SELINSGROVE
AREA HIGH SCHOOL

500 Broad Street
Selinsgrove, PA 17870-1600
www.seal-pa.org

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Mr. Travis Quici
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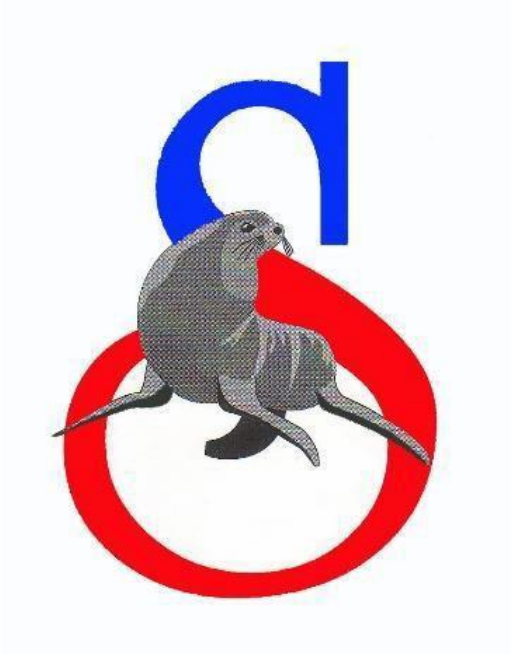

Student Handbook & Curriculum Guide 2026-2027

ALMA MATER

Hail Alma Mater – Our cherished Mother.
Hail to thy glorious name! May it have wide fame.
God grant that we be – of your past worthy
And that in future years – you may have no peers.

By Harold W. Follmer, Jr., Class of 1942

SELINSGROVE AREA SCHOOL DISTRICT

MISSION STATEMENT

The Selinsgrove Area School District is committed to providing quality education for life-long learning.

VISION

We envision the Selinsgrove Area School District to be a premier, exemplary student-centered organization where everyone shares the commitment to the education and development of each student. Our graduates will be problem solvers, critical thinkers, self-directed learners, effective communicators, collaborative workers, quality employees, proficient users of technology, and contributing members of a global society.

Selinsgrove Area High School places the student at the center of its program of studies to nurture and enable lifelong learning. There will be regular assessment of our achievement of the philosophy/mission to ensure that the learning environment adequately prepares the student for a constantly and rapidly changing world.

SHARED VALUES

- We believe all students can learn and succeed given appropriate standards-based curriculum and research-based instruction.
- We believe staff and physical facilities should provide a supportive, safe, and secure environment in which to learn.
- We believe each student is unique and the educational experience should encourage and develop creativity and imagination.
- We believe educational excellence must be supported by continuous evaluation of facilities and resources, effective instructional practices, and competent use of technology.
- We believe education is a life-long pursuit and students must be equipped with the skills for success to meet the challenges of an ever-changing global society.
- We believe in dedication to excellence and high academic expectations while maintaining fiscal responsibility.
- We believe academic excellence is achieved through quality instruction supported by continuous, focused staff development which models life-long learning.
- We believe education should promote character development, ethical behavior, and a positive self-image leading to being responsible citizens.
- We believe effective leadership at all levels is essential to the success of our educational program.
- We believe encouragement and support of innovation, flexibility, and creativity is necessary in order to successfully adapt to change.
- We believe that the school, students, family, and community should have shared responsibility and shared decision-making in the educational process through collaboration and communication.
- We believe excellence in all areas is identifiable, measurable, achievable, and worthy of pursuit.

BOARD OF EDUCATION

President – David W. Hess
Vice President – Eric L. Watkins
Secretary – Michael A. Bingaman

Michael A. Bingaman ……. Budget and Finance, Extracurricular

Chelsey K. Davis…Buildings and Grounds, Personnel, Meet and Discuss, Transportation

David W. Hess. ….. Policy and Education, Negotiations, CSIU Representative

Jared T. Hoffman……. Technology, Transportation

Christopher J. Kenawell ……Transportation, Technology, Negotiations

Cory A. Naugle.... Budget and Finance, Buildings and Grounds, Negotiations, SUN Tech Alt Rep

Kenneth Teats, Jr. ……...…. Buildings and Grounds, Policy and Education, Technology, SUN Tech Rep

Eric L Watkins…. Budget and Finance, Extracurricular, Personnel, Meet and Discuss, PSBA Liaison

David M. Watto ……. Policy and Education, Extracurricular, Personnel, Meet and Discuss

District Superintendent ..... Dr. Frank Jankowski
Assistant Superintendent..... Mr. Brian Parise
Business Manager..... Mr. Michael J. Sokoloski
District Solicitor ..... J. Michael Wiley, Esq.

HIGH SCHOOL CONTACT INFORMATION

Doak, Niki	Principal's Secretary	372-2235	ndoak@seal-pa.org
Inch, Elsie	Main Office Secretary	372-2233	einch@seal-pa.org
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Ritter Danna	Guidance Secretary	372-2237	dritter@seal-pa.org
Benfer, Erica	Library/Clerical Assistant	372-2205	ebenfer@seal-pa.org
Hoffman, Erica	Nurse	372-2246	ehoffman@seal-pa.org
Womer, Rebecca	Cafeteria	372-2238	hscafe@seal-pa.org

HIGH SCHOOL ADMINISTRATION

Dr. Matthew N. Conrad	Principal	mconrad@seal-pa.org
Mr. Travis W. Quici	Assistant Principal	tquici@seal-pa.org

HIGH SCHOOL FACULTY

Arnold, Julia	English	jarnold@seal-pa.org
Aument, John	Tech Ed	jaument@seal-pa.org
Aurand, Lynn	Guidance Q – Z	laurand@seal-pa.org
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Beddall, Ryan	English	rbeddall@seal-pa.org
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Beiler, Brent	Mathematics	bbeiler@seal-pa.org
Brubaker, Thera	Math	tbrubaker@seal-pa.org
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Decker, Erick	Director of Technology	edecker@seal-pa.org
Lipsey, Susan	Director of Special Education	slipsey@seal-pa.org
Rice, Jeremy	Director of Facilities	jrice@seal-pa.org
Solomon, Ryan	Director of Athletics	rsolomon@seal-pa.org

SELINSGROVE HIGH SCHOOL CALENDAR OF EVENTS

The Selinsgrove High School Calendar of Events can be accessed at www.seal-pa.org. The High School calendar will keep you up to date with sporting events (places, dates & times as well as cancellations due to inclement weather), School Events and Vacation/Holiday Breaks.

2026 –2027 SCHOOL CALENDAR

August 17 and 18, 2026 ……..Teacher Induction
August 19, 2026 ….……...Professional Development Day (Summer Exchange)
August 24, 2026 ……;;;……Staff Opening Day/Professional Development
August 25, 2026…….……Professional Development Day
August 26, 2026.. .....First day of school for Students
September 7, 2026. .....Labor Day Holiday- No School
October 12, 2026……..Act 80/Professional Development Day – No School
October 28, 2026……. End of 1st Marking Period
November 9, 2026…..…….Act 80/Professional Development Day – No School
November 25 – November 30, 2026 .....Thanksgiving Break – No School
December 23, 2026 – January 1, 2027..... Winter Break – No School
January 15, 2027 ……..……End of 2nd Marking Period/Semester 1
January 18, 2027…….……..Professional Development Day - No School
February 15, 2027 ……No School
March 1, 2027..... No School – Make Up Day 1
March 24, 2027 ……..……End of 3rd Marking Period
March 25, 2027..... No School – Make Up Day 2
March 26 – March 29, 2027 .....Spring Break – No School
March 30, 2027..... No School – Make Up Day 3
April 16, 2027..... No School – Make Up Day 4
May 10, 2027..... No School – Make Up Day 5
May 31, 2027..... No School, Memorial Day
June 3, 2027..... High School Graduation
June 4, 2027 ……Last Day of School – Early Dismissal
June 7, 2027.....Professional Development Day

MARKING PERIODS & INTERIM PROGRESS REP0RTS 2026 -2027

September 25, 2026 ..... Interim Progress Reports Available
October 28, 2026 ..... End of First Marking Period
December 11, 2026..... Interim Progress Reports Available
January 15, 2027.....End of Second Marking Period
February 19, 2027..... Interim Progress Reports Available
March 24, 2027.....End of Third Marking Period
April 30, 2027..... Interim Progress Reports Available

HIGH SCHOOL BELL SCHEDULES

DAILY SCHEDULE

Block	Class Times	Lunch Time	Minutes
Announcements	8:20 – 8:25		5
1	8:25 – 9:45		80
2	9:49 – 11:09		80
3A RED	11:46 – 1:06	11:09 – 11:42	80
3B WHITE	11:13 – 11:53 (lunch) 12:26 – 1:06	11:53 – 12:24	80
3C BLUE	11:13 – 12:33	12:33 – 1:06	80
Seal Time	1:10 – 1:41		31
4	1:45 – 3:05		80

AM ONE HOUR DELAY/ASSEMBLY

Students will report to block 1 for attendance then start the assembly

Block	Class Times	Lunch Time	Minutes
Delay/Assembly	8:20 – 9:20		60
1	9:24 – 10:29		65
2	10:33 – 11:38		65
3A RED	12:14 - 1:19	11:38 - 12:10	65
3B WHITE	11:42 - 12:15 (lunch) 12:49 - 1:19	12:15 - 12:47	63
3C BLUE	11:42 - 12:47	12:47 - 1:19	65
Seal Time	1:23 - 1:51		28
4	1:55 - 3:05		65

PM ONE HOUR ASSEMBLY SCHEDULE

Block	Class Times	Lunch Time	Minutes
1	8:20 – 9:25		65
2	9:29 – 10:34		65
Seal Time	10:38 - 11:06		28
3A RED	11:42 - 12:47	11:06 – 11:38	65
3B WHITE	11:10 - 11:43 (lunch) 12:17 - 12:47	11:43 - 12:15	63
3C BLUE	11:10 - 12:15	12:15 - 12:47	65
4	12:51 – 1:56		65
Assembly	2:00 - 3:05		65

TWO HOUR DELAY SCHEDULE – with SEAL TIME

Block	Class Times	Lunch Time	Minutes
Delay	8:20 – 10:20		
1	10:20 - 11:06		51
2	11:10 – 11:55		51
3A RED	12:33 - 1:37	11:59 – 12:29	51
3B WHITE	11:59 - 12:30 (lunch) 1:03 - 1:37	12:33 - 1:03	49
3C BLUE	12:03 - 1:04	1:07 - 1:37	51
Seal Time	1:41 - 2:11		33
4	2:15 - 3:05		51

TWO HOUR DELAY SCHEDULE – NO SEAL TIME

Block	Class Times	Lunch Time	Minutes
Delay	8:20 – 10:20		
1	10:20 - 11:20		60
3A RED	11:56 – 12:56	11:22 – 11:52	60
3B WHITE	11:24 – 11:53 (lunch) 12:25 – 12:56	11:54 – 12:24	60
3C BLUE	11:24 – 12:24	12:26 – 12:56	60
2	1:00 – 2:00		60
4	2:04 – 3:05		61

CLASS OFFICERS

In the spring, each class elects its class officers for the following year. Each class has definite projects scheduled throughout the school term.

2026 - 2027 HIGH SCHOOL CLASS OFFICERS

FRESHMAN CLASS

President.....TBD
Vice President .....TBD
Secretary.....TBD
Treasurer .....TBD
Historian.....TBD
Advisors……...Val Fry, Walt Heath

SOPHOMORE CLASS

President ……..Isabel Clark
Vice President ……Enzo Caparelli
Secretary ……Addalyn Kolak
Treasurer ……Emily Longacre
Historian ……Sawyer Kovaschetz
Advisor ……Jason Heiser

JUNIOR CLASS

President .....…Quinton Davis
Vice President ……...…..Camilla Paladino & Alex Modawar
Secretary……Ashlyn Lehman
Treasurer ……Hannah Boyer
Historian……...Molly Hess
Advisor .....……Laci Walter

SENIOR CLASS

President …….……Giovanna Veach
Vice President..... .Kaia Hoke
Secretary ..... ……Bella Parise
Treasurer ……Abby Trometter
Historian .....……Reagan Moll
Advisors …….……Amy Veach/Anne Parise

STUDENT COUNCIL OFFICERS

President …….Kaydence Robinson
Vice President ..…… Sofia DellaPietra
Secretary ……Karsen Dodge
Treasurer ……..Malachi Snyder
Historian. .....…Lilli Hoyles
Advisor .....Jason Heiser

ATTENDANCE

ARRIVAL AT SCHOOL

Rooms will be opened at 8:00 AM and students are directed to go straight to their first block class. Students who arrive at school following the 8:20 am roll call bell will be considered tardy and must sign in at the main office. Students arriving after the 8:20 am bell will need to use the main door (door #1) at the front of the building, off the circle. Students will need to use the buzzer to "Buzz In" to the main office for admittance to the building.

TARDINESS

Any student arriving at school or class, after the 8:20am late bell, is considered tardy. Upon accumulating three (3) tardies, the student may be assigned detention. For additional tardies, the student will be assigned additional detentions. If tardiness continues, suspension may be assigned. Illegal tardy minutes will be accumulated and coded as days of Illegal absence if necessary.

EARLY DISMISSAL

Although the Board of Education has established a "Closed School Day," we find that there are special circumstances that require a student to be excused before the end of the school day. Parents who wish to have their children excused must submit a note that states the name, grade, time of excuse, specific destination (name of doctor, etc.) and reason to be excused. The administrative staff may then grant permission, if the excuse is valid, the reason is an urgent one, and the number of excuses is not excessive. Appointment cards from doctors, dentists, etc., will be accepted and are required upon readmittance. NO PUPIL WILL BE PERMITTED TO LEAVE THE BUILDING WITHOUT MEETING THE PREVIOUSLY STATED REQUIREMENTS.

After pupils have obtained permission in the office they must "sign out" when they leave and "sign in" from the main office when they return.

Failure to follow the above procedures (sign in, sign out, receive permission from the office, forged or fake excuses, etc.) will result in detention or suspension.

SCHOOL DAY

1. After arrival on school grounds, students shall not leave except upon permission by the Principal or Assistant Principal. Permission to leave the school will be granted in accordance with the statement under the heading "Early Dismissal" in the Handbook. Students that park on campus may be granted access to their vehicle with administrative approval. **Offenders of the above rules will be subject to the discipline code.**
2. The school property comprises the area west of Broad Street between Penn and Spruce Street west to the football field.
3. The parking lot and the cars parked thereon are off limits to students except when coming to school or at dismissal time.
4. School hours for students are from 8:20am to 3:05pm. The main office is open to the public from 7:30am to 3:30pm.

ABSENCES AND EXCUSES

The Board of Education requires that school age pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. Specifically, the compulsory school attendance laws of Pennsylvania require all pupils to attend school until the age of eighteen years. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

Pupils who have been absent from school are required to bring a signed excuse. Each excuse must be submitted within three (3) school days after returning from the absence. The excuse is to contain the following information: (1) student name and grade level (2) date of absence(s); (3) reason for absence(s); (4) signature of parent or guardian. **Excuses, which are not presented within THREE school days upon returning to school, will be considered illegal or unexcused. Excuses may be emailed to hsattendance@seal-pa.org. Email is considered written notification when from a documented contact within the student file.**

Excuses are classified as "Excused" and "Illegal" or "Unexcused" according to the reason for absence. School Law lists the following reasons as "Excused" absences: (1) illness to the pupil; (2) death in the immediate family; (3) impassable roads. All other urgent reasons will be considered based on student attendance record and administrative discretion if applicable. All absences not meeting the criteria previously stated are "Illegal" or "Unexcused" including those absences for which no written excuses are presented to the Main Office within the timeframe specified above.

Any student who has accumulated 10 excused absences will be required to obtain an excuse from a health professional for

the absence to be considered excused. Absences which are excused by a health professional will not be considered when determining when a student has reached 10 excused absences.

Pennsylvania Department of Health regulations state that pupils must remain out of school and away from school functions for the periods of time specified below:

1. Chickenpox – six days from the onset of lesions, if all lesions are crusted and dry.
2. Respiratory Streptococcal Infection - not less than seven days from onset, if no physician is in attendance or in twenty-four hours after the first dose of appropriate medication as prescribed by the physician if fever is not present.
3. Acute Contagious Conjunctivitis – twenty-four hours from the start of appropriate medication as prescribed by the physician.
4. Ringworm, Impetigo, Pediculosis & Scabies – until judged non-infective by the school nurse or the physician.
5. Measles – notify the school immediately if a physician diagnoses your child with measles. (A second booster is required prior to school entry.)

Readmission to school before the indicated number of days can be made only if a physician states **in writing** that the pupil is non-contagious.

ILLEGAL ABSENCES/TRUANCY ELIMINATION

The Selinsgrove Area School District will work closely with families in the event a student begins to accumulate illegal absences. Our goal is to work collaboratively with families to prevent truancy and improve student attendance and achievement. The following process is outlined by the Pennsylvania Department of Education and is consistent with compulsory attendance laws for the state of Pennsylvania.

In the event of **one illegal absence**, parents/guardians will receive a written notification of the absence with potential penalties for continued illegal absence. If there is a **second illegal absence**, a second notification will be sent to alert parents/guardians of the absence and outline potential ramifications of continued illegal absence. If **three illegal absences** are accumulated, families will be notified via certified mail of the absence. This notification will also inform parents of the requirement to meet with school district personnel in order to develop a **Student Attendance Improvement Plan (SAIP).** If there are **subsequent illegal absences** during the school year, official notice of illegal absences will be sent via certified mail to inform the student and family that the SAIP has been violated and that further action will be initiated. A notice will also advise the parent/guardian that a citation will be sent to the magisterial district judge.

For any case of habitual truancy, the school district may make a referral to Snyder County Children and Youth Services while simultaneously sending a citation to the magisterial district judge. Habitual truancy is defined as illegal absence for more than three school days or their equivalent following the first notice of truancy given after a child's third illegal absence.

*Every parent/guardian of any child of compulsory school age is subject to penalties if compulsory school-age attendance requirements are not met.

Possible sentences by the courts for parents found to be in violation of compulsory attendance law:

- Paying a fine for each offense and court costs, or in lieu of or in addition to any other sentence the district justice may order the parent, guardian or person in parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six (6) months.
- Completing a parenting education program, and
- In cases where the party convicted fails to pay the fine or complete the parenting education program, a subsequent sentencing to the county jail for no more than five days.
- Completing in lieu of, or in addition to the previous penalties, community service within the school district for a period of no more than six months.

If the parent/guardian is not convicted by the magisterial district judge because the parent/guardian took every reasonable step to insure the child's attendance at school and the child has attained the age of 13, the child may be:

- Subject to a fine for each offense, or · assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520, and · alleged to be dependent under 42 Pa.C.S. §6303(a)(1) by the magisterial district judge if the child fails to pay the fine or comply with the adjudication program.
- Referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302(5), in lieu of prosecution or assignment to an adjudication alternative program if the child fails to comply with compulsory attendance provisions and is habitually truant.

For children convicted of violation of compulsory attendance requirements by the magisterial district judge, the court, including a court not of record, must send a certified record of the conviction or other disposition to the Department of Transportation.

- Upon first conviction, the child's operating privilege for operating an automobile will be suspended for 90 days. Upon the second or subsequent conviction, the child's operating privileges will be suspended for six months. Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.

Pupils age eighteen and older with an accumulated total of five (5) consecutive "Unexcused" absences will receive a written notice. This notice will serve as a warning that after 10 consecutive unexcused absences, students will be dropped from our attendance rolls by administration.

Pupils and the parent(s) or guardian(s) are encouraged to carefully consider each day of absence. In addition, the high school does not sanction so called "Jake" days. You should receive a phone call at home or work from the school notifying you if your child is absent or tardy to school.

MAKE-UP WORK AFTER AN ABSENCE

It is the student's responsibility to seek out and find what he/she has missed and should make –up.

For absences of more than one consecutive day, **students should communicate with their teachers to arrange a schedule for make-up work**. As a general guide, for each day of absence the student will have one day to make up the work missed. For example, if the student is absent for three days, then he or she should arrange to make up his or her work within the next three school days. If the absence is going to be longer than a week, then the student should plan with the teachers to arrange a schedule to turn in work completed at home. If absences become excessive, the administration will collaborate with the teacher to develop a plan for make-up work.

HOMEBOUND INSTRUCTION

The Selinsgrove Area School District provides Homebound Instruction during the school year for those students unable to attend school for an extended period of time because of illness, accident, etc. Parents/guardians should contact the guidance office.

EDUCATIONAL TRIPS (Not School Sponsored)

The School District recognizes that students may have the opportunity to participate in preplanned trips and educational experiences during the school year. Pre-approval forms are available in the main office. **The pre-approval form must be submitted at least one (1) school day before the first scheduled day of the trip**. Each request will be evaluated, and a determination will be made based on the following:

1. Educational value of the trip for the developmental level of the student.
2. Attendance record.
3. Number and frequency of prior requests for Educational Trips.
4. Current academic standing.
5. Effect of absence on academic standing.

The student's parents or other approved adult personage will be directly responsible for the educational program and will be responsible for the continued educational progress of the child. If the trip is approved, the student or parent is responsible for contacting teachers to obtain assignments that are going to be missed. All work, tests, quizzes, etc. must be made up in accordance with school policy. **Days of absence during non-approved trips or tours (including those not approved due to lack of prior notice) will be unexcused.**

FIELD TRIPS

The principal must approve all field trips in advance. These field trips shall be limited to the hours of the school day, with departure not before 8:15 AM and return to school by 2:50 PM. Exceptions to this rule will be considered on an individual basis.

STATEMENT ON DRESS

DRESS CODE: The Selinsgrove Area High School administration, faculty, students and their parents recognize that education is extremely important and that their school must maintain the highest level of dignity, commitment, and seriousness of purpose. Attire that promotes sexual activity, violence, use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability is prohibited. Style, length or fit of attire cannot expose undergarments or private body parts. The following rules govern student dress and appearance:

1. Students will not be permitted to wear skintight or excessively baggy clothing, objectionably form-fitting shirts/blouses, shirt tops that do not adequately cover the torso/midriff, or objectionably short dresses, skirts or shorts. Sports bras and other undergarments should not be exposed. Undershirts, muscle shirts, tank tops, sunglasses, sheer clothing, flags and hats/head coverings are also not permitted to be worn in school.

2. Clothing will not be permitted that displays imprints not in good taste for a school atmosphere. This includes, but is not limited to, slogans and pictures that are sexually offensive, promote drug use, advertise tobacco/nicotine products, alcohol or beer products and/or consumption.
3. Safe footwear must be worn at all times.
4. Jewelry that is dangerous to the wearer or to others is prohibited.

Note: The above dress code may be amended at any time by the building administration. Any student's appearance that meets the criteria above will not be tolerated within the school setting and the student will be asked to change immediately. If alternate clothing is unable to be provided quickly, the school will have three options: (1) see the nurse for shirt or pants, (2) call home for a change of clothing, (3) have student sit in ISS if available. Persistent violators may receive additional disciplinary action.

STUDENT CONDUCT

Conduct which interferes with maintaining a favorable school atmosphere will not be tolerated. Behavior on the part of student couples, which members of the professional staff find inappropriate, will be referred to the main office. Students are expected to practice the principles of good citizenship.

The use of profanity or obscene gestures by a student will not be tolerated and may result in disciplinary action.

The student code of conduct will apply to off-campus behavior when there is a connection between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

STUDENT ASSISTANCE COMMITTEE

A Student Assistance Committee has been formed to serve as a referral service for students with concerns or problems. The program is designed to identify and help students who have particular emotional needs or problems with drug and alcohol abuse, either themselves or their families. The intent of the committee is intervention, not discipline. It will provide the student and/or parent with alternatives and assistance in overcoming these problems. Members of the committee have undergone extensive, specialized training. All members of the committee observe strict confidentiality. Students may be referred to the program by themselves, friends, or a teacher. More information may be obtained on a flyer with a QR code in the Guidance office and posted throughout the building, or by talking to any member of the committee.

ELECTRONIC DEVICES

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the internet. Examples of these electronic devices include, but shall not be limited to, music/video players, handheld game consoles, cellular telephones, laptop computers, and Smart Watches, as well as any new technology developed with similar capabilities. Students may be asked to remove Smart Watch during State and Local Assessments**. Per Policy 237, High School Students may not use cell phones or any non-school provided electronic device during class time. You MAY NOT photograph or make video recordings, and you may not use cell phones in restrooms or locker rooms. You also may not send anything inappropriate. Students taking pictures and/or using their phone without authorization will face disciplinary action. Any electronic devices in violation will be confiscated and returned at the end of the day. For repeat violators, the devices will be returned to the parents during normal school hours and students will follow the progression of consequences.**

1. First Offense – warning and returned at the end of the day to the student.
2. Second Offense – phone returned to parent during normal school hours. 7:30am – 4:00pm.
3. Third Offense – Detention and phone returned to parent.
4. Fourth/additional Offenses – Possible ISS and extended device restrictions.

ONE TO ONE INITIATIVE

The Selinsgrove Area School District's One to One Initiative program provides an electronic device (Chromebook) to each student to better prepare them for career or post-secondary education. Students are responsible for the device they are issued with and must comply with all of the rules and procedures outlined in the One-to-One Handbook. Failure to comply with the guidelines or vandalism to the device may result in exclusion from the program or paying for damages or replacement.

HALL PASSES

In order to maintain an atmosphere conducive to a good education, as well as good discipline, a system is necessary to regulate the movement of students throughout the building while classes are in session. **Any student who is in the hall during classes must have signed out electronically with teacher permission**. You must use your laptop to get permission to leave the class for any reason. If you do not have your laptop, permission to leave the class will be denied, except for an emergency. **This is a shared responsibility between the student and teacher.** Students are expected to go to each class equipped with the appropriate materials. Being prepared will prevent the need to be in the hall during class time.

Any student who abuses the hall pass privilege may lose that privilege. A teacher has the authority to refuse to issue a hall pass.

1. **Only one pass for one male/female student will be issued to the restroom at one time for any given room.**
2. A student must obtain permission to go to the nurse.
3. A student must go **DIRECTLY** to his/her destination and return with NO other stops.
4. Cell phone/electronic devices remain in the classroom.

ANNOUNCEMENTS AND STUDENT POSTINGS

Announcements to be made in the morning must be approved by a teacher or an administrator. Announcements should be brief and may also be sent via email by a teacher. A bulletin board is available for student postings. Postings will be allowed on the board for a period of ten days. **Students are not allowed to post materials on the walls throughout the school unless they have permission/approval from either the principal or the assistant principal.**

BICYCLES & SKATEBOARDS

Students using bicycles on school property are to ride their bicycles only on school district roadways. Riding bicycles on walkways or sidewalks is strictly prohibited. Bicycles are to be walked by students in these areas. Due to the inherent danger, the use of skateboards and scooters on school property is prohibited. Students possessing these and/or similar equipment on school property during regular school hours or going to and from school will be subject to disciplinary action. This disciplinary action could include suspension. This could also include the filing of charges with the District Magistrate for trespassing and mischievous conduct. For repeat violators, the skateboard may be confiscated, and the parent or guardian will have to claim it during regular school hours.

LOCKERS/LOCKS

Each student is assigned a hall and gym locker and a lock at the start of the school term. This lock must remain on the locker – LOCKED AT ALL TIMES to prevent anyone else from opening the locker at will. Responsibility for the lock and the items placed into the locker remains with the student at all times. In the event a lock is lost or stolen, the student must report the lock missing to the office. This, however, does not relieve the student from the responsibility of paying for the lock. The cost of a missing lock is $5.00.

Students may not carry backpacks, string bags, or any bag designed to be worn on the back during the school day. **Laptops will be transported in their district provided case.** Backpacks/bags should be placed in assigned hallway or athletic lockers. Athletic bags must be in their hallway or athletic locker. Pocket books, purses or small bags may be carried, but should be about the size of a manila folder with about a 2" – 3" width.

Students are permitted to have lockers decorated but must have permission from the principal prior to decorating.

OPEN CONTAINERS/OUTSIDE FOOD, DRINKS AND BEVERAGES, DELIVERIES OF OUTSIDE FOOD

To maintain student safety and the cleanliness of the facility, students are not permitted to bring non-factory sealed containers into the building. This includes coffee, fountain drinks, teas, etc. Water bottles are permitted and are to be filled at school throughout the day. Beverages and water are available for sale prior to the start of the school day, during lunch and at the end of the school day. Purchased restaurant food will not be permitted to be "delivered" to the office for distribution to student(s) at lunchtime.

AUTOMOBILES

1. All students who wish to drive to school are required to park their cars in the student parking lot near the gymnasium. If this lot is full, they must then park off campus. Students are required to obtain a permit authorizing them to park in the student parking lot. **This permit does not guarantee a parking space.** The permit is to be hung from the mirror. All vehicles using this permit must be registered. If the permit is lost or stolen, it is the responsibility of the student to report it and purchase another to replace it. The cost of a replacement parking tag is $2.00. If it is found, the money will be refunded. The school police may ticket any vehicle parked illegally.
2. The speed limit on school property is 15 miles per hour.
3. In the event that any driver at any time drives on school grounds in such a manner as to be in violation of state laws relative to driving, or drives in such a manner as to endanger the lives or limbs of other persons, he/she shall be arrested by state and/or local authorities regardless of if a warning has been given or not.
4. No student shall be permitted to drive any motor vehicle on school grounds or during school hours except upon permission granted by the Principal or Assistant Principal. In addition, any student parking in the faculty lots, front circle, parking in a no parking area, or failing to park in a parking stall, may also be ticketed.
5. Parking is not allowed for students in the following areas**: parking lot behind the cafeteria, bus and faculty parking lot, parking areas behind and next to the shop, south parking lot, main driveway and front circle area, or any other area so designated**.
6. Parking on school property gives implied consent to the search thereof on reasonable suspicion that they contain drugs or contraband.
7. **A parking pass will not be issued until the consent to random drug testing paperwork is on file**.
8. Any driving infraction will potentially result in the loss of a parking permit.

VISITORS

All visitors must report to the main office with a valid picture ID such driver's license, Military ID or state issued ID. This ID will be scanned to produce a visitor badge. The information included on the badge will be your full name and photograph. It will list who you are here to see. This badge must be always worn while in the school.

Students are not permitted to bring visitors to school for the day. While former students may wish to visit, they may not do so without prior permission and following normal visitor procedures.

DANCE INFORMATION

The Student Council sponsors the annual Homecoming Dance in the fall, and the Junior Class sponsors the annual prom in the spring where Seniors are guests of the Junior class. Any high school student may attend the Homecoming Dance provided there are no disciplinary actions barring them from attendance. Only members of the Junior class or Seniors bringing a guest may purchase tickets to the prom. Other clubs or organizations may sponsor dances during the year. **In order to participate in any school dance, the consent to the random drug testing policy must be signed and on file.** Dance attendance is limited to current high school students and their guests. Guests must be at least the high school Freshman level, under the age of 21 and must have the proper form submitted to the high school office by the requested date or no later than 3 school days before the dance if no specific date is identified.

Additional rules regarding dance attendance are:

- Inappropriate student or guest behavior will not be tolerated. Violators will be instructed to leave and may be excluded from future functions.
- All attendees must arrive PRIOR TO THE START OF THE DANCE, unless preapproved by administration.
- Once a student or guest leaves a function, he/she will NOT be permitted to return.
- Any students or guests who leave prior to the last hour of the function will be required to sign out and include their name and the time they are leaving.
- All guests (non-Selinsgrove Area students) must be pre-registered in the High School Office prior to the function. No guest will be signed in the night of the function. **GUESTS MUST SHOW PHOTO ID** when signing in.
- All guests must be high school age students or under the age of 21. Anyone who is 21 or older will not be admitted.
- Students who are absent from school or who are subject to disciplinary action on the day of the function may be prohibited from attending.
- **Students who have 7 or more discipline infractions/actions will not be allowed to attend dances.**

NETWORK/INTERNET ACCEPTABLE USE POLICY

All use of the district's computer network must support education and be in accordance with the objectives of the Selinsgrove Area School District. The network and the Internet will be used to support the curriculum and research for district students, teachers, administrators and staff.

The Selinsgrove Area School District reserves the right to log network use and to monitor file server space consumption by district users. The administration does have the authority to intercept e-mail messages of all users. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. Authorization must be granted by the district's superintendent or his/her designee.

All applicants and a parent or guardian must sign an agreement to follow procedures outlined in the policy.

All users of the network must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The Act does permit interception of disclosure either, the sender or the receiver of the communication consents. Further, the Act recognizes that the School District may monitor student's e-mail messages, as long as the interception device is included in the e-mail equipment.

Network accounts will be used only by the authorized owner of the account for its authorized purpose. Network users shall respect the privacy of other users in the system.

The use of the Selinsgrove Area School District's computer network resources for an illegal, inappropriate, or unethical purpose by students is prohibited. This includes but is not limited to:

1. Use of the computer network resources for commercial or for-profit purposes;
2. **Use of e-mail other than a district assigned account.**
3. Use of the network for product advertisement or political lobbying;
4. Allowing any other person to use their password or share their Account; 5. Unauthorized downloading or loading and/or use of games. programs, files, or other electronic media;
6. Unauthorized installation, distribution, reproduction, or use of copyrighted software materials or Selinsgrove Area School District computers;
7. Use of the network which results in any copyright violations;
8. Use of school technology or the network for fraudulent communications or modification of materials in violation of law, such actions will be referred to appropriate authorities;
9. Use of the network to facilitate illegal activity;
10. Malicious use of the networks to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system;
11. Use of hate mail, harassment, discriminatory, remarks, and other antisocial communications on the network;
12. Use of the network to access or transmit obscene or pornographic materials;
13. Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users;
14. Use of the network to misrepresent other users on the network;
15. Disruption, abuse, or destruction of hardware, software, or the work of others in any way.
16. Unauthorized use of chat rooms (pre-approval of curriculum appropriate chat rooms is required);
17. Circumventing system security, guessing passwords, or in any way gaining unauthorized access to local or network resources;
18. Use of the network to violate any section of the Student Policy, including plagiarism and cheating.

The network user shall be responsible for damages to the equipment, systems, or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to access the network/internet. Appropriate disciplinary procedures may take place, as needed according to student policy. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; or theft of services will be reported to the appropriate legal authorities for possible prosecution.

The Selinsgrove Area School District will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

TELEPHONE CALLS

THE TELEPHONE IN THE MAIN OFFICE IS TO BE USED FOR SCHOOL BUSINESS ONLY. Students may use the phone on an as needed basis with the permission of the office staff to call parents or guardians. The telephones in the Nurse's and Guidance Suites are not to be used by students.

Students who need to make a phone call utilizing their cell phone during the school day to call a parent should come to the main office and ask for permission to do so. These calls will be completed in the office and must be completed within 5 minutes.

SCHOOL PROPERTY RETURN AND REPLACEMENT

At the close of the school term or when a pupil withdraws from the school, all textbooks and other property must be returned, and all business matters with the school must be fully settled. Students will be required to pay for all lost or damaged items. Failure to receive full clearance will result in withholding report cards and transcripts of that pupil until satisfactory settlement is made. In addition, charges may be filed with the District Magistrate to recover any uncollected payments.

COST OF LOST ITEMS

New Books (up to 2 years old)	Purchase Price
Paperback Books	$ 5.00
Used hardbound Books	Replacement Cost
Rebinding Cost	$ 15.00
ID Cards	$ 5.00
Laptop	$310.08 (with chord)
Charging chord	$30.00 (new), $10.00 (used)
Laptop case	$25.70
Parking Permits	$ 2.00

CHANGE OF PARENT/GUARDIAN ADDRESS/TELEPHONE NUMBER

It is extremely important that the school has the correct addresses for all pupils. Any change of telephone number may be done by the parent on the Community Portal in Sapphire. **Any address change, no matter how short a distance it is from the original address, is to be reported promptly to the district office with proof of address.**

EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS

The McKinney-Vento Homeless Education Assistance Improvement Act of 2001 (Public Law 107-110, Subtitle B) was enacted to make sure homeless youth have access to appropriate education while removing barriers that homeless children face. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. Its goal is to minimize interruptions to the education of homeless youth. The Selinsgrove Area School District is committed to working collaboratively with families and local agencies to support homeless youth in our school community. For information on the education of students experiencing homelessness, please contact the resources below:

PA Department of Education Information

https://www.education.pa.gov/K-12/Homeless%20Education/mckinneyvento/pages/defalt.aspx

District Contact Information
Mr. Brian Parise
Assistant Superintendent
Selinsgrove Area School District
329 Seals Avenue
Selinsgrove, PA 17870
Email bparise@seal-pa.org

Regional Contact Information
Jeff Zimmerman
Luzerne Intermediate Unit 18
(570) 718-4613
Email jzimmerman@liu18.org

WORK PERMIT

The Pennsylvania Labor Laws require any person under the age of eighteen years to secure a work permit to be employed. This applies to any type of job for which you receive pay whether it is after school hours, over weekends, or during summer vacations. Work permits may be obtained in the main office. A parent or guardian is required to be present with the student to sign the work permit application. Evidence of age is also required. Acceptable forms include a birth certificate or passport.

NURSE/HEALTH RELATED

SCHOOL NURSE

Our full-time Certified School Nurse is Erin Hoffman, MSN RNC. She may be reached from 7:50 am to 3:20 pm at (570) 372-2240. In addition, her email address is ehoffman@seal-pa.org.

The school nurse supports the educational process by promoting wellness and providing care for acute illness and injury. The school health program provides for assessment and evaluation of health care needs by performing health screenings annually. Height, weight, and vision screenings are performed on every student every year. Hearing is evaluated on Grade 11 students and those with suspected or identified hearing deficits. Any unusual findings are reported to parents/guardians for treatment/evaluation by your healthcare provider.

The Pennsylvania School Code requires all Grade 11 students to have a physical examination. It is best to have your private healthcare provider perform these exams as they know your child best, but physical examinations are offered at no cost, once yearly at school. Prior permission needs to be submitted before the contracted school doctor/nurse practitioner will examine your child. Physical forms may be obtained from the school nurse, the school district's website or at the information center outside the main office.

Except for obvious serious illness, the school nurse assumes that if a student is sent to school, the parent/guardian considers him or her well enough to attend school and complete the school day. Most minor symptoms of illness can be managed at school, and the school nurse will communicate with the parent/guardian as needed to provide that care. The goal of this coordinated care is to allow students to remain in school and not miss classroom instruction.

Students requiring medical attention must get permission from their teacher to go to the nurse's office. If the nurse determines that the student is unable to complete the school day, the nurse will contact the parent/guardian to pick up the student. If we are unable to reach the parent/guardian, we will contact those individuals listed as emergency contacts for the student. **It is very important for parents to keep emergency contact information updated and current in the event your child needs to be picked up from school.** If the nurse is not present in the health office, students should seek assistance at the main office.

The Selinsgrove School District guidelines on when to keep a student at home:

- The student shall be free from vomiting or diarrhea related to illness for 24 hours before returning to school.
- The student shall be fever free (<100.0) for 24 hours **WITHOUT** the use of Tylenol or Ibuprofen (Advil or Motrin) before returning to school.
- Any illness symptoms that would prevent the student from participating in his/her usual school day activities.
- If your child has any of the above symptoms in the morning or was sick overnight, please consider the above guidelines when deciding whether to keep them home. Parents/Guardians with questions about whether to send their child to school can always contact the school nurse for further discussion or recommendations.

While we understand that it can sometimes be a challenge to keep students at home when parents/guardians have to work, keeping them home will allow them to rest and recover faster and will help us prevent the further spread of illness.

MEDICATIONS

Although the school district strongly recommends that medications be given in the home, it realizes that the health of some children requires that they receive medication while at school. To insure the safety of your child, special guidelines **MUST** be followed:

- Parents and/or the physician should confer with the school nurse.
- An approval/request form must be completed and signed by the parent and the prescribing provider. Per State Law and School District Policy, the approval document(s) must be returned to the School Nurse before any medication can be administered at school. This includes prescription medication and any over the counter medication that is not listed on the Annual Health History form that parents/guardians complete at the beginning of each school year.
- The medication must be brought to school in the original, properly labeled pharmaceutical bottle/package.
- For the protection of all students, upon arrival at school **ALL MEDICATIONS MUST BE REGISTERED AND MUST REMAIN IN THE NURSE'S OFFICE. This includes all prescription and over-the-counter medication.**

Possession and Use of Asthma Inhalers and Epinephrine Auto-Injectors

- Students are permitted to possess and self-administer asthma inhalers when authorized by parents **and** the prescribing provider. Permission for possession and use of an asthma inhaler by a student is effective for the school year for which it is granted and needs to be renewed each school year. Failure by a student to use the inhaler as prescribed will result in loss of privileges to carry and self-administer medication.
- Students are permitted to possess epinephrine auto-injectors when authorized by the parents **and** the prescribing provider. Permission for possession is effective for the school year for which it is granted and needs to be renewed each school year.

Additional Information on Epinephrine Auto-Injectors

According to Pennsylvania State law, epinephrine auto-injectors can be administered to any student believed to be experiencing a life-threatening allergic reaction (anaphylaxis), even if they have not previously had a severe reaction to a known or unknown allergen. The School District Physician provides a standing order that allows the school to maintain and administer epinephrine auto-injectors for use in these emergency situations.

The Pennsylvania School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. To request this exemption, contact the school nurse to make an appointment to discuss this decision and review and sign the opt-out form.

If you have any questions, please feel free to contact the school nurse. Failure to follow these guidelines will result in suspension from school.

MEAL PROGRAMS

The Selinsgrove Area School District participates in the National School Breakfast and Lunch Programs in all district buildings. To complete a free/reduced meal application, go to www.schoolcafe.com Eligibility for free or reduced-price meals must be established each school year. Eligibility from one school year is carried over for the first 30-days of the next year to allow time for families to be approved. If approval for the new school year has not been established by the 30th school day, eligibility for the program ends, and parents are responsible for meal charges incurred. Students approved for free/reduced meals at another school district are not eligible in our district until an application has been received and approved by the SASD. If you have received a Direct Certification letter from our department, you do not need to apply (only contact us if all your children are not listed on the Direct Certification letter).

A computerized POS system of student lunch payments is ~~also~~ available. Parents are encouraged to prepay a week or more in advance (may be done online at www.schoolcafe.com for nominal fee OR pay with cash or check (made out to SASD Food Service) at the register). You may also view your child's purchases and receive notifications of when their account balance is low for free at www.schoolcafe.com.

Breakfast continues to be FREE to all students; Lunch is $2.70. If a student owes any amount of money, they will not be allowed to purchase any a la carte items until the debt is paid in full. Parent/guardian will be notified via email/mail when their student owes the equivalent of 5 meals or more. Automated phone calls will also be made to parent/guardian at least weekly until the amount is paid in full. Please refer to Board Policy #808 for details regarding the Food and Nutrition Department.

For additional information on these programs, check the Food and Nutrition Department page on the SASD website or contact Mrs. Renee Frederick at rfrederick@seal-pa.org or call 570-372-2206

GUIDANCE SERVICES

Guidance Services in the Selinsgrove Area High School are meant to serve the needs of the school and community. They are systematically organized to aid individuals in situations of the present and in planning for the future. It is hoped that they will help the individual pupil to grow to self-understanding, to make wiser decisions, and to do increasingly effective planning.

More specifically, the individual is of central importance. Our attitude aims to help the individual:

1. To understand themselves.
2. To make the most of their capabilities, interests, and other qualities.
3. To adjust themselves satisfactorily to the varied situations within their total environment
4. To develop the ability to make their own decisions wisely and to solve problems independently.
5. To make their own unique contributions to society to fullest possible extent.

To be effective, those involved in Guidance Services need to consult with teachers, parents, and others involved in the lives of the pupils.

There are three counselors employed in Guidance Services in the high school and their assignments are as follows: Grades 9, 10, 11, 12

- (A-G) Matthew Lehman
- (H-P) Amy Veach
- (Q-Z) Lynn Aurand

Counselors will meet with students in a large group setting to present information about graduation requirements, scheduling information, and post-secondary options.

You are to contact your counselor in the Guidance Office at your convenience. They are prepared to help you with your:

1. Program of studies.
2. Personal inventory (grades, test scores, etc.)
3. Educational and vocational planning.
4. Personal difficulties.
5. Scholarship and loan programs.
6. Employment opportunities.

You are invited and urged to see your assigned school counselor concerning any topic you wish to discuss.

CAREER COUNSELOR SERVICES

To further enhance opportunities for our students, the school district now employs a Career Counselor. Our Career Counselor will assist students with the goal of furthering their college and career readiness. They will serve as a liaison between the school and local businesses to provide career opportunities for our students.

ACADEMIC PROGRESS

Parents will be able to check student progress by creating an account in Sapphire, our student accounting system. Parents are highly encouraged to communicate with their students' teachers with any questions, concerns or needs.

GRADING SYSTEM

Selinsgrove Area High School Grading System

For Classroom and Report Card Use

A	90 – 100% Outstanding achievement
B	80 – 89% High achievement
C	70 – 79% Satisfactory Achievement
D	60 – 69% Minimal achievement
F	59 – below Failure - no credit

Course Weighting –

Advanced Placement (AP) courses are weighted for all grades. A weight of 1.10 will be used for determining honor roll and class rank. Honors courses are also weighted for all grades. A weight of 1.05 will be used for determining honor roll and class rank. We have articulation agreements for dual enrollment courses that are offered by Bloomsburg University, Susquehanna University, and Lackawanna College and those courses are also weighted for all grades. A weight of 1.03 will be used for determining honor roll or class rank for students participating in our dual enrollment courses in the institutions listed above. **Other university courses taken will not receive weight and will not be factored into a student's GPA/rank (credit only).** The following numeric grades below will be assigned to the letter grades received from our college partners: A=100%, A-=95%, B+=89%, B=86%, B-=83%, C+=79%, C=76%, C-=73%, D+=69%, D=66%, D-=63%, F=59%.

P - Course requirements met in a course graded "pass" or "fail" – receiving credit.

F - Course requirements not met in a course graded "pass" or "fail" – no credit.

W - Student withdrew from course before meeting course requirements – no credit.

I - Course requirements are incomplete due to excused absence or other allowable circumstance. (Students must complete requirements, and teachers must issue a grade change within ten school days following the end of the marking period. Any extension of this time due to exceptional circumstances requires the approval of the school principal.)

Report Card Comments. Teachers may separately assess the student's conduct, attitude, and effort using the following:

Absences impact academic progress
Needs to seek additional help
Daily work not completed
Work not completed in a timely manner
Disruptive in class
Not working to potential
Poor attention in class
Fails to follow directions
Unproductive use of time
Struggles to work independently
Poor quiz/test grades

Attentive in class
Good participation
Works to potential
Exceeds expectations
Uses Time wisely
Pleasure to have in class
Works independently
Conscientious
Self-motivated
Consistently completes assignments
Readily grasps new concepts and ideas
Generates neat and careful work
Shows improvement
Displays leadership qualities
Works well with others
Good digital citizen
Perseveres with difficult work

INTERIM PROGRESS REPORTS AND REPORT CARDS

Interim Progress Reports and Report Cards will be posted **online through our Sapphire Student Information System**. The dates on which progress reports and report cards will be posted are listed previously on page 7 of this handbook. Notification will be made to students and parents regarding dates of posting on the Community Portal through Sapphire. If a paper copy is necessary, please make a request in writing through the main office. Report Cards will be posted at the end of each 45-day marking period. The school administration reports school absences and tardiness. Scholastic grades represent the teachers' assessment of a pupil's level of achievement in completion of course requirements. These are based on evaluations of content mastery, study and homework assignments, projects, research papers, class participation, and so forth. In addition, for courses such as physical education and industrial arts in which a student's actual presence may be necessary to complete course requirements, class attendance may be a grade factor. Teachers are required to report marking period grades and final grades. Teachers are also encouraged to report final examination grades if they are a significant factor in the final grade. The GPA on the report card reflects any weighted values.

HOMEWORK AND ASSIGNMENTS

Research by the Pennsylvania Department of Education shows that for high school students a positive relationship exists between homework and achievement. Furthermore, regular and reasonable homework may develop student initiative and responsibility, provide necessary practice and application of skills, and allow parents to participate in their child's school program. Therefore, homework is an important part of the high school program.

Ideally, homework reinforces and enriches classroom learning experiences. Whether creative, research-oriented, or skill-developing in nature, homework is most effective when given with specific objectives and directed toward the needs of the individual students.

Teachers will attempt to plan homework to ensure that assignments are closely related to course objectives and that each assignment, and its purpose are understood by students. Students are responsible for completing and submitting assignments on time, and they should seek help from their teachers if they encounter difficulties while preparing assignments.

Parents can help their children with homework by encouraging them to complete assignments on time, by providing a time and place conducive to study, and by encouraging their children to seek help from teachers.

EXAMINATIONS/ASSESSMENTS

Quizzes, examinations, and class projects are essential to the school program because they provide teachers and students with measures of students' strengths and weaknesses. Tests may require students to review material studied or to demonstrate or apply learned skills to problem-solving. Using test results, teachers can identify areas which may require further study. Some teachers or departments may require semester-end or year-end final examinations. Where the final examination is used, the examination grade is a factor in determining the final course grade. If the examination grade is a significant factor, then teachers are encouraged to record the examination grade on report cards.

Students are responsible for arranging to make up quizzes and tests missed due to absence, on or before a deadline to be established by the teacher, but no later than 6 days following the student's return to school. Any extension of this time due to exceptional circumstances requires the approval of the school principal.

Class projects and authentic assessments are vital measures of the student's ability to apply the knowledge and/or perform the skills learned in the classroom.

REPORTING PUPIL PROGRESS

To perform its function, the school shall attempt to provide an appropriate curriculum and a continuous evaluation process. Furthermore, the school shall evaluate and report student strengths and weaknesses to both students and parents through assignments and examinations, interim progress reports, report cards, pupil and parent conferences, and formal recognition of achievement such as the honor roll and scholastic awards.

CONFERENCES

Teachers welcome the opportunity to meet students and/or parents at conferences to review progress. Parents may call the high school guidance office at (570) 372-2237 to arrange a mutually convenient meeting time.

TUTORING

Tutoring for students will be held during Seal time. This tutoring may include assignment work as well as Keystone remediation. If students are identified as needing tutoring, they will be **required** to attend tutoring sessions.

Students who are pursuing course credit through correspondence, independent study, and summer school programs must have their programs approved in advance by the principal. Work must be completed on the above so that credit (Official Transcript) can be assigned ten (10) days (school day #170) prior to the end of the school term.

SUMMER SCHOOL

Summer school credits may be used under certain conditions. All courses must be approved in advance by the administration. Students may only replace one credit each in social studies, English, math, and science. Students may only take a maximum of 2 credits.

HONOR ROLLS

At the end of each marking period the high school program recognizes high scholastic achievement described below:

* **Distinguished Honor Roll –** Distinguished Honor Roll is prepared by the administration and lists for recognition those students who have earned a weighted scholastic average of 93% or above and who have achieved a passing (P) grade in all courses graded on a pass/fail basis. An incomplete or grade below a B in any subject will disqualify a student from the Distinguished Honor Roll.
* **Honor Roll –** An Honor Roll is prepared and recognizes students who have earned a weighted scholastic average of 85% and above and who have achieved a passing (P) grade in all courses. An incomplete or grade below a B in any subject will disqualify a student from the Honor Roll.

HONOR STUDENTS

In keeping with tradition, a Valedictorian and Salutatorian are named and recognized at the commencement exercises. In order that these top two positions may be determined prior to the commencement programs, final grades for those students vying for these positions are requested on school day #175.

Honor students are recognized as part of the graduation program. The top 10% of the graduates are named on the graduation program as Honor Students.

RANK-IN-CLASS

Meaning

Rank-in-class is the position of any one student in a graduating class in relationship to all other students. Rank is computed at the end of each year and is based upon a percentage average, cumulative to include all semesters.

Purpose

1. The rank-in-class is generated primarily to assist the student in gaining acceptance to a college program.
2. A student's rank-in-class assists in determining scholarship and award recipients.

The rank includes all students in the class. Foreign exchange students are not included in the class rank.

All grades earned in subjects in the curriculum are included except those which are graded on a pass/fail basis.

Grades and credits transferred from other high schools are used in calculating the class rank. The school reserves the right to interpolate these grades to the Selinsgrove Area High School grading system.

COURSE SELECTION

Planning your program each year will require the cooperation of you, your parents, teachers, counselors, advisors, and any others you seek out for assistance. The decisions you make will have a profound effect on what you will do in future years in high school and beyond. Much material is available in the Guidance Office and Media Center in the form of books, catalogs, pamphlets, and other reference materials, which can be helpful with your choices. The computer terminal through Guidance Information Services can supply you with much educational and occupational information along with financial aid programs.

There are many factors involved in assessing the success you will realize with your program. Certainly, your achievement in the classroom must be considered, along with your attitude, citizenship, character, activities record, and attendance.

Counselors will meet with all classes in assisting with the registration for the next school year. They will distribute materials, give specific directions for the classes, and answer questions as they arise. In January/February, students will register for the classes they wish to enroll in for the following year. Students may set up individual appointments with the counselors to discuss their future program(s).

The final decisions you make with your program rest with you. There are many who are available to assist you in arriving at your decisions, but you are responsible for the planning. You must carefully consider your aptitudes and interests, your wants and your needs, so that what you plan is what is best for you. Working with it diligently now will go a long way in assuring you a happy future.

SELINSGROVE GRADUATION REQUIREMENTS
REQUIREMENT COMPONENTS

To graduate from the Selinsgrove Area High School, students shall complete the following requirements: 1.) demonstrate proficiency of the PA standards; 2.) accumulate the prescribed credits; 3.) pass Keystone exam requirements as determined by the Pennsylvania Department of Education for the graduating year. 4.) demonstrate proficiency in one of several state required graduation pathways as described in PA Act 158.

REQUIRED CREDITS

UNITS OF CREDIT	COURSE TITLE
4	English/Communications
3	Mathematics (Algebra 1 is required)
3	Science (Biology is required)
3	Social Studies (Civics Required)
1.5	Physical Education
.5	Arts (Art, Music)
.5	Health
.5	Personal Finance
.5	Career Prep
1	Technology (in addition to Computer Applications)

9.5 Additional credits from those approved for credit toward graduation by the school district.

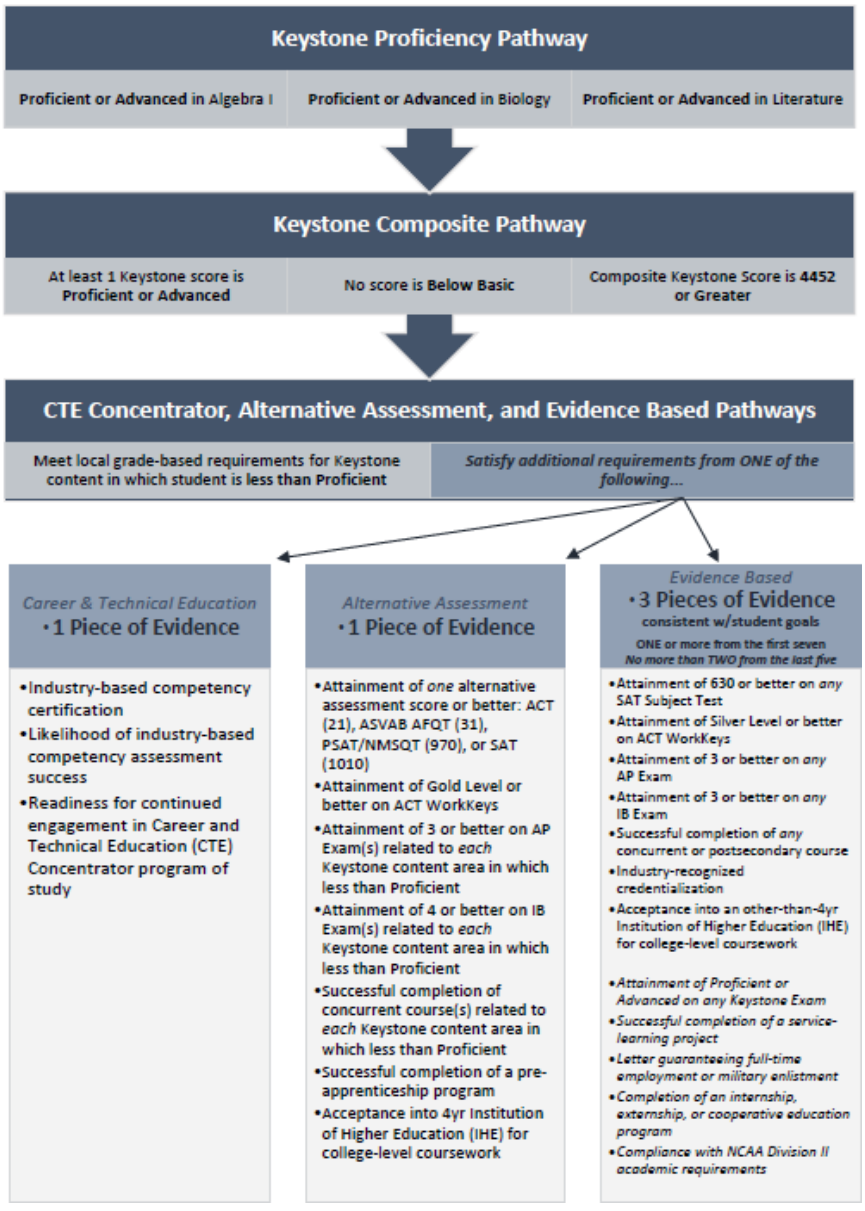
TOTAL	**MINIMUM NUMBER OF CREDITS NEEDED TO GRADUATE**
27	**FROM THE SELINSGROVE AREA HIGH SCHOOL**

The following courses meet this requirement:

COURSE	DEPARTMENT
Computer Applications	Business
Advanced Computer Applications	Business
Photography and Adobe Photoshop 1	Technology Education
Technical Drawing 1, 2	Technology Education
Design Engineering Technology	Technology Education

Several SUN Technical Institute programs also meet the technology requirement.

Act 158 Pathway Graphic



PROMOTIONAL REQUIREMENTS

To advance a grade level, a student must have attained the following credits:

	Major Credits	Total Credits
Grade 9 to Grade 10	3	6
Grade 10 to Grade 11	6	12
Grade 11 to Grade 12	9	19

All planned courses, which meet daily, each day of the cycle for 90 days, are considered full-time courses and are assigned the value of one unit of credit. Planned courses, which meet fewer times, are assigned a fraction of a credit for each period in class.

A course offered at the 7th and 8th grade level may count for fulfillment of graduation requirements if the school district gets Department of Education approval for curriculum exception under 5.12(a), by submitting (1) a local board statement that courses offered in grades 7 and 8 have planned course criteria identical to those offered in grades 9-12; and (2) local board minutes approving the 7th and 8th grade courses for graduation credit.

COURSE OFFERINGS

Please see the 2026-2027 Course Selection Guide for current course information. Course information for the 2027-2028 school year will be distributed later this school year.

STUDENT SCHEDULE CHANGE DROP/ADD POLICY

Students should carefully select courses that will satisfy all graduation requirements and prepare them to achieve their post-high school goals. During the scheduling process students are encouraged to seek recommendations for course selection from their teacher, school counselors, and parents/guardians. **All schedule changes must be requested prior to August 6th (Semester 1) and November 20th (Semester 2) using the Schedule Change Request Form, which is available in the guidance office. Student schedules will be considered complete as of the August 6th or November 20th deadlines; however, schedule adjustments will be made to accommodate for course failures and/or the successful completion of summer school course work, as appropriate.**

Once the semester begins, students requesting to drop/add courses must do so within the first five (5) school days and must meet with their counselor to discuss any schedule change. Requests for schedule changes will not be honored unless there are extenuating circumstances such as 1. a student in a 2nd year language class when they did not have the first level of the language, 2. being placed in a class that is too difficult for them, and this is corroborated by the teacher such as being in Algebra 2 Level 2 when they should be in Level 1. **Requests for schedule changes that are based on a student changing their mind or wanting an easier course will not be considered due to the opportunity to change classes prior to the beginning of school.**

* Courses dropped from the sixth through tenth (6th -10th) days of the semester will result in a "Withdrawal-Passing (W-P) or Withdrawal –Failure (W-F)" grade (as determined by the classroom teacher) being recorded on the student's permanent record and no credit will be awarded.
* Any courses dropped after the tenth (10th) day of the semester will automatically result in a "Withdrawal-Failure (W-F)" grade being recorded on the student's permanent record and no credit will be awarded.
* **No mid-year course changes will be honored for year-long courses (e.g., band, chorus, advanced placement electives, etc.). In such situations, a "Withdrawal-Failure (W-F)" grade will be recorded on the student's permanent record, and no credit will be awarded.**
* Exceptions to this policy will only be made because of unanticipated academic necessities, such as failing a course, and only with approval of the principal.
*

CHAPTER 4 EXCEPTION

The Selinsgrove Area School District has been granted an exception by the Department of Education (Bureau of Ed. Support Services) to grant credit for Algebra taken by eighth grade students at the Selinsgrove Area Middle School.

INDIVIDUALIZED EDUCATION PLAN

According to district policy, an eligible student who satisfactorily completes a special education program developed by an Individualized Education Plan team shall be granted a regular high school diploma by the Selinsgrove Area School District. This applies if an eligible student's special education program does not otherwise meet all requirements of Chapter 4.

SUN AREA TECHNICAL INSTITUTE

During a student's year at SUN Area Technical Institute, an attempt is made to place capable students in real-life working situations. This opportunity for employment with pay for students before graduation is done with the cooperation of the SUN Area Career and Technology Center, a local industry or business, and the home school.

Placement of the individual in the program must be in an area related to his shop preparation and must have the recommendation of the instructor.

ALTERNATIVES TO COURSE OFFERINGS

Options, in addition to the completion of planned courses, for achieving learning outcomes are also available. With prior approval of the high school principal, students may demonstrate achievement through the following alternative experiences.

Assessment: Regularly enrolled students may demonstrate achievement of student learning outcomes by successful completion of assessments (such as tests, projects and other measures), regardless of the instructional time spent, under procedures and policies established by the superintendent and the school board.

Independent Study: Students may demonstrate achievement of student learning outcomes as a result of participation in independent study courses. Independent Study Courses are typically .5 credit.

Other Education Experiences: Students may demonstrate achievement of students learning outcomes through community service, correspondence study, attendance at summer school, work experiences and educational travel under procedures and policies established by the superintendent and school board. The procedures and policies shall include methods of assessing student learning outcomes.

Higher Education Courses: The following provisions apply to achieving student learning outcomes in higher education courses:

High school students enrolled in an accredited institution of higher education may, with the prior approval of the high school principal, receive credit for college courses when all of the following provisions are met:

- ❖ The course is taught at the college level and is recognized by the higher education institution as a credit-bearing course.
- ❖ The student satisfactorily completes the requirements of the college course or passes the College Advanced Placement Test.
- ❖ The record of the college course completion has been submitted by the higher education institution to the sending high school.

Students may also leave high school prior to their senior year to attend accredited institutions of higher education on a full-time basis under procedures and policies established by the superintendent and school board. The high school diploma shall be awarded to those students upon successful completion of requirements set forth by the superintendent and board of school directors.

FOR ACADEMICALLY TALENTED JUNIORS and SENIORS

Bloomsburg and Susquehanna University, along with Luzerne and Lackawanna Colleges provide certain college-level courses for academically talented juniors and seniors. Students may confer with their counselors concerning this special student status. Interested students should plan for these programs no later than registration of the junior year. High school students may matriculate at Bloomsburg and Susquehanna University depending on course availability and school quota. GIEP students will be given priority to these university level courses. **Seniors must pursue college courses which are not offered in the high school program. If a similar course is offered in the high school program, students are not permitted to take that dual enrollment college course.** All students must be approved by the high school and University personnel. Pre-registration and program counseling will be provided cooperatively by university officials and high school counselors. Transportation and instructional materials are the responsibility of the student.

Students attending Susquehanna must comply with rules and regulations concerning school attendance during the semester in which they are enrolled at Susquehanna. **When the University is not in class session, students must report back to SAHS for that time period.**

A dual enrollment agreement is in place with Bloomsburg University, Susquehanna University, Luzerne College and Lackawanna College. These offer students' courses for a significantly reduced tuition rate. Information is available in the guidance office. **Students who are enrolled at Bloomsburg University, while still Selinsgrove students, may not come to the high school to roam the halls and speak with their friends and teachers. If they are coming to the school for a school activity during the day, they should plan to be here only during the time the activity is occurring.**

Students who choose to drop their enrollment in such courses are responsible for immediately communicating this change to SAHS guidance/administration. Failure to do so will result in disciplinary consequences issued.

COLLEGE ENTRANCE EXAMINATION BOARD

The Selinsgrove Area High School was accepted into membership of the College Entrance Examination Board on October 31, 1978. The College Board is a voluntary education association that provides leadership for the development of policies and practices designed to expand equality of educational opportunity and to facilitate the transition of students from secondary to postsecondary education. (Taken from the College Board Certificate of Membership)

Selinsgrove Area High School has permanent membership in the College Board.

Presently the High School is using the following College Board Programs:

- Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (P.S.A.T./N.M.S.Q.T.)
- Advanced Placement (AP) Examinations
- Scholastic Aptitude Test (S.A.T.) and /or Achievement Tests

JOB PLACEMENT SERVICES

The Guidance Office houses a wide variety of occupational and educational information, including college catalogs, reference books, pamphlets, scholarship information and placement materials. Counselors are available to work with individuals as they use these materials and to provide counseling for those who need assistance in career decision making.

Each pupil is ultimately responsible for his or her academic progress and the eventual decision of post high school placement. However, during the four years in high school, much is done to assist each pupil in arriving at that decision. The California Occupational Preference System is administered when requested. This suggests areas of highest interest, related courses of study, skills and abilities needed in those jobs and suggested activities to get experience. It also suggests college majors related to the interest areas.

Counseling for those with an interest in the programs at the SUN Area Technical Institute begins in the ninth grade. A representative from the Technical Institute visits and meets with the entire ninth grade, providing them with information about the programs available to them should they elect a Technical Program. Interested tenth and eleventh

graders are taken to the Technical Institute for a day, where they spend time in the shops and laboratories of interest. Each pupil plans his program each year with a career in mind, whether it be more education to reach that goal or a program that will lead him directly into the labor market. Counselors are available to assist with the planning along with the parents and pupil. The Guidance Information Services is also available to provide data for career placement. Outside agencies share information with us about career opportunities in many fields. Representatives discuss with interested persons' requirements, demands, and future outlook of various careers. Persons also have the opportunity to take advantage of a Cooperative Program in the fields of Agriculture and Business.

There are always considerations to be given special needs students. These students can be successful while dealing with handicapping conditions. It is our desire to meet the needs of these special pupils. The district conducts many activities designed to prepare eligible students for transition from school to life. Requests are made to agencies including but not limited to the Office of Vocational Rehabilitation, Mental Health/Mental Retardation, Housing Authority, Office of Human Resources and Job Training Partnership Act to participate in activities designed to facilitate a successful transition.

SENIOR COMMENCEMENT REQUIREMENTS

Seniors desiring to participate in commencement exercises must fulfill the graduation and promotions requirements as per school board policy 217. Regular education students who do not fulfill the requirements will be excluded from participation.

Act 10 – MILITARY RECRUITER REQUEST OF STUDENT INFORMATION

Under Act 10 of 1991, the school is required to provide military recruiters with a list of students completing their junior year. **Students not wishing to have the information released must notify the principal's office in writing by Friday, September 18, 2026.**

NONDISCRIMINATION POLICY

SUN Area Technical Institute, an equal opportunity employer, will not discriminate in employment, educational programs, or activities based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam Era. Activities, services, and facilities are accessible to handicapped persons. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to Mr. John Bohn, Director, Affirmative Action Officer, 503/504 Coordinator and Title IX Coordinator, SUN Area Career and Technology Center, 815 East Market Street, P.O. Box 0527, New Berlin, PA 17855-0527; telephone number (570) 966-1031.

HOME SCHOOLING

School district policy does not permit the awarding of a diploma or otherwise acknowledging a home educated student's education.

STUDENT SUPPORT SERVICES

SPEECH AND LANGUAGE SUPPORT

The Selinsgrove Area School District provides speech and language screening, evaluation, and therapy by a Pennsylvania Department of Education certified Speech and Language Clinician for students demonstrating needs in the areas of articulation, language, fluency and voice disorders.

To determine possible speech/language disorders, an informal speech and language screening will be conducted for students newly enrolled in the district, for all students in the fourth grade, and for students attending Kindergarten Registration. Parent and teacher written referrals can also be made to the Speech/Language Clinician at any time. If the results of this screening indicate a possible speech/language disorder, parents will be contacted by the Speech/Language Clinician to obtain permission for a formal evaluation. No individual or agency outside of the school system will be permitted to inspect a child's school record without the parent's written permission.

IDENTIFICATION PROCEDURES FOR SPECIAL SERVICES

In compliance with state and federal law, notice is hereby given by the Selinsgrove Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If the District identifies your child as possibly in need of such services, you will be notified of procedures, individualized services, and what programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/Pervasive Developmental Disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Intellectual Disability
6. Multi-handicapped
7. Neurological impairment
8. Other health impairments
9. Physical disability
10. Serious Emotional Disturbance
11. Specific Learning Disability
12. Speech and Language Impairment

If you believe that your school-age child may be in need of special education, screening or evaluation services are available to you at no cost, upon written request. You may request screening and evaluation at any time, even if your child is not enrolled in the district's public-school program. Requests for evaluation and screening are to be made to the school psychologist.

In compliance with state and federal law, the Selinsgrove Area School District will provide to each handicapped student those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the public-school program.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

All information gathered about your child by the public schools is subject to the confidentiality provisions contained in federal and state laws. The district has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure of third-party information. Selinsgrove Area School District protects the confidentiality of students' records. Educational records and personally identifiable information cannot be released without written parental consent or, if the student is over the age of 18, the consent of the student.

SCREENING AND EVALUATION FOR SPECIAL SERVICES

The Selinsgrove Area School District uses specific procedures for identifying and evaluating the needs of school-aged students requiring special programs or services.

SCREENING – To identify students who may be eligible for special education, various screening activities are conducted. Routine screening of a child's hearing is carried out at kindergarten through third, seventh and eleventh grades. Vision screening is done at every grade level. Speech and Language concerns are screened during Kindergarten Registration, fourth grade as well as on a referral basis. Teachers continually assess gross-motor, fine-motor, academic and social/emotional skills.

MDE-IEP – If progress is not made with the involvement of the Instructional Support Team, the District will seek parental consent to conduct a Multidisciplinary Evaluation (MDE). The team will make recommendations for interventions to meet the students' specific needs, and this requires parental involvement. Parents are invited to participate in the development of the Comprehensive Evaluation and the development of the Individualized Education Plan (IEP) for the purpose of determining eligibility, specially designed instruction and appropriate educational placement. If the parents disagree with the recommendations of the IEP Team, they may initiate due process procedures by noting disapproval on the Notice of Recommended Assignment (NORA)

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MEDIA CENTER

To make the library more valuable to both students and teachers, certain basic rules have been adopted concerning its use. All students are responsible for being aware of the following procedures:

1. The library is for the use of students and teachers. Its primary use is research, coursework, and supplementary reading. For this reason, the library must be always kept quiet. A pupil's conduct should be mannerly and orderly to everyone. Pupils who do not abide by library regulations will be sent from the library.
2. The library will be open from 8:00 AM to 3:05 PM. Students should see the librarian/library aide to arrange after-school hours as needed.
3. Any student coming into the library is to have a completed pass unless he or she is in a scheduled class. A definite quota stating the number of students allowed to use the library may be set for each period.
4. Although the library has a paper catalog available, the electronic catalog, Destiny, is the main index for the library. It points students to the location of any books or multimedia resources found within.
5. Students should be sure that any book borrowed from the library is properly charged at the circulation desk to his/her library number.
6. Encyclopedias and other reference books may be circulated from the library with permission of the librarian/library aide.
7. Magazines circulate overnight and must be returned to the library before the first-class session the next morning.
8. Books are charged for two weeks and may be renewed once for the same period. Magazines, pictures and pamphlets circulate for one day only. A fine of ten cents will be charged for each day overdue.
9. Each day a book is kept overdue, a fine of five cents will be charged.
10. Lost books will cost the borrower the replacement price. The amount paid will be refunded should the lost book be found before the last day of the school year. Damaged materials must be paid at the price set by the librarian.
11. Magazines that may be cut for pictures or articles have been placed in the "clipping box". Clipping other newspapers or magazines is prohibited. Any magazines that are maliciously cut will be removed from the browsing shelves and will not be available for student use except for specific reference work.

PHYSICAL EDUCATION

The Pennsylvania School Code states that all students are required to participate in Physical Education. Students who may be restricted for medical reasons from participating in regular Physical Education shall, whenever possible, be assigned to the Adaptive Physical Education program where activities are limited to those recommended by the family physician.

PHYSICAL EDUCATION PARTICIPATION RULES

1. Students can either change or come dressed appropriately for gym class. Appropriate clothing consists of gym shorts or sweatpants, tee shirts or sweatshirts and tied sneakers. Platform sneakers/designer sneakers/hiking boots are not allowed in physical education classes!
2. Classes in which a student refuses to participate or in which participation is not allowed due to students not having a safe change of clothing may NOT be made up.
3. Any student using a school gym lock will be responsible for paying the current price if the lock is lost while assigned to the student.
4. Participation, teamwork, sportsmanship, skills, fitness improvement, and in some cases written tests, will determine percentage grades in physical education.
5. If the student needs to be excused from class, he/she must have a written excuse signed by a parent or guardian. If the student needs to be excused for two or more classes in a row, he/she must have a note signed by a physician.
6. The regular physical education teacher will handle adapted physical education on an individual basis. Participation is required for every class.

GYM RULES AND REGULATIONS

- No one will be allowed in the gym or locker room at any time unless accompanied by a teacher.
- No one will be allowed on the gym floor at any time unless wearing sneakers or gym shoes.
- All people using the gym are expected to always act in an acceptable manner.
- The utmost care must be taken to keep all equipment in good shape at all times.

CLUBS AND ACTIVITIES

MAJOR GOALS OF THE STUDENT ACTIVITIES PROGRAM

The major goals of the Student Activities Program complement the philosophy and objectives of the school by providing:

1. experiences that enrich the regular classroom instruction;
2. experiences that enhance the students' use of leisure and recreational time;
3. experiences that promote participation and cooperation in individual, small group, and entire school activities;
4. experiences that develop leadership abilities;
5. experiences that foster traits of good citizenship;
6. individual and group experiences that promote positive social attitudes;
7. through sponsorship opportunities for students and teachers to interact in activities outside the classroom;
8. time and facilities within the school day for these student activities; and
9. experiences that allow for student participation in the resolution of school problems.

SENIOR HIGH SCHOOL CLUBS

Clubs are organized to offer an opportunity to students to participate in an activity that furnishes both an educational and recreational need. Clubs are formed because of student interest. Should there be sufficient interest in a club activity not provided, if an in-school advisor can be found, a new club may be formed. Students are expected to sign out to their respective clubs during the school day and prior to the start of club time.

CONSTITUTION OF THE HIGH SCHOOL STUDENT COUNCIL

Article 1 – Name

Section 1.
The name of this organization shall be the SELINSGROVE AREA HIGH SCHOOL STUDENT COUNCIL.

Article 2 – Mission Statement

Section 1.
The Selinsgrove Area High School Student Council will serve all students by taking active responsibility in creating a harmonious school environment by:

- ❖ Maintaining an open membership policy.
- ❖ Scheduling a wide variety of activities that create opportunities for student involvement and student recognition.
- ❖ Developing effective channels of communication for better relationships.
- ❖ Developing leadership skills to earn the respect of students.
- ❖ Serving and participating in the community ❖ Increasing school spirit and pride.

Article 3 – Membership

Section 1.
The Student Council shall consist of students who complete yearly petitions for membership on the council. **Section 2**.
Completion of the petitions for members should be done by the end of September with the exception of transfer students.

Article 4 – Officers

Section 1.
The officers of this organization shall be President, Vice-President, Secretary, Treasurer and Historian. The term of each office shall be one year.
Section 2. NOMINATIONS AND ELECTIONS

a. All officers shall be elected during the month of May. The President and Vice President shall be members of the upcoming junior and senior classes. All candidates for offices will be given the opportunity to deliver a campaign speech. The president of the Student Council may neither hold any junior or senior class office nor be the president of any other school organization during his or her term of office. Petitions for the respective offices must be completed prior to the campaign week. Officers shall be elected by the present year's underclassmen.

Section 3. DUTIES OF OFFICERS

a. The president shall preside at all meetings of the council; call special meetings when necessary; appoint all committees; represent the Council on all public occasions; and assume such other duties as are generally associated with this office.
b. The Vice-President shall perform the duties of the President in his or her absence, and such other duties as are generally associated with the office of Vice-President.
c. The Secretary shall keep the minutes of all Student Council meetings, handle all official correspondence; maintain an attendance record; and keep a file of all official Student Council correspondence.
d. The Treasurer shall have charge of all Student Council funds, both collection and disbursement, and shall maintain an accurate record of all such funds. He or she shall make a weekly report on the Council's financial condition to the Student Council. A committee appointed by the Principal and the sponsor shall audit his or her books at the end of the year.
e. The Historian shall maintain the Student Council archives of projects and news articles relating to the council. In the absence of the Secretary, the Historian shall assume the duties associated with the office of Secretary.

Article 5 – Removal From Office

Section 1. METHOD OF REMOVAL

An officer or member may be removed from Student Council for repeated failure to attend meetings (MORE THAN 3 UNEXCUSED); failure to represent his or her group properly or fairly; or failure to carry out his or her duties. Such action must have the approval of the advisor(s). **Section 2.** VACANCIES

If any officer resigns or is removed from office, the Student Council shall be empowered to fill the vacancy except in the case of the President. In this case, the Vice-president becomes the President.

Article 6 – Committees

Section 1.

The President shall appoint committees when necessary

Section 2. STANDING COMMITTEES

a. Cafeteria Committees
b. Suggestion Box Committee
c. Announcement and Bulletin Board Committee

Section 3. SPECIAL EVENTS COMMITTEES

a. Homecoming Committee – assembly, football game, dance, spirit week and general committees
b. Retreat Planning Committee
c. Angel Tree Committee
d. Winter Semi-Formal Committee
e. Street Fair Committee
f. Halloween Parade Committee

Article 7 – Meetings

Section 1.

The Student Council shall meet, as needed during selected resource periods.

Article 8 – Quorum

Section 1.

A quorum shall consist of 2/3 of the members of the Council.

Article 9 – Amendments

Section 1.
Any rules or amendments made by the Council must be passed by a quorum.

Article 10 – Parliamentary Authority

Section 1.
In all matters not specifically expressed in the Constitution, the parliamentary authority shall be ROBERT'S RULES OF ORDER* revised by General Henry M. Robert. (Chicago, Scott, Foresman and Company, 1951).

Amendment 11 – Election Ties

Section 1.
In the event that a vote for an officer result in a tie, their names shall be re-submitted to the election body to be voted upon again.
Note: As classes and advisors change often, all classes will follow the guidelines set forth in the Student Council Constitution regarding election and removal of officers.

CLASS DUES

Classes may choose to collect class dues as a means of reducing fundraising and/or having additional funds for their class. The following criteria must be included in the collection of class dues:

1. Students may choose to pay class dues for all 4 years at any time.
2. All classes will have fundraisers, and the hope is that all students will participate in raising funds for the class. Students who are unable to pay their class dues should be given the opportunity to participate in an additional manner in the fundraiser to work off their class dues. This might include tallying orders, preparing orders for distribution or in some means giving help to the class advisor and class officers.
3. Students who do not pay the class dues may not be penalized. However, students who do pay the class dues may have a reduction in certain class costs such as prom tickets or a class trip.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a privilege accorded to sophomores, juniors, and seniors who demonstrate outstanding **scholarship, service, leadership, and character.**

Sophomores, juniors and seniors may be selected for membership each fall. Freshmen are not eligible for membership. Members are selected as follows:

1. At the beginning of the academic year, those students who have maintained a cumulative average of at least 92% and who have no failures in Pass-Fail courses are identified as eligible for membership.
2. Each eligible student is requested to compile a list of service and leadership activities and to submit it to the chapter adviser.
3. Names of eligible students are submitted to all faculty members who recommend those whom they know based on service, leadership, and character. Faculty recommendations are only guidelines and are not binding.
4. The principal then convenes a five-member appointed Faculty Council, which makes the actual selection of members after reviewing scholastic averages, service and leadership lists, and faculty recommendations. Any number of students may be selected.
5. Students do not participate in any part of the selection process.
6. Students may not apply for membership. Furthermore, maintaining the required minimum average does not guarantee membership. Students who question the fact that they were not chosen do not have legal right to a hearing. However, students who feel that they have been mistakenly omitted from the eligibility list may contact the principal or the chapter adviser.

Membership in the Honor Society is lifelong but may, under certain circumstances, be revoked by the Faculty Council. Members are expected to maintain the high standards for which they were selected and to actively support the Society's Activities.

STUDENT PUBLICATIONS

Student publications are intended to provide students with an opportunity to learn and practice the skills involved in writing, editing, illustrating, photographing and designing for publication, and to provide students with a designated forum for the dissemination of ideas and discussion of issues. It is the policy of the Board of Education that student journalists have the right, in compliance with state regulations, to determine the content of publications.

Students who work on official student publications determine the content of those publications and are responsible for the content. These students should:

1. Determine the content of the student publication.
2. Strive to produce a publication based upon professional standards of accuracy, objectivity and fair play.
3. Review material to improve sentence structure, grammar, spelling and punctuation.
4. Check and verify all facts and verify the accuracy of all quotations.
5. In the case of editorials or letters to the editor concerning controversial issues, determine the need for rebuttal comments and opinions and provide space if appropriate.

Students may comment on the public activities of public officials and public figures. A "public official" is a person who holds an elected or appointed public office. A "public figure" either seeks the public's attention or is well known because of personal achievements.

School employees are public officials or public figures in articles concerning their school-related activities. Under the "fair comment rule" a student is free to express an opinion on a matter of public interest. Students cannot, however, publish libelous material. Libelous statements are unprivileged statements provable to be false that do injury to an individual's business's reputation in the community.

Students cannot publish material that will cause a material and substantial disruption of school activities. "Disruption" is defined as student rioting; or substantial seizures of property; or substantial student participation in a school boycott, sit-in, walk-out or other related form of activity. Material that stimulates heated discussion or debate does not constitute the type of disruption prohibited. "School activity" means educational student activity sponsored by the school and includes, classroom work, library activities, physical education, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and scheduled in-school lunch periods.

The adviser of each publication is designated as the school official responsible to review the publication to ensure compliance with these guidelines, state regulations and school board policy. Should the adviser be unsure about the compliance of a particular article, the adviser should consult the principal on the matter. Should the principal be unsure, the superintendent should be consulted.

ATHLETIC AND EXTRACURRICULAR ACTIVITIES
STUDENT CODE OF CONDUCT FOR ACTIVITIES

The Board of School Directors considers participation in activities to be a privilege, not a right. Students who desire to participate in the activities offered by the Selinsgrove Area School District are required to comply with additional rules and undertake added responsibilities.

As representatives of the school district, students involved in activities are scrutinized by the public, become role models to younger children and their peers, and are ambassadors of our community. **Having chosen to accept this role, it is the responsibility of every activity participant to refrain from behavior prohibited by the policy.**

Activities mean those school activities which are sponsored or approved by the Board and or administration but are not offered for academic credit. Such activities include but are not limited to athletics, band, clubs, plays, musicals, dances-including the prom, homecoming, competitions, festivals, trips, student government, and conferences. Any teams/activities utilizing the school uniforms, equipment, or representing the school including but not limited to camps, tournaments, leagues, weightlifting, and other conditioning activities. ****Note: These procedures go into effect at the beginning of the school year (for nonathletes) for anyone planning to participate in defined activities. For all athletes (any season), these procedures are in effect during all games, in-season practices, off-season practices, and off- season activities. ****

All students are prohibited from engaging in the following:

1. The possession, use or distribution of alcohol, drugs, controlled substances or related paraphernalia.
2. The possession, solicitation, conspiring to use or distribution of a prescriptive drug in a manner inconsistent with the directives of the prescribing physician.

INAPPROPRIATE BEHAVIOR

Students in activities are prohibited from engaging in following inappropriate behavior:

1. **Involvement in criminal activity including vandalism, theft, or property damage.**
2. **Violations of the student code of conduct (Level 3), School Code, or Board policies**
3. **Any actions or conduct that otherwise brings discredit to the school.**

Reports of suspected violations should be immediately reported to the school administration.

CONSEQUENCES FOR POLICY VIOLATIONS

The following sanctions shall be applied to all verified violations of this policy or from Policy 227.1:

1. **First Offense:** Suspension from participating in activities from the date the incident is verified for a time period of thirty (30) days.
2. **Second Offense:** Suspension from all activities from the date the incident is verified for a time period of forty-five (45) calendar days.
3. **Third and Subsequent Offenses:** Suspension from all activities for sixty (60) calendar days from the date the incident is verified.

***** ADDITIONAL CONSEQUENCES FOR VIOLATIONS/INAPPROPRIATE BEHAVIORS AT EACH OFFENSE LEVEL MAY BE PROVIDED BY ADMINISTRATION *****

In addition to the sanctions specified above, all students violating drug/alcohol usage must participate in a Student Assistance Program. An assessment must be completed by a licensed drug and alcohol evaluator within the (10) days.

DRUG TESTING PROCEDURES

Any student wishing to participate in an activity will complete and sign the Consent to Drug Testing form. As a prerequisite for joining and becoming a member of an activity, a student and parent shall consent to testing for alcohol and controlled substances. The contract shall be signed by a parent/guardian of a minor student or by the student if she/he is eighteen (18) years of age or is married, whether age eighteen (18) or not. This signed form is effective throughout the duration of the student's school career.

After the consent form is signed, a student who indicates she/he will not be participating in any activity for the contracted year may opt out with a signed letter by the parent/guardian directed to the building principal. If a student changes his/her decision to participate after the deadline for consent, the student shall be required to provide a properly executed consent form and participate in a mandatory drug test before the student will be permitted to participate. Any student not involved in the random drug testing program choosing to join an activity will automatically be placed in the next testing pool once consent is received.

The complete versions of policy 227.1 and 227.2 are available via the district website at all times.

ATTENDANCE ELIGIBILITY

1. Students are not permitted to participate in practice sessions or school events if they are absent from school that day. (Exceptions are preplanned college visits, other school related functions such as a field trip, educational trip, or extenuating circumstances approved by the building administrator.)
2. The continued goal and expectation are for all students to be in daily attendance the entire school day. Students who are tardy to school for three or more times will not be able to participate on the days they are late for school. Students who are late for school beyond 11:30 am will not be able to participate on that day. Only **bona fide doctors' excuses** or other urgent circumstances, which must be presented in writing, will be considered by the principal in waiving this policy. It is the continued expectation for student athletes to function as leaders and set an example for good attendance.
3. Any student sent home ill from school is ineligible for all activities that day.
4. A student who is assigned detention or suspension is not eligible to participate in extracurricular events during the assigned dates. Any student who does not comply with the code of conduct may be denied participation.
5. Additional attendance guidelines are included in the school board policies 122, 122.A.

SCHOLASTIC ELIGIBILITY

Students need to be passing three full credits to be eligible to participate in any activity after school hours. This applies to athletics, plays, academic competitions, dances, the prom, among other activities. Students may attend public performances and contests as spectators.

Excepting eligibility for dances and the prom, which shall be applied at the end of each marking period, eligibility will be checked weekly. According to the students' weekly standing, the following will apply:

Failure totaling a full credit will result in contract status. Upon ineligibility (1.5 credits failing) all courses will result in contract status.

Students may attend practices, rehearsals, or other after school commitments even though they are ineligible if the total of failing credits is 1.5 or less. If the student is failing 2 credits or more, he or she may not attend practices, rehearsals, or other after school commitments.

Students may regain eligibility upon improved weekly standings. However, if the student has been ineligible to practice, the principal will decide the date he or she may be eligible to participate after consultation with the coach or advisor.

If at the end of a marking period the student is deemed ineligible (fewer than three full credits passing), the period of ineligibility will be 15 school days. Return to eligibility will be determined by weekly progress as reflected in both grades and contract status.

At the end of the second and fourth marking periods, in both marking period and final grade standards will be applied towards eligibility status.

According to PIAA Article 10, Section 5, At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period.

Students who are retained a grade level are ineligible to participate in activities or sports for the entire year.

When a student is in contract status, the coach, advisor and teachers will be informed. A plan between teacher and student will be developed to assist the student in meeting his/her academic obligations. Parts of the plan may include requiring tutoring, deadlines for assignments due, etc. The principal must be informed of any student under contract.

Also, the principal must approve a student's eligibility when he or she is under contract status.

Coaches and advisors may impose more stringent guidelines than those listed here. Additional information on this policy can be found in the Student Athletic Handbook.

STUDENT ACTIVITY FEE

A student activity fee of $40.00 will be assessed to each Middle School and High School student who participates in any interscholastic sport and/or marching band. A student is required to pay the activity fee only once each academic year, regardless of the number of sports/activities in which he/she may participate. The full amount of the fee will be waived for any student that has qualified for and been approved by the Director of Food Service for free or reduced lunch in the current year (previous year for fall sports commencing prior to the opening of school). Due to confidentiality considerations, it is the responsibility of the Athletic Director or Band Director to administer the collection of the fee and maintain accurate records. No student may begin practice or participate in any sport or activity prior to the payment of the fee. There will be no refunds of the fee regardless of the level or length of student participation except for students who do not pass required physical examinations or student who are cut from sports by coaches.

Students have the option to pay $40.00 for a student admission game pass, which will allow that student free admission to any regular/non-playoff home sporting event. This is open to any student, not just those involved in sports and marching band.

ADMISSION PRICES

School Events:	
Musical	All - $15.00
Class Plays	Adults - $6.00
	Students - $3.00
Athletics:	
High School	Adults - $5.00
	Senior Citizen - $4.00
	Students - $3.00
	Varsity Football Reserved Seats - $7.00
Junior High	Adults - $3.00
	Senior Citizen - $2.00
	Students - $1.00

SUSPENSIONS AND PARTICIPATION IN ACTIVITIES

1. **Students are expected to exhibit appropriate behavior at all times. Any student who violates school rules may be denied participation by the administration.**
2. **Any student who is suspended from school is not eligible to participate in any practices or events during the suspension.**
3. **Suspensions which are not completed prior to the end of the school year will carry over into the next school year.**

ATHLETIC PROGRAM

School sponsored athletics: Baseball, Boys and Girls Basketball, Boys and Girls Bowling, Cheerleading, Boys and Girls Cross Country, Field Hockey, Football, Golf, Boys and Girls Lacrosse, Boys and Girls Soccer, Softball, Boys and Girls Tennis, Boys and Girls Track, Bocce, Girls Volleyball, Boys and Girls Swimming and Boys and Girls Wrestling.

Varsity letters can be earned in each of these sports, according to each of their requirements.

This school is under the sanction of the PIAA and follows all of their regulations. PIAA Handbooks are available for review upon request.

ATHLETIC ELIGIBILITY RULES – P.I.A.A.

You are not eligible:

1. If you are 19 years of age prior to midnight, June 30.
2. If you have attended eight semesters of school after entering grade 9.
3. In a sport if you have played four seasons beyond the eighth grade in that sport.
4. If you completed the work of grades 9, 10, 11 and 12 inclusive.
5. If you have violated your status as an amateur athlete by: (a) accepting money or items of monetary value, (b) accepted a sweater and/or jacket from an organization other than your high school, or (c) violated any other section of the PIAA Amateur Status Rule.
6. If you are non-compliant with PIAA NIL expectations. The PIAA has rules/expectations/guidelines regarding NIL (Name, Image and Likeness) and what can/cannot occur. This can be found in Section 3J of the PIAA Constitution/Bylaws. Among other items, it is expected that within 72 hours after entering into any type of NIL Contract/agreement, a student, or the students' parents/guardians must notify the Principal or Athletic Director of the student's school of entering that agreement.

7. If you have transferred from one school to another without a corresponding change of residence by your parents or legal guardian.
8. If you have not passed a physical examination given by a physician, a certified school nurse practitioner, or a physician assistant before your first sports season of the academic year. You are also not eligible if you have not been re-examined or certified by a licensed physician of medicine, a certified school nurse practitioner, or a physician assistant that your condition is satisfactory before each subsequent sports season or before you commence to train or practice the intended sport.
9. A student who is a member of a school team may not participate in an athletic contest (golf tournament, track meet, etc.) outside the school program in the same sport during the same season unless the principal permits the student to do so and unless the principal waives Article VIII, Section I (A) of the PIAA By-Laws by writing to the PIAA Executive Director notifying the Executive Director of his decision/action prior to the student's participation in the non-school athletic contest. A student who participates in an athletic contest outside of the school program as an individual or as a member of a team in the same sport during the same season without the waiver being properly filed with the PIAA Executive Director and being placed in the school's permanent file in the PIAA Office before the student participates in an athletic contest is ineligible in the involved sport for the remainder of the season.
10. If you are not completing successfully 3 credits at the end of each week. The student would be ineligible for the following week (Sunday through Saturday).
11. According to PIAA Article 10, Section 3, "In cases where a students' work in any preceding grading period does not meet the standards provided in Section 2, said student is ineligible to participate in interscholastic athletics for at least 15 school days of the next grading period where the school has 4 grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5.
12. According to PIAA Article 10, Section 5, At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period.
13. Students whose work does not meet the standards provided for in Article X. who attend summer school and correct their deficiencies may be eligible.
14. A student who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty five school days following the student's twentieth day of absence, except that where there is an excused absence due to death in the immediate family or of a near relative as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an excused absence of five or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the District Committee. Attendance at summer school does not count toward the forty-five days required.

ATHLETIC COURTESY

Section 1.

Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in his own actions and earnestly advocate them before others.

a. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break. The stealing of advantage in sport is theft.
b. No advantages are to be sought over others except those in which the game is understood to show superiority.
c. Unsportsmanlike or unfair means are not to be used even when opponents use them.
d. Visiting teams are to be honored guests of the home team and should be treated as such.
e. No action is to be taken or a course of conduct pursued that would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
f. Remember that a student spectator represents his school the same as the athlete does.
g. Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.
h. Decisions of officials are to be abided by, even when they seem unfair.
i. Officials and opponents are to be regarded and treated as honest in intention in games when opponents conduct themselves in an unbecoming manner, and when officials are manifestly dishonest or incompetent, future relationships with them should be avoided.
j. Good points in others should be appreciated and suitable recognition given.
k. The practice of "booing" is regarded as discourteous and unsportsmanlike.

SPORTSMANSHIP

It is the earnest desire of the Selinsgrove Area Schools to foster clean sports in athletic activities. All boys and girls, whether players or spectators, should observe the rules of good sportsmanship and fair play. All students are expected to act in such a manner that they may be a credit to themselves, their school, and their community. **Students whose behavior is inappropriate will face disciplinary action, which may include detention, suspension, suspension from activities, and/or a ban as a spectator from future events.**

ATHLETIC AWARDS

Letters and awards will be presented to varsity participants in the following manner:

- A varsity participant may earn one chenille letter in his/her athletic career. Sports inserts will be awarded to qualified students who participate in a particular sport for subsequent years.
- Certificates of recognition will be issued to those participants who do not fulfill the requirements of receiving an award.
- Following are the requirements for each sport (Varsity and J.V.):
  - FOOTBALL – Players must participate in ½ the quarters of that season.
  - WRESTLING – All wrestlers must participate in ½ of the regular season matches and score five team points.
  - TRACK & FIELD – Participants must obtain a minimum of fifteen points in one season. Points are earned through participation in different events and scored according to track rules.
  - BASKETBALL – Players must participate in ½ or more of the quarters of that season.
  - BASEBALL – Players must participate in ½ or more of the innings per season with the exception of pitchers in which case they must have pitched at least 1/3 of the innings.
  - SOFTBALL – Same as for baseball.
  - GOLF – Players must participate in ½ or more of the scheduled matches per season.
  - HOCKEY – Players must participate in ½ or more of the halves of that season.
  - LACROSSE – Players must participate in ½ or more of the halves of that season.
  - BOWLING – Players must participate in ½ the matches.
  - CHEERLEADING – Each sports season is separate – fall, winter and spring. Participants will cheer in all the games.
  - CROSS COUNTRY – Runners must score in at least ½ of the meets.
  - TENNIS – Players must participate in at least ½ the matches.
  - SOCCER – Players must participate in ½ the quarters of that season.
  - BOCCE – Players must participate in at least ½ the matches.
  - SWIMMING and DIVING – Players must participate in at least ½ the meets.
  - VOLLEYBALL- Players must participate in at least ½ the matches.

1. A manager is considered part of that sport. Awards will be established on the same year levels as a regular athlete and he will receive the same award as any athlete with the exception that in establishing the length of time to fulfill the requirements of earning an award, a manager will have to complete the entire season of that sport.
2. Awards are made with the recommendation of the coach, athletic director and principal.
3. JV award winners will be issued a certificate.
4. In varsity sports, winners will receive a seven-inch chenille letter and certificate.
5. In addition to the above requirements, awards can be made to participants who have been members of a team for a number of years and recommended by the coach and athletic department.

NCAA CLEARINGHOUSE RULES

Those student athletes interested in playing sports in college **MUST** be registered with the NCAA Clearinghouse to be eligible to play sports at the Division I or Division II level. To meet the NCAA'S defined standards of acceptability certain courses must be taken by the student athlete during their high school careers. For more detailed information on the NCAA Clearinghouse and their rules of eligibility or to register your student athlete you may go on line to www.ncaaclearinghouse.net.

USE OF SCHOOL BUILDING

Student groups desiring the use of the school must have faculty chaperones at all times. No student will be permitted in the building for any purpose without meeting this requirement. To request use of the building, the group representative must access the district website Seal-pa.org, "District Links", facility use. Outside groups shall initiate arrangements with the Business Manager or Athletic Director/Building and Grounds Director and shall secure a copy of the policies of the School Board regarding building use.

BUILDING AND GROUNDS SECURITY

Resolved: that the following rules and regulations shall govern the conduct of all persons on school property of the Selinsgrove Area School District:

1. Prohibited Actions. Public schools, as public institutions, must provide a safe environment for students, staff, parents and visitors. The following actions are specifically prohibited: willful physical injury to any persons; willful damage to property; willful disruption of the orderly conduct of classes or any other school program or activity; willful interference with the lawful and authorized activities of members of the school community, such as property for any purpose other than its authorized use; and the illegal or unauthorized possession on school property of narcotics, dangerous drugs, alcoholic beverages, or dangerous weapons as defined by law.
2. Administrative Plans. Principals and Head Teachers, as chief administrative officers of the schools which they head, are responsible for the good order and the safety of students, staff, parents, and visitors in their respective school. Such plans shall include but not be limited to the following: fire emergency, fire drills, tornado drills, bomb threat and school evacuation emergency; other public order emergency which may require the assistance of law enforcement or public safety agencies; accidents or incidents involving physical injury; the admission and regulation of visitors to the school building; peaceful demonstrations on school property; the use of school building or portions thereof during other than regular school hours by authorized individuals or groups, vehicle traffic on school property; access to special areas of potential danger on school property, such as heating plants and electrical facilities. Such plans shall be consistent with established laws, policies, rules, and regulations, and shall be submitted as appropriate to the Superintendent of Schools for review when so directed.
3. Penalties. Any student, teacher, or other staff member, visitor, or other licensee or invitee who commits a criminal act while in a school or on school property is subject to arrest and prosecution or, in the case of minors, to appropriate proceedings in accordance with law. Persons who commit such acts, or who violate these rules and regulations or such supplemental rules and regulations
   or fully promulgated by the Superintendent of Schools or his designated representatives or by the School Board or their designated representatives, also subject to removal from the school or school property where their act or action is a danger to the safety of others or interferes with the regular programs or activities of the school.
   A. In the case of students, a principal may also impose appropriate disciplinary penalties, including reprimand, or a suspension, in accordance with Section 1318 of the School Code of Pennsylvania and the Regulations of the Board of Education.
   B. In the case of teachers and other staff members, violations may result in warning, reprimand, or dismissal in accordance with applicable provisions of the School Code of Pennsylvania and regulations of the Board of Education, and appropriate contracts.
   C. In the case of visitors, invitees, and licensees, violations may result in the following:
      1. In the event of interference with the orderly operation of school programs, the violator may be removed from school property. In serious cases involving interference with governmental administration, trespass, or loitering, violators are subject to removal, arrest, and prosecution.

2. In the event of damage to school or personal property, assault or robbery, and related offenses, violators are subject to arrest and prosecution.
3. In the event of possession of dangerous drugs, narcotics or dangerous weapons, violators are subject to arrest and prosecution.

Resolved: that nothing in these Rules and Regulations shall be construed to permit or authorize the restriction of freedom of speech, peaceful assembly or the rights and responsibilities of students, staff, parents, parent associations, or other citizens as guaranteed under law, policies and the regulations of the State. Certain area of the building and grounds are monitored and recorded by security cameras.

AFFIRMATIVE ACTION PROGRAM

The Board declares it to be the policy of this district to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, ancestry, national origin or disability. See Board Policy Manual – Policy #103.

SCHOOL POLICY ON STUDENT DEMONSTRATIONS

The right of public-school students to freedom of speech was affirmed by the United States Supreme Court in the case of Tinker vs. Des Moines Community School District, 393 U.S. 503 (1969). Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights. (Title 22, Chapter 12, Section 12.9 of the Pennsylvania Code).

Whenever a student demonstration takes place, the following procedures must be followed.

Students are read a prepared statement in accordance with the "Administrative Procedure for Dealing with Student Demonstrators" as approved, November 17, 1975. That procedure notifies the students that they are in violation of the rules and regulations of the Selinsgrove Area School District and asks them that those who fail to respond to this request within the next five minutes will be suspended from school for a minimum of three days.

The second phase of the procedure informs them that the five minutes are up and that if they do not return to class immediately they will be suspended. Those who do not return to class are then suspended from school for a minimum of three days. They are then warned that, since they are suspended, they must leave the school district property or face removal, arrest, and prosecution under the criminal laws of the Commonwealth of Pennsylvania. They are now given five minutes to leave school property.

If they choose to remain, the police are called and they are removed, arrested, and prosecuted.

Resolved: that nothing in this policy shall be constructed to permit or authorize the restriction of freedom of speech, peaceful assembly, or the rights are responsibilities of students as guaranteed under the law.

CODE OF DISCIPLINE

The purpose of this discipline code is to provide the student with a set of guidelines that exemplify the types of behavior expected of students at Selinsgrove Area High School.

The code is non-inclusive but simply provides a basis for student conduct.

The student and parent should realize that the maintenance of discipline in a high school is a multi-faceted task. It is comprised of many necessary rules and many penalties for those who break the rules. In order for a discipline code to work, cooperation must exist among administration, faculty, students and parents.

The administration's approach to discipline at Selinsgrove Area High School is a progressive, tiered approach. It begins with discussion, to either hall pass restriction or detention, and finally suspension. At this point, it may become necessary for other agencies to be involved. Referrals may be made to juvenile authorities and/or the Alternative Educational Program or to the Board of Education for an expulsion hearing.

It must be remembered, however, that although discipline is tiered, some of the steps may be bypassed in accordance with the severity of the infraction and that some infractions carry minimum penalties. Discipline is handled on an individual basis, but the penalty, if not mandated, is at the discretion of the administrator.

The State Board of Education has set forth regulations governing student rights and responsibilities in the Pennsylvania Code. Title 22, Chapter 12. These will be found on page 39 and are applicable to all students.

DISCIPLINE

Section 1317 of the School Laws of Pennsylvania states that, "Every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

In keeping with this, teachers are given the responsibility to establish certain reasonable rules and regulations that are deemed necessary in order to successfully conduct their classes. Students are given the responsibility to respect these rules as well as those established by the administration. Failure, on the part of the student, to follow these rules and regulations will result in some type of disciplinary action.

In the Administrative Offices, a record is maintained of those students who are referred for disciplinary reasons**.** When a student is involved in an incident that requires disciplinary action, the staff member who observed the offense will prepare a written referral. The assistant principal/principal will meet with the student to assess the level of the student's infraction**. It should be noted that this policy is intended to be a guide, and the administration retains the right and the responsibility to deal with each situation as deemed appropriate for the student.**

The assistant principal/principal may choose one or more of the consequences for an offense. Should a student repeat an offense within a level, a consequence from a higher level may be assigned to the student. The principal will inform the teacher in writing of the action taken.

No one shall commit any act or acts on school property, at school functions, and in school buses provided or prohibited by the laws of the Commonwealth under the Vehicle Code, Crimes Code or other similar statute.

BULLYING/CYBERBULLYING

Policy #249 Bullying/Cyberbullying: The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student leaving, and may lead to more serious violence.

Therefore, the Board prohibits bullying by district students. Bullying includes an intentional electronic, written, verbal and/or physical act or series of acts directed at another student or students that is severe or persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Any reports of bullying will be investigated and any individual found to have engaged in a bullying activity on school property, on school transportation, at a school-sponsored activity, or via the district's technology network will be subject to appropriate consequence(s).

Consequences for Violations:

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: counseling within the school, parental conference, loss of school privileges, transfer to another classroom or school bus, reassignment to alternative educational setting, exclusion from school-sponsored activities, detention, suspension, expulsion, recommend counseling/therapy outside of school, referral to law enforcement officials.

The administration at Selinsgrove Area High School encourages students who have been bullied or have observed bullying to promptly report all such incidents to a guidance counselor or a principal for investigation. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

All reports are taken seriously and will be investigated. It should be noted that falsely reporting an incident will result in disciplinary action.

A complete version of policy 249 is always available via the district website.

THREAT

PURPOSE

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

DEFINITIONS

Communicate – shall mean to convey in person or by written or electronic means, including telephone, electronic mail, internet, facsimile, telex and similar transmissions. [16]

Terroristic Threat – shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. [16]

Level I Behavior

Skipping Class
Disruptive behavior
Hall pass violation
Horseplay
Inappropriate attire (hats, tank tops, coats)
Lying/Dishonesty
Loitering in unauthorized areas
Tardy to school or class
Truancy
Inappropriate use of any electronic device during the school day
Cell phone violations

Level I Choice of Consequences

Conference with student and possible notification to parents
Detention(s)
Loss of privileges
In –School Suspension

Level II Behaviors

Continuation of level I behaviors
Cheating/Academic Dishonesty
Destruction of school property
Disrespectful behavior
Failure to serve assigned detention
Fighting
Forgery
Harassment
Inappropriate language, gestures,/contact
Insubordination
Leaving school grounds
AUP violation
Obscene Language/Profanity
Possession/use/sale of tobacco/nicotine products
Possession/use/sale of a Vape
Sexual comments, contact,/materials
Theft

Level II Choice of Consequences

Notification of parents
Referral to Counselors
Detention(s)
Suspension(s)
Charges filed with Police
Citation filed with Magistrate

Level III Behavior

Continued Level II behaviors
Assault
Possession or use of alcohol
Possession or use of illegal substances
Terroristic Threats
Vandalism
Weapons

Level III Choice of Consequences

Notification of parents
Referral to SAP
Charges filed with Police
Suspension
Expulsion

Please keep in mind that the above are minimum penalties. The administrator may use discretion at any time to adjust the punishment.

The administrator will address other infractions such as fighting, theft, etc., on an individual basis. Penalties could include police involvement.

RULES FOR DETENTION SESSIONS

Hours for Detentions Sessions: 3:10 PM to 4:10 PM Location for Detention
Sessions: Office/Media Center
Rules:

1. Be in the room by the assigned time.
2. Be prepared to do classroom work.
3. Be quiet and remain seated at all times.
4. Turn in your cell phone while serving detention.
5. Remain in your seat until the dismissal bell.
6. No amusements (games, cards, radios, etc.) will be permitted!
7. If a student is asked to leave the session, or if a student leaves on his/her own, an In School Suspension will follow.
8. If a student is absent on an assigned day(s), it is his/her responsibility to contact the main office the next day. Failure to do so may result in suspension.
9. Students not attending or meeting the expectations of an assigned detention will be assigned additional consequences.

An excused absence will be the only reason for missing detention sessions or prior notification to principal with permission. The Main Office must schedule this make- up date and no additional letter will be sent.
After school activities, work, and lack of transportation will not be considered reasons for missing assigned detention sessions. Missing assigned detention sessions for these reasons may result in suspension from school. Transportation arrangements are the responsibility of the parents at all times!

IN-SCHOOL SUSPENSION

In-School suspension (ISS) is an administrative action which is intended as an alternative to suspension from school. Students are restricted to an ISS classroom where they are supervised by an assigned school employee. Students will be provided with work and will receive credit for the work turned in at the end of each session.

RULES FOR ISS

1. Students are expected to be in their seats at all times unless directed by an adult. They should be seated in a way that the adult can see their computer screen.
2. Students are to be working quietly at their desks/tables on the work provided. If work is complete or not provided, they need to be reading quietly.
3. No music, sleeping, or playing games on the computer.
4. Cell phones and ear buds will be turned into the office before Block 1 and returned to the students at the end of Block 4.
5. All school rules apply while serving ISS. Failure to comply may result in further suspension in or out of school being assigned.

REASONABLE PHYSICAL FORCE

Teachers and school authorities under any of the following circumstances may use reasonable physical force:

1. To quell or prevent a disturbance, thus ensuring the safety of all persons.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection and safety of person(s).
5. Safe Crisis Management will be used whenever possible.

TOBACCO/NICOTINE PRODUCTS – POSSESSION OR USE

The use or possession of tobacco, tobacco products, nicotine, nicotine delivery products and look-a-likes (e-cigarettes, Vapes or any smoking device) are strictly prohibited at all times in the building, on school grounds, and on school buses. Offending students will be suspended from school.

Students will be required to surrender all products as described above.

Any student assisting others in violating this rule will be suspended.

In addition, pursuant to Act 145, the student has committed a summary offense and a complaint will be filed with the District Magistrate. The magistrate may issue a fine and costs of up to the maximum amount allowed by law.

DRUGS AND ALCOHOL

The use, possession, or distribution of any drug during school hours, on school property, on school buses, or at any school-sponsored event is prohibited. Nor should anyone come onto school property or attend any school-sponsored event under the influence of drugs or alcohol. The term "drug" shall mean all dangerous, controlled substances, including "look a-like" drugs prohibited by law, all alcoholic beverages including beverages manufactured or sold as "look a-like" alcoholic beverages whether or not prohibited by law, tobacco or tobacco products as is defined in the Student Handbook under "Tobacco Use." Also prohibited are devices, apparatus, utensils, and paraphernalia commonly used with or associated with the use of the above. In determining whether a beverage is a "look a-like" beverage the following factors shall be considered:

A. Whether the beverage in its overall finished package or container which, or the labeling of which, bears markings or printed material substantially similar to packages or containers used for alcoholic beverages; and
B. Whether the beverage is contained in containers used for alcoholic beverages.
C. ALL PRESCRIPTION AND PATENT DRUGS SHALL BE REGISTERED BY THE PARENT OR STUDENT AND SHALL REMAIN IN THE NURSE'S OFFICE.
D. Any student suspected of being under the influence of alcohol or drugs, during school hours or on school grounds, may be required to submit to a "preliminary breath test." Failure to do so will result in a suspension from school.

WEAPONS POLICY

In order to comply with Federal guidelines, the Selinsgrove Area School District has written a policy dealing with "weapons" in school. The policy was written with the goal of maintaining a safe and secure learning and working environment. The posture of the district is a "no tolerance" position. This basically means that no weapon or anything that has the appearance of a weapon will be permitted within any school environment. This includes building and grounds, buses, leased or rented facilities, school vehicles, or at school bus stops. Anyone found in possession of a "weapon" in any area defined by the policy at any time is subject to administrative and/or legal action.

Weapons are divided into two categories. Category 1 weapons would include all firearms, loaded or unloaded, other guns including pellet, B-B, stun, look-alikes, and nonfunctioning guns, knives, switchblades, daggers, swords, razors, etc., artificial knuckles in any form, blackjacks, clubs, num-chuks, throwing stars, explosives, poisons, chemicals, or other substances capable of causing bodily harm, bows and arrows, sling shots, and any other device used to threaten, intimidate, or inflict harm.

The procedures followed when a student violates the policy would include confiscating the weapon, calling police, holding an informal hearing with the student, notifying the parent, suspending the student, filing a petition with the juvenile courts and probation, and recommending to the superintendent that the student be expelled for a period of one calendar year.

Included in this policy is a paragraph that states that whenever a student sees or becomes aware of a weapon at school, the student must not touch it or remain in the presence of the person or group that is in possession of the weapon and must report it immediately!

It is clear that there are some items that might or might not be construed as a weapon. Whenever an item is found that is questionable, it may be considered a Category 2 weapon. Some examples are small pocketknives, fireworks, firecrackers, smoke bombs, throwing darts, nuisance items and toys, unauthorized tools, and mace.

The procedure that is followed whenever a Category 2 weapon is involved is confiscation of the weapon, notification of the parents, holding an informal hearing for a suspension of up to five days, and the filing of a petition with the juvenile courts and probation. For repeat offenders there will be a recommendation to the superintendent regarding expulsion.

POLICE AND JUDICIARY

For the protection of all students, faculty, staff, and administration, it will be the policy of the Selinsgrove Area School District to cooperate as much as possible with all police and judiciary departments. Student contact with the police will be limited unless parental permission can be obtained. Whenever possible, the parents will be in attendance for any interrogation or arrest. No child shall be released to police authorities without proper warrant, appropriate evidence, or parental permission, except in the event of an emergency or for the protection of life or property as determined by the administration.

SEARCHES

Locker searches are regulated by the Pennsylvania School Code 22, Chapter 12, Section 12.14 and Selinsgrove Area School District Policy #226.

Upon reasonable suspicion, students suspected of using, selling, or possessing illegal substances or contraband will submit to a search, in the presence of a principal or a parent; refusal may result in suspension or expulsion.

Articles used for storage of personal property, including but not limited to, book bags, back packs, gym bags, purses, etc. may also be searched upon reasonable suspicion that they contain drugs or contraband.

Students or persons bringing motor vehicles onto school property or driven to school impliedly consent to the search thereof on reasonable suspicion that they contain drugs or contraband.

Upon reasonable suspicion, students suspected of being under the influence of drugs or alcohol shall submit to a blood, breath or urine test performed by qualified personnel; refusal may result in suspension or expulsion.

Searches conducted by the administration may include but are not limited to utilization of certified drug dogs, metal detection units, or any device that may help protect the health, safety, and welfare of the school population.

ACADEMIC INTEGRITY

Purpose: The Selinsgrove Area School District believes it is our responsibility to provide all learners with a quality education in preparation to becoming life-long learners. Additionally, in support of SASD's vision, SAHS students are held to a high expectation for academic integrity, through the development of their skills as problem solvers, critical thinkers, and effectively contributing to the global society. Students will be provided an opportunity to understand Academic Integrity and Academic Dishonesty throughout their various courses; and will be held accountable through electronic checkers to verify misconduct, if applicable. It is the school's responsibility to provide various tools, and their use, to support students in their academic success, not to replace or undermine their own performance/works.

Definitions: (not limited to the examples listed below)

- **Integrity -** a firm adherence to a code of especially moral values in regard to academics and student performance
- **Plagiarism -** presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgment
- **Cheating -** to deprive of something valuable by the use of deceit or fraud to respond in a manner as one's own intelligence (i.e. taking photos of tests, removing a test from a teacher's desk, passing test information, direct or indirect observation/sharing of another's responses to submitted/graded assignments, etc.)
- **Artificial Intelligence (AI) -** use of algorithms that analyze patterns in existing online data to create newly worded content. This data comes from other people's published work; a collection of ideas published by other people assembled in a new way.
- **Academic Dishonesty -** attempt to give or obtain assistance, without due acknowledgement, for the advantage of one's own submitted performance/work for grading

Procedures for Academic Dishonesty: Once Academic Dishonesty has been identified…

1. **First Offense**: The student will be remediated and provided an opportunity to **revise/redo** the assignments, at a percentage of credit given for the resubmitted assignment. **However, a student determined to be cheating may receive a zero and a conference with the teacher.** A discipline referral will be submitted by the teacher and the student will follow the progression of consequences.
2. **Second & Additional Offenses**: The student will receive a **zero** for the assignment and will NOT be allowed to revise/redo it for points. A discipline referral will be submitted by the teacher and the student will follow the progression of consequences.

- **Each Offense the Teacher Will:**
  - Verify potential previous offense(s)
  - Communicate home and explain the situation to the parents/guardians
  - Submit a Referral in Sapphire with "Dishonesty" as the Infraction and a detailed explanation under the Notes tab.
- **Administration will call home, with follow up in communication to the progression of consequence earned.**

Each previous offense will be reviewed and considered for the duration of a student's high school academic career, across all courses.

UNLAWFUL HARASSMENT

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages students who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment/hazing shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment/hazing.

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which creates an intimidating, hostile or offensive educational environment. Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual, jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall contact a guidance counselor or administrator who will initiate the complaint procedure. After the student's initial concerns have been addressed, three courses of action for the student are available. (1) The student may lodge a verbal complaint. (2) The student may lodge a complete written complaint after the initial session. (3) The student can file a formal complaint and request a hearing.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

SEXUAL IMPROPRIETY

A school district policy exists with regard to sexual impropriety. Students who wish to review this topic may secure a copy of the policy from the Guidance Office. Moreover, Guidance Counselors are available to discuss policy issues with students.

SCHOOL POLICY REGARDING INITIATION/HAZING

By action of the School Board any type of initiation for school sponsored activities which inflicts personal contact, ridicule, or placing any person in jeopardy is prohibited. Clubs using these procedures will be disbanded. Students violating this rule and found guilty will be restricted from participating in extracurricular activities as well as subjecting themselves to other punishment as the case may warrant.

TRANSPORTATION
SCHOOL BUS TRANSPORTATION POLICY

1. For those students living in bus riding areas, the school district will provide transportation to and from the student's assigned loading/unloading zone to the school they attend.
2. All students who are assigned to ride a school bus will be assigned a seat on his/her particular bus and are expected to sit in that seat every day.
3. Requests for temporary changes in loading/unloading zones will be honored for students to be transported to locations other than their assigned loading/unloading zone provided the following are met:
    a. Requests must be submitted by the parent or legal guardian of the student on the form provided by the school district and received by the Business Manager at least THREE SCHOOL DAYS prior to the time change in transportation service is to take place.
    b. Request to Use a Different Bus Route: the change must be able to be provided by using established school bus/vehicle routes at no additional cost or additional mileage of the school bus/vehicle. There must be available seating for additional students. The requested loading/unloading for the student does not have to be at the same location, but the student must use the same bus/vehicle for transportation to and from school.
    c. Family Emergencies or Parents Out of Town: Requests will only be considered if the student involved is a designated bus rider and seats are available.
    d. Working Parent(s) or Custody Orders – Requests will only be considered if unassigned seats are available. Individuals making the request will be expected to present a regularly assigned work schedule or custody order. The request must involve a consistent and regular change for the entire school year. Approved changes will remain in effect for the school year unless documentation of a change in status is provided at least three (3) days in advance of a new request.
    e. Request to Use the Same Bus: Requests for changes of loading and/or unloading zones within the same bus/vehicle route will be considered for one instructional activity per week or for circumstances such as family emergencies, working parents, or parents being out of town. Approval of requests will be considered for one day or a set weekly schedule not on a "whenever" basis. If these conditions are met, the Business Manager, at his discretion, may temporarily approve the change, but the request shall be presented to the Board of Directors at their next regularly scheduled monthly meeting for approval.

4. Requests for changes or additional school bus loading/unloading zones must be submitted on the form provided by the school district. No change in a loading/unloading zone will be approved by the Board unless the new loading/unloading zone is considered to be a safe stopping point.

STUDENT BUS PASS

Bus rider requests to use another bus on a temporary basis will be **accepted three (3) days prior to the requested date** by the requesting child's parent or guardian, as well as the party receiving the child. The written request must include: (1) the name of the student making the request, (2) bus number which they are requesting to ride (3) the name of the party where the child is going, and (4) the reason for the request. The pass will not be accepted or approved for sleepovers, parties, social events, etc. It is the parent's responsibility to provide other means of transportation for social events.

Students requesting to load or unload at a stop other than their assigned stop, even on their regular bus, must also request a student buss pass through a note or letter for this to occur.

A request will only be considered if there are unassigned seats available. Bus drivers will not accept notes for any changes. The student must turn in their written request at their respective buildings to obtain a bus pass.

SCHOOL BUS DISCIPLINE PLAN

Parents are urged to support the school in an effort to transport students to and from school in a safe manner. When a student chooses to disrupt the bus, he/she is jeopardizing the safety of the other students and disciplinary actions will take place.

When a problem is reported, an investigation and a determination are made by the school administrator concerning the extent to which a student is involved.

"DON'T LOSE YOUR RIDING PRIVILEGE"
FOLLOW THESE RULES

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your assigned seat.
9. Keep head, hands and feet inside the bus.
10. The bus driver is authorized to assign seats.

Bus drivers are to enforce the rules listed above. The rules are posted in all school buses and students are required to follow the rules.

All students are required to be at their assigned loading zone five (5) minutes before the designated loading time. Bus drivers are not required to wait if students are not at the loading zone at the time designated on the published schedule for bus routes. Buses arriving late will make every effort to notify students of their arrivals.

Water, water guns, water containers or any potentially dangerous devices (e.g. firecrackers, caps, knives, guns, etc) are NOT permitted in schools or on school buses/vehicles.

The Board of Directors may take any action necessary to provide a safe transportation system including the temporary suspension or revocation of bus riding privileges.

TRANSPORTATION VIDEO MONITORING

The Board recognizes that serious misconduct on board a bus jeopardizes the safety of all passengers and that the limited use of video monitoring will help ensure safety by serving as a deterrent to serious misbehavior.

Upon approval of the Superintendent or authorized designee, the video and audio monitoring device will be installed, operated and maintained by the Transportation office. A warning (via a posted decal in buses and publication in school handbooks) will inform riders that a video and audio monitoring system may be used at any time. Tapes will be erased and re-recorded if no incidents occur. Tapes documenting incidents will be made available to the appropriate principal, or designee, after review by the contractor and Transportation Office, and/or Superintendent or respective designee. All tape recordings shall be the exclusive property of the Selinsgrove Area School District.

The method of videotaping will be through the scheduled rotation of video cameras, so as not to isolate only certain buses. The actual taping will be audio and video. Based on the number of incidences of misconduct or the seriousness of such reports, video taping of a bus route may be done more consistently.

Review of videotapes will be limited to the appropriate principal, or designee, contractor and the Transportation Office, and/or the Superintendent or respective designee.

If the parent/guardian received an incident report informing them that their son/daughter was involved in an alleged misbehavior that was video taped, the parent/guardian will have three (3) school days, after receiving the incident report, to submit a written request to view said videotape. This written request must state the purpose and/or reason for reviewing the portion of the videotape that involves their child's alleged misbehavior. The Selinsgrove Area School District asks that the parent/guardian help to work toward a resolution of that incident or situation.

Video taped documentation of misbehavior will be preserved only until the discrepancy action/disposition is reached. Thereafter all recorded evidence of the misbehavior will be erased.

SCHOOL BUS ENTRY - UNAUTHORIZED

Amending Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, providing for the offense of unauthorized school bus entry.

55117, Unauthorized school bus entry

(a) Offense Defined – A person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school bus official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

For further information, contact your local State Police or the Selinsgrove Area School District Transportation Office.

STUDENT RIGHTS AND RESPONSIBILITIES

POLICIES AND GUIDELINES FOR STUDENT RECORDS

Approved by Action of the Board of Directors – 09/10/73
Revised and Approved by Action of the Board of Directors – 10/15/79
Revised and Approved by Action of the Board of Directors – 07/14/97
Revised and Approved by Action of the Board of Directors – 06/21/99
Revised and Approved by Action of the Board of Directors – 08/03/09

INTRODUCTION

The Selinsgrove Area School District provides an educational program from Kindergarten through Grade 12. Our elementary children attend Kindergarten through grade two at Selinsgrove Elementary School and grades three, four, and five are located at Selinsgrove Intermediate School. Grades six, seven, and eight are located at Selinsgrove Middle School and Selinsgrove High School provides facilities for students in grades nine through twelve.

It is a well-established educational practice for schools to gather, organize, and use information concerning each pupil within its system. These records are maintained to meet legal requirements and to structure an orderly system of information which can be very useful to the pupil and his/her parents in making choices for educational and vocational planning.

The purpose of this document is to state the policy of the school district concerning the use of student records and to establish guidelines to assure the proper maintenance, storage, use, release, and longevity of them. The district shall base its policy on regulations specified under the Family Educational Rights and Privacy Act (FERPA) guidelines set forth by PA code governing student records, and district needs. It is understood that this process is an ongoing activity and that the guidelines may be altered, amended, or new ones added from time to time.

DEFINITIONS

As used in this part:

I. "Directory Information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It may include but is not limited to the following information relating to a student: name, address, telephone number, social security number, date and place of birth, gender, date of entry into school, date of withdrawal from school, school previously attended, reasons for withdrawal, activities record, attendance record, name of parent/guardian, education of parent/guardian, occupation of parent/guardian, date of graduation, grade point average of four years, rank in class, and other similar information.

II. "Disclosure" means permitting access to or the release, transfer, or other communication of education records of the student or the personally identifiable information contained on the record, electronically, orally or in writing or by any other means to any party.

III. Education Records

A. Means those records which:
1. are directly related to a student, and
2. are maintained by the school B. The term does not include:

1. Records of instructional, supervisory and administrative personnel which:
   a. are in the sole possession of the maker, and
   b. are not accessible or revealed to any other individual except a substitute. For the purpose of this definition, a substitute means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.

3. Records relating to an individual who is employed by the school which:
   a. are made and maintained in the normal course of business.
   1. relate exclusively to the individual in that individual's capacity as an employee, and

2. are not available for use for any other purpose

b. this paragraph does not apply to records relating to an individual in attendance at the school who is employed as a result of his or her status as a student.

4. records relating to an eligible student which are:

a. created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity.

b. created, maintained, or used only in connection with the provision of treatment to the student, and

c. not disclosed to anyone other than individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities which are part of the program of instruction at the school.

5. Records of the school which contain only information relating to a person after that person was no longer a student at the school. An example would be information collected by the school pertaining to the accomplishments of its alumni.

IV. "Eligible Student" is when a student turns 18, marries, or enters college; FERPA classifies him or her as an eligible student and transfers the rights under the Act from parent to the student.

V. "Parent" includes a biological parent, a guardian or an individual acting as a parent of a student in the absence of a parent or guardian. A school may presume the parent has the authority to exercise the rights inherent under FERPA unless the school has been provided with evidence that there is a State law or court order governing such matters as divorce, separation, or custody, or a legally binding instrument which provides information to the contrary.

VI. "Record" means any information or data recorded in any medium, including but not limited to: handwriting, print, tapes, film, microfilm, microfiche, and electronic media.

VII. "School Officials" refers to administrators, teachers, and support personnel who have a legitimate educational interest and are directly responsible for the instruction or the health and safety of students while in attendance at school.

VIII. "Legitimate Educational Interest" describes a purposeful educational involvement with a student in which there is a direct responsibility for providing instruction or supportive services.

IX. "Personally Identifiable Information" includes but is not limited to: student name, names of student's parents or other family members, address of student or family, a personal identifier such as social security number or student number, a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.

PURPOSE

Student records are essential to the child's success in school. A system of maintaining student records begins with the Kindergarten experience and continues through the twelfth grade or upon the student's termination of attendance if before graduation. If a staff of professionally trained educators is to provide adequate instruction, its members must come to know their students as individuals and the various school records make this possible.

Proper use of records by administrators, guidance counselors, and teachers will lead to effective teaching, counseling, and program selection for students. Parents can reach greater understanding regarding school problems through the proper utilization of student records.

Certain parts of the record are of a permanent nature and contain information that will remain in the school district file indefinitely. Others are of a temporary nature and their usefulness terminates at specific levels of instruction.

Since all records (permanent or terminal) contain certain confidential information, it is important that policies and guidelines be established to control their availability to persons within and outside the school district.

The Selinsgrove Area School District shall adhere to sound practices in the compilation, maintenance, and dissemination of student records and the protection of the right to privacy of the students and parents.

I. Classification of Student Information

Student information collected by the Selinsgrove Area School District for record purposes will be classified, according to the type of information collected.

A. Information contained in this category includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system. It will be kept in each student's cumulative folder and shall be maintained for all elementary and secondary students and will include directory information and group standardized test scores, ESL assessment results, home language survey and Act 26 information. This category is designated as the Permanent Student File.

B. Student Health Records

C. Exceptional Children's Records

D. ELL Student Records

E. Other Student Records, including but not limited to the following:

1. Individual standardized intelligence and aptitude screenings and tests, interest inventories, achievement tests, behavioral check lists, and observations.
2. Student records such as Instructional Support Team files, enrichment referrals and/or evaluations, and Instructional Strategies and Adaptations forms.
3. Student awards, letters of commendation, and record of participation in school activities.

4. Discipline files.

F. Third party reports from institutions other than schools.

G. Confidential, Personal Files of Professionals in the School.

School counselors and the other professionals may maintain personal and confidential files containing diagnosis and other memory aids for their use in providing services to students. These files are to be maintained in a manner prescribed by professional ethics and Act 287 of the State Legislature.

II. Collection of Student Information

No information shall be collected from students without either prior informed individual consent from the child and his or her parents or representational consent from the School Board.

A. Information Requiring Individual Consent

1. Individual consent from students and parents shall be required for all information other than directory information or information for which representational consent has been given.
2. Prior to the requesting of individual consent, parents shall be fully informed, in writing, as to the methods by which the information will be collected; the uses to which it will be put; the methods by which it will be retained; and the persons to whom it will be available and under what conditions. If such explanation is impossible or undesirable, the reasons shall be presented.
3. In all situations where individual consent is obtained, it shall be in writing.
4. Where individual consent is required, the student's consent shall also be obtained where he or she is reasonably competent to understand the nature and consequences of his or her decision.
5. When a student reaches the age of eighteen, is married (whether age eighteen or not), or is attending post-secondary education, his or her consent alone must be obtained.

B. Information Requiring Representational Consent

1. The School Board, the elected representatives of the parents, shall have the authority to grant consent for the collection of the following information:
   a. All directory information
   b. Such additional information as is agreed upon by the School Board and the School Administration, with the prior parental knowledge of intent to engage in such an agreement.
2. In situations in which representational consent is sufficient, students and their parents shall be informed in advance, by school officials, annually, of the purposes and character of the information collection; and shall be given reasonable opportunity by the School Board to contest the necessity or desirability of the collection process or the proposed use of the information. However, the decision of the School Board is, subject to higher authority or judicial review, binding on all students and parents, whether or not they might individually have consented to the collection.

C. Information for which Informed Consent is Difficult to Achieve

1. In situations, such as interviewing or diagnostic testing by the school counselor, social worker, nurse, psychologist or school principal, where the requirement of informed consent cannot be met because of such factors as the age of the student, the unforeseeable course of the interview process, or student felt obligation to participate, the following procedures shall be followed:
   a. The professional shall inform the student as fully as possible, consonant with his or her professional responsibility and the capacity of the student to understand the implications of the situation, about the information that is likely to be obtained, and shall stress the voluntary character of the student's participation.
   b. Where reasonable doubt exists about the capacity of the student to understand the implications of the situation, either because of the student's age or other circumstances, or where a student clearly in need of intervention declines to participate, parental consent shall be sought.
   c. If, in the cases under "b." parental consent is not given, further steps of a compulsory nature shall be initiated only if: the counselor is entirely convinced, giving full attention to the privacy interest involved, that intervention is imperative; both the student and his or her parents have been fully informed, as far as that is possible; and appropriate school authorities have consented.
   d. A written record shall be maintained of the reasons for proceeding with the collection of data.

D. Information Collected for Non-school Purposes

1. Where the information is to be collected for non-school purposes by school personnel or outsiders, then the above recommendations shall be fully applied, with the further provision that prior informed consent must be obtained from the responsible school authorities.
2. In cases where the information is to be collected under conditions of anonymity, the collecting agency must still obtain the appropriate form of consent. The school authorities shall establish procedures for regulating the collection of such information, including the following:
   a. Notification to students and parents that their participation is voluntary.
   b. Careful review of the instruments and procedures to be used for any such information collection to determine whether the methods and/or inquiries constitute a significant potential invasion of privacy, even though the information is to be collected under conditions of anonymity.

III. Maintenance of Student Records

The Selinsgrove Area School District will provide for the review and update of student information and destroy such information that is no longer useful.

A. Permanent Student File (directory information and group standardized test scores)
   1. Information in this category shall be retained by the school for at least 100 years.
   2. This information should be located under lock and key in the Guidance Office, Principal's Office or Main Office in each school.

B. Student Health Records
   Student health records are kept in storage for seven years after the student graduates or withdraws from the district. Records of students who withdraw from the district shall be maintained for seven years.

C. Exceptional Children's Records
   Exceptional children's records will be kept in storage indefinitely. Confidentiality of and access to special education records are addressed by Board Policy #216 (October 1996), 22 PA Code, and sub section 14.68.

D. Other Student Records
   Information shall be destroyed at the end of Grades 2, 5, 8, and 12 if it is no longer useful or valid. Examples include, but are not limited to: Kindergarten screenings, IST information, enrichment screenings, and duplicate information. All information in this category shall be destroyed when the student leaves school. Exceptions may be made where, under vigorous standards and impartial judgment, good cause for retention can be shown. Parents or eligible students should contact their child's guidance counselor in writing by April 30th if they wish to have this information sent home.

E. Third Party Reports from institutions other than schools shall be reviewed at least once a year and be destroyed as soon as their usefulness has ended.

F. Security of Student's Records
   The Curriculum Coordinator and individual Guidance Counselors shall be responsible for record maintenance and access, and shall educate the staff concerning maintenance, access policies, and security, with emphasis upon privacy rights of students and parents.

G. Digitally Archived Student Records
   The Selinsgrove Area School District will only digitally archive the Permanent Student File for the purpose of record keeping upon the student's graduation or withdrawal from the school district.
   1. The student's cumulative folder will remain active for a period of one year after graduation. This file will be maintained at the Selinsgrove Area High School. After a period of one year, the Permanent Student File will be digitally archived.
      Two digitally archived copies of the Permanent Student File will be kept. A copy will be maintained in the Guidance Office at the High School and the second copy will be kept at an offsite location never to be used unless the digitally archived copy in the Guidance Office is damaged or destroyed.
      All other student information will be burned or shredded upon graduation, with the following exceptions:
      a. Exceptional Children data is currently kept in storage indefinitely.
      b. Student Health data is kept in storage for a period of seven years.
   2. When a student withdraws from the Selinsgrove Area School District, his or her file will be placed in an inactive file unless requested by new school.

H. Recommended Procedure for Records Maintenance
   1. All information will be maintained in the Student Cumulative File with the exception of the following:
      a. Third Party information, including court orders, Family Service Plan, reports from hospitals and psychiatric facilities, etc. shall be maintained in a separate file.
      b. Discipline Records shall be maintained by administrators who generate these records.
      c. Health Records shall be maintained by the school nurse in the health room or other designated areas.
      d. Confidential/Personal Files of professionals in the schools are maintained by and kept in the possession of the originator.
   2. Copies of Exceptional Children's Data, including original ER's, current IEP's, NORA or NOREP's, invitation to IEP conference, and original permission to evaluate shall be maintained in the Student Cumulative File. (see "Maintaining Special Ed Records")
   3. At the K-5 level, a red dot sticker shall be placed on top right corner of files for students who have third party information on file in a separate location. The sicker will be removed if records are purged and no third party records remain regarding that student.
      a. At the 6-12 level, third party files will be located in a separate file directly behind the permanent record.
   4. Information in the Student Cumulative File shall include, but shall not be limited to, the following:
      a. Basic identifying information, group standardized test scores, grades, report cards, class rank, and other information designated as part of the Permanent Student File.
      b. Reports of individually administered standardized intelligence and aptitude screenings, interest inventories, achievement tests, behavioral checklists and observations, Kindergarten screenings, and registration and withdrawal information.
      c. Instructional Support Team files, enrichment referrals and/or evaluations, and Instructional Strategies and Adaptations forms.

d. Student awards, letters of commendation, and record of participation in school activities.

IV. Review Policy

Parents of students or eligible students have the right to inspect and review the education records of the student in accordance with the following:

A. A parent or an eligible student may request to inspect and review the education records of the student by reporting to the building of the student's attendance and speaking to the Principal or School Counselor. Parents or eligible students will be asked to submit this request in writing.

B. It is understood that the school will not deny access to an education record without a description of the circumstances in which the agency of institution feels it has a legitimate cause to deny a request to review such records. The school shall not destroy any records if there is any outstanding request to inspect or review the record.
   1. Access to such educational records shall be accorded within forty-five days of said request.
   2. Parents shall have access to the complete record pertaining to their child at the time of review.
   3. The school shall respond to reasonable requests for explanations and interpretation of the records.
   4. Parents or eligible students may receive a copy of said records at no cost.
   5. Access shall be noted on the student access log.
   6. Under FERPA guidelines the school may not release information provided by an outside agency to parents or eligible students.

C. Educational records are maintained within the building of the child's attendance within the following locations:
   1. The student's cumulative folder, which includes the Permanent Student File, classroom grades, standardized test scores, Exceptional Children's data, copies of letters, and other types of information are housed within the Guidance Office, Principal's Office or Main Office. Parents can access student grades and educational progress by utilizing the district web site. Educational information maintained electronically in the district's student data base is available for review upon request.
   2. Health records are housed in the School Nurse's office.
   3. Disciplinary records are maintained in the Principal or Assistant Principal's office.

D. Persons who have direct responsibility for collecting, maintaining and releasing records are the following:
   1. Assistant to the Superintendent for Curriculum and Instruction – Selinsgrove Area School District, Administration Office, 401 North Eighteenth Street, Selinsgrove, PA 17870
   2. School Psychologist – Selinsgrove Area High School, 500 North Broad Street, Selinsgrove, PA 17870
   3. The Principals, Assistant Principals, or Guidance Counselors in these specific schools in Selinsgrove, PA:
      Selinsgrove Elementary School, 600 Broad St.
      Selinsgrove Area Intermediate School, 301 N. Eighteenth St.
      Selinsgrove Area Middle School, 401 N. Eighteenth St.
      Selinsgrove Area High School, 500 N. Broad St.
   4. Assistant to the Superintendent for Special Education – Selinsgrove Area School District, Administration Office, 401 North Eighteenth Street, Selinsgrove, PA

E. Limitation on the right to inspect and review records

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about their student. A post-secondary institution does not have to permit a student to inspect and review education records that are:

   1. Financial records, including any information those records contain, of his or her parents;
   2. Confidential letters and confidential statements of recommendation placed in the education records of the student before January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended; and
   3. Confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if:
      a. The student has waived his or her right to inspect and review those letters and statements; and
      b. Those letters and statements are related to the student's: 1. Admission to an educational institution;
         2. Application for employment; or
         3. Receipt of an honor or honorary recognition.

F. Requesting Amendment of Records

If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's right of privacy, he or she may ask the educational agency or institution to amend the record.

The educational agency or institution shall decide whether to amend the record as requested within a reasonable time after the agency or institution receives the request.

If the educational agency or institution decides not to amend the record as requested, it shall inform the parent or eligible student of its decision and of his or her right to a hearing under Section 99.21.

G. Conduct of the Hearing

Students and their parents may challenge the validity of any information contained in the student's cumulative folder on the grounds that the information contained in the record is inaccurate, misleading, or in violation of the privacy rights of the student. A formal written petition for a hearing will be submitted to the appropriate building principal. The petition will be reviewed by a panel consisting of the Director of Curriculum and Instruction, the Building Principal, and the child's

Guidance Counselor. The panel's decision may be appealed to the Superintendent of Schools, and the Superintendent's decision may be appealed to the Board of School Directors.

1. Challenges shall be heard within thirty school days of a student or parental request and judgments shall be rendered within thirty days of such hearings. The parent of the student or the eligible students shall be given notice of the date, place, and time at least seven days in advance of the hearing. The hearing may be conducted by any individual, including an official of the school, who does not have a direct interest in the outcome of the hearing.
2. If there is no resolution of the conflict for the parent in the meetings with the review panel or the Superintendent, the School Board shall hear challenges no later than the second regularly scheduled meeting following the date such a challenge is filed, and shall render a judgment at the next regularly scheduled meeting following such hearing. Hearings may be closed at the request of the student or his or her parents, but judgments shall be rendered in public meetings.
3. The parent of the student or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The decision of the institution shall be based solely upon the evidence presented as the hearing and shall include a summary of the evidence and the reasons for the decision.
5. If, as a result of the hearing, the educational agency or institution decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
   a. Amend the record accordingly: and
   b. Inform the parent or eligible student of the amendment in writing
6. If, as a result of the hearing, the educational agency or institution decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both.
7. If an educational agency or institution places a statement in the education records of a student, as noted in section 6 above, the agency or institution shall:
   a. Maintain the statement with the contested part of the record for as long as the record is maintained; and
   b. Disclose the statement whenever it discloses the portion of the record to which the statement relates.

V. Disclosure of Student Information

Fundamental Principle: In situations in which the school is asked by other agencies, institutions, or individuals to disclose student information to other parties, stringent precautions are required to protect the rights of the student against infringement of privacy, misinterpretation of data and inappropriate use.

A. Release of Information to Educational Officials

The school may, without written consent of parents or students, release a student's cumulative folder to the following if the disclosure meets one or more of the following conditions:

1. To school officials, including administration, teachers, and pupil personnel workers within the district who have a legitimate educational interest. A legitimate educational interest shall be clearly defined as "an interest that shall lead to some benefit to the student". Example: an improvement of instruction for the student, an improvement in student attitude, behavior or conduct, educational award, educational honor or scholastic scholarship. Concurrent with a benefit to the student is the question of why the requester "needs to know" said information. <u>The request must meet the guidelines of help, assistance or aid to the student</u>. This shall also include officials of area vocational-technical schools, the Central Susquehanna Intermediate Unit or other agencies which operate classes in which the student is enrolled at least part-time, or which provide educational services directly to the student. School personnel with a legitimate educational interest desiring access to pupil records shall be required to sign a written access log. All others shall also be required to sign a form that will be kept in the student folder stating date and purpose for review. A record of access as related to disclosure shall be maintained and made a part of the record for as long as the record to which it pertains is maintained.
2. To the State Secretary of Education and to authorized representatives of the State Secretary of Education and his officers or subordinates provided that the intended use of data is consistent with the Secretary's statutory powers and responsibilities. a. The Comptroller General of the United States
   b. The Secretary
   c. The Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education
   d. State Educational Authorities
   e. State and Local Officials or Authorities to whom information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974. This subparagraph applies only to statues which <u>require</u> that specific information be disclosed to State or Local officials, and does not apply to

statutes which permit but do not require disclosures. Nothing in this paragraph shall prevent a State from further limiting the number or type of State or Local officials to whom disclosures are made under this subparagraph.

f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering prediction tests, administering student aid program, and improving instruction; provided, that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted; the term "organizations" includes, but is not limited to, Federal, State, and Local agencies and independent organizations.

g. Accrediting organizations in order to carry out their accrediting functions.

h. The educational agency or institution shall make a reasonable effort to notify the parent of the student or the eligible student of that order or subpoena in advance of compliance therewith.

3. To officials of other school systems in which the student intends to enroll, the student's parents shall have an opportunity to challenge the record's content via a judicial-like procedure specified in the section on Review Policy.
4. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
   a. Determine eligibility for the aid;
   b. Determine the amount of the aid;
   c. Determine the conditions for the aid; or
   d. Enforce the terms and conditions of the aid.

   As used in paragraph V. A 4 of this section, financial aid means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

B. Release of Information to Others Not Educational Officials

The school or any school personnel may not divulge, in any form, to any persons other than the educational officials listed above, any information contained in the school records except:

1. With written consent from the student's parents specifying records to be released and to whom. A copy of the records to be released shall be given to the student's parents and/or the student if desired by the parents.
2. In compliance with judicial order, or orders of administrative agencies where those agencies have the power of subpoena.
3. Under no conditions, except by judicial order or subpoena, shall the school release information gathered by any non-school agency which is included in the school record, with the exception of birth date.
4. Each matter of request for consent must be handled separately and no blanket permissions for release of information within an extended period of time may be solicited.
5. The disclosed information is designated as "directory information".
6. Disclosure is to a parent or eligible student.
7. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
8. To appropriate parties in a health or safety emergency, i.e., children and youth, local police, etc., where the welfare of the student or other individuals is in jeopardy.
   a. If the district reports a crime committed by a child with a disability, copies of the special education and disciplinary records will be submitted to law enforcement (IDEA 300.535).

C. Student Rights

1. For the purposes of this part, whenever a student has attained eighteen years of age, is married, or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.
2. The status of an eligible student as a dependent of his or her parents for the purpose of the prior consent regulation does not affect the rights accorded to and the consent required of the eligible student.
3. Section 430 of FERPA and the regulations in this part shall not be construed to preclude educational agencies or institutions from according rights to students in addition to those accorded to parents of students.
4. Either a child, or the child's parents or guardians, or their legal representatives, may have access to Permanent Student File information. Parents may have access to other information in the student's cumulative folder. Students may have access to other information in the student's cumulative folder with parental permission, unless they qualify without parental permission due to age or marital status. This right of access includes the right to challenge the validity of information contained in the record through procedures to be developed by the school and involving a formal review process incorporating due process principles as mentioned in the section on Review Policy.

D. Anonymous Information for Outside Research
   1. The school may provide anonymous information from its record for outside research purposes without consent under conditions where the likelihood of identifying any individual because of his unique characteristics is negligible.
   2. Governmental agencies, in mandating the provision of information should abide by the recommendations herein contained to assure the right of privacy; where identification of individual is nevertheless legally required, with or without consent, written protest shall be made by the school to the requesting agency, parents shall be informed of the specific information which has been provided, and legislative redress should be sought.

E. Conditions for Disclosure of Directory Information Personally identifiable information from the education records of a student defined as "directory information may be disclosed to the publicized news media, institutions of higher education, financial aid services, and/or the military provided that:

   1. Annual notice before the opening of school in the fall shall be given to the parents of the possible disclosure of said information:

      a. Parents of eligible students have the right to deny in writing the release of said information. This notice of denial must be presented to the school within two weeks after said notice of intent to release information.
      b. An institution may disclose directory information from the education records of an individual who is no longer in attendance at the institution without following the procedures under paragraph (c) of this section. The institution shall give public notice of the following:

         1. The categories of personally identifiable information which the institution has designated as directory information.
         2. The right of the parent of the student or the eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information, and
         3. The period of time within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

Form A

Selinsgrove Area School District
Representational Consent

The Selinsgrove Area School District will follow the fundamental principle that no information should be collected from students without the prior informed consent of the child and his or her parents.

Such consent may be given either individually or through the parent's legally elected or appointed representatives, the Board of Education, depending on the nature of the information to be collected.

The Guidance Department is hereby requesting representational consent of the Board of Education on the following data to be collected throughout the current school year:

1. The student's name, address, telephone number, birth date, gender, place of birth, date of entry into school, date of withdrawal from school, school previously attended, and reason for withdrawal.
2. The parent's first and last names, address, telephone number, place of work, and where they can be reached in case of emergency.
3. The student's attendance record.
4. The student's activities record.
5. The student's academic grades and class rank.
6. The student's test scores as revealed through the following testing program:

<u>Elementary Schools (K-2)</u>
a) Readiness screening
b) DIBELS reading
c) DIBELS math

<u>Intermediate School (3-5)</u>
a. Benchmark Assessments – reading and math
b. DIBELS reading
c. DIBELS math
d. Group cognitive ability test (Grade 3)

e. PSSA reading and math (All grades)
f. PSSA science (Grade 4)

Middle School (6-8)
a. Benchmark Assessments – reading and math
b. Iowa Algebra Aptitude Test (Grade 7 and Grade 8 if not enrolled in Algebra)
c. PSSA reading and math (All grades)
d. PSSA science (Grade 8)
e. Keystone – Algebra I

High School (9-12)
a. Keystone exams
b. ASVAB
c. AP exams
d. Interest surveys (upon request)
e. CDT testing

Form B

Selinsgrove Area School District

Notification to Parents of Information to be Collected

Dear Parent:

In accordance with the recommendation of the Superintendent of Schools and the Guidance Department, the Board of Education has given its representational consent to collect the following information on students throughout the current school year:

1. The student's name, address, telephone number, birth date, gender, place of birth, date of entry into school, date of withdrawal from school, school previously attended, and reason for withdrawal
2. The parent's first and last names, address, telephone number, place of work, and where they can be reached in case of emergency
3. The student's attendance record
4. The student's activities record
5. The student's academic grades and class rank
6. The student's test scores as revealed through the following testing program:

Elementary Schools (K-2)

a. Readiness screening
d) DIBELS reading
e) DIBELS math

Intermediate School (3-5)

b. Benchmark Assessments – reading and math
c. DIBELS reading
d. DIBELS math
e. Group cognitive ability test (Grade 3)
f. PSSA reading and math (All grades)
g. PSSA science (Grade 4)

Middle School (6-8)

h. Benchmark Assessments – reading and math
i. Iowa Algebra Aptitude Test (Grade 7 and Grade 8 if not enrolled in Algebra)
j. PSSA reading and math (All grades)
k. PSSA science (Grade 8)
l. Keystone – Algebra I

High School (9-12)

q. Keystone exams

r. ASVAB
s. AP exams
t. Interest surveys (upon request)
u. CDT testing

This information will be collected upon registration with the school district and updated as necessary to remain accurate. The information is used to identify the student; for effective communication with the student, parent, guardian or surrogate; to establish ongoing proof of residence and to monitor and evaluate student's educational progress. This information is made a part of the student's permanent record and will be retained as long as it continues to be relevant. This information is available to school district personnel who have a specific educational responsibility for the students. Students over age eighteen, parent, guardians, or surrogates have the right to contest the necessity or desirability of the collection of this information or its use by contacting the school principal.
Should your child transfer to another school system, his or her permanent record will be transferred to the new school system upon request by that school system. If your child transfers to another school district, you may request copies of your child's record to take to the new school. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission except where prescribed by state and/or federal law.
Should you wish to examine your child's record at any time, you may arrange to do so by making an appointment with your child's counselor.

Commonwealth of Pennsylvania

STATE BOARD OF EDUCATION PENNSYLVANIA CODE

TITLE 22. EDUCATION CHAPTER 12. STUDENTS

REGULATIONS ON STUDENT RIGHTS AND RESPONSIBILITIES

Section

12.1 Free Education and Attendance
12.2 Student Responsibilities
12.3 School Rules
12.4 Discrimination
12.5 Corporal Punishment
12.6 Exclusions from School
12.7 Exclusions from Classes – In School Suspension
12.8 Hearings
12.9 Freedom of Expression
12.10 Flag Salute and the Pledge of Allegiance
12.11 Hair and Dress
12.12 Confidential Communications
12.13 (Reserved)
12.14 Searches
12.15 (Reserved)

PUPIL RECORDS

12.31 General Requirements
12.32 Elements of the Plan
12.33 (Reserved)

12.34 §12.1 Free education and attendance.

(a) All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

§12.2 Student responsibilities.

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
(c) Students should express their ideas and opinions in a respectful manner.
(d) It is the responsibility of the students to conform with the following.
(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repeated in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
(3) Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
(4) Assist the school staff in operating a safe school for all students enrolled therein.
(5) Comply with Commonwealth and local laws.
(6) Exercise proper care when using public facilities and equipment
(7) Attend school daily and be on tine at all classes and other school functions.
(8) Make up work when absent from school.
(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
(10) Report accurately in media.
(11) Not use obscene language in student media or on school premises.

§12.3 School rules.

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers which are enumerated in the statues of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
(b) Governing boards may not make rules which are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.

§12.4 Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951-963), a student may not be denied access to a free and full public education nor may a student be subject to disciplinary action on account of race, religion, sex, color, sexual orientation, national origin, or disability.

§12.5 Corporal punishment.

a) Regulatory Requirement: (a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited;
b) Teachers and school authorities may use reasonable force under the following circumstances:
(1) To quell a disturbance.
(2) To obtain possession of weapons or other dangerous objects.
(3) For the purpose of self-defense.
(4) For the protection of persons or property.

§12.6 Exclusions from school.

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by §§14.143 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).
(b) Exclusion from school may take the form of suspension or expulsion.
(1) Suspension is exclusion from school for a period from 1 to 10 consecutive school days.
(i) Suspensions may be given by the principal or person in charge of the public school.
(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
(iv) When the suspension exceeds 3 school days, the student and parents shall be given the opportunity for an informal hearing consistent with the requirements set forth in §12.8(c) (relating to hearings).
(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under §12.8 (related to hearings).

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. A student may not be excluded for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(e) Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400 – 1482).

(3) If the approved education program is not complied with, the school entity may take action in accordance with Chapter 63 of the Juvenile Act (42 of Pa. C.S. §§6301-6308), to ensure that the child will receive a proper education. See §12.1 (b) (relating to free education and attendance).

§12.7 Exclusion from classes – In-school suspension.

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds ten consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in §12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§12.8 Hearings.

(a) Education is a statutory right, and students must be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements are to be observed with regard to the formal hearing:

1. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
2. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on his own behalf.
8. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
9. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
   i. Laboratory reports are needed from law enforcement agencies.
   ii. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400 – 1482). iii. In

cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

10. Notice of a right to appeal the results of the haring shall be provided to the student with the expulsion decision.

(c) *Informal Hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

1. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
2. The following due process requirements shall be observed in regard to the informal hearing:

i. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
ii. Sufficient notice of the time and place of the informal hearing shall be given.
iii. A student has the right to question any witnesses present at the hearing. iv. A student has the right to speak and produce witnesses on his own behalf.
v. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

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iii. A student has the right to speak and produce witnesses on his own behalf.
iv. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§12.9 Freedom of expression.

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

(f) Bulletin Boards shall conform with the following:

(1) School authorities may restrict the use of certain bulletin boards.
(2) Bulletin board space shall be provided for the use of students and student organizations.
(3) School officials may require that notices or other communications be officially dated before posted, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirement of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one which would give the student the opportunity to reach fellow students.

(2) The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§12.10 Flag Salute and Pledge of Allegiance.

It is the responsibility of every citizen to show proper respect for his country and its flag.

1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
2) Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

§12.11 Hair and dress.

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some types of covering should be considered.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations when special attire may be required to insure the health or safety of the students.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

§12.12 Confidential communications.

(a) Use of student's confidential communications to school personnel in legal proceedings is governed by statues and regulations appropriate to the proceeding. See, for example, 42 Pa. C.S. §5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

§12.13 (Reserved)

§12.14 Searches.

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

§12.15 (Reserved)

STUDENT RECORDS

§12.31 General requirements.

(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records.

(b) Copies of the adopted plan shall be maintained by the local school entity and updated as required by changes in State or Federal law.

(c) Copies of the plan shall be submitted to the Department only upon the request of the Secretary.

The provisions of this § 12.32 amended under section 2603-B of The Public School Code of 1949 (24 P. S. § 26-2603-B).

Source

The provisions of this § 12.32 amended through February 17, 1984, effective February 18, 1984, 14 Pa.B. 520; amended December 2, 2005, effective December 3, 2005, 35 Pa.B. 6510, 6658. Immediately preceding text appears at serial page (227273).

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