

## TABLE OF CONTENTS

Statement of Purpose	2
Mission Statement	2
Respect Statement	2
Student Services	3
Student Clubs and Activities	4
<b>STUDENT INFORMATION</b>	
Library Media Center	5-6
Conference/Activity Period	7
Assemblies	7
Illness at School	7
Wheelchair/Crutches and Elevator Use	7
Accidents	7
Lost and Found Articles	7
Cafeteria	7
Campus Boundaries	8
Dances	8
Visitors	8
Jack Hontz Way (Pedestrian Overpass)	8
Driving Privileges	8
Buses	9
<b>ATTENDANCE PROCEDURES</b>	
Attendance	10
Arrival and Dismissal	10
Excused Absences	10
Return from Absence	10
Early Dismissals	11
Extended Travel	11
Unexcused Absences	11
Tardiness	11
Truancy and Absence	11
Disciplinary Consequences	12
<b>ACADEMICS</b>	
SHHS Grading Schedule	13
Grade Point Average	13
Honor Roll	13
Varsity Arts Letter	13
Academic Integrity Guidelines	13
Eligibility Standards/Extracurricular Activities	14
Qualifications for National Honor Society	15
<b>DISCIPLINE AND STUDENT CONDUCT</b>	
Acceptable Use of Network, Internet, Computers	16
Student Dress Code	17
Code of Conduct/Discipline Policy	19-26
WSSD Controlled Substances Policy #227	27
WSSD Guidelines for Suspension/Dismissal from Extracurricular Activities Policy #122	29
Possession of Weapons	29
<b>Bell Schedule</b>	31
<b>2021-2022 Calendar</b>	32-33

## **STATEMENT OF PURPOSE**

This handbook is designed to inform students, teachers, and parents of the policies, procedures and rules of Strath Haven High School.

The goal of the policies and procedures of Strath Haven High School is to promote an optimal learning climate and to provide a structure that will allow all Strath Haven students to develop the self-discipline necessary to assume a positive place in society. Accomplishing these tasks requires active and positive participation by students, parents, staff, and administrators. The following are several more important expectations implicit in this participation:

- ✓ Students will assume responsibility for their behavior
- ✓ Students and parents will become familiar with the handbook
- ✓ Parents will review the attendance and discipline sections with their children
- ✓ Strath Haven High School staff members will strive to administer the attendance and discipline policies consistently and fairly

## **MISSION STATEMENT**

Strath Haven High School graduates will possess the ability to apply their knowledge and skills to:

- ✓ act as responsible citizens engaged in their community, nation, and the world around them,
- ✓ exhibit intellectual curiosity and aesthetic appreciation,
- ✓ demonstrate self-awareness and informed critical thinking,
- ✓ maintain personal integrity and healthy decision-making

in order to ensure success in post-secondary education, the workplace, and the home.

## **RESPECT STATEMENT**

All members of the school community are expected to be respectful of each other.

Negative comments about anyone's race, nationality, religion, physical appearance or ability, intellectual capability, gender identity, sexual orientation, work ethic or character are unacceptable and will not be tolerated.

## STUDENT SERVICES

Academic Programs	Guidance Dept.-Your Counselor
Activities Programs	Ms. Jennifer Zanoni
Announcements	1 <sup>st</sup> Floor Office
Athletics	Mr. Pat Clancy, Athletics Director
Attendance	1 <sup>st</sup> Floor Office
School District Transportation	1 <sup>st</sup> Floor Office
Career Services	Career Center Coordinator
College Board Testing	Guidance Dept.-Your Counselor
College Catalogues	Career Center Coordinator
College Rep. Visitations	Career Center Coordinator
Computers	Technology Coordinator
Curriculum and Program Planning	Guidance Dept. -Your Counselor
Early Dismissal	Attendance Desks
Fund-Raising	Activities Director
Guidance Services	Gr. 9 Ms. Jocelyn Smith
	Gr.10-12 Mrs. Kristin Dunning
	Mrs. Jennifer Salvage
	Ms. Robin Smith
	Nurse's Office
Health Problems	Guidance Dept.-Your Counselor
Independent Study	Career Center Coordinator
Jobs	1 <sup>st</sup> Floor Office
Lateness	1 <sup>st</sup> Floor Office
Lockers	1 <sup>st</sup> Floor Office
Lost and Found	Guidance Counselor, School
Mental Health Concerns	Psychologist, Crisis Counselor,
	School District Social Worker
	Career Center Coordinator
Mentorships and Field Career Opportunities	
Safety, Order and Discipline	Mrs. Tabatha Duffy
Grade 9	Mr. Thomas McLaughlin
Grades 10 & 11	Mrs. Andrea LaPira
Grade 12	Mrs. Andrea LaPira
Schedule Changes	Mrs. Tabatha Duffy
Student Assistance Program	Mr. Thomas McLaughlin
Working Papers	Guidance Dept. - Your Counselor
	School Psychologist
	1 <sup>st</sup> Floor Office

## STUDENT CLUBS & ACTIVITIES

Athletics Director: Mr. Pat Clancy  
Activities Director: Ms. Jennifer Zaroni

Activities Council  
Anime Club  
Ceramics  
Fine Arts  
Graphics  
Photo  
Black & Silver Interact Club  
Bloodmobile Drive  
Chess Club  
Class Cabinet  
Computer Club  
Debate Club  
Environmental Club  
French Club  
German Club  
Dance Haven  
Delco Hi-Q Team  
Diversity Trainers  
GSA (Gay Straight Alliance)  
Graphic Design Club  
Green Haven Club  
Interior Design Club  
Kids on the Block  
Literary Magazine – Jabberwocky  
Mock Trial  
National Honor Society  
Neighborhood Council  
Newspaper – Panther Press  
No Place for Hate  
Outdoor Adventures Club  
PA Math League  
Peer Education  
Ping Pong Club

Robotics  
S.A.D.D.  
Science Olympiad  
Spanish Club  
Student Council  
Tech Crew  
UPOC (United People of Culture)  
Video Productions

### **Music**

Band Camp  
Band Front  
Camerata, Cantata, Silvertones  
Jazz Band  
Jazz Choir  
Marching Band  
Orchestra  
Symphonic Band  
Wind Ensemble

### **Theater**

Costume Club  
Drama  
Make-Up & Props Crew  
Musical  
Scenic Design  
Set Construction  
Technical Crew  
Theater Productions

# Student Information

## LIBRARY MEDIA CENTER

### Mission

The mission of the Strath Haven High School library media program is to ensure that students graduate as competent, critical and ethical users of information. Our goal is to prepare lifelong learners and information literate citizens, who are able to determine their information needs, recognize relevant information, solve problems, and effectively communicate the results of their research. We strive to create a comfortable and welcoming working environment for the school community.

### Staff

Ms. Beth Cohen, Librarian

### Hours

The Strath Haven Library is open each school day from 7:00 a.m. to 3:00 p.m.

### Procedures

- Students may come to the library with a white pass signed by a subject Teacher.
- During Block 3, students can use a white pass, or check out a laminated Lunch Pass before school to come during their lunch period. The number of available Lunch Passes depends on the number of classes scheduled to use the library during Block 3.
- Upon entering the library, students should put their white pass in the basket and **LEGIBLY** sign the attendance sheet on the checkout desk. Doing so assists the staff in helping the students as well as keeping attendance statistics.
- Students with laminated passes should give their pass to a staff member and initial the daily attendance sheet.
- Students are expected to push in chairs and leave the library in a clean condition, especially before and after school.
- No food, beverages, or chewing gum are permitted in the library. There should be no more than four people to a table. Quiet discussion is welcome. Students not following these guidelines will be asked to leave.
- Students coming after school do not need a pass, but are expected to be **working quietly and independently**.
- Students must be respectful of each other and the staff at all times.
- If any of these expectations is repeatedly violated a student could have their library privileges revoked.

### Rules for Internet Use

All use of the Internet must be in support of education and research and must be consistent with the purposes of the School District. Students must follow the Terms and Conditions Wallingford-Swarthmore School District Internet Use Policy.

Database Passwords for Remote Access from SHHS Library Online Resources Page

	<p>User name: <b>wssd</b> Password: <b>library</b></p>		<p><b>Grove Art</b> User name: <b>haven</b> Password: <b>panther</b></p>
	<p>User name: <b>p12893</b> Password: <b>shhslibrary</b></p>		<p><b>Grove Music</b> User name: <b>haven</b> Password: <b>panther</b></p>
	<p><b>World History</b> User name: <b>p12893</b> Password: <b>shhslibrary</b></p>		<p><b>Oxford Reference</b> User name: <b>haven</b> Password: <b>panther</b></p>
	<p><b>JSTOR</b> You must create an account in the library for home access.</p>		<p><b>SIRS Researcher</b> User ID: <b>PL2893H</b> Password: <b>19086</b></p>
	<p>Revalidate your <b>Noodletools</b> account: User name:<b>shhsnoodle</b> Password: <b>librarybib</b></p>	<p>ProQuest AP Science</p>	<p><b>AP Science</b> User name: <b>strathhavenhs</b> Password: <b>library</b></p>
	<p><b>Oxford English Dictionary</b> User name: <b>haven</b> Password: <b>panther</b></p>	<p>Teen Health &amp; Wellness real life • real answer</p>	<p><b>Teen Health</b> User name: <b>wssd</b> Password: <b>library</b></p>

## CONFERENCE/ACTIVITY PERIOD

The conference/activity period is the established conference period for Teachers who do not have a class assignment at that time. Students are encouraged to schedule a conference for individual help or guidance from their Teachers or Counselor during this time. Teachers may require students to stay for individualized work during the conference/activity period.

Students who stay for a conference/activity period activity are provided bus transportation at 3:10 p.m. from the Brookhaven Road entrance. Designated areas for students remaining during the activity period are:

- ✓ Classroom under the supervision of a staff member
- ✓ Cafeteria
- ✓ Library Media Center

During the conference and activity period all students must remain in a designated area or under the supervision of a staff member. Any student found not to be in an appropriate area may be considered trespassing and could face disciplinary consequences associated with being in an unauthorized area.

## ASSEMBLIES

Individuals or groups who come to Strath Haven to present an assembly program are visitors to our school and our community. As such, they should be treated courteously.

Attendance at assemblies and class meetings is mandatory for all students. Students should remember that, through their behavior as an audience, the performers are presented with an image of our school and our community. Attention and proper respect for the efforts of the performers are expected at all times.

Students should report to their assigned class first, not to the auditorium. Teachers will take attendance before being called to the auditorium via the public address system. There is to be no food or drink in the auditorium. When possible, Teachers shall take attendance again in the auditorium.

### Behavior During Assemblies

Students are expected to abide by the Code of Student Conduct during all assembly programs. Failure of students to attend assemblies which they are required to attend, will be considered cuts. Students are expected to follow the following rules while in the auditorium:

### Auditorium Rules for Students

1. Students are to end their conversation once they are officially addressed.
2. Students are not permitted to eat or drink in the auditorium.
3. No hats are to be worn in the auditorium.
4. Students are not expected to leave the auditorium once the assembly program has begun.
5. Students are not permitted to use personal devices (including but not limited to: cell phones, tablets, headphones, computers, etc.) during programs in the auditorium.
6. All students must be on time; late students may not be admitted to the assembly if the entrance will be disruptive

to the assembly program.

7. Students are not to sleep in the auditorium.
8. Students will sit in an appropriate manner.

Students who do not meet the expectations for appropriate behavior during assemblies may be withheld from future assembly programs at the discretion of School Administration.

## ILLNESS AT SCHOOL

Students who become ill at school must report to the Nurse with a pass from a Teacher. If a student is extremely ill, student may go directly to the Nurse.

All medications MUST be registered and maintained in the Nurse's Office. Medications may ONLY be dispensed by or taken in the presence of the Nurse or authorized staff member.

In order for a student to be sent home from school for illness, student must be dismissed by the Nurse. Students who leave from school for health reasons without a Nurse's dismissal will be considered unexcused.

## WHEELCHAIR/CRUTCHES AND ELEVATOR USE

Any student experiencing mobility problems or having a physical condition requiring the use of crutches/wheelchair and/or the school elevator should bring a doctor's note to the school Nurse with the following information:

- Diagnosis and/or reason for wheelchair/crutches and/or elevator
- Duration of wheelchair/crutches and/or elevator use
- Physician's signature and contact information
- An elevator key and instructions will be issued through the Health Office after the doctor's note is verified by the school Nurse. A lost elevator key may result in a \$25 student fine and/or loss of the privilege to use the elevator.

## ACCIDENTS

Any student involved in an accident at school should report immediately to the Nurse. If the Nurse is unavailable, the student should report to the Principal's Office.

## LOST AND FOUND ARTICLES

Lost and found articles are kept in the Attendance Office. These items may be claimed by the owner with proper identification. Items not claimed by the end of each quarter will be donated to charity.

## CAFETERIA

All students shall report to the cafeteria during their assigned lunch period. It is a violation of school regulations to eat lunch anywhere other than the cafeteria, unless prior approval is obtained from an Administrator.

Students are expected to conduct themselves in a dignified manner and adhere to the following guidelines:

1. The cafeteria is for everyone's use. It is the responsibility of each student to help to keep these areas clean and free of litter and trash. Students are prohibited from throwing trash and/or food.

2. Spills or other types of accidents should be cleaned by the person(s) responsible and reported to the Instructional Support Personnel on duty.
3. No glass containers, kitchen knives or any other item that can be considered a hazard, are permitted.
4. Students must arrive to lunch within five minutes of the bell signaling the beginning of the period. Failure to do so without proper permission may result in detention.
5. Students cannot leave the cafeteria before the end of the lunch period. Students must have a signed pass prior to the lunch period in order to leave the cafeteria.
6. No food or drink should be taken from the cafeteria without prior Administrative approval. Eating in the courtyard area outside of the cafeteria is a privilege extended to students provided they maintain a clean environment.
7. At the end of each lunch period, students are expected to clean their tables and properly dispose of all trash.

### **CAMPUS BOUNDARIES**

**Strath Haven High School is a closed campus. Students may not leave campus without Administrative permission.** Other than supervised activities, students may not be in school parking lots or in any other area outside the building during the school day. In addition, students are not to be in the athletic, music, or classroom wings during the lunch periods without supervision. Students found in areas where they do not belong will be subject to disciplinary action.

### **DANCES**

Strath Haven High School hosts general dances as well as class dances, including the Homecoming Dance, the Freshmen-Sophomore Dance, the Junior Prom and the Senior Prom. At these dances, all school rules are enforced for all guests. This includes guidelines for appropriate dress and behavior. No suggestive or provocative dancing is permitted. The Administration reserves the right to deny admittance and / or dismiss from attendance any student in violation of these guidelines. Students must arrive within 30 minutes of the official start time unless they have obtained permission from the Administration in advance to arrive at a later time. Students can't leave the dance until 30 minutes before the stated end time, unless they are picked up by their parent or have obtained permission from the Administration in advance to leave at an earlier time. In addition, anyone attending these dances must be between the ages of 14-20, and be a current high school student or recent graduate. Any exceptions can only be approved with the permission of the Principal and through the signing of a waiver, which is available in the Principal's Office. When permitted, any Strath Haven High School student who wishes to bring a guest from another school to a dance or prom must obtain the Guest Permission Form from the 1<sup>st</sup> Floor Office and submit this completed form when purchasing tickets. The Administration reserves the right to deny approval for any guest and to deny admittance to any guest who has not submitted the required documentation.

### **VISITORS**

**FRIENDS OR RELATIVES OF STUDENTS ARE NOT PERMITTED TO MAKE SOCIAL VISITS AT SCHOOL AT ANY TIME DURING THE SCHOOL DAY. THERE ARE NO EXCEPTIONS TO THIS RULE. NO STUDENT IS PERMITTED TO LET ANYONE INTO THE**

**SCHOOL BUILDING WITHOUT PERMISSION. DOING SO CAN CAUSE AN UNSAFE LEARNING ENVIRONMENT AND CAN POTENTIALLY BE DANGEROUS.**

**FAILURE TO FOLLOW THIS RULE WILL RESULT IN DISCIPLINARY CONSEQUENCES AS WELL AS POSSIBLE POLICE INVOLVEMENT.**

All visitors must have prior approval to visit and are required to report upon arrival to the 3rd floor office or Attendance Office to sign in and receive a visitor's pass. This visitor's pass must be visible at all times. Students are not to receive food deliveries from outside establishments.

### **JACK HONTZ WAY (PEDESTRIAN OVERPASS)**

Students **MUST** use the pedestrian overpass on Providence Road anytime it is necessary to cross to or from the middle school side of the street.

### **DRIVING PRIVILEGES**

Any student who wishes to drive to school must complete an application form available in the Principal's Office in order to receive a Strath Haven parking tag. The application process involves the presentation of the following:

1. A valid Pennsylvania driver's license
2. A vehicle registration card for each vehicle that is to be driven
3. Proof of insurance for each car that is to be driven
4. A \$80.00 fee (or pro-rated amount after each marking period)
5. The reason for needing a parking tag.

Approved applications will be granted parking privileges by the Principal. Parking tags will be color coded and numbered. Students must park in their designated location. Parking without a tag will result in a warning. Subsequent offenses will result in the car being towed. Students must obtain permission from the Administration to go to their cars during the school day. Abuse of or misuse of driving privileges may result in the removal of these privileges.

Consequences for parking without proper permit:

1. Warning Ticket
2. Final Notice Ticket
3. Tow (at Owner's Expense)

Driving Privileges can be revoked for the following reasons:

1. Leaving school grounds
2. Excessive lateness (8) or truancy (6)
3. Repeated violations of school rules
4. The Administration reserves the right to withhold parking privileges from any student who has previously violating parking policy

### **Motorcycles, Mopeds and Bicycles**

Motorcycles, mopeds, etc., may be parked in the special area reserved for motorcycles and must have a parking sticker affixed to the rear fender. The fee for motorcycles is the same as for automobiles. Students who ride bicycles to school should park and lock them in the rack located near the Providence Road lot.

## **BUSES**

All buses will load/unload at the Brookhaven Road entrance. Bus riding privileges are extended to Strath Haven students who obey the following rules of safe conduct:

- ✓ Enter and leave your assigned bus in an orderly manner
- ✓ No shouting, pushing, smoking, or placing any body parts outside a window
- ✓ Students are to obey all requests of the drivers. All bus drivers are authorized to submit a Bus Discipline Referral to the Administration for any infraction of these rules. Students found to be in violation of these rules may have their riding privileges suspended or revoked entirely in accordance with School Policy.

# ATTENDANCE PROCEDURES

(For the complete Wallingford-Swarthmore School District Policy on Attendance, please reference School Board Policy #204)

## ATTENDANCE

Regular and timely attendance is essential for success in school. A student's first responsibility is to attend classes regularly and fulfill all requirements. Regular and prompt attendance is a habit to be cultivated early in your school career. Excessive absences, even when excused, affect grades.

**If a student is absent from school for any reason other than a school approved activity, student may NOT be on the school grounds for the duration of the school day. The student may not participate in athletic or activity practices or games. This includes any class activities, plays, etc.**

**Each day the High School will generate an automated call alerting parents to a student's absence.**

## ARRIVAL AND DISMISSAL

Students are permitted in the building after 7:00 a.m. and are expected to leave the campus at the end of Block 4 unless they have a scheduled, supervised activity during or after the conference/activity period. Bus transportation is provided after block 4. These buses depart campus at 2:10 p.m. from the Brookhaven Road lot.

Those students who stay for a conference/activity period activity are provided limited bus transportation at 3:15 p.m. from the Brookhaven Road lot. Designated areas for students remaining during the activity period are:

- ✓ Classroom under the supervision of a staff member
- ✓ Cafeteria
- ✓ Library Media Center

Only students with a scheduled activity should be in the school building or on campus after 2:15 p.m. Scheduled activities include:

- ✓ PARTICIPATION IN A REGULARLY SCHEDULED CLASS
- ✓ PARTICIPATION IN AN ACTIVITY SUPERVISED BY A TEACHER OR STAFF MEMBER
- ✓ PARTICIPATION IN AN ATHLETIC PRACTICE OR GAME
- ✓ ATTENDING A DETENTION
- ✓ MEETING WITH A TEACHER OR COUNSELOR

## EXCUSED ABSENCES

The District considers the following conditions to constitute reasonable cause for absence from school:

1. Personal illness, including if a student is dismissed by designated District staff during school hours for health-related reasons. Absences of three (3) or more days will require a doctor's note.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.

5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. Release from attendance for this purpose shall not be recorded as an absence on the student's attendance record.
10. Non-school sponsored educational tours or trips (see separate section).
11. College or post-secondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The following are examples of reasons that are not considered excused: oversleeping, missing the bus, completing school work, car problems, unapproved vacations or trips.

## RETURN FROM ABSENCE

Upon return to school after an absence, students are required to bring a written excuse from a parent or guardian to the Attendance Desk at either the first or third floor entrance before first block. Students should use the Official Return to School Form, available on the website and in the Attendance Office. Any written note should contain the following:

1. Student's full name
2. Date(s) of absence
3. Reason for absence
4. Signature of parent/guardian

After presenting the note to the Attendance Office, the student will receive an admittance pass which the student must present to each Teacher whose class the student missed. Students are advised to retain passes as a record of excused attendance. The Teacher will initial the admittance pass on the appropriate period line.

Students who do not submit an excuse note before first block UPON THEIR RETURN TO SCHOOL shall receive an UNEXCUSED pass. If students fail to submit a note by the **THIRD** day after their return, the absence shall remain UNEXCUSED, and students will forfeit the right to make up any work, including quizzes, tests, papers, and projects.

The responsibility for the submission of an acceptable excuse note lies completely with the student. Students CANNOT write their own notes under any condition.

**Make-Up Work** - Students are responsible for all work missed and must take the initiative to make up the work. The student should obtain class notes and assignments from the Teacher or a reliable classmate. Students may have one day to make up work for each one day of absence.

If a student is absent for three (3) or more consecutive days, parents should contact the student's Teachers to obtain makeup work. A doctor's note will also be required upon return to school. In cases of extended absence, parents should contact the student's Guidance Counselor to arrange for an individualized home study program.

### **EARLY DISMISSALS**

Students cannot leave school without the expressed permission of an Administrator. Early dismissal will not be granted without a written parent request. All notes must contain a phone number. In the case of emergencies, a phone call from a parent on the day of the dismissal may be acceptable.

Any note requesting an early dismissal must be presented to an Attendance Officer prior to first block and approved by an Administrator. Dismissal requests for doctors' appointments must be verified with a note from the doctor upon return to school. The Attendance Office may telephone parents to confirm the reason for dismissal. The student must report to the Attendance Office at the time of dismissal to sign out.

A student who violates this rule will be assigned an unexcused absence for all periods missed and the parent/guardian will be notified of disciplinary action. If the violation involves the use of a student vehicle, the driver and passengers may forfeit future driving privileges.

Any student who is dismissed by the Nurse will be considered excused. In order for a Nurse's dismissal, the student must first be examined by the Nurse. Students who make their own arrangements to leave for illness without first being examined by the Nurse will not receive an excused absence.

### **EXTENDED TRAVEL**

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit educationally by accompanying their parents/guardians on trips. The Principal, as empowered by the School Board, may excuse a student from school attendance to participate in an educational tour or trip for entertainment purposes not sponsored by the District if the following conditions are met:

1. The student must be in good academic, disciplinary, and attendance standing.
2. The parent/guardian must submit the Trip Preapproval Request Form at least one week prior to the absence.
3. The student's participation must be approved by the Principal one week in advance of the scheduled trip.

### **UNEXCUSED ABSENCES**

Absences shall be treated as unlawful until the District receives a written excuse explaining the absence. The written excuse must be submitted within three (3) days of returning from the absence or excuse will not be accepted.

### **TARDINESS**

Punctuality is of the utmost importance. Lateness to school and

classes violates school attendance regulations. First block Teachers take attendance promptly after class begins (7:35 a.m.). Students not in their classroom will be marked absent.

Any student who is late to first block must report to an attendance desk to obtain a pass that will admit the student to class. Failure to do so or repeated unexcused lateness will result in disciplinary actions.

When a student is late, student must bring a note from student's parent or guardian giving a valid reason for the lateness. **Oversleeping, missing the bus, or private transportation problems are not valid excuses.** An accumulation of time missed from school due to unexcused tardiness can equate to full days of truancy and may be prosecuted in the same manner as other unlawful absence.

In order for a lateness to school to be considered excused, a note must be provided when the student gets to school. Any student who does not provide a note immediately upon entering school will be considered unexcused tardy.

### **TRUANCY AND ABSENCE**

**Truancy** – Absence without sufficient reason as outlined previously for students 16 years of age or younger is considered illegal. Absence without sufficient reason as outlined previously for students 17 years of age and over is considered unexcused. Penalties for truancy are as follows:

- ✓ After accumulation of 3 illegal/unexcused days absence from school, the student's parents shall receive a First Notice and student's Counselor will be notified.
- ✓ After accumulation of 4 illegal/unexcused days absence from school, the student's parents/guardians will be contacted to set up an Attendance Improvement Plan with school officials.
- ✓ After accumulation of 6 illegal/unexcused days of absence from school, the student's parents/guardians will receive a Second Notice, student's Counselor will be notified, and the student will be considered habitually truant from school and may be referred to Truancy Court.

**Absence in Excess of Ten Days** - When a student is absent for 10 days or more in a school year, the Principal will send a letter to the student's parents informing them that any further absence will be considered illegal or unexcused, unless a doctor's excuse covering the absence is furnished.

**Class Cutting** - Absence from specific classes during the school day is also considered an unexcused absence and the accumulation of time missed from class can equate to full days of truancy. Such situations will result in disciplinary action and may be prosecuted in the same manner as other unlawful absence.

**Automatic Withdrawal for Excessive Unexcused Absences** – Any student who is 17 years of age, or older, and absent for 10 consecutive school days, may be automatically removed from the school rolls by the Administration. Any student so removed will be notified by mail.

## DISCIPLINARY CONSEQUENCES

Disciplinary consequences for tardiness, class cutting, and/or unexcused/illegal absence may include:

1. Unexcused lateness to school:
  - a. Each of the first three (3) offenses in a semester will be recorded in the student's attendance record.
  - b. Fourth through seventh offenses in a semester will result in one Administrative detention each.
  - c. Eighth and subsequent lateness in a semester will result in one Saturday School per lateness
  - d. A new late record will be started each semester
2. Unexcused lateness to class:
  - a. One (1) Teacher detention will be assigned for each offense.
  - b. One (1) Administrative detention will be assigned for repeated infractions
3. Unexcused absence from school:
  - a. Each of the first two (2) offenses in a semester will be recorded in the student's attendance record.
  - b. One mandatory Saturday School session will be assigned for each unexcused absence starting at number three (3).
4. Mandatory attendance at Saturday School Detention.
  - a. Students assigned to Saturday School will be expected to attend from 8:00 a.m. – 11:00 a.m. and to bring classwork with them. Students who fail to bring appropriate classwork to Saturday School will be required to complete work as assigned by the Saturday School. Students attending Saturday School Detention will adhere to the same conduct guidelines as After School Detention.
  - b. Students who are absent without prior notification for Saturday School will receive a one (1) day In-School Suspension in addition to the reassignment of the missed Saturday School.
5. Referral to truancy court and/or community agencies.
  - a. The School District may refer any student to truancy court who has accumulated six (6) or more unexcused absences from school. Students who engage in excessive tardiness, class cutting, and/or excessive unexcused/illegal absence put themselves in academic jeopardy. Students may fail courses or be retained at the end of the school year as a result of poor attendance.

# Academics

## SHHS GRADING SCHEDULE

98-100	A+	87-89	B+	77-79	C+	67-69	D+
93-97	A	83-86	B	73-76	C	63-66	D
90-92	A-	80-82	B-	70-72	C-	60-62	D-

## GRADE POINT AVERAGE

Due to the nature of the school community, students at Strath Haven High School work in an intensely competitive and enriched academic curriculum. Class rank in this context is misleading as an indicator of a student's ability or motivation for college-level academics. Therefore, Strath Haven High School students are not ranked. Grade point averages are computed at the conclusion of grades 10, 11, and 12, and midyear of grade 12.

Grade point averages include all courses that earn at least 0.5 credits, and are calculated using the following values:

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3	
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	F = 0.0

If a student's grade point average is greater than 4.0, it is rounded off to 4.0.

## HONOR ROLL

Students receiving all A's and B's during a report period will be placed on the honor roll for that period.

## VARSITY ARTS LETTER

Students are able to earn varsity letters in the arts. Awards will be made by the Varsity Arts Association (VAA) and will be given to students who have demonstrated their talents and proficiencies over time, rather than in a single performance or piece of work. Other criteria include use of their skills in services to the school and demonstrated leadership in arts-related activities. Any student participating in extracurricular activities in theater, dance, writing, publishing, music, or the visual arts is eligible for nomination by student's activity advisor.

## ACADEMIC INTEGRITY GUIDELINES

*We believe that all members of our school community should strive to act in an honorable way at all times. We should be judged on the basis of our own work and are accountable for our actions. Collaboration, while encouraged, does not give us the right to plagiarize each other's work. Contributions from others must be properly credited. A standard of trust for the completion of individual work is expected. In our school community, we value effort, learning and the sharing of knowledge. We foster an environment of integrity, which prepares us for future academic work through holding ourselves accountable for our actions.*

Strath Haven High School students are expected to maintain the highest standards of academic integrity. As part of the education process students will be required to complete the initial Badge program during their 1<sup>st</sup> year at Strath Haven High School. Students will be expected to complete the second level Badge program during their 2<sup>nd</sup> year at Strath Haven High School. Failure to complete the Badge program will result in the student having an obligation placed on the student's account.

Students who are found to have engaged in any violation of academic integrity will receive the following consequences:

1. Student will receive a zero as a grade on the specific

assignment.

2. Guidance Counselor will be notified.
3. Teacher will contact the parent/guardian to notify them of the offense.

All violations will incur the standard school procedure. The Level System will be a guideline used in order to track Academic Integrity violations over the high school tenure of a student. The point system will be cumulative.

### (2 pts)

- Any offense that impacts the offending student's grade as well as the person with whom the student collaborated.
  - Offenses include, but are not limited to, copying homework or lab work, cheating on a quiz, giving or receiving answers on a homework assignment, sharing a lab or quiz with another student during an individual assessment, collaboration on an independent assignment.

### (3pts)

- Offenses that require forethought and/or planning, as well as intent
  - Offenses include, but are not limited to, major test, major term paper, long term assignment or exam, any other assignments that are considered a major part of the class, using a cheat sheet, writing answers down on an object or sheet used during a test, plagiarism.

### (6 points)

- Any offense that impacts the student, as well as the learning of student's peers, or is a disruption to the normal educational process of a class.
  - Offenses include, but are not limited to, stealing a test or exam, distributing any stolen assessment, distributing answers or materials from one class to another, using any electronic device to copy and distribute materials, offenses that require intent.
- A offense will warrant notification and involvement of a

School Administrator.

- A will also result in an Administrator notifying the student's Guidance Counselor that the degree of violation warrants notification on all post-secondary applications.

#### **6 Point Rule**

- All violations of academic integrity will result in notification of a student's Counselor and the Assistant Principal responsible for maintaining the comprehensive student record. The Assistant Principal will maintain a total on each student as needed. In the case of a student reaching six total points of academic integrity violations, the Assistant Principal will notify the students' Guidance Counselor that the degree of violations warrants notification on all post-secondary applications.

Throughout a student's high school career, there may be times when a violation occurs due to poor judgment. This system permits students to learn from those mistakes most frequently encountered at this developmental stage.

#### **Appeal Process**

If a student believes the student has been falsely accused of a violation, the student may appeal.

- Within three (3) class days of the violation, the student must provide, in writing, a justification as to why student feels falsely accused.
- The appeal, along with the evidence of the Teacher, will be provided to a three-person Academic Integrity Board for review and consideration.
- There is no further right to appeal.
- The Academic Integrity Board will determine, based on the evidence, if a violation has occurred. If the determination agrees a violation has occurred, then the standard consequences will apply. If the Academic Integrity Board disagrees, the student's record for the specific violation will be expunged.

#### **ELIGIBILITY STANDARDS FOR EXTRACURRICULAR ACTIVITIES**

*Quarterly y:* A student will not be eligible to compete if student collects 2 or more points at the end of a quarter. 1 point is given for each "F," "D-," "D," "D+," or Incomplete for a quarterly grade. The quarterly ineligibility report will be distributed once report cards are issued. Any student on the list is ineligible to compete for the three (3) weeks following the issuance of report cards.

- A student may participate in practice during student's ineligibility period if:

- student attends a fifth block session with one of student's Teachers each day.
- student completes a "Permission to Practice Form" and presents it to the coach before each practice starts. Without this form filled out daily, a student-athlete may not practice.

- A student must complete a "Return to Eligibility Form" in order to compete after the three (3) weeks of ineligibility. This form must be returned to the Athletic Office. The Athletic Director will then inform the coaches of the student-athlete's status.

- No student will regain eligibility without completing the necessary paperwork.
- If a student still has 2 (two) points after the three (3) weeks of ineligibility, student may complete a "Return to Eligibility Form" each week until student no longer has 2 (two) points.

- Students who are determined ineligible at the end of the school year will be permitted to participate in extracurricular activities during the summer months, but will serve their twenty-one days of non-representation during the first three (3) weeks of the next school year after which time they may apply for consideration to regain eligibility.

#### **Determination of Weekly Eligibility**

*Weekly :* A student-athlete will not be eligible to compete if student is failing two or more of student's classes in a given week. The weekly ineligibility report will be distributed each Friday. Any student-athlete on the list will be ineligible to compete the following week. This is considered Sunday to Saturday.

- A student-athlete may participate in practice during student's ineligibility period if:
  - student attends a fifth block session with one of student's Teachers each day.
  - student completes a "Permission to Practice Form" and presents it to the coach before each practice starts. Without this form filled out daily, a student-athlete may not practice.

## QUALIFICATIONS FOR NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is based on a student's fulfillment of four requirements. Members of the junior and senior class who meet all four requirements and complete an application will be admitted to the National Honor Society.

**The four basic requirements for membership are scholarship, leadership, service, and character.**

### SCHOLARSHIP

Students are eligible to apply for NHS membership if they demonstrate academic achievement through their grade point average.

**Junior Year Induction GPA Requirement:** A cumulative grade point average of 3.750 must be earned during freshman and sophomore years.

**Senior Year Induction GPA Requirement:** A cumulative grade point average of 3.750 must be earned during freshman, sophomore, and junior years.

Grade point average will not be rounded to meet the minimum requirement.

### LEADERSHIP

According to the National Honor Society standards, the student who exercises leadership:

- is resourceful in proposing new problems, applying principles, and making suggestions
- demonstrates initiative in promoting school activities
- exercises influence on peers in upholding school ideals
- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- exemplifies positive attitudes
- inspires positive behavior in others
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; and demonstrates reliability and dependability
- is a leader at work and in school or community activities
- is thoroughly dependable in any responsibility accepted
- is willing to uphold scholarship and maintain a loyal school attitude

**The SHHS chapter of the NHS requires that each student has held a leadership position in some activity while in high school.**

By SHHS standards, a leadership position requires that the student be responsible for overseeing a group of people. Leadership in organizations outside of school may count towards this requirement. Leadership activities include:

- officer of an activity or organization
- editor of a publication
- team captain, coach, or manager
- crew chief or production manager in a dramatic or musical production

- camp counselor
- diversity trainer leader
- LINK leader

### SERVICE

The National Honor Society standards require that a student:

- volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- cheerfully and enthusiastically renders any requested service to the school
- is willing to represent the class or school in inter-class and inter-scholastic competition
- participates in some activity outside of school: Girl Scouts, Boy Scouts, youth groups affiliated with religious institutions, volunteer services for the aged, poor, or disadvantaged
- mentors persons in the community or students at other schools
- shows courtesy by assisting visitors, Teachers, and students

The SHHS chapter of the NHS requires members to participate in a variety of SHHS activities, but also to serve the greater community outside of the school.

**Junior Year Induction:** Eligible students need to earn at least seven SHHS activity points in grades 9-10, and complete at least 40 hours of service in non-compensated activities outside of school.

**Senior Year Induction:** Eligible students need to earn at least ten SHHS activity points in grades 9-11, and complete at least 60 hours of service in non-compensated activities outside of school.

SHHS activity points are awarded to students according to the time spent participating in various activities: one point for activities meeting for approximately 40 hours, two points for 80 hours, and three (3) points for 120 hours. No more than three (3) points will be awarded per academic year for any one sport or activity. Activities that earn report card grades are not awarded activity points for class time. Members of musical ensembles that receive course credit may only count hours spent performing on nights and weekends towards their SHHS activity points.

SHHS activity points can be earned through activities such as:

- athletic team member or manager (2-3 points per year)
- member of cast or crew in musical or dramatic production (2-3 points per year)
- Cantata, Silvertones, or instrumental ensemble (1-2 points per year)
- language club member (.5 point per year)
- contributor or staff member of a publication (.5 to 1 point per year)
- editor of a publication (2 points per year)
- Robotics Club team member (1-2 points per year)
- Science Olympiad (2 points per year)

- Class Cabinet (.5 to 1 point per year)
- Envirothon team member (1 point per year)
- Mock Trial team member (2-3 points per year)
- Speech and Debate club (1 point per season)
- HiQ team member (1 point per season)
- Diversity Trainers (.5 point per year)

*Please note that these point values are approximate. Actual point values may vary according to an individual's time commitment to an activity or sport.*

## CHARACTER

Each eligible student will be evaluated by the Faculty and Administration according to the National Honor Society standards for good character, which state:

The student of character:

- takes criticism willingly and accepts recommendations graciously
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- upholds principles of morality and ethics
- cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern and respect for others; observes instructions and rules
- has powers of concentration and sustained attention as shown by perseverance and application to studies exhibits concentration and sustained attention as shown by perseverance and application to studies
- manifests truthfulness in acknowledging obedience to rules,

avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

- actively helps rid the school of bad influences or environment

Character will automatically be questioned by events leading to suspension from school, consistent lateness, cheating, or other offenses brought forth by a member of the Faculty or Administration. If someone deems a student's character not sufficient, that opinion will be discussed with the student's current Teachers, Counselor, or Administrator, and the relevant information will be forwarded to the Faculty Council for consideration.

## APPLICATION AND MEMBERSHIP

Eligible juniors and seniors receive invitations to attend an informational meeting each September. They are responsible for completing an application and documenting their service/activity hours.

The Faculty Council will evaluate the requirements of scholarship, leadership, service, and character for each eligible candidate. Final selection of the National Honor Society is the responsibility of the Faculty Council.

All National Honor Society members are expected to maintain membership requirements of the National Honor Society, including GPA, and to take part in National Honor Society service projects. The Faculty Council may dismiss any member failing to fulfill these obligations. Dismissal will result in the removal of the NHS designation from school records and, depending on the severity of the infraction, possible notification of colleges to which a student applied.

## ACCEPTABLE USE OF NETWORK, INTERNET, COMPUTING RESOURCES AND CIPA INTERNET SAFETY COMPLIANCE

Following is an excerpt of School Board Policy #815, which may be found in its entirety on the School District website. All students who use the District's connection to the internet, District E-mail, and other District network facilities, must agree to and abide by all conditions of this Policy.

Policy #815 includes the following prohibitions:

### Illegal Use/Harmful To Others

1. Uses which are illegal – including illegal purposes, use in an illegal manner, or otherwise legal activity intended to facilitate illegal activity – or any other use which does not fall within the above definition of Appropriate use.
2. Harassment, Bullying (as defined elsewhere in the District's policies), unwelcome remarks or conduct based upon sex, race or other protected characteristics which could be reasonably and objectively understood to unreasonably interfere with a student's education or employee's position within the District, threatening statements and other similar antisocial communications on the network.
3. The illegal installation, distribution, reproduction or use of copyrighted software.

4. Use to access, view, send, create, post or obtain obscene material, including but not limited to pornography or child pornography or other sexually oriented material.
5. Use to obtain, copy or modify files, passwords, data or information belonging to other users without express permission of the owner to do so.
6. Use to intentionally misrepresent other users on the network.
7. Use of another person's E-mail address, user accounts, passwords or District accounts (MMS, network, etc.).
8. The unauthorized disclosure, use or dissemination of personal information regarding minors.
9. Use while access privileges are suspended or revoked.
10. Use inconsistent with network etiquette and other generally accepted etiquette as set forth in District Administrative Procedures and student Codes of Conduct.
11. Use to invade the privacy of other persons.
12. Posting anonymous messages.
13. Use to read, delete, copy or modify the E-mail or files of other users or deliberately interfering with the ability of other users to send or receive E-mail.

**System Security** (Policy #815 prohibitions continued)

1. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system.
2. Loading or use of unauthorized games, programs, files, music or other electronic media.
3. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
4. Use to upload, create, or attempt to create a computer virus.
5. Any attempt to circumvent or disable the Filter or any security measure.
6. Removal of technology hardware (including desktops, laptops, printers, etc.) from District premises.
7. Disclosure or dissemination of any personal identification information of themselves or other students.

**Commercial Use/Personal Gain** *(Policy #815 prohibitions continued)*

1. Use for any commercial (whether for profit or not) purpose, including, without limitation, any advertisement for the same, except as otherwise permitted in District policy.
2. Use for lobbying or political purposes.

**Copyright** *(Policy #815 prohibitions continued)*

1. Use which involves any copyright violation or for the

copying, downloading or distributing of copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines. (Copies of the Fair Use Guidelines are available in Instructional and Information Technology Offices.)

2. Copyright laws will govern the use of material accessed through the District system. Users that violate copyright laws will be solely liable for such violations.
3. Users may not use or install unlicensed software on District computers.
4. Users may not violate the law by illegally duplicating software.
5. Users may not plagiarize. Teachers will instruct students in appropriate research and citation practices.
6. When using material (text, graphics, sound, movies, etc.) from the Internet which could not be considered fair use for educational purposes, the user must request permission from the creator of the material before duplicating said material in any way. All materials on the Internet are considered copyrighted, whether so stated or not.
7. Users may not download materials in any format that is copyrighted without permission from the copyright holder, unless permission is expressly given to download and use that material.

## Student Dress Code

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board requires that all students wear appropriate and respectable dress while attending school. It is also necessary that students dress appropriately and respectfully when attending or participating in any school-sponsored activity. Clothing and accessories shall conform to the boundaries of decency as defined by the community's standard, shall not be disruptive to the educational process, nor considered a health or safety risk [from School Board Policy #221, "Dress and Grooming"].

1. All clothing shall be neat, clean, and in proper repair.
2. Except as below, no hats, headbands, hoods, scarves or any other head coverings shall be worn inside the school building between 7:35 a.m. and 3:15 p.m. Head coverings, such as headbands, bandanas, scarves, designed to hold hair in place are permissible as long as they are no larger than 4 inches wide. Religious head coverings may be worn as approved by School Administration.
3. Footwear must be worn at all times.
4. As a standard, student tops must include a neckline that is modest, typically falling no more than three (3) inches below the collarbone. In addition:
  - a. Tops must cover and conceal undergarments.
  - b. Sleeveless tops may be worn as long as the neckline meets the standard.
  - c. Camisoles, tank tops, and spaghetti straps are permissible under other layers of clothing that meet the standards above.
  - d. Tops with gaping arm holes and open backs are not permitted.
  - e. Tops must reach shorts, skirts, or pants comfortably, without exposing the midriff.

5. Shorts must have an inseam of three (3) inches or greater. All pants, shorts and/or skirts must be worn either at the waist or without exposing undergarments or midriff. Skirts/dresses must be at least as long as shorts with a three (3) inch seam or worn over opaque tights/leggings.
6. Message T-shirts, sweatshirts, and similar apparel which encourage the use of drugs and alcohol or which cite unacceptable language or cite words or expressions having an unacceptable double meaning have no place in a school setting. Slogans and message shirts found to be provocative, suggestive, or inflammatory are prohibited, consistent with legal parameters.
7. Spandex and sheer leggings/hosiery designed to be worn under other clothing are not permitted to be worn as outerwear.
8. Students are not permitted to wear:
  - a. Clothing with sharp spikes, or metal pieces.
  - b. Safety pins, chains, choke collars.
  - c. Winter coats in classrooms.
  - d. Pajamas, slippers, or any sleepwear.

Note: Extracurricular sponsors also have the prerogative to set reasonable codes of dress and grooming to suit the activity on Spirit days.

### **Consequences of violation of the dress code:**

1. Discussion with student, home notification, requirement to change clothing.
2. A shirt or sweatpants may be provided by Administration. Such clothing must be washed and returned to the Administration, or held out as an obligation.
3. Further violations of the dress code may result in detention and/or suspension for defiance of authority.

## WALLINGFORD-SWARTHMORE SCHOOL DISTRICT K-12 CODE OF CONDUCT/DISCIPLINE CODE

The Wallingford-Swarthmore School Board has the responsibility and the authority to make reasonable and necessary rules governing the conduct of students in school. Provided by Section 1317 of the *School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals, and Principals over Pupils*; every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils as their parents/guardians or persons in parental relation with the student when: (a) they are attending school including technical college high schools; (b) during the time they are going to and from their homes to school or technical college high schools; and (c) when attending school-sponsored events and activities either as a participant or spectator.

- The Teachers have the responsibility to maintain a suitable environment for learning, and the Administrators have the responsibility for maintaining and facilitating the educational programs.
- The Principal is authorized by statute to suspend students for cause.
- Rules and regulations shall be published and reviewed with students at the opening of each school year and shall be in the student handbook for each school as well as online. Copies shall be available in each school library and also to students and parents/guardians upon request.
- The Principal shall be responsible for informing both parents/guardians and students of school rules and regulations at the opening of the school year.
- The Teacher has the authority to send a student from a class to an appropriate school official for cause.
- Teachers and School Administrators shall administer discipline within local, state, and federal statutes, regulations and guidance, and other specific policies relating to student behavior and discipline as adopted by the Board.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the Board has approved Administrative Disciplinary Action Schedule for the District's schools. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip Teachers and School Administrators for their disciplinary responsibilities. The schedule shall be interpreted by the Principals and their designees in a manner in which they deem just, given the circumstances of the individual case. Additionally, students must understand that Administrators shall have the authority to enforce reasonable disciplinary action which they find warranted by situations not referenced directly in the disciplinary guidelines below.

### STUDENT CODE OF CONDUCT

The Strath Haven High School Student Code of Conduct is designed to ensure the rights of all students to a productive educational environment in which students learn the skills necessary to develop into mature, responsible young adults.

All members of the school community are expected to be respectful of each other. The following concepts are embedded in this

expectation:

- ✓ Negative comments about anyone's race, nationality, religion, physical appearance or ability, intellectual capability, gender identity, sexual orientation, work ethic, or character are unacceptable and will not be tolerated.
- ✓ Respect for the health, safety, and welfare of self and others
- ✓ Respect for all property
- ✓ Respect for the learning environment
- ✓ Respect shown by regular attendance and a conscientious effort in all instructional activities

Our goal is for the actions of all members of the school community to foster an atmosphere of mutual respect. Specifically, we expect all school community members to:

- ✓ Respect all students, staff members, visitors, and all others who are involved in the educational process. Grant the professional staff the deference due their position.
- ✓ Comply with all school rules and regulations as well as State and local laws.
- ✓ Understand the difference between privilege and license. Assume that until a rule is waived, altered, or repealed, it is still in effect.
- ✓ Accept that encompassed in the freedom to voice one's own views is the responsibility to listen and respect the views of others.
- ✓ Attend school daily and to be on time to school, except when excused.
- ✓ Act with courtesy, care, and respect for as one individual sharing a public space.

In most cases, the consequences listed below will guide the disciplinary response to any student behavior not meeting "Strath Haven Student Expectations." However, the Administration reserves the right to levy additional consequences in an effort to improve a student's behavior or protect Strath Haven High School. These consequences can include restrictions from school activities (including trips, sports, plays, etc.).

**Strath Haven students who consistently disregard the rules of the school community will be referred to the Administrative Team, who will work with the student and parents to develop a personal conduct improvement plan. Should that plan not bring about a positive change in behavior, the student will be referred to an appropriate alternative educational program in a school other than Strath Haven High School or to the Superintendent of Schools for expulsion.**

### Student Discipline

You may be suspended or expelled if you disrupt the educational and/or social life of any part of the school and/or repeatedly disobey school regulations. Among the unacceptable behaviors for which students can expect to be suspended or expelled are, but are not limited to, the following:

- Cutting school
- Repeated cutting of classes
- Leaving school building or assigned areas without

- permission
- Chronic unexcused lateness to school
- Repeated use of cellphone in non-approved areas; failure to turn phone over to a staff member, upon demand
- Bullying
- Smoking
- Fighting
- Defiance of authority
- Forgery
- Using foul, abusive, or obscene language
- Failing to identify yourself to a staff member, upon demand
- Lewdness
- Indecent exposure

- Possession of weapons, alcohol, vaping equipment, drugs (including paraphernalia). Confiscated items are turned over to the police.
- Causing disruption and/or physical hazard with firecrackers, smoke bombs, water balloons, and other nuisance items. Pulling fire alarms when no emergency exists.
- Terroristic threats

\*\* During suspension you may not attend school functions, participate in school-sponsored activities, or be permitted on school premises. If this rule is violated, further discipline will result.

## SECONDARY CODE OF CONDUCT/DISCIPLINARY CODE GRADES 6 - 12

<i>Levels</i>	<i>Examples of Behavior</i>
<p><b>Level I:</b> Includes actions which interfere with orderly operation of the classroom or school</p>	<ul style="list-style-type: none"> <li>● Classroom &amp; school lateness (less than 4)</li> <li>● Disrespectful speech or action</li> <li>● Distractive behavior</li> <li>● Dress Code</li> <li>● Failure to follow established procedures (procedures outlined in Code of Conduct for each school)</li> <li>● Failure to report to a teacher's detention (1<sup>st</sup> offense)</li> <li>● Failure to submit a required note</li> <li>● Hats</li> <li>● Horseplay or hitting (no harm intended or inflicted)</li> <li>● Nuisance items</li> <li>● Violation of extracurricular program standards</li> </ul>
<p><b>Level II:</b> Includes actions for which frequency or seriousness disrupts the orderly operation of the classroom or school.</p>	<ul style="list-style-type: none"> <li>● <b>Continuation of unmodified Level I misbehavior that does not change after disciplinary action</b></li> <li>● Academic Integrity violations</li> <li>● Bullying</li> <li>● Car visit</li> <li>● Cutting class</li> <li>● Defiance of authority</li> <li>● Disruptive behavior at social functions, athletic events, or extra-curricular activities</li> <li>● Disruptive behavior on the school bus or on school property</li> <li>● Driving violations</li> <li>● Failure to identify yourself to staff member, upon demand</li> <li>● Foul or abusive language</li> <li>● Insubordination</li> <li>● Leaving school building or assigned areas without permission</li> <li>● Loitering</li> <li>● Parking lot violations</li> <li>● Possession of laser pointers</li> <li>● Possession of matches/lighters</li> <li>● Possession of pornographic material</li> <li>● Possession or use of beeper</li> <li>● Possession or use of stink bombs</li> <li>● Public display of affection</li> <li>● School lateness (greater than 4)</li> <li>● Selling unauthorized items</li> <li>● Soliciting money from another student</li> <li>● Throwing objects (including snow balls)</li> <li>● Truancy</li> <li>● Use of cell phone in unauthorized areas or failure to turn phone over to staff member, upon demand</li> <li>● Vandalism</li> <li>● Violation of Acceptable Use Policy (Internet/Network)</li> </ul>
<p><b>Level III:</b> Includes offenses against persons or property or offenses of which consequences may endanger the health or safety of self or others in the school. On occasion, these offenses may result in the intervention of law enforcement officers.</p>	<ul style="list-style-type: none"> <li>● <b>Continuation of unmodified Level II misbehavior that does not change after disciplinary action</b></li> <li>● Cutting school or leaving campus without permission</li> <li>● Forgery</li> <li>● Gambling/games with exchange of money</li> <li>● Harassment of other persons – including but not limited to: ethnic, racial, religious, and sexual harassment (See Policy #248)</li> <li>● Hate Speech</li> <li>● Lewdness</li> <li>● Obscene and/or threatening calls or messages on internet, telephone, written format, or in any other means of communication</li> <li>● Petty theft</li> <li>● Possession or use of tobacco which does not include vaping or vaping equipment</li> <li>● Removal or attempted removal of an article of clothing from another student</li> <li>● Student to student assault/ battery/ fighting or physical attack (no injury incurred)</li> <li>● Tampering with fire extinguisher</li> <li>● Threat to others</li> <li>● Trespassing</li> <li>● Use of laser pointers</li> <li>● Use of matches, lighter, etc.</li> <li>● Use of straight pins</li> <li>● Vandalism (major)</li> </ul>

<p><b>Level IV:</b> Includes acts resulting in violence to another's person or property or posing a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action which may result in immediate removal of the student from school and/or action by the Board of School Directors. Level IV misbehaviors shall be reported to law enforcement officials.</p>	<ul style="list-style-type: none"> <li>● <b>Continuation of unmodified Level III misbehavior that does not change after disciplinary action</b></li> <li>● Arson</li> <li>● Assault/battery or physical attack on any staff member</li> <li>● Bomb threat</li> <li>● Extortion</li> <li>● False fire alarm</li> <li>● Furnishing/selling/possession of drugs and/or alcohol (See Policy #227)</li> <li>● Indecent exposure</li> <li>● Possession of any type or variety of vaping equipment (See Policy #227.1)</li> <li>● Possession/use/transfer or replicas of weapons as dictated by Policy #218.1</li> <li>● Student to student assault/ battery/ fighting or physical attack (injury incurred)</li> <li>● Terroristic threats</li> <li>● Theft/possession/sale of stolen property</li> <li>● Use of firecrackers, smoke bombs, etc.</li> <li>● Any other criminal acts committed at school or school related events</li> </ul>
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## ADMINISTRATIVE DISCIPLINARY ACTION SCHEDULE

The Administrative Disciplinary Action Schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case.

in the office until seen by an administrator or sent to your next class. You will not be admitted to your next class without a note from the administration.

### A. Level I

1. Unexcused lateness to school:
  - a. Each of the first three (3) offenses in a semester will be recorded in the student's attendance record.
  - b. Fourth through eighth offenses in a semester will result in detentions.
  - c. Ninth and subsequent lateness in a semester will result in one Saturday School. (Note: this will be an Administrative detention at the Middle School)
  - d. A new late record will be started each semester. (Note: Only at the High School)
2. Unexcused lateness to class:
  - a. One (1) detention will be assigned for each offense.
  - b. Upon recording of the seventh or more lateness in a school year, the student will be assigned one (1) Administrative detention.
3. Not reporting to detention:
  - a. Two detentions assigned
  - b. Saturday School Assigned (Note: High School only)
4. Other minor infractions of unacceptable behavior in or on school property:
  - a. Detention
  - b. Up to one (1) day of In School Suspension
5. Dismissal or Removal from Class
  - a. If a teacher dismisses you from a class, you must report immediately to the office. On the day of dismissal from class, you will not be readmitted to the class from which you were dismissed. Instead, you must remain

### B. Level II

1. These offenses could result in any of the following actions:
  - a. Any appropriate option from Level I
  - b. Detention
  - c. Parent conference
  - d. In School Suspension
  - e. SAP Referral
  - f. Out of School Suspension
  - g. Possible schedule change
  - h. Removal from class
  - i. Restitution
  - j. Suspension from activities
2. Acceptable Use Policy
  - a. Possible restriction of network access
  - b. Restitution
  - c. Possible referral to local law enforcement
3. Cutting Saturday School
  - a. One (1) day of In School Suspension and the student must repeat the Saturday School.
  - b. One (1) day of Out of School Suspension and the student must repeat the Saturday School.
  - c. Truancy elimination plan and possible referral to Truancy Court.
4. School Bus Disruption
  - a. Disruptions caused on the school bus may result in the revocation of bus privileges.
5. Being in an Unauthorized Area(s)
  - a. Being in an unauthorized area will be treated in the same manner as a class cut. Additionally, you and your belongings may be searched if the circumstances – including

your presence in an unauthorized area – rise to the level of reasonable suspicion for such a search.

The following is a non-exhaustive list of “unauthorized areas”:

- i. Hallways (during classes without a pass)
  - ii. All unused classrooms
  - iii. All areas outside the buildings including areas around the doorway
  - iv. Auditorium
  - v. Cafeteria (if it is not your lunch period)
  - vi. Faculty rooms
  - vii. Custodial areas
  - viii. Locker rooms
  - ix. Gym
  - x. Weight/Cardio rooms
- b. Searches: If there is reasonable suspicion that the student is in possession of stolen property, and/or illegal and/or inappropriate items (including but not limited to cigarettes, cigars, weapons, drugs, alcohol, and vaping devices), the student and student’s belongings will be searched. The student’s presence in particular areas off limits to all students may be a factor in determining reasonable suspicion.

If Administrator considers a Level II offense sufficiently severe or disruptive to the school environment, administrator may provide up to a three (3) day external suspension for any Level II offense.

### C. Level III

The offenses in this class are of a nature that their commission represents a violation of law and are subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment. The local law enforcement agency will be notified on all Level III offenses, and may take action in addition to the penalties set forth herein. In addition, the following action will be taken:

1. With the exception of tobacco use, willful fighting or verbal assault, these offenses could result in any of the following actions:
  - a. Any appropriate option from Level II
  - b. Out of School Suspension
  - c. Possible expulsion from school
2. Tobacco use:
  - a. First Offense – One (1) day of Out of School Suspension, citation, possible attendance at cessation program.
  - b. Second Offense – Two (2) days of Out of School Suspension, citation, possible attendance at cessation program.
  - c. Third Offense – Three (3) days of Out of School Suspension, citation, attendance at cessation program.
3. Fighting
  - a. Each offense will result in a one (1) to ten (10) day out of school suspension and the local law enforcement agency will be notified and could take action in addition to the penalties set forth herein. Possible alternative school placement.
4. Harassment of others
  - a. Harassment of others may result in the following action:
    - i. Any appropriate option from Level II
    - ii. Out of School Suspension
    - iii. Possible referral to the police

### D. Level IV

Level IV behavior will result in the notification of local law enforcement. Disciplinary consequences will be administered in addition to any possible action by law enforcement.

1. Any appropriate action from preceding Levels
2. Expulsion
3. School Board Action resulting in appropriate placement of student
4. Implementation of Drug-Free Schools Policy #227 (refer to section on Controlled and Other Substances)

## DISCIPLINARY CONSEQUENCES

Disciplinary consequences for violations of the Code of Conduct may include:

### 1. Detention

#### a. Guidelines

Detentions are assigned daily for students who violate certain provisions of the Code of Student Conduct. Repetition of that behavior could lead to additional detentions and/or suspension.

Students assigned to detention are to report promptly

to the designated room by 2:10 p.m. The detention period will conclude at 3:00 p.m.

Lateness to detention will not be tolerated. If you are late to detention you will receive additional detentions.

**Students may not meet with a Teacher in lieu of serving a detention.**

#### b. Rules for Detention:

- i. Report on time.
- ii. No talking or making noises.
- iii. No eating or drinking.
- iv. No personal devices (including but not limited to: cell phones, music players, headphones, tablets, etc.)
- v. No sleeping or laying your head down.

Violation of these procedures may result in further discipline.

## 2. In-School Suspension (ISS)

### a. Guidelines

ISS may be held daily from 7:35 a.m. until 2:05 p.m.

Students suspended in school will report to the 1<sup>st</sup> Floor Office each day of their assigned suspension by 7:35 a.m..

### b. Procedures

Attendance will be taken by the ISS proctor. Students will remain in the ISS room until the end of the school day. No student will be excused prior to the end of the school day except for a medical emergency. Hall passes will not be issued.

There will be two (2) five minute lavatory breaks – one in the morning and one in the afternoon.

Students may bring their lunch or order one from the cafeteria in the morning.

Students absent from school on any day they are assigned ISS will report to the In School Suspension room immediately upon their return to school. A student will not be readmitted to class until student's suspension time has been completed. Students not completing their assignments will receive a zero for those assignments.

Students who are tardy on the days when they are assigned ISS must still report to the ISS room after signing in with the Attendance Office.

Depending on how much notice is received, Teachers will send assignments to the students assigned to ISS. Otherwise students are expected to collect work and bring it with them to ISS. Students will receive credit for work completed during the suspension period.

Students who are assigned an ISS for the

next school day are responsible for collecting their own work from their Teachers.

### c. Rules for ISS

- i. ISS will run for the entire school day. Upon arriving at school, students will report to the ISS room.
- ii. Students need to bring all of their textbooks, a pencil or pen, and some paper to the ISS room. (Note: only school-approved materials will be permitted in the room). Assignments will be provided by the appropriate Teachers whenever possible. Students who fail to bring school work/materials may be provided with alternate assignments.
- iii. Talking is not permitted unless addressed by a Faculty member or Administrator.
- iv. Disruptions will not be tolerated.
- v. Students are not permitted to leave the room unless escorted by a Faculty/Staff member or an Administrator.
- vi. Students will not be permitted to nap/sleep.
- vii. Students may eat food only during the designated lunch break.
- viii. Students serving in school suspensions may not participate and/or attend any school sponsored event and/or activity. Students serving ISS may not be on school property after school.
- ix. Violations of any of these regulations will result in additional disciplinary action which may include a dismissal from ISS, and an additional assignment of another day of ISS.

## 3. Suspension from School (OSS)

### a. Guidelines

A student may be suspended if student disrupts the educational and social life of any part of the school and/or repeatedly disobeys school regulations. The Code of Student Conduct lists the types of misbehavior and disciplinary options that could result.

A student who is suspended from school is responsible for the assignments during the suspension period.

**During suspension a student may not attend school functions, participate in school-sponsored activities, or be permitted on school premises. If this rule is violated, the suspension can be**

**extended.** Upon return to school, a student who has been suspended is subject to restricted access to hall passes, cafeteria privileges, assemblies, and other school events.

Parent contact is part of the suspension procedure. Suspensions of three (3) or more days will include a parent conference.

### Definitions and Special Notes

A. **Academic Integrity** – The act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. Academic dishonesty includes, but is not limited to, a student copying an assignment or test and submitting it as one’s own; allowing someone to copy an assignment or test and submit it as one’s own; unauthorized use off or communicating with notes, calculators, computers, textbooks, cell or smart phones, any other electronic or communicating device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the Teachers; working with others on a project that was assigned individually; or securing answers in any other dishonest manner.

B. **Bullying** – is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: (1) Substantial interference with a student’s education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school.

Example of acts or series of acts that may constitute bullying if it meets the preceding definition include, but are not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; put-downs; name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation. Note, mutual “teasing” should not be confused with bullying behavior.

Bullying behavior accomplished through electronic mediums, including but not limited to, computers, Internet, Facebook, SnapChat, Instagram, E-mail, and other social networking sites shall be subject to this Policy.

C. **Defiance of Authority** – refusing to follow a reasonable directive of either a School District professional employee or Administrator acting within the scope of one’s authority.

D. **Disrespect to Peer(s)** –any action meant to intentionally demean or cause offense to a peer, including but not limited to teasing and name calling – oral or written.

E. **Extortion** – intentionally obtaining or withholding property of another by threatening to: (1) inflict bodily harm on

anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.

F. **Fighting** – an encounter with blows or other physical contact involving two (2) or more students.

G. **Forgery** – reproducing a parent’s/guardian’s signature, altering school records, other offenses as set forth in the Pennsylvania Crime Code, 18 Pa. C.S.A. § 4104 et seq. as may be amended, or other similar actions.

H. **Foul and Abusive Language** – use of language that is vulgar, profane, or lewd.

I. **Harassment** – harassment is defined in accordance with the definitions found in Policy #248. Harassment is either: (1) sexual harassment and/or; (2) harassment based on race, color, religion, national origin/ethnicity, sex, disability, age, or sexual orientation.

J. **Hate Speech** – any speech that offends, threatens, or insults groups or individuals based on race, color, religion, national origin, sexual orientation, disability, or other traits. Absent a documented history of disturbance resulting from hate speech, such speech will only result in discipline where an actual disturbance results or the Administration reasonably forecasts that the speech will result in a substantial disruption.

K. **Hazing** – any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into an affiliation with, or as a condition for continued membership in, any organization operating under sanction of or recognized as an organization (including, but not limited to, clubs, sports teams, musical groups such as marching band and orchestra) by the Wallingford Swarthmore School District. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which adversely affects physical health and safety for the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact,

forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

- L. **Indecent Exposure** – A person commits indecent exposure if that person exposes one’s own genitals in any public place or in any place where there are present other individuals under circumstances in which offender knows or should know that this conduct is likely to offend, affront, or alarm.
- M. **Intentional Contact** – intentionally causing contact with another, when such contact is neither invited nor provoked and the purpose of such contact is defiance of authority, harassment, extortion, or the threat or suggestion of physical assault. Intentional shoving, hitting, kicking, slapping, bumping, holding, pushing, and throwing objects with a wrongful purpose are examples of such conduct. Unintentional or inadvertent conduct, reflexive conduct or conduct taken in the reasonable belief of self-defense or invitational, or conduct by a student with a recognized disability which affects student’s ability to control student’s actions, are not included. Even if provoked, persisting in such contact when a reasonable opportunity to stop is available shall be included.
- N. **Intimidation** – to frighten or make timid another student by threats, bullying, or other aggressive actions or language.
- O. **Lewdness** – A person commits a misdemeanor of the third degree if person does any lewd act, which person knows is likely to be observed by others who would be affronted or alarmed.
- P. **Major Bus Problems** – those behaviors that are chronic and/or could jeopardize the safety of others.
- Q. **Minor Bus Problems** – those behaviors that are not chronic or jeopardize the safety of others.
- R. **Misuse of the Network-Internet** – obtaining access to the Network/Internet intentionally and without proper authorization or misuse of the Network/Internet which can be viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or any violation of local, state or federal laws relating to use of Internet. (Refer to Policy #815)
- S. **Personal Technology Device** – any device capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data, not owned by the District. These include, but are not limited to, such devices as laser pointers, telephone pagers/beepers, cellular telephones, handheld computers, laptop computers, calculators, digital musical players, including without limitation, iPods and iPads, MP3 players, and digital and video cameras.
- T. **Physical Assault** – (1) attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; (2) negligently causes bodily injury to another with a deadly weapon; (3) attempts by physical menace to put another in fear of imminent serious bodily harm; or (4) any offense prohibited by Chapter 27, “Assault”, of the Pennsylvania Crimes Code (18 Pa. C.S.A. § 2701 et seq; and as may hereafter be amended).
- U. **School Personnel** – any School Board member, school employee, agent, volunteer, contractor, or other person subject to the supervision and control of the District.
- V. **Terroristic Threats** – threatening to do immediate and/or future personal bodily harm to another or others.
- W. **Theft** – withholding property of another permanently or for such an extensive period of time as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make unlikely that the owner will recover it; or any offense prohibited by Chapter 39, “Theft and Related Offenses,” of the Pennsylvania Crime Code (18 Pa. C.S.A § 3901 et seq. and as may hereafter be amended).
- X. **Tobacco Use** – possessing, using and/or selling tobacco in any form, including but not limited to, in or as a lighted or unlighted cigarette, cigar, pipe, snuff, chewing tobacco, smokeless tobacco, and hookah; or possessing or using tobacco use paraphernalia, including but not limited to, lighters or matches when used as a mechanism for nicotine delivery. Possession of vaping equipment, whether used or not, and no matter whether intended to introduce nicotine or any other substance or chemical into the body, is not considered “tobacco use.”
- Y. **Vandalism** – damaging tangible and intangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible and intangible property of another.
- Z. **Vaping equipment** – an electronic device equipped with an atomizer designed to transform a user-supplied liquid substance into a vapor for purposes of inhalation, as well as peripheral or auxiliary equipment, parts, canisters or attachments for such devices. Such devices include but are not limited to e-cigarettes, vape pens, e-hookahs, and other devices that operate on the same principles as above. Possession of any type of vaping equipment will be a violation of Policy #227.1 and punished to the same degree and extent as possession of drug paraphernalia (pursuant to Policy #227) without regard to the nature of the liquid substance the possessor intends or intended to use with the

device.

AA. **Verbal Assault** – verbally addressing a teacher or student with lewd, vulgar or profane language, and in an aggressive or otherwise disrespectful manner.

BB. **Weapons in the School** – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, explosive device, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting bodily injury and/or used with the intent to threaten or inflict bodily injury.

### WSSD CONTROLLED SUBSTANCE USE

In addition to the following consequences for violations of Policy #227, behavior may be referred to the police, **in accordance with Board Policy. Sale, distribution, or possession with intent to deliver doubles other penalties and can result in recommendation for expulsion.**

Students who do not fully comply with the penalties set forth in this Policy are subject to further disciplinary action, which can include a recommendation for expulsion.

<p>A violation involving the abuse of over-the-counter drugs or herbal remedies</p>	<ul style="list-style-type: none"> <li>● 5 days suspension from school</li> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 30 school days suspension from representation in extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>● 10 days suspension from school</li> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 60 hours school/community service</li> <li>● 60 school days suspension from extracurricular activities</li> </ul>	<p style="text-align: center;">RECOMMENDATION FOR EXPULSION</p>
<p>A violation involving the abuse of prescription drugs or drug paraphernalia</p>	<ul style="list-style-type: none"> <li>● 5 days suspension from school</li> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 30 school days suspension from representation in extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>● 10 days suspension from school</li> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 60 hours school/community service</li> <li>● 60 school days suspension from extracurricular activities</li> </ul>	<p style="text-align: center;">RECOMMENDATION FOR EXPULSION</p>

<p>A violation involving <b>anabolic steroids</b> (consequence mandated by 35 P.S. Sec. 807.1-807.3)</p>	<ul style="list-style-type: none"> <li>• All of above consequences for prescription drugs</li> <li>• Suspension from athletics for remainder of season or 30 school days, whichever is greater</li> </ul>	<ul style="list-style-type: none"> <li>• All of above consequences for prescription drugs</li> <li>• Suspension from athletics for remainder of the season and the following season or 60 school days, whichever is greater</li> </ul>	<p>RECOMMENDATION FOR EXPULSION</p> <p>PERMANENT EXPULSION FROM ATHLETICS</p>
<p>A violation involving alcohol</p>	<ul style="list-style-type: none"> <li>• 5 days suspension from school</li> <li>• Participation in substance abuse counseling/education program</li> <li>• Referral to the SAP Program</li> <li>• 30 hours school/community service</li> <li>• 30 school days suspension from representation in extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• 10 days suspension from school</li> <li>• Participation in substance abuse counseling/education program</li> <li>• Referral to the SAP Program</li> <li>• 60 hours school/community service</li> <li>• 60 school days suspension from extracurricular activities</li> </ul>	<p>RECOMMENDATION FOR EXPULSION</p>
<p>A violation involving <b>controlled substances prohibited by law, solvents/inhalers and other substances with similar physiological effect</b></p>	<ul style="list-style-type: none"> <li>• 10 days suspension from school</li> <li>• Participation in substance abuse counseling/education program</li> <li>• Referral to the SAP Program</li> <li>• 30 hours school/community service</li> <li>• 60 school days suspension from representation in extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• 15 days suspension from school*</li> <li>• Participation in substance abuse counseling/education program</li> <li>• Referral to the SAP Program</li> <li>• 60 hours school/community service</li> <li>• 90 school days suspension from extracurricular activities</li> </ul>	<p>RECOMMENDATION FOR EXPULSION</p>
<p>A violation involving look-alike drugs</p>	<ul style="list-style-type: none"> <li>• Half the consequences of the drug that it resembles</li> </ul>	<ul style="list-style-type: none"> <li>• Half the consequences of the drug that it resembles</li> </ul>	<p>RECOMMENDATION FOR EXPULSION</p>

\* Note: Under PA Code Title 22 § 12.6, any suspension beyond 10 consecutive school days is treated as an expulsion and requires a formal School Board hearing.

\*\*Note: If the offense occurs during pre-season or a school holiday, the suspension from school will begin on the next day of classes. The suspension from activities will begin immediately, and include all weekdays during the pre-season or school holiday.

## Guidelines for Suspension / Dismissal from Extracurricular Activities (Policy #122)

<p>A violation involving the abuse of over-the-counter drugs or herbal remedies, prescription drugs, drug paraphernalia, or alcohol</p>	<ul style="list-style-type: none"> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 10 school days suspension from representation in extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 30 school days suspension from extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 60 school days suspension from extracurricular activities</li> </ul>
<p>A violation involving <b>anabolic</b> steroids (consequence mandated by 35 P.S. Sec. 807.1-807.3)</p>	<ul style="list-style-type: none"> <li>● All of above consequences for prescription drugs</li> <li>● Referral to the SAP Program</li> <li>● Suspension from athletics for remainder of season or 30 school days, whichever is greater</li> </ul>	<ul style="list-style-type: none"> <li>● All of above consequences for prescription drugs</li> <li>● Referral to the SAP Program</li> <li>● Suspension from athletics for remainder of the season and the following season or 60 school days, whichever is greater</li> </ul>	<p style="text-align: center;">PERMANENT EXPULSION FROM ATHLETICS</p>
<p>A violation that includes persistent disregard for the rules of the school</p>	<ul style="list-style-type: none"> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 10 school days suspension from representation in extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 30 school days suspension from extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 60 school days suspension from extracurricular activities</li> </ul>
<p>A violation involving <b>controlled substances prohibited by law, solvents/inhalers and other substances with similar physiological effect</b></p>	<ul style="list-style-type: none"> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 15 school days suspension from representation in extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 60 hours school/community service</li> <li>● 60 school days suspension from extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>● Participation in substance abuse counseling/education program</li> <li>● Referral to the SAP Program</li> <li>● 30 hours school/community service</li> <li>● 90 school days suspension from extracurricular activities</li> </ul>
<p>A violation that includes any egregious and/or criminal behavior that upon investigation the School Administration deems requiring "suspension, dismissal, and/or other reasonable penalties" in accordance with the responsibility and authority granted by the School District in the Pennsylvania School Code as cited above.</p>			

### POSSESSION OF WEAPONS

On June 30, 1995, Governor Ridge signed into law Act 26, which addresses the issue of weapons possession and violence in schools. School districts are required to take the following actions to be in compliance with this Act.

1. Update District policies to provide for expulsion for at least one year for any student who brings a weapon onto school property. Disciplinary action, short of expulsion for one year, is legal only when recommended by the superintendent of the School District.
2. Report all discoveries of any prohibited weapon on school property to local law enforcement officials.
3. Report all new incidents involving acts of violence or possession of a weapon on school property to the Pennsylvania Department of Education twice during a school year.

Act 26, which became effective in September 1995, defines “weapon” to include, but not be limited to, “any knife, cutting instrument, cutting tool, numchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.”

It is vital that all parents, guardians, and students be familiar with this law. Items such as Swiss Army knives, which in the past might have innocently been brought to school in a child’s backpack, are, by the definition of this law, considered weapons. Having them on school property, either during school hours or at school-sponsored events, will result in the student’s expulsion.

# 2021-22 BELL SCHEDULE

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①: **7:35 - 8:55**

②: **8:59 - 10:19**

③: **10:23 - 12:41**

— A LUNCH —

**A1: 10:23-10:46**

**A2: 10:46-11:09**

**11:13-12:41**

— B LUNCH —

**10:23-11:09**

**B1: 11:09 -11:32**

**B2: 11:32 -11:55**

**11:59-12:41**

— C LUNCH —

**10:23-11:51**

**C1: 11:55-12:18**

**C2: 12:18-12:41**

**Lunch 1:** Grades 9/10 report directly to the cafeteria. Switch after 23 minutes.

**Lunch 2:** Grades 11/12 report directly to the auditorium. Switch after 23 minutes.

④: **12:45 - 2:05**

⑤: **2:08 - 3:00**

## AUGUST

- Pre-Season practice for Football (10-12) only
- Pre-Season for Fall Sports
- 23-27 Band Leadership Camp
- 24, 25 New Teacher Induction
- 23-27 Band Drumline Camp
- 27 Marching Band New Student Orientation
- 30-31 Teacher In-service Days

## SEPTEMBER

- 1-3 Teacher In-service days
- 1-3 Senior portrait retakes (Class of 2022)
- 6 Labor Day (Schools and offices closed)
- 8 Schools closed
- 9 Home and School Meeting: 6pm
- 9 1st day of school for students
- 10 Grade level orientation videos (Block 3)
- 15 Activities Fair\* (date under review)
- 16 Holiday: Schools closed
- 21-23 School pictures (Grades 9-11)
- 21 Back to School Night (Virtual)
- 24 Senior Superphoto
- 24 Band Night

## OCTOBER

- 2 Panthers Go Pink
- 2 SAT at SHHS
- Home and School Meeting: 6pm
- 9 Marching Band Penncrest Festival of Bands
- 11-15 Spirit Week
- 13 PSAT (during school day)
- 14 Home and School Meeting: 6pm
- 15 Pep Rally and Homecoming Game
- 16 Homecoming Dance
- 20 National Honor Society Induction: 7pm
- 23 ACT at SHHS
- 30 Media Halloween Parade (Band): 2pm

## NOVEMBER

- 2 Teacher In-service day: No school
- 3 Marching Band Showcase: 7pm
- 5 End of Quarter 1
- 4 School picture retakes (Grades 9-11)
- 10 American Mathematics Contest
- 11 Home and School Meeting: 6pm
- 11 Veterans Day Parade
- 11,13,18,20 Fall Drama
- 19 Quarter 1 Report Cards
- 19 Winter sports pre-season begins
- 20 PMEA District 12 Choral & Instrumental Auditions
- 25-26 Thanksgiving holiday: Schools closed

## DECEMBER

- 1 Home HI-Q Contest: 9:30am
- 1-15 Keystone Literature
- 17 AP Art and Design Exhibition: Block 4
- 21 Choral and Orchestra Concert: 7:30pm
- 24-31 Winter Recess: schools closed

## JANUARY

- 3-14 Keystone Algebra/Biology
- 13 Home and School Meeting: 6pm
- 13-15 PMEA District 12 Orchestra Festival
- 17 Holiday: Schools closed
- 21 End of Quarter 2
- 19-20 Semester finals- ½ for students
- 21 Make up exam day
- 21 End of Semester 1
- 24 Semester 2 Begins
- 27 Back to School Night: 7pm
- 27-29 PMEA District 12 Band Festival
- 31 Semester 1 Report Cards

## FEBRUARY

- 10 Home and School Meeting: 6pm
- 10-12 PMEA District 12 Chorus Festival
- 12 ACT at SHHS
- 14 Black History Month Assembly
- 18 Teacher In-service day: Schools closed
- 21 Holiday (Schools closed)
- 25 FROSH-HOP
- World Language Week
- 24-26 PMEA Region VI Orchestra Festival
- 25 Chris King Memorial Basketball Marathon

## MARCH

- 4-6 Musical, Opening Weekend
- 7 Spring pre-season begins
- 10 Home and School Meeting: 6pm
- 10 8th Grade Orientation: 7pm
- 10-12 PMEA Region VI Band Festival
- 12 SAT
- 16 Winter Instrumental Concert 7:30pm
- 18-21 Instrumental Music Trip to Orlando, FL
- 24-26 PMEA Region VI Band Festival

## APRIL

- 1 End of Quarter 3
- 4 Quarter 4 Begins
- 6 Pre-ACT (Grade 10 only)
- 6-9 PMEA All-State Band, Chorus, Orchestra
- 6-16 French Exchange Trip
- 8-19 Silvertones Italy Tour
- 11-15 Spring Recess: Schools closed  
MiniTHON
- 14 Home and School Meeting: 6pm
- 16 Wind Ensemble w/Phila. Wind Symphony
- 18 Quarter 3 Report Cards
- 23 Junior Prom (Class of 2023)
- 26 Envirothon (tentative)
- 26 Varsity Arts Awards and Art Exhibition; NAHS Induction
- 27 WSSD Jazz Night: 7pm

## MAY

- 2-6 Teacher Appreciation Week
- 2-6 AP testing
- 6 HSA Faculty Appreciation Lunch
- 7 SAT (not at SHHS)
- 9-13 AP Testing
- 12 Home and School Meeting: 6pm
- 16-27 Keystone Testing
- 18 Instrumental Concert: 7:30pm
- 19 Academic Awards Assembly: 7pm (Grade 12)
- 25 Junior Book Awards: 2pm (Library)
  
- 25 Choral Concert: 8pm
- 30 Memorial Day: Schools and offices closed

## JUNE

- End of Quarter 4 for Class of 2022
- George Slick Concert: 7:30pm
- Senior Meeting
- 3 Senior Ball: Class of 2022
- 3 After Prom in SHHS Gym: 12-4am
- 4 SAT at SHHS
- 6-7 Final Exams: Class of 2022
- Class of 2023 Senior Portraits
- 9 Graduation Rehearsal
- 9 Junior Class Meeting with Counselors
- 9 Commemoration
- 10 Graduation Rehearsal
- 10 Grad Walk: SHMS and elementary schools
- 10 Graduation
- 11 ACT at SHHS
- 14 End of Quarter 4 (Grades 9-11)
- 15-16 Final Exams: Grades 9-11
- 17 Makeup Exams; Last day of school for students
- 21 Last day of school for teachers
- 22 Summer Band begins
- Final report cards: Grades 9-11