting
- Assault
- Behavior that results in bodily harm/property damage (to self or others)
- Defiance/disrespect
- Harassment
- Intimidation *of or threat against* another student/staff
- Inappropriate sexual behavior
- Cyber Bullying

Examples of Level 3 Discipline: (Not limited to one)

Any previous options not used	Suspension (In-School or Out of School)
Referral to legal authorities	School Board review-possible expulsion

Examples of Level 4 Violations:

- Repetitions of Level 1, 2, 3 violations
- Arson
- Bomb threat
- False Fire Alarm
- Possession/use/transfer/sale of *a weapon (Policy 218.1)*
- Physical attack of a school employee
- Use/possession/*transfer*/sale or use of drugs, drug paraphernalia, alcohol or other controlled substance or “look alike” **(Policy 227)**
- Other behaviors judged as Level 4 offenses by the administration.

Examples of Level 4 Discipline: (Not limited to one)

Any previous options not used	Suspension (In-School or Out of School)
Referral to legal authorities	School Board review-possible expulsion

Discipline Options:

1. Direct Contact with Pupil and Parent: To resolve a concern, a contact with the home may frequently be the most helpful response to an offense. A simple written warning or reprimand to a student and notice to or consultation with parents may be an appropriate approach. In some cases, where it is appropriate, school counselors and other school personnel may become involved.

2. Detentions (morning, after school, lunch): In certain cases a student may be required to remain after the conclusion of the normal school day or arrive early for morning detention. Detentions are held several days per week after school from 2:50 p.m. until 4:00 p.m., under the supervision of a staff member. Morning detentions start at 7:00 a.m. and end at 7:40 a.m. and are held several days per week. Lunch detentions are held during all lunch periods.

- The time in detention is to be spent working constructively.
- If homework is complete, students will read appropriate material that must meet the approval of the instructor.
- Students should be quiet, respectful, productive, and follow rules of the instructor while in detention.
- Students will remain in the assigned area unless granted permission.
- Dismissal from detention due to defiance could earn double the original assigned time or a suspension.
- Only in the case of an emergency will a student be allowed to leave an assigned detention.

Detentions as Obligations:

Detentions are obligations, meaning that if they are not served by graduation, the student will not walk at graduation. Students can also be restricted from prom, homecoming, and other school-wide school spirit events held during the day.

3. Removal of Privileges

School privileges may be withdrawn when students violate provisions of the discipline code. These may include cell phone privileges, extracurricular (athletic and non-athletic) activities, school social events and/or membership or leadership positions in clubs, classes or other school organizations. Also, students may be removed from the cafeteria for inappropriate behavior.

4. Behavior Contracts

Contracts will be utilized to address behavior problems.

Contracts exist between the student, parent, teacher and administrator.

5. Restricted Pass

The pass limits the number of times a student may be out of class. A student on a restricted pass must obtain a new pass each day from their first period teacher. Students who abuse hall privileges will be placed on the restricted pass.

6. Restitution for Defacement/Vandalism

When an offense involves defacement of school property, parents will be notified and restitution will be sought in the form of money and/or services. All student records will be held until final restitution. The district reserves the right to press charges with the local law enforcement agency.

7. In-School Suspension (ISS)

Students who are placed in ISS should report immediately to the designated room at the start of the school day. Students should come prepared with class materials and computer for learning purposes. Students have lost the privilege of interacting with the student body and will eat lunch within the classroom. No cell phones or personal communication devices, such as smart watches, are permitted to be used in the ISS room. Personal communication devices are required to be submitted to the ISS coordinator when entering the ISS room and will be returned to the students after the dismissal bell. Any violation of the ISS contract or above rules may result in out-of-school suspension.

8. Out-of-School Suspensions (OSS)

Students assigned OSS are to complete all course work assigned to them during their suspensions. It is the student’s responsibility to make arrangements to complete school work and contact their individual teachers. Completion of assignments may be reviewed by administration to determine additional restriction. Students are not permitted on any district property during the time of their suspension.

9. Suspension of Bus Privileges

These privileges would be withdrawn when a violation of the bus code has occurred. Students will be removed from the bus for a set period of time and may be required to have a parent conference before returning to the bus.

10. Suspension of Driving Privileges

When a violation of driving rules has occurred, students could lose their driving privileges for a set period of time. Students may also lose their driving privileges for repeated tardies, truancy or unexcused/unlawful absences.

11. Expulsion

Expulsion is exclusion from school by the Board of School Directors for a period of time and may be a permanent expulsion from the school rolls. All expulsions require a formal hearing. Once expelled, the person is not permitted to attend school related activities on district property or elsewhere. The following are expellable offenses:

- drug and alcohol violations
- criminal offenses
- defiance/insubordination
- false alarms/bomb threats
- endangering health/safety of self or others
- repeated violations of school rules
- weapons violations
- violation of penal code
- fights
- harassment
- assaults
- violation of behavioral contract

12. Arrest

In the event a specific crime has occurred the district reserves the right to press charges with the local law enforcement agency.

All violations of the drug, alcohol and weapons policies will involve the local law enforcement authorities.

The admin team reserves the right to adapt/revise the disciplinary code as necessary depending on the circumstances in order to assure a safe/secure learning environment for students/staff. Each case is judged individually.

DEFINITIONS OF OFFENSES

1. Academic Dishonesty/Cheating: Any student who plagiarizes or steals another individual's work and claims it for his/her own is in violation. Students may face disciplinary action based on the severity of the incident, ranging from detention to expulsion. A failing grade may be issued on the given assignment.

2. Assault: Is a physical attack upon another person with no physical retaliation from the attacked person. Aggravated Assault: Is the attempt to intentionally or knowingly cause bodily injury to another person. Students involved in assaults will face any or all of the following: parent notification, suspensions, possible involvement of the School Resource Officer and/or Board action.

3. Bus Misconduct: Refers to any violation of the bus code as described in the Solanco Student Handbook. Discipline ranges from detention to loss of bus privileges to expulsion.

4. Cafeteria Misconduct: The cafeteria, besides being a lunch room, is also a place where good human relations may be developed. Each student is expected to practice good manners. Simple rules of behavior make the lunch period orderly and pleasant. Under no circumstances will throwing of food or any other item be tolerated. Tables may not be pushed together in the cafeteria. Students may use only the appropriate number of chairs at each table. Treat the cafeteria workers with respect.

Each person is responsible for what he or she brings to the table, and all the people at the table are responsible for leaving the table and floor area clean. Students should display respect for each other in the cafeteria by waiting in line to be served, cleaning off their tables when finished and maintaining a conversational voice level. Disruptive behavior will not be tolerated. Monitors will have passes, and students must sign out and take a pass in order to report anywhere else. Students are to remain seated at tables until dismissal. Discipline will range from detention to out of school suspension depending on the severity and number of violations.

5. Class Misconduct: Any behavior which impedes the learning process from continuing either for the individual or for the other students. Discipline ranges from detention to suspension.

6. Cyber Bullying (Policy 252): Includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the Solanco District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of

cyber bullying are unacceptable and, to the extent that such actions are disruptive to the educational process of the School District offenders shall be the subject of appropriate discipline.

7. Cut Class: An intentional absence for the class without prior permission from a teacher or administrator. Detention through suspension will be utilized as discipline.

8. Defiance/Disrespect/Insubordination: Is the willful disregard of an educational directive. Depending on the severity of the defiance and the repetition of such defiance, the discipline will range from detention to expulsion.

9. Detention Violation: Students are required to attend their assigned detentions. A failure to attend will result in the assignment of more detentions, and detentions are obligations.

10. Drug and Alcohol Violation: A violation of the drug and alcohol policy is defined in the appendix of the handbook.

11. Electronic Device Violation: Any violation to the electronic device procedures will result in the following discipline:

- **First violation** – warning by teacher, teacher may confiscate for the remainder of the class period.
- **Second violation** – cell phone/electronic device confiscated by teacher and turned in to administration to be picked up at the end of the school day.
- **Third violation** – confiscation, item given to administration to be picked up at end of the day or later by parent/guardian. Additional school discipline may be imposed.
- **Refusal to Give the Device to the Teacher/Staff Member** – If a Teacher/Staff member attempts to confiscate a device and the student refuses to give the device to that person, there may be more severe consequences. This type of behavior will be considered insubordination.

12. False Alarm/Report/Bomb threat: Any student responsible for the calling in, pulling the alarm or false reporting of a fire or bomb threat will face immediate discipline involving the local law enforcement agency, suspension or possible expulsion.

13. Fight: Fighting is a violent confrontation or struggle between two or more parties. Fighting is prohibited in school, at school sponsored events, on buses, at bus stops and on school grounds. Students involved in fighting will face any or possibly all of the following consequences: parent notification, suspension, involvement of the School Resource Officer and Board action.

First Offense:

Altercation: ISS and/or OSS + possible mediation

Fight/Assault: 3 days minimum OSS + Police notification + Possible SAP Referral.

Fight/Assault w/Injury: 6 days minimum OSS + Police notification + Mandatory SAP Referral and when professional care is required possibly a Board hearing depending on the extent of the injuries.

Second Offense: 10 days OSS + Police notification + possible Board hearing

14. Harassment (Policy 248): Is the repeated tormenting or intimidating of another individual through verbal, non-verbal or written communication or through physical intimidation. Harassment can be racial, sexual, ethnic or of a handicap nature

Discipline ranges from warning to expulsion and police action.

15. Hazing (Policy 247): Is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes 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. Discipline ranges from suspension to expulsion.

16. Inappropriate Language: The use of profanity or derogatory remarks is not permitted.

17. Inciting/Participating in Disturbance: Students involved in any activity that disrupts the learning environment or endangers the safety and welfare of the students and staff. Discipline can range from detention to expulsion.

18. Indecent Exposure: A person commits indecent exposure if that person exposes his or her genitals in any public place or in any place where there are present other persons under circumstances in which he or she knows or should know that this conduct is likely to offend, affront or alarm. Discipline ranges from suspension to expulsion, involvement of the School Resource Officer.

19. Late to Class/School: The following procedure will be used in the event students are late to class/school. All late to classes will be tabulated on a cumulative basis.

1 - 4: Warning

4 - 15: Lunch Detention, Detention

16+: Parent meeting, Student Attendance Improvement Plan, Detention

Detentions for being late to school are based on an accumulation of minutes.

Late to school detentions are an obligation to be met prior to graduation and/or end of the school year.

20. Off School Grounds Provision: The “off school grounds” provision allows the district to discipline a student for conduct that may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or cause disruption within the school.

21. Public Display of Affection: Students are not permitted forms of public displays of affection beyond the limit of hand holding. Discipline ranges from detention to out of school suspension.

22. Refusal to cooperate with school rules: Any student who fails to abide by the rules listed in the Solanco Student Handbook as well as specific classroom rules or repeatedly fails to improve his/her behavior. Discipline ranges from detention to expulsion.

23. Terroristic Act (Policy 218.2): Shall mean an offense against property or involving danger to another person. Discipline shall range from suspension to expulsion and police notification.

24. Terroristic Threat (Policy 218.2): Shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a

building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Discipline ranges from suspension to expulsion and police notification.

25. Theft: The unlawful acquisition of property or materials from another person or of the school district. Theft will involve the local law enforcement agency if deemed necessary. Discipline ranges from detention to expulsion.

26. Tobacco violation (Policy 222): It is against Solanco School Board Policy to possess smoking paraphernalia and any tobacco product, including smokeless tobacco. Students are prohibited from using any tobacco product on school grounds, on buses and at any school sponsored event. Violators will be suspended. Possession/Use:

First Offense: 1 day ISS and fine

Second Offense: 2 days ISS and fine

Third and Subsequent Offenses: 2 days OSS + fine

A tobacco cessation program is available. Successful completion of the program could waive the fine issued. The Commonwealth of Pennsylvania has imposed a law which allows for the fining of minors found to be in possession and use of tobacco products. A fine of up to \$50.00 + court fees is assigned by the District Magistrate.

27. Vandalism/Destruction or Unlawful Use of School Property: Any student who damages or destroys school property and/or equipment. The Solanco School District offers monetary rewards for any information that might assist in determining the responsibility for acts of vandalism. Discipline ranges from detention to possible expulsion.

28. Verbal/Physical Threats: Any comment or written communication that is viewed as intimidating in nature or any physical act that is viewed as aggressive will be viewed as a threat to either staff or students. Discipline will range from OSS to possible expulsion.

29. Violation of Acceptable Use Policy (Policy 815): The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers, computers or network resources. The district reserves the right to monitor, track and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access to privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the ISP, local, state, and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

30. Violation of the Crimes Code: Any pupil of Solanco High School alleged to have violated the crimes code of the United States of America or the Commonwealth of Pennsylvania in school district buildings, on school district grounds, in school vehicles, while going to and from school or school related events, or at school sponsored activities at home or away will be subject to

disciplinary action. Such penal laws shall include but shall not be limited to the Controlled Substance Drug Device and Cosmetic Act, the Liquor Code and the Crimes Code. Discipline can range from detention to expulsion.

31. Possession and/or Use of Weapons and Dangerous Instruments

(Policy #218.1): As required by State Law, disciplinary action which results from possession and/or use of weapons and dangerous instruments is recorded in the students cumulative folder, and becomes a part of his/her permanent record. In accordance with the Federal Gun-Free Schools Act of 1994, violations of this policy shall result in a one-year expulsion from school. Appropriate school personnel will immediately confiscate weapons and dangerous instruments. Additionally, at the time of such violations, local police authorities shall be notified as may be appropriate, including whenever possession or use of weapons or dangerous instruments by a student appears to constitute a violation of criminal statute as a summary, misdemeanor, or felony offense. Parental or guardian notification shall also be made in a timely fashion.

DISCRIMINATION (Policy # 103)

Consistent with the Pennsylvania Human Relations Act, no student shall be denied access to a free and full public education on the basis of race, religion, sex, color, national origin, or disability.

Title IX Statement

It is the policy of the Solanco School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding the compliance with Title IX may be directed to the Superintendent's Office, Chief Educational Officer, 121 South Hess Street, Quarryville, PA 17566 or phone 717-786-8401.

Section 504 Statement

It is the policy of the Solanco School District not to discriminate against employees with disabilities in the employment and operation of its school, its educational programs, services and activities, and in any other area where compliance is required by Section 504 of the Rehabilitation Act of 1972. Inquiries may be directed to the Superintendent, Chief Educational Officer, who will direct the concern to his designated 504 Compliance Coordinator, 121 South Hess Street, Quarryville, PA 17566 or phone 717-786-8401.

Agricultural Science Program Enrollment

Solanco offers a robust agricultural science program which can be completed within the four-year high school graduation plan. Enrollment in the Agricultural Science Program is an equal opportunity admissions process available to any Solanco High School student.

DISTRICT APP

The Solanco School District mobile app can be downloaded from the [iTunes App Store](#) or [Google Play Store](#) onto smart phones, tablets, iPad and other electronic mobile devices. The app features current Solanco School District news, a calendar of upcoming school events and student activities, school lunch menus, sports schedules, contact information for each Solanco School and administrative office, and access to Schoology, Lunch Prepay and PowerSchool. The district also uses the app to quickly send important alerts and messages including school delays, school closures, early dismissals and emergency events that are occurring in the district.

STUDENT ATTIRE (Policy # 221)

Solanco High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a welcoming community for all. **The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).** The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, and does not disrupt the learning environment.

1. Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that undergarments and body parts meant to be covered by them, are not visible except for waistbands and straps. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students **Must Wear***, while following Section 1 above:

- **A Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes.**

**Courses that include attire as part of the curriculum (for example, professionalism, site safety, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE, closed toed shoes for Tech/Ag classes).*

3. Students **May Wear**, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, **but the face and ears must be visible to school staff**).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn

under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students **Cannot** Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

DRUG TESTING:

VOLUNTARY DRUG TESTING (Policy #227.1)

This policy provides for drug testing of middle school and high school students who consent to such testing, along with a parent or guardian if the student is under the age of eighteen (18).

Once a student signs a Drug Testing Consent Form, the student is enrolled in the voluntary drug testing program until the district receives written notice requesting the student's name to be removed. A dated written statement signed by both student and parent or guardian must be submitted revoking consent to participate in the program.

DRUG TESTING FOR STUDENTS IN EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES AND STUDENT DRIVERS (Policy # 227.2)

The Solanco School District recognizes that drugs have a serious and deleterious effect on students' motivation, memory judgment, coordination, reaction time and overall performance.

Long-term use of these substances can compound these problems and negatively affect students academically, physically, and emotionally. These concerns, in conjunction with the health and safety risks associated with students participating in extra-curricular/co-curricular activities or operating motor vehicles while impaired, and the recognition that drug use and abuse exists throughout all facets of our secondary student population, have compelled the development of this policy.

Participation in extracurricular/co-curricular activities and student use of school parking facilities is a privilege and not a right. Accordingly, students participating in these activities or with parking privileges carry a responsibility to themselves, their fellow students, their parents/guardians, and their school to exercise prudent judgment, which includes avoiding the use of drugs and alcohol.

EDUCATIONAL TRAVEL (Policy # 204)

The Solanco School District provides for exceptions to the normal attendance regulations as follows:

1. Educational Tours and Trips: The Solanco School District recognizes that from time to time students may have the opportunity to participate in preplanned trips and educational experiences during the regular school day. Upon receipt of a prior written request from parents or guardians, pupils may be excused from school attendance to participate in educational tours or trips when such a trip is so evaluated by the Superintendent or designee.

Pre-approval forms are available in the Attendance Office. The determination of each request will be made based on the following: Prior attendance record, previous requests and frequency of requests and the educational value of the requested experience

2. College Visitation: Students desiring an excuse to visit a College shall submit a letter confirming the appointment from a parent/guardian or set up an appointment through his/her school counselor. A Vocational Visit form must be signed by the student's counselor, parents, teachers and an administrator.

ELECTRONIC DEVICE PROCEDURES

Solanco High School recognizes electronic devices as being everywhere and necessary in today's world. We also recognize that electronic devices equipped with cameras and other features, such as text messaging, pose risks to academic integrity and overall safety. Students will be permitted to use personal electronic devices unless otherwise specified by a teacher or staff member. Devices should not be used to take pictures, video, or audio recordings at any time. Violations could result in disciplinary action and/or confiscation. Solanco High School is not responsible for lost or stolen items.

EXPECTATIONS FOR CLASSROOM

Respect: Treat themselves and each other with Respect.

Responsibility: Act Responsibly and take Responsibility for their actions.

Courage: Act with Courage every day.

Kindness: Act with Kindness when dealing with others.

FIRE DRILL (Policy # 805)

The purpose of a drill is to be prepared in the event of an emergency. The following procedure should be used in the event of a fire drill:

1. A long repeated sounding of the bell will occur.
2. Students should follow the directions posted in each room for the evacuation of the building as well as the instructions of the teacher.
3. All teachers and students will move quickly and quietly according to the plan.
4. A quiet and attentive atmosphere must be maintained throughout the drill.
5. Teachers should take attendance after evacuating the building and immediately report any student who is missing to an administrator.
6. All parts of the building must be evacuated. A failure to evacuate will result in disciplinary action.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE (Policy # 807)

The Board adopts this policy to ensure that procedures are maintained to uphold individual rights and state and federal laws concerning opening exercises and flag displays while respecting the rights of individuals. A United States flag and a Pennsylvania flag shall be displayed on or near each school building during school hours except in unsuitable weather and as the Board deems proper. Students shall receive instruction in respect for the flag. A United States flag shall be displayed in every classroom. The district may offer opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. Students shall not be compelled to participate in opening exercises. A student who declines to participate in opening exercises shall maintain a respectful attitude throughout the exercises. Opening exercises may include a moment of silent meditation.

FREEDOM OF EXPRESSION (Policy # 220)

Students have the right to express themselves unless expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another's rights. Students may use

meetings, buttons, arm bands, and other means of communication provided that the use of school facilities shall be in accordance with the regulations of the authority in charge of those facilities. School officials require students to submit prior approval of a copy of all materials to be displayed, posted, or distributed on school property. Bulletin boards will conform to the following:

School authorities may restrict the use of certain bulletin boards. Bulletin Board space shall be provided for the use of students and organizations.

School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

Groups outside of school seeking to have materials posted on a bulletin board must submit the material to the Superintendent of Schools for approval.

GRADING (Policy # 213)

Scholastic grades are based upon test results, homework, projects, participation, etc., as determined by the individual classroom teacher. The basic guidelines for grades are:

A=Outstanding 90%-100%	F=Unsatisfactory Below 60%
B=Good 80%-89%	I=Incomplete
C=Satisfactory 70%-79%	M=Medical (Fitness only)
D=Poor but Passing 60%-69%	

A grade of “I” signifies that the student has not completed all the work for the grading period. An “I” will be changed to an “F - Unsatisfactory”, if the work is not made up within a reasonable time. Any grade of “I” will be changed to a regular grade within two weeks of the end of the marking period in which it was given. An “I” may not be issued for the fourth marking period.

A final grade for the year is to be determined using the following point values:

A=4.0	C=2.0	F=0.0	S=2.0
B=3.0	D=1.0		U=0.0

Grading for a Full Year Course: A student’s final grade for a full year course is determined by averaging the four marking period grades.

Grading for a Semester Course: A student’s final grade for a semester course is determined by averaging two marking period grades.

Weighted Grades: Weighted grades will be assigned only in the following courses: AP Chemistry, AP English, AP Calculus, AP Biology, AP American History, and AP European History.

For College Board Advanced Placement classes: The weighted grade points are used for class rank only. Grade Point Average is based on unweighted values for all grades:

A=5 B=4 C=3 D=1 F=0

LATE WORK PROCEDURES

Teachers will make every effort to hold students accountable for completing all work. Due to the dramatic impact that a zero has on an overall grade, a zero will be used as a last resort if the student chooses to make no effort to complete an assignment or assessment.

- Any late work may receive up to 10% reduction for being 1 day late, up to 25% reduction for being 2-4 days late, and work that is 5 or more days late may receive up to a 50% reduction.
- Students are strongly encouraged to attend intervention sessions during Advisory to complete missing work.

GRADUATION

Policy #217

All students are required to achieve 26.00 credits for graduation. The following minimum course units for graduation must be satisfied in the following manner:

4.00	credits for English*
3.00	credits for Social Studies*
3.00	credits for Mathematics*
3.00	credits for Science*
2.00	credits for Arts and Humanities
8.00	credits for Electives
1.50	Fitness
0.50	Wellness

*1 additional credit is required from one of the 4 areas as chosen by the student

Credit is earned for courses that are successfully completed.

One (1) credit for a full year course, 0.5 credit for a course meeting a semester and .25 credit for a course meeting a marking period. The above are to be considered as the minimum course units to be taken. We would encourage all students to take four years of mathematics and science. The

remaining courses selected should be courses that are meaningful to the individual student.

Advancement to Next Grade Level (Policy # 215)

Students must obtain the following minimum credits to be placed in the next grade level:

5.00	credits to advance to tenth grade
12.00	credits to advance to eleventh grade
19.00	credits to advance to twelfth grade

Graduation Exercises

Formal graduation will be held once a year in June. Students who elect to participate in the June graduation ceremony will be required to attend all scheduled rehearsals. Any student who has not met his/her financial obligations will be unable to participate in the commencement ceremony.

Graduation is a milestone event in the lives of our students and therefore the ceremony will reflect the achievement of the student's efforts. Behavior of the participants and the audience should be one of proper decorum and dignity. Those individuals who fail to comply with these guidelines will forfeit their right to continue in the graduation ceremony.

GUIDANCE DEPARTMENT

School counselors are available to assist students with their educational, social, career and personal concerns throughout the school year. We encourage cooperation between the home and school. Parents should feel free to contact the school at any time.

To contact the Guidance Department, call 786-2151 between 7:00a.m. and 3:30p.m. Former graduates and other persons in the community are welcome to use the resources of the career center during school hours. Appointments should be made in advance. All contact with a school counselor is treated confidentially. Information is shared with teachers on a "need to know" basis. The only exception is with information regarded as "life threatening" to a student.

Guidance Pass Procedures

1. Students and Parents can schedule an appointment with any counselor with the Guidance Secretary. Appointments can be scheduled online at the Solanco High School Guidance Department Website.
2. No student may go to or depart from the guidance office without a pass.
3. In the event that a student is required to leave an academic class for a guidance appointment he/she must complete all work missed.

4. Students are required to obtain passes for career speakers, college/higher education admission representatives and other guidance events no later than the day before the event. Exceptions to this are given by the student's counselor.

Military and College Recruiter Policy (Policy # 216)

Military and college recruiters are permitted to schedule up to two meetings per year with groups of interested students. The students should sign up for these meetings in the guidance office no later than the day before the meeting. Information regarding specific students will be shared only if the proper consent forms are signed by the parent/guardian or by the student if he/she is eighteen years of age or older. These individual meetings should be scheduled through the student's school counselor. If the student is under eighteen (18) years of age, the student's counselor or parent must be present for the meeting.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have documentation from an authorized staff member. Students who are delayed for any reason to the extent that they are late for the following class must *possess documentation* from the previous teacher or school personnel who was legitimately responsible for the delay. Failure to have a proper pass will result in disciplinary action. Students will be assigned restricted passes for excessive abuse of regular passes. Each teacher will use his/her good judgment in issuing lav passes throughout the day. This means the request may be denied. Lav passes will be issued to no more than one person from a room at any one time.

Periodic hallway sweeps will occur through the year. Students failing to have an appropriate pass will be issued discipline.

HONOR ROLL/DISTINGUISHED HONOR ROLL

Three honor rolls have been established at the high school. The criteria for each are:

4.0 Honor Roll:

Must have a 4.0 average or better

Distinguished Honor Roll:

Must have a 3.5 average or better

Must have all A's and B's or S's on report card

Honor Roll:

Must have a 3.0 average or better

Must have all A's or B's or C's on report card

INSURANCE (Policy #211)

Insurance forms will be issued to all students the first week of school. Students participating in sports, other than football, who do not want school insurance must obtain an affidavit to be signed by the parents indicating the existence of a home or family insurance plan. To initiate a claim refer and explain in detail all accidents to the school nurse. It is your responsibility to complete all required forms promptly so that payment will not be delayed. The Murray Insurance Associates, Inc. handles all claim settlements, not the school district.

INTERNET/ACCEPTABLE USE POLICY (Policy # 815)

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Each parent and student will receive a copy of the Acceptable Use Policy. Signatures of the parent and child will be required before the child is permitted to use the Internet. Any violation of the Acceptable Use Policy will result in disciplinary action ranging from loss of privileges to possible Board action, including expulsion. The form is signed once in Grade 9 and covers all years of high school.

LOCKERS (Policy # 226)

It is the responsibility of the students to keep their lockers clean and graffiti free. Students are not to share lockers. Students are responsible for the key to their hallway locker. There is a \$10.00 charge for key replacements.

All students are required to place backpacks and personal belongings in their school lockers. Backpacks cannot be carried to and from class or to the cafeteria.

Lockers remain the property of Solanco High School and the school reserves the right to search lockers as determined to be necessary to

maintain the health and safety of the student body and prevent the use of lockers for unauthorized or illegal purposes.

On the first day of **physical education** class, teachers will issue a locker to each student in the locker room. Only school issued locks are permitted on the lockers. All other locks will be removed.

LOST AND FOUND

Students should take lost/found articles to the main office where they can be claimed by the owner. Unclaimed items are discarded after one week.

MAKE-UP WORK

Students and parents requesting make-up work should do so by contacting teachers directly. If possible, make-up work will be sent electronically. If assignments require additional materials, the assignments will be placed in the high school office for pick-up.

MEDIA CENTER RULES

The library should serve as an effective and meaningful learning center where class and individual learning can be accomplished in an atmosphere conducive to learning. It is vital that all library users respect the rights of other patrons through appropriate behavior and proper care of library materials. The library is open for students and faculty every school day from 7:00 a.m. until 4:00 p.m. The following procedures apply to all students wishing to use the library:

1. Students must have a passbook signed by the teacher for whom they are working during regular school hours. Students **DO NOT** need a pass to use the library facilities after school. Students are expected to sign in to the library upon arrival.

2. **ADVISORY PROCEDURES:** Students must use the yellow advisory pass during Advisory. If a student is coming to the library for book exchange, to request an ID card, or to work on homework, he or she must get the pass signed by the Advisory teacher. If a student is doing research, he or she must get the pass signed by both the teacher assigning the work and the Advisory teacher. Yellow passes must be filled out completely including required signatures, date, time, and reason for coming.

3. Students are expected to use the library for constructive reading, research, and class work. Students who are socializing or off task will be asked to return to their class.

4. As per the policy, student access to the computer network is to enhance and support student learning. Use of the network for non-school purposes is not permitted. This includes, but is not limited to, gaming and streaming

music or videos from the Internet. These activities create excess traffic on the network and interfere with legitimate network activities

5. Students consuming food or drinks in the library must clean up after themselves and be cautious around electronic equipment. Students must sit at a table in order to eat lunch in the library.

6. ID cards can be ordered in the library. The first ID is free, and replacement ID cards can be purchased in the library for \$3.00. Payment is expected at the time the card is ordered. All ID cards can be picked up 48 hours after ordering.

7. Electronic devices are expected to be used for educational purposes and are considered a privilege while using library facilities. Students may use their own devices in the library, but if the device becomes a distraction to the learning atmosphere, librarians reserve the right to handle the situation with a disciplinary process that could include warnings, calls home, or office referrals.

8. Owed items must be returned or paid for in order to check out new materials. Seniors with owed items or money will not receive a cap and gown until obligations are resolved.

MID-PERIOD NOTICES (Policy # 212)

At mid-marking period, notices indicating exemplary work failure, or possible failure, or within the current marking period will be issued. The purpose of this notice is to keep the parent informed of progress or lack of it, so that guidance or teacher conferences may be arranged.

NATIONAL HONOR SOCIETY (Policy # 122)

Eligibility for induction into the National Honor Society is based on the following criteria: Scholarship, Leadership, Service and Character. Additionally, a 3.5 grade point average must be earned at the beginning of the first semester in the sophomore, junior or senior year. All approved candidates and members must uphold the required standards as stated in the Honor Society Constitution or face possible disciplinary action.

NURSING SERVICES

Solanco High School maintains a nursing service under the direction of a certified school nurse. The local doctors are also available in an emergency. Listed below is the procedure for a student to follow when ill:

1. Report to the health suite after being excused by the classroom teacher when the following apply; you are sick/have a headache, get hurt in gym class, or need the nurse's assistance with personal matters. The nurse's office is not a doctor's office, and the nurse is not permitted to make medical diagnoses. Any injury sustained while not in school should be

evaluated by your personal physician. Without a pass, a student will not be admitted to the health suite. All students must sign in upon arrival at the health suite and sign out on departure.

2. When a student is ill or has need of first aid and the nurse is not available he/she should report to the main office. If necessary, the parents will be notified so that the student may be taken home or the family physician may be called. If the parent cannot be reached the student will be cared for in school until transportation can be arranged. Students who are ill cannot be sent home on the bus. Students are not permitted to contact parents for pickup without nurse's approval.

3. In order to assist you, give you medicine, or call your parent if you are sick, we need your Emergency Card. Your Emergency Card is due the first day of school.

Taking medicine in school (Policy # 210)

Every attempt should be made by parents to have prescribed medicine taken at home. Medication which must be taken at school should be limited to what is prescribed for long term treatment, not illness such as colds, sore throats, etc. When medication must be taken during the school day these steps will be followed:

1. Written permission from the **doctor and the parent** must accompany ***all prescription and all over the counter medication*** to be taken.

2. All Medication should be in the **prescription container or original bottle** that includes the name and **written orders from the physician**.

3. All medication must be given to the office or nurse.

4. Only the medication needed for the period of time should be brought to school.

5. All controlled substances (such as Vicodin, Percocet, Ritalin, Adderall, Dexedrine, etc.) to be administered at school during school hours will require a hand written note personally signed by a licensed prescriber (no stamps or fax will be accepted). This note must state that the specified medication may be taken while attending school. These controlled substances should be brought to the health room and picked up from the health room by a responsible adult.

Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors (Policy 210.1)

The Board shall permit students in District schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.

Health Examinations/Screenings (Policy #209)

Vision and Hearing Screenings

Vision screening will be done with all students during the year. Hearing screening is done with students in grades K-3, 7 and 11. Also students who failed the screening the previous year, or whose teacher indicates a concern will be screened. All students who fail either screening will receive a referral for follow up by their medical provider. Completed forms should be returned to the school nurse. An immediate concern should be directed to your family doctor.

Physical Exams

Physical exams are required in grades K, 6, and 11. Most parents prefer to have the exam completed by their child's own physician. If you do not have insurance to cover the cost of the exam, please contact the school nurse for assistance.

Dental Exams

Dental exams are required in grades K/1, 3 and 7. Most parents prefer to have the exam completed by their own dentist. If you do not have dental insurance to cover the cost of the exam, a screening exam can be completed by the school dental hygienist with written permission.

PARENT CONFERENCES

At any time a parent may request a conference with a teacher, guidance counselor and/or an administrator. All that is necessary is to make a telephone call to set up the appointment.

RELEASE OF CUSTODY OF STUDENTS (Policy # 238)

In all cases of child custody the school will make a practice of returning the student each day to the custody of the person from whom the school received custody. In situations of divorce or separation the school will release the custody of the child on any given day to the parent or guardian of record at the time of enrollment. Any parent or guardian who must seek release from school for a son or daughter by picking them up during the school day for some urgent reason or a doctor or dental appointment must present themselves at the main office to be properly identified and to sign out the student in a log. In the event that someone unknown to the school attempts to affect the release of a student from

school, that release will be prohibited unless the parent or guardian of record makes arrangements for such a release. Should an instance of this nature occur without parental contact, the school shall contact the home. Any person attempting to secure the release of a student unlawfully, without parental permission, shall be subject to prosecution.

REMEDIAL HELP

Students may receive assistance with their school program in a variety of ways:

1. During Advisory period, students may work with teachers.
2. Students may seek the aid of tutors, National Honor Society members, through their teacher or guidance counselor.
3. Teachers will be in school until 3:10PM each school day. Students may make arrangements to meet with teachers for remedial help during this time.

RENAISSANCE PROGRAM

The Solanco Renaissance program is an incentive program aimed at encouraging all students to achieve higher grades, improve attendance, and demonstrate positive behavior and school spirit. All students are challenged each marking period to reach certain goals involving these areas. Students who achieve these goals are rewarded with special privilege cards, recognition, and the opportunity to attend special events like the Renaissance Café and the Renaissance Cinema.

REPORT CARDS (Policy # 212)

The school year is divided into four nine-week periods. Report cards will be issued to all students at the end of the first three marking periods. The report cards for the last nine-week period will include all grades for the year and will be mailed home.

Each student will receive a grade in all subjects. Financial obligations must be met before receiving report cards.

SEARCHES (Policy # 226)

The purposes of this policy include the following:

1. To deter students from bringing contraband onto school property.
2. To assist in the apprehension of students who bring contraband onto school property.
3. To protect the health and safety of students and others in the school environment.

4. To prevent disruption to school operations and the educational process resulting from students bringing contraband onto school property.
5. In particular, deterring drug use by students is of the utmost importance to the District.

Students:

School officials may conduct a reasonable search of a particular student and his/her personal effects when there is reasonable suspicion that the student is in possession of contraband. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of contraband the student is suspected of possessing.

Lockers:

It shall be the policy of the Board that all lockers are and shall remain the property of the District. The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools. The Board authorizes the administration to conduct random searches of lockers at any time. The principal or designee shall be present whenever a student locker is inspected, based on reasonable suspicion. School officials may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband. Prior to the search of a particular locker, the student assigned to the locker will be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that a particular locker contains material which poses a threat to the welfare and safety of students in the school, the student locker may be searched without prior notice.

Student Vehicles:

The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student vehicles on school property without prior notice or consent. This includes the use of dogs trained to detect the presence of contraband. School officials may conduct a reasonable search of the interior of a particular student's vehicle when there is a reasonable suspicion that the vehicle contains contraband.

SEVERE WEATHER DRILL

Students are to leave the classroom in an orderly manner, in single file, follow the teacher's directions and line up against the walls in the hallways. Stay away from doors and glass areas. Students are to sit on the floor or be in a squatting or kneeling position during practice drill.

SPECTATOR BEHAVIOR AT SPORTING EVENTS

(Policy # 904)

All participating schools of the Lancaster-Lebanon League advocate that coaches, players, and spectators treat their guests with equity and respect. The following guidelines will be enforced; offenders will be escorted from the gym/stadium.

1. The Lancaster-Lebanon League encourages spectators to cheer and support their respective teams in a positive manner, and not to cheer negatively against the opponents.

2. Only cheerleaders are permitted on the sidelines or playing surface for the purpose of leading cheers or promoting school spirit. No fan or spectator is permitted out of the stands for this purpose. Students are permitted to form spirit lines onto the football field as the players enter the field before the game.

3. No sirens, whistles, portable stereos or other noise makers which interfere with the playing of the game are permitted. Any handheld signs or banners determined inappropriate or disrespectful will be confiscated. Abusive language, negative gestures or taunting directed toward players, coaches, officials or cheerleaders is prohibited. The throwing of paper or foreign objects onto the playing surface is prohibited. Spectators violating the above guidelines will immediately be removed from the gym/stadium and additional disciplinary action will be determined based upon the severity of the incident.

STUDENT RESPONSIBILITIES (Policy # 235)


Student responsibilities include regular daily attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning and wholesome living. 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 staff. Students should express their ideas and opinions in a respectful manner. It is the responsibility of the student to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should know that until a rule is waived, altered or repeated in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property. Dress and groom to meet fair standards of health and safety, and not cause disruption to the educational processes. Assist the school staff in operating a safe school for all. Comply with the Commonwealth and local laws. Exercise proper care when using public facilities and equipment.
3. Attend school daily and be on time for all classes and other functions.
4. Make up work when absent from school.
5. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
6. Report accurately and not use indecent or obscene language in school newspapers and publications.

SOLANCO STATEMENT OF EXPECTATIONS

We, the students, staff, parents and administrators, of Solanco School District, as a part of the greater Solanco Community, seek to build and support that community through words and actions that display respect, responsibility, courage, and kindness.

Therefore, we expect all members of the Solanco School District to:




Treat themselves
and each other with Respect

Act Responsibly and
take Responsibility for their actions

Act with Courage every day

Act with Kindness
when dealing with others



STUDENT ASSISTANCE PROGRAM (Policy # 227)

The SAP program exists to help students deal with some of the problems in high school and during their teenage years.

Student Assistance Team: Teachers, counselors and administrators provide individual and group support for students who need help with questions and problems regarding drug and alcohol use/abuse and mental health issues. Anyone interested in information about this program may contact the guidance office.

STUDENT DRIVING (Policy # 223)

Those students who receive parking privileges will be required to have a parking permit. The student driver will be required to pay \$10.00 for each permit.

1. Parking permit tags are to be placed on the rearview mirror.
2. Drivers and riders may not arrive earlier than 7:25 a.m. Once a student enters school grounds, he/she may not leave without permission from an administrator.
3. Bus students are not permitted in parking lot areas before the start of school.
4. Traffic must follow the designated pattern. Drive at a reasonable speed (15mph). Drive safely with the welfare of pedestrians as well as passengers in mind.
5. No smoking, loitering, etc. in or out of cars on school property
6. Upon arrival, students will immediately park in their assigned locations, lock their cars, and report to the building.
7. Follow the directions of the monitor.
8. Student drivers who leave school grounds without permission or who are late will have their privileges suspended as part of their discipline.
9. Loss of privileges means that the student may not drive any vehicle to school nor may the student's vehicle be driven by another student onto school district property. Any extreme violation of driving procedures will result in the loss of privileges for the remainder of the school year.
10. Students driving to school will not be dismissed early on days of inclement weather unless the district closes the schools. Students are encouraged to use the provided bus transportation.

USE OF VIDEO SURVEILLANCE (Policy # 827)

The Board believes that Solanco High School should be safe and secure to protect individuals and their property from harm. Video recordings may be used as a basis for any disciplinary action for any violation of law and/or school rules. Further, video recordings may be furnished to police in regard to possible criminal violations.

VENDING MACHINES

Vending machines will be maintained near the cafeteria for the convenience of the student body. The machines will be turned on at 3:00PM and turned off at 11:00PM. The machines will be turned off for a period of time if cans and/or bottles are found on the grounds and throughout the building. No beverages are to go beyond the Great Hall. If the rules are not followed or the machines are vandalized, they will be removed.

VISITORS (Policy # 907)

All visitors must sign in upon entering the building in the main office. All visitors to the building are required to wear a clearly visible "Visitor" badge. Any individual found in the building without proper identification will be brought immediately to the main office. Only those visitors who have official business at Solanco High School will be permitted access to the building. Visitors are expected to promptly leave when their business is completed and sign out in the main office.

Possession and/or Use of Weapons and Dangerous Instruments (Policy #218.1)

The Board prohibits students from possessing, concealing, carrying, storing, or using weapons or dangerous instruments including explosive and incendiary devices while on school premises, on the way to or from school in a school-operated or private vehicle, and while attending school sponsored activities on or off school premises.

Weapon: A weapon is defined as anything readily capable of harmful and/or lethal use, including, any firearm, knife, dagger, razor, other cutting or stabbing implement or club, an item which has modified or adapted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club and any item possessed or used under circumstances not manifestly appropriate for lawful uses it may have.

Firearm: Includes all unloaded firearms and unassembled components of a firearm.

WORK PERMITS

Students age 14 through 17 can receive a work permit application in the high school office. A parent must sign the application at some time and proof of age must be presented in the high school office. Work permits will be processed upon return of parent signed application and proof of age.