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[www.solancosd.org](http://www.solancosd.org)

**Connecting. Inspiring. Empowering.**

**Solanco School District**  
Dr. Brian Bliss, Superintendent  
Dr. Robert Dangler, Assistant Superintendent  
121 South Hess Street  
Quarryville, PA 17566  
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## **INTRODUCTION**

This handbook has been carefully prepared to provide you with information about your child's school. It is important that you read and understand the contents of this publication. This handbook will answer many of your questions about your child's school. Please feel free to call the school if you have any questions that are not answered in this handbook. We look forward to a good year as we work together to educate your children. Thank you so much for your cooperation.

## **STATEMENT OF PHILOSOPHY**

We believe that all students should experience academic success at the highest level possible. We believe that if we can develop a positive and effective home/school connection, we can make it possible for our students to experience success. We believe our students should have a safe, pleasant, collaborative environment in which they learn. We believe our students deserve to be exposed to a developmentally appropriate program that allows them to learn by using all modalities of learning. We believe our students deserve to be exposed to a program that makes sense and can be applied to life's situations. We believe our students must develop all the skills necessary to be successful in a world we have not experienced. To accomplish this, students must learn how to learn, think, communicate, analyze data, and solve problems in a technological society. They must learn the social skills necessary to get along with people in a cooperative manner. We believe our students must learn to get along with people who are very different from themselves, and who have different ideas and values. We want our students to learn to be responsible, industrious, honest, hard-working, and caring people. To achieve these goals, we must accept every child where he/she is educationally, as well as developmentally, socially, emotionally, and physically. We believe that the plan we have developed will enable us to make significant strides toward achieving an educational program consistent with our philosophy.

## **SCHOOL DAY AND ARRIVAL TIME**

The school day begins at 9:00 AM and ends at 3:45 PM. Afternoon kindergarten begins at 1:00 PM. Students shall not arrive at school before 9:00 AM, as no supervision is available before that time. Afternoon kindergarten students shall not arrive at school before 12:50 PM, also due to lack of appropriate supervision.

## **ACCESS TO INFORMATION & DELAY/CLOSURE COMMUNICATIONS**

**Solanco app:** The app provides students, parents, Solanco staff and community members with quick, reliable and convenient notification of school delays, cancellations and other events in Solanco. The mobile app can be downloaded from the **iTunes App Store** or **Google Play Store** onto smartphones, tablets, ipads and other mobile devices.

**Website:** Visit [www.solancosd.org](http://www.solancosd.org) for information.

**Facebook/Instagram/Twitter** For information and photos about student accomplishments and events in our schools, follow Solanco on Facebook – **Solanco School District**, Instagram – **solancoschldist**, and Twitter **@SolancoSchIDist**.

**Television & Radio:** School delays or closings are also available on one of the following stations:

WGAL-TV	Channel 8	<u>RADIO</u>
ABC	Channel 27	WDAC 94.5
Fox	Channel 43	FM 97
WLYH TV	Channel 15	WJTL 90.3
WHP TV	Channel 21	WARM 103

### **MODIFIED KINDERGARTEN SCHEDULE**

The Solanco School District has adopted a Modified Kindergarten Schedule when, and ONLY WHEN, a two-hour delay for the school's starting time is announced due to bad weather. When the Modified Schedule is used, all morning kindergarten students will arrive at school with the other students. They will be dismissed one hour later than their normal dismissal time and will begin to be bussed home at 1:00 PM. The afternoon kindergarten students will therefore be picked up and transported to school one hour later than usual and will come home on their regularly scheduled afternoon bus. Extended Day Kindergarten students are only affected with the two-hour delay because they attend school all day. They will arrive and leave with all of the other students.

### **ATTENDANCE**

The Solanco School Board requires that school-aged students enrolled in District schools attend school regularly. The educational program is dependent upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The following are our guidelines for marking attendance:

1. Students arriving late but before 11:00 AM are marked tardy.
2. Students arriving after 11:00 AM are marked absent for one-half day.
3. Students leaving before 2:00 PM are marked absent for one-half day.

Due to the importance of a child's education, absences from school are discouraged except for the following excused reasons. Absences that do not fall under these categories, may be deemed unlawful.

Illness	Injury	Family Emergency
Doctor/Dental Appointments	Authorized School Activities	Pre-Approved Educational Trips

When your child misses school, please send a written excuse note on the day that he/she returns. If no excuse note is received, an excuse card will be sent home with your child. If a written note or excuse card is not received within three days of returning from the absence, the absent day(s) will be marked unlawful. Parents must send signed written excuses even if they call to inform the office of the absence.

### **POLICY ON PERMISSION REQUEST FOR EDUCATIONAL TRAVEL**

Applications for Pre-Approved Educational Trips are available from the school office. In conformity with Pennsylvania Code, Title 22, Chapter 11, the Solanco School District has provided for exceptions to the normal attendance regulations as follows:

Educational Tours and Trips: The District recognizes that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the school year. Upon receipt of a **written request five days prior to the trip**, pupils may be excused from school attendance to participate in educational tours and trips when such a trip is approved by the building principal. Pre-approval forms are available online at *www.solancosd.org*. The determination of each request will be made based on the following: prior attendance records, previous requests, and the conformity of the planned trip to the rules governing what constitutes an educational trip under board policy.

District Guidelines:

1. Excusal from attendance will be granted for trips provided the following conditions prevail:
  - a. The trip shall be of an educational value.
  - b. The parents shall present to the school official a preview of the educational tour on the form provided, or on additional sheets, if necessary.
2. It is understood that the parents or some other approved adult will be in charge of the educational program of the child or children and will be responsible for the continued educational progress of the child. It is important that:
  - a. Teachers are contacted for assignments or work that will be missed during the trip.
  - b. Principals shall be notified in sufficient time (5 days) to allow for the proper communication.
  - c. Building principals may require (at their discretion) a folder of materials and work completed by the students during the trip, to be turned in to the principal upon return from the trip.
  - d. Upon returning to school, students will be responsible for the work missed, and will be held accountable for knowledge and/or skills as they pertain to their continuing education.
  - e. All make-up work is to be accomplished to the satisfaction of the teacher.

### **PROCEDURES FOR PARENTS TO FOLLOW WHEN A QUESTION OR PROBLEM DEVELOPS**

The Solanco School Board has developed an efficient method for parents to follow when a question or problem arises. Believing that problems are best handled at the level where they develop, the board has established the following sequence:

1. Teacher
2. Building Principal
3. Superintendent of Schools
4. Solanco School Board

Whenever you have a question, concern or problem, always start with your child's teacher. If the problem cannot be resolved at this level, consult the building principal, etc.

### **CONFERENCES**

If you need a conference with your child's teacher or with the school principal or counselor, please call the school for an appointment so that a time may be reserved for you. If you come to school without an appointment, you may not be able to talk with the person you desire to see. We cannot take teachers away from teaching their classes for a conference. Teachers usually have tasks or meetings scheduled in the mornings before school begins. We do want to communicate with you, but we ask that you book an appointment.

### **PARENTS/VISITORS**

Parents are partners in education. We welcome the involvement of parents in their child's education, but ask if visits to the classroom are going to be made that can be pre-arranged with the teacher in order to ensure availability. All visitors must stop at the office and register upon arrival. To ensure safety for all students and in accordance with state and federal law, regular volunteers/visitors will be required to obtain official clearances in order to work with our students (Act 114 Federal Criminal History Record Check, Act 151 Child Abuse Clearance, and Act 34 PA Criminal Background Check) and complete online training for Child Abuse Recognition and Reporting (Act 126) . Clearance forms and training information may be obtained online and in school offices. Approved clearances must be submitted and will be kept on file in the district office.

### **SCHOOL BUS AUDIO AND VIDEO MONITORING POLICY**

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 and to ensure student safety. 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.

### **SCHOOL BUS - STUDENT CODE OF CONDUCT**

We should all be concerned with maintaining a safe and healthy atmosphere aboard our school buses. In pursuit of this ideal, we have submitted this Code of Conduct, which is to be read, understood, and adhered to by all students. Serious infractions of this code can lead to withdrawal of bus riding privileges.

#### **BUS EXPECTATIONS**

Show kindness	Be responsible for your actions
Respect bus property	Use respectful language
Respect others' personal space	Remain seated while bus is moving
Sit in assigned seat	Follow school rules

#### **FOR YOUR SAFETY**

Don't point laser pointers	Don't spray cologne/perfume/etc.
Don't eat food/drink	Don't bully another student

In special instances parents may request that students be permitted to ride other buses to another destination. If a student wishes to ride the bus home with another student, requests must be made in writing from parents of both students. Permission will be granted only by the school principal's office or the transportation office. The request must be in writing. This request will only be granted if there is space available on the bus concerned.

### **BUS DISCIPLINE**

Bus rules must be obeyed at all times. We want our buses to provide safe transportation for all students to and from school. School bus drivers have the authority to require students to follow the rules. Bus drivers may refer students to the building principal for serious or continuous infractions of the rules. A student who continually breaks school bus rules will be suspended from riding the bus for a short or extended period of time.

### **KINDERGARTEN BUS STOP POLICY**

In accordance with Pennsylvania State Law, kindergarten students will not be dropped off without an adult or older sibling at the assigned bus stop. The student will be returned to the school at the end of the run and parents/guardians will be responsible to retrieve the student from the school in a timely manner.

### **HEALTH ROOM**

#### **RULES FOR TAKING MEDICINE IN SCHOOL**

1. Written parent/guardian permission must accompany the medication to be taken.
2. Medication should be in the **original pharmacy labeled container** and must be accompanied by a written order from the physician.
3. All medication must be given to the nurse by a parent or guardian (or a responsible adult they choose to delegate). Medications are not permitted to be transported by the student.
4. Only the medication needed for the specified period of time should be brought to school. The health room will not store more than a 30-day supply of medication at one time.

#### **EMERGENCY FORMS**

1. It is important to keep the school informed of all address and telephone information, and any changes that might take place during the year.
2. Alternate person – This needs to be someone in the area who CAN come to school, and care for your child if we are unable to contact you.
3. If the school is unable to contact the parent or alternate person by the end of the day, the child will be sent home on the bus.

#### **FEVER/ILLNESS**

A fever is a sign that the body is fighting an infection. A student must be fever-free for 24 hours (without fever-reducing medication) before returning to school. If a student is vomiting or has diarrhea, they should stay home until symptoms have been resolved for 24 hours.

## **HEAD LICE**

Head lice can be a nuisance and may come up in any setting that involves close contact. While they do not present a medical risk, they can be difficult to eliminate. Control of head lice depends on prompt diagnosis and effective treatment. Your help in inspecting your child at least weekly throughout the school year for the presence of head lice would be greatly appreciated.

The louse is a small, flat, grayish insect. It does not hop or fly and is found only on humans. The louse's eggs, called nits, appear as tiny white specks bonded (cemented) to individual hair shafts near the scalp. Look for nits behind the ears and on the nape of the neck (upper back of the neck). They resemble dandruff, but stick firmly to the hair. Head scratching is often the first sign that there is a problem.

Nits (eggs) will hatch in 8-11 days. Once hatched, they will further develop to form adult lice. Adult lice usually survive three (3) days off the body but may live up to ten (10) days. Head lice are spread mostly by direct head-to-head contact. The sharing of hats, combs, and other hair accessories may also spread head lice.

If you suspect your child is infested with head lice, please notify the school nurse. In addition, the entire family should be inspected for head lice as well. The following information may be helpful in treating your family. Please consult your doctor regarding which treatment he/she recommends. There are several prescription medications that have been helpful with the treatment of lice in children.

### **Over-the-counter/ prescription treatment**

- Head lice may be treated with shampoos specifically labeled for head lice.
- Read and follow the label direction carefully and specifically. Parents should use caution when dealing with any insecticide, particularly on children.
- If the package directions indicate, apply a second treatment 10 days after the first application to kill lice that hatch after the initial treatment.
- Lice shampoos do not remove the eggs from the hair.
- You should not treat anyone who does not have live lice (or nits close to the head) and do not use these products as a prevention method to avoid lice.
- Combing can help further reduce the number of live lice and nits on the hair.
- Remove Head lice and nits:
- Use a fine-toothed louse or nit comb. These combs may be included within packages of chemical treatment or you may buy one from most drug stores. Combs with metal teeth spaced close together seem to work best.
- Hair should be cleaned and well-combed or brushed to remove tangles before using a louse comb. Clean the louse comb frequently to remove any caught lice or eggs.
- Sit behind your child and use a bright light (and magnification if needed) to inspect and comb through the hair, one small section at a time.
- Repeat combing until no more active lice are observed.
- Comb daily until no live lice are discovered for two weeks. It may take several hours each night for several nights to tackle the problem.



- Adult female lice cement eggs to the base of a hair shaft near the skin. As the hair grows, eggs are moved away from the scalp. Eggs more than ½ inch from the scalp are nearly always hatched, and this does not mean live lice are present.
- Combs, brushes, hats and other hair accessories in contact with an infested person should be washed in hot water each day to dislodge any lice or nits.

#### **Treatment of clothes, house, and car:**

- A clothes dryer set at high heat or a hot pressing iron will kill lice or their eggs on pillowcases, sheets, clothes, towels, and similar items your child has been in contact with in the past 2 days.
- Lice and their eggs on objects (e.g. toys) may be killed by freezing temperatures. Objects that cannot be put in a clothes dryer may be placed in a freezer (or outdoors if sufficiently cold) for several days. You may also bag items for 2 weeks.
- Lice off the head usually dies within 2-3 days and eggs generally cannot live much longer. Vacuuming the house is recommended.
- Insecticide spray may be used for home, vehicles, carpets, and furniture. However, if you have children with allergies or asthma, you should consult your doctor. Proper cleaning can eliminate the need for insecticides.

#### **District Guidelines in Addressing Head Lice**

The District follows guidance provided by the Department of Health School Division and the American Academy of Pediatrics to combat the spread of head lice amongst our students. Students found with live lice will have their parents notified to recommend that the student is picked up and treated. The DOH and AAP do NOT recommend no-nit policies, schoolwide screenings, or mandatory exclusion for head lice, and District protocol reflects these positions.

The discovery of nits in a child’s hair also has the potential for an infestation. If the school nurse finds nits, parents will be notified and given direction to treat. The school nurse will provide parents with instruction in checking their child’s head and the school nurse will continue checks on the child’s head until there are no nits present.

#### **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 dentist.

## **BMI INFORMATION**

As part of the Department of Health's Required Growth Screening Program, all Pennsylvania families with school-aged children in kindergarten through twelfth grades are to receive a letter informing them of their child's height, weight, BMI, and BMI percentile. A child whose BMI percentile is greater than 85 percent of his peers may be considered at-risk for being overweight. A child whose BMI percentile is equal to or greater than 95 percent of his peers is considered overweight. A BMI percentile less than five percent is considered underweight. The BMI measurement is considered a screening tool and is not a definitive measure of overweight as it does have limitations. Some athletes may have higher than expected BMI percentiles due to increased muscle mass.

The BMI screenings will be done in the future, and you will receive a hard copy of the results. Please call the nurse at your child's school if you have any questions about the results. Being overweight has many serious effects on a child's well-being, now and in the future. Maintaining a healthy weight will lessen the chance of your child developing medical conditions such as diabetes and high blood pressure. It may also help your child/children feel better about themselves and reduce their risk for depression. Keeping in mind that BMI measurement is only a health screening, please share the letter with your doctor, and if necessary, discuss steps that your family can take to lead a healthier life. The letter is being sent home because when it comes to preventing children from becoming overweight, we know that parents can make a difference.

## **MISCELLANEOUS**

No person suffering from the following conditions may attend school: bacterial pinkeye, impetigo, scabies or MRSA.

## **HOMELESSNESS**

The Solanco School District seeks to ensure educational stability and success for homeless students. The district will ensure that homeless students have access to the same educational programs and services provided to other district students.

### **Definition of Homeless Students**

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
- Living in emergency, transitional or domestic violence shelters.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as run-away children.

- Abandoned or forced out of homes by parents/guardians or caretakers.
- Unaccompanied youth, defined as any child not in the physical custody of a parent/guardian.

#### **Student Rights Provided by McKinney-Vento Homeless Assistance Act**

- Immediate school enrollment.
- Enroll in the local school where they are living, or remain in their original school.
- Receive transportation to their original school, if requested.
- Receive free breakfast and lunch.

Should you need assistance, please reach out to our Homeless Liaison – Dr. Robert Dangler via email ([robert\\_dangler@solancosd.org](mailto:robert_dangler@solancosd.org)) or phone (717) 786-5609.

#### **CAFETERIA - BREAKFAST AND LUNCH**

The school cafeteria provides a wholesome breakfast and lunch each day for students who wish to buy them. Students may eat breakfast in the school cafeterias upon arrival each morning (or pick up breakfast on the way to the classroom for schools with “grab-and-go” breakfast). Breakfasts may be paid in the same manner as lunches. The cost of breakfast is \$1.25 for full pay and \$.25 for reduced pay. The cost of lunch is \$2.25 for full pay and \$.40 for reduced pay. **Prices are subject to change.**

Free and reduced price breakfasts and lunches are available to families. Any child who is eligible for free or reduced price lunches is also eligible for free or reduced price breakfast. Contact the school office or the food services department for more information.

Solanco School District utilizes a Point of Sale (debit system) to handle your child’s payment for both breakfast and lunch sales. We strongly encourage you to prepay money into your child’s account. This allows us to move the lines more quickly and eliminates the need for your child to carry cash each day. To send money with your child to school, please clearly print your child’s name and the building they attend on the envelope to avoid errors in crediting their account. If you have any questions regarding the P.O.S. system, please feel free to contact your child’s building cafeteria manager or the Food Service Department at 717-786-8401. You may choose to make electronic contributions to your child’s dining account by accessing the link through [www.solancosd.org](http://www.solancosd.org) and selecting the food services department (applicable fees apply). Negative balance letters will be mailed home to parents/guardians from the Central Office periodically.

#### **DRESS CODE**

Children should arrive at school dressed in clean, neat clothes according to the weather. Students usually have an outdoor recess, even on cold days, so students should be prepared for outdoor conditions with boots, hats, gloves, etc. If your family is struggling to provide their child with clean and appropriate clothing, please contact the guidance office at your child’s school to be connected with appropriate community support resources.

**Appropriate dress for students:**

Students are expected to dress in keeping with good taste and propriety.

Extreme styles, including torn jeans, tank tops, muscle shirts, halter-tops, spaghetti strap shirts, exposure of navel, midriff or undergarments, or clothes/hairstyles worn in an unusual or distracting manner are not permitted. For safety reasons, flip-flops and open-toed shoes are strongly discouraged.

All clothing and apparel including jewelry and accessories displaying indecent writing, illustrations, or pictures, or reference to tobacco, alcohol, drugs, drug paraphernalia, sex, or graphic illustrations of violence are not permitted. Students should not wear clothing that conveys a double meaning of a sexual, obscene or vulgar nature.

Only shorts of mid-thigh length or longer will be permitted. No tight shorts, cut-offs, spandex, boxer, unhemmed, gym or biking shorts will be permitted.

No outerwear, including but limited to: hats, caps, or other headwear, sunglasses coats, jackets, or windbreakers, may be worn in school except upon entering or exiting, or with special permission.

**REPORT CARDS AND CONFERENCES**

To monitor your child's academic progress, report cards are sent home every nine weeks for grades one through five, and every twelve weeks for kindergarten. Please review the report card, sign the envelope and return the envelope to school.

Parent-teacher conferences are scheduled in November. Additional conferences can be arranged during the year, if needed. Please contact your child's teacher to arrange additional conferences as needed.

**INSTRUCTIONAL TECHNOLOGY**

Solanco elementary schools are CIPA (Children's Internet Protection Act) compliant and maintain an updated listing of all programs used instructionally on our website. A hard copy can be provided upon parent request to the school office.

Students will have access to a device (ipads for K-3 and laptop for 4-5). Students and parents are required to sign a form stating that they have reviewed a copy of the Acceptable Use of Internet, Computers and Network Resources (Solanco School Board Policy - 815). A copy of Policy 815 is distributed to all students at the start of the school year and is available at <http://go.boarddocs.com/pa/sola/Board.nsf/goto?open&id=A2CSK8641D92>.

### **LIBRARY**

Books are to be returned one week from the day they were signed out. If a book is accidentally torn, we ask that it not be repaired at home since special book tape is necessary to make the repairs. Please advise the librarian of the need for repair when the book is returned. Students are responsible for the replacement of damaged or lost books. If a book is lost, please send a note to the librarian indicating that you are aware of the missing book and the responsibility for replacement should the book not be found. Since most books are located, we do not ask for payment until the issue is investigated. While overdue fines are not charged at the elementary level, students are encouraged to accept the responsibility for returning books promptly since fines are charged at the middle and high school levels. Overdue books result in restricted use of the library.

### **TOYS**

Students are **not permitted** to bring toys to school (this includes trading cards of any type). The school will not be responsible for lost or broken toys.

### **ADMINISTRATION OF DISCIPLINE**

**PURPOSE:** The purpose of discipline in Solanco schools is to encourage respectful behavior. It should function to enable students to recognize and exercise their rights and responsibilities within society and the school community.

The following are behaviors that are categorized as Level 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.

#### **Definitions of Behavior Levels:**

**Level 1 -** Student misbehavior that impedes an 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 which prove significantly disruptive to the educational process.

#### **Examples of Level Violations:**

#### **LEVEL 1 VIOLATIONS**

**Examples of:**

- |   |                                   |
|---|-----------------------------------|
| Tardiness/unexcused lateness                                  | Misuse of pass                    |
| Failure to report to class                                    | Dress guideline violations        |
| Abuse of hall privileges                                      | Minor classroom/school misconduct |
| Cafeteria misconduct  | Minor defacing of school property |
| Inappropriate language, not directed at any particular person |                                   |
| Failure to complete assignments or carry out directive        |                                   |

**Examples of Recommended Discipline for Level 1:**

**(More than one may be used.)**

- |                                     |                                |
|-------------------------------------|--------------------------------|
| Behavior contract or incentive plan | Clean-up area                  |
| Verbal reprimand                    | Detention                      |
| Conference                          | Suspension of privileges       |
| Parent contact                      | Restitution                    |
| Apology from student                | Referral to guidance counselor |
| Assigned seating                    |                                |

**LEVEL 2 VIOLATIONS**

**Examples:**

- |                                   |   |
|-----------------------------------|---|
| Repetitions of Level 1 violations | Academic dishonesty                             |
| Leaving school grounds            | Major classroom/school misconduct               |
| Leaving class without permission  | Bus misconduct                                  |
| Assembly misconduct               | Use or possession of tobacco products           |
| Cafeteria misconduct              | Inappropriate language directed at a peer       |
| Truancy                           | Failure to complete assigned Level 1 discipline |

**Examples of Recommended Discipline for Level 2**

**(More than one may be used.)**

- |  |  |
|--|--|
| School or community service  | Any Level 1 option not used            |
| Restitution  | Referral to instructional support team |
| Suspension of bus privileges   | Referral to legal authorities          |
| Administrative discipline ranging from detention or in-school suspension |  |

**LEVEL 3 VIOLATIONS**

**Examples of:**

- |  |   |
|--|---|
| Theft  | Repetitions of Level 1 and 2 violations |
| Fighting   | Vandalism of school property            |
| Assault  | Vandalism of student/staff property     |
| Defiance/disrespect  | Harassment or bullying                  |
| Violation of internet policy   | Cyber-bullying                          |
| Intimidation of or threat against another student/staff                  |   |
| Behavior that results in bodily harm/property damage (to self or others) |   |

**Examples of Recommended Discipline for Level 3:**

**(More than one may be used.)**

- |   |                              |
|---|------------------------------|
| Referral to Legal Authorities                 | Any previous option not used |
| School Board Review                           | Expulsion                    |
| Out of school suspension/In-school suspension |                              |

## **LEVEL 4 VIOLATIONS:**

### **Examples of:**

Repetitions of level 1, 2, 3 violations

Arson

Bomb threat

False fire alarm

Physical attack of a school employee

Other behaviors judged as Level 4 offenses by the administration

Possession/use/transfer/sale of a weapon or potentially dangerous object (Pol. 218.1)

Use/possession/transfer/sale of drugs, drug paraphernalia, alcohol or other controlled substance or "look alike" substance (Pol. 227)

### **Examples of Recommended Discipline for Level 4:**

#### **(More than one may be used.)**

Expulsion      School board review      Referral to legal authorities

Out of school suspension/in-school suspension

## **DISCIPLINE DEFINITIONS**

### **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. In-School Suspension**

Students who are placed in In-School suspension have lost the privilege of interacting with the student body and will eat lunch in the office/conference room. All assignments provided are to be completed prior to the end of the suspension time. If a student is absent during the suspension dates, the student will make up that time upon return to school.

### **3. Out-of-School Suspension**

Students assigned out of school suspensions are to complete all classroom work assigned during their suspensions. The teachers will provide assignments but it is the student's responsibility to pick up and complete these assignments. All assigned work must be completed within three days of the return to school unless another deadline is specified on the assignment. Students are not permitted on any district property during the time of their suspension.

### **4. 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. Students not permitted to ride the bus are expected to attend school. Any absence as a result of loss of bus privileges will be marked unlawful.

### **5. 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	weapons violations	criminal offenses
violation of the penal code	assaults	fight
false alarms/bomb threats	harassment	repeated violations of rules
violation of behavioral contract	defiance/insubordination	
endangering the health and safety of oneself and others		

**6. Arrest**

In the event a specific crime has occurred the district reserves the right to press charges with the local law enforcement agency. Violations of the drug, alcohol, and weapons policies may also include involvement of local law enforcement authorities.

**7. Removal of Privileges**

School privileges may be withdrawn when students violate provisions of the discipline code. These may include extracurricular, school social events and/or membership or leadership positions in clubs, class or other school organizations. Also, students may be removed from the cafeteria for inappropriate behavior.

**8. 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 has been made. The district reserves the right to press charges with the local law enforcement agency.

**9. Student Behavior Plans**

Student behavior plans will be utilized to address behavior problems. These agreements exist between the student, parent, teacher and administrator and must be upheld or a failure to do so could result in further disciplinary action. The goal of such plans is to affect student behavior and academic progress in a positive manner.

**The administration reserves the right to adapt and revise the disciplinary code as necessary depending on the circumstances in order to assure a safe and secure learning environment for students and 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.

**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, suspension, possible involvement of the Pennsylvania State Police 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 in-school suspension to the loss of bus privileges.

**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.

- A. Under no circumstances will throwing of food or any other item be permitted.
- B. Treat the cafeteria workers with respect.
- C. Each person is responsible for what he or she brings to the tables, and all the people at the table are responsible for leaving the table and floor area clean.
- D. 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.
- E. Disruptive behavior will not be tolerated.
- F. Students are to remain seated at tables until dismissal. Discipline will depend on the severity and number of violations.

**5. Class Misconduct** is any behavior which impedes the learning process from continuing either for the individual or for other students. Discipline will depend on the severity of the incident.

**6. Cyber-Bullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the School 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 cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be the subject of appropriate discipline.

**7. Defiance/Disrespect/Insubordination** is the willful disregard of an educational directive. Depending on the severity of the defiance, the repetition of such defiance, the discipline will range from suspension to expulsion.

**8. Drug and Alcohol Violation** is a violation of the drug and alcohol policy as defined in this handbook. This includes the possession and transfer of non-approved prescription medications and/ or look-a-like substances.

**9. 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.

**10. Fight** is the mutual exchange of punches. 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 all of the following consequences: parent notification, suspension, possible involvement of the Pennsylvania State Police and Board action.

**11. Harassment or Bullying** is the repeated tormenting or intimidation of another individual through verbal, non-verbal or written communication or through physical intimidation. Harassment can be racial, sexual, ethnic or regarding a student's disability. Discipline ranges from formal warning to expulsion and police action.

**12. Inappropriate Language**. The use of profanity or derogatory remarks is not permitted.

**13. Inciting/Participating in Disturbances** refers to student involvement 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.

**14. Refusal to Cooperate with School Rules** Any student who fails to abide by the rules listed in the Student Handbook as well as specific classroom rules or repeatedly fails to improve his/her behavior has refused to cooperate with school rules. Discipline ranges from suspension to expulsion.

**15. Theft** is 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 suspension to expulsion.

**16. Tobacco Violation** It is against Solanco School Board Policy to possess smoking paraphernalia or any tobacco product, including smokeless tobacco and/or electronic cigarettes. Students are prohibited from using any tobacco product on school grounds, on buses and at any school sponsored event.

**17. Truant** Having three or more school days of unexcused absence during the current school year.

**18. Vandalism/Destruction or Unlawful Use of School Property** This refers to 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 the determining of the responsibility for acts of vandalism. Discipline ranges from detention to possible expulsion.

**19. 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 result in suspension to possible expulsion.

**20. Violation of the Crimes Code** Any pupil of the Solanco School District 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 suspension to expulsion.

### **ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES, LOOK--LIKE SUBSTANCES, AND SOLVENTS**

This policy and its associated guidelines are an effort by the school district to respond effectively to the potential and current use and abuse of alcohol and drugs by members of its school population.

For purposes of this policy, “substance” shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, any chemical, any abused substance or any medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student’s health record and given in accordance with the school district’s policy for the administration of medication to students in school.

**Alcohol, drugs, tobacco and controlled substances are not permitted on the school grounds by ANY persons at any time.**

### **POSSESSION AND/OR USE OF WEAPONS AND DANGEROUS OBJECTS**

Students are prohibited from possessing, concealing, carrying, storing, or using weapons or dangerous instruments, including explosive and incendiary devices (fireworks and the like) while on the 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.

For the purpose of this policy, a weapon is defined as anything readily capable of harmful and/or lethal use. This includes any firearm, knife, dagger, razor, other cutting or stabbing implement or club, any item possessed or used under circumstances not manifestly appropriate for lawful uses it may have. The term “firearm” includes an unloaded firearm and the unassembled components of a firearm.

In accordance with the Federal Gun-Free School Act of 1994 violations of this policy shall result in a one-year expulsion from school. Weapons and dangerous instruments will be immediately confiscated by appropriate school personnel. Additionally, at the time of such violations, local police authorities shall be notified as may be appropriate, including whenever possession or use of a weapon or dangerous instrument 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 timely fashion.

All “look-alike” weapons are prohibited on school property. Failure to comply will result in suspension from school. Any “look-alike” weapon or other object used to scare, intimidate, or threaten anyone on school premises, on the way to or from school, and/or while attending school sponsored activities is also prohibited by this policy and will result in a one-year expulsion. The use of any noxious substance, such as including mace, is also prohibited by this policy and will result in a one-year expulsion.

### **SEXUAL HARASSMENT STATEMENT**

The district will not tolerate sexual harassment by its employees or by students. Sexual harassment includes but is not limited to sexual activity, verbal or physical advances, comments or jokes regarding physical or personality characteristics of a sexual nature and any harassing conduct to which a student would not be subjected but for the student's sex.

Student-to-student sexual harassment should ordinarily be handled by the teacher or principal. Except in extreme or unusual cases, the punishment will be handled as any other student misconduct. When the situation involves severe misconduct or threat of harm to another student, steps will be taken to remedy the situation and to protect the victim or victims. Our students need to feel safe and protected from all forms of harassment.

### **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 Dr. Robert Dangler, Title IX Coordinator, at 121 S. Hess Street, Quarryville, Pennsylvania, 17566, or phone (717) 786-8401, or to the Director of the Office of Civil Rights, Department of Education, Washington, DC 20201.

### **SECTION 504 STATEMENT**

It is the policy of the Solanco School District not to discriminate against any qualified handicapped persons 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 1973. Inquiries may be directed to Dr. Robert Dangler, Section 504 Compliance Coordinator, 121 S. Hess Street, Quarryville, Pennsylvania, 17566, or phone (717) 786-8401, or to the Director of the Office of Civil Rights, Department of Education, Washington, DC 20201.