

South Park High School

Parent/Student Handbook
2023-2024 School Year



Mr. Justin Dellarose
High School Principal
justin.dellarose@sparksd.org

Mr. Jason Marvin
Assistant High School Principal
jason.marvin@sparksd.org

2005 Eagle Ridge Drive
South Park, PA 15129
Phone: 412-655-3111
Fax: 412-655-1463

Dear Parent/Student,

I hope this letter finds you all in high spirits and looking forward to the new academic year! As we embark on another exciting journey of learning, growth, and community building, it gives me immense pleasure to welcome each one to South Park High School. For our returning students, welcome back! Your enthusiasm for learning and involvement in school activities continue to inspire us. To our new students, we eagerly anticipate getting to know you and assisting you in transitioning smoothly into our school family.

With the beginning of each academic year, we introduce the South Park High School Handbook, a comprehensive guide that outlines our school's policies, procedures, and expectations. This handbook is designed to serve as a valuable resource for students and staff alike, providing essential information about our school's culture, academic programs, extracurricular activities, and more.

The South Park High School Handbook represents a collaborative effort, reflecting the collective values and aspirations of our entire school community. It is not just a set of rules, but a compass that guides us towards personal and academic growth, mutual respect, and an inclusive learning environment.

I encourage all parents/students to carefully review the handbook. Understanding its contents will ensure a harmonious and successful academic year for everyone. If you have any questions or require further clarification on any aspect of the handbook, please don't hesitate to reach out to our administrative team.

As we move forward together, I want to emphasize the importance of open communication, respect for diversity, and fostering a sense of belonging. Our school is more than just a building; it is a place where we build lasting friendships, unforgettable memories, and the foundation for a bright future.

I eagerly await the beginning of the new academic year, filled with excitement for all the learning and growth that lies ahead. Let us all work hand in hand to make this year a great one!

Once again, welcome back to South Park High School, where each member of our community plays a vital role in making this place exceptional.

Warm regards,

Mr. Justin Dellarose

MISSION STATEMENT

Fostering a student-centered culture of lifelong learners, difference makers, and global citizens.

THE DISTRICT'S ESSENTIAL BELIEFS IN ACHIEVING ITS PURPOSE

- Students should be actively engaged in a broad-based education, which will enable them to meet the challenge of becoming lifelong learners and contributing members of the merging global community.
- The school, family, and community will form a partnership to educate the children. ● Instruction (curricular and co-curricular) should address the needs of the learner and should focus on helping the student to learn.
- The physical facilities should be made adequate to meet the growing needs of the community and accommodate the changes in the education program.
- The staff must be capable of facilitating the instructional programs of the district while conducting themselves in a professional manner. As such, we believe in a professional development program to meet these needs.
- Students must understand the function of technology in their personal and work lives, be prepared to use it in the workplace, and be aware of how it is integral to the learning process

SOUTH PARK SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

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ALMA MATER

Alma mater, her we cherish,

Dear South Park High

May all evil against her perish,

Dear South Park High

There we entered, labored, learned there,

On her hearthstones, hearts have turned there,

Memories of our Alma Mater,

Dear South Park High

SOUTH PARK SCHOOL BOARD POLICIES

Please refer to the District website for all policy information. This site contains the most updated versions.

Violation of these policies may result in a disciplinary action including suspension from school.

Smoking - Smoking is not permitted on school grounds. (Policy 222)

Drug-Free Schools – Drugs/alcohol are not permitted on school grounds. (Policy 227)

Bullying – Bullying is strictly prohibited on school property, in school buildings, on school buses and at school-sponsored events and/or activities whether occurring on or off campus. (Policy 249)

Student Discipline - Attached at the end of this handbook. (Policy 218)

Weapons – No weapons or look-alikes may be brought on school grounds. A student who has knowledge of a weapon being on school grounds must immediately inform the principal or school official. (Policy 218.1)

Cellular Phones (Policy 237)

Hazing - No hazing whether endangering either physical or mental health of an individual will be permitted or condoned as part of any school sponsored activity. (Policy 247)

Use of Medications (Policy 210)

Student Expression/Distribution and Posting of Materials (Policy 220)

Transportation – Video/Audio Recording (Policy 810.2)

In compliance with the federal McKinney-Vento Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), South Park School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth are defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to lack of housing, economic hardship or a similar reason.
- Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations.
- Living in emergency or transitional shelters.
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings.
- Living in substandard housing (no running water or working utilities, etc.)

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin. If you believe your child(ren) may qualify for this service, please contact your school principal of your child(ren)'s school.

STUDENT BILL OF RIGHTS

A student of The South Park School District has the right to...

- Grow intellectually by exposing yourself to ideas and concepts that challenge your ability to think, reason and make decisions.
- Mature emotionally while interacting in an environment that nurtures awareness and an understanding of yourself.
- Become a whole person by learning from people who have made a commitment to your education and special needs.
- Develop socially by modeling accepted social attitudes and social skills.
- Grow physically by being an active participant in curricular and extracurricular activities that develop your body and sense of fair play.
- Express yourself creatively by sharing your talents and abilities in the Arts.
- Allow yourself to be helped through a challenging period in your growth by people with a sincere understanding of your feelings.
- Understand your fears knowing that your concerns are natural and shared by everyone.
- Seek help when you need it to gain a better understanding of your schoolwork.
- Be yourself because you are a special person.

STUDENT RIGHTS

Students do have rights. Having legal rights as persons and citizens, students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from invidious discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process. Minors are compelled by law to attend school until they are 18 years of age. They cannot be compelled to want to attend or to like to attend, but all school personnel and parents should encourage students to attend at all times.

IMPORTANT TELEPHONE NUMBERS

District Office 412-655-3111

High School Office 412-655-3111

School Nurse 412-655-3111

Counselors 412-655-3111

South Park Police 412-833-1000

District Magistrate 412-653-2102

Bus Garage 412-384-8810

Fax 412-655-1463

Athletic Office 412-655-7384

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ACADEMICS/ADVANCED PLACEMENT & HONOR PROGRAMS

South Park High School offers both Advanced Placement (AP) and Honors classes. Students may take these classes based on final grades in previous courses, test scores and teacher recommendations.

ADMISSION

A child entering the South Park Schools from another district should present proof of residency, immunization records, and a report card or other evidence of temporary placement.

A.I.D.S. (ACQUIRED IMMUNE DEFICIENCY SYNDROME) CURRICULUM It is required by law to instruct all tenth-grade students on Acquired Immune Deficiency Syndrome.

ACTIVITY PROGRAMS

South Park High School maintains an extensive extracurricular program. Each student is encouraged to belong to at least one after-school activity. New clubs or activities can be initiated by students and will be incorporated into the activities program if enough students are interested, if a faculty sponsor is available, and if the necessary facilities can be provided. All students must arrive at school before 9:30 a.m. to participate in any after school activity.

ATTENDANCE POLICY (District Policy 204)

The purpose of this policy is to promote regular school attendance and to improve the academic achievement of students in the South Park School District. Regular school attendance is a prerequisite for school success. School success correlates highly with regular school attendance. A student's absence from class disrupts the continuity of the learning process and the benefits of regular classroom instruction, which once lost, can never be regained. Supervised classroom learning experiences, continuity of instruction, and personal interaction are essential ingredients in the education process. Participation in planned learning activities under the supervision of school personnel provides valuable important personal interactions between students and teachers. Such activities are a vital part of the learning process in any public School. The provisions of this policy shall govern all students enrolled in the public schools of the South Park School District. Please keep this policy for convenient reference.

A maximum of 10 days of lawful absences, verified by parental notification may be permitted during a school year. Each absence beyond a total of 10 days during a school year will require a state licensed physician's excuse.

A. COMPULSORY SCHOOL ATTENDANCE LAW

The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school attendance, unless absent for an approved reason, and charges the parents of the child with the responsibility for the child's school attendance.

B. EXCUSED ABSENCES FOR TEMPORARY PERIODS

The following are reasons for excused absence for temporary periods of time from school:

- **RELIGIOUS HOLIDAYS** - A student may be excused from school for the observance of bonafide religious holidays of religious groups. A student's absence from school for religious holidays shall be recorded as an excused absence and there shall be no penalty attached to such an absence.
- **HEALTH CARE** - A student may be excused during school hours for the purpose of obtaining health care under the following circumstances:
 - The health care services are rendered by state licensed practitioners.
 - There has been established reasonable cooperation between the school authorities and practitioners in providing services to school children outside school hours.
 - The time of necessary absence from school involves a minimum of interference with schoolwork.
 - Every principal may require a written statement signed by the practitioner stating the time of the student's appointment.
 - **Not excused for sports physicals**
- **ILLNESS OR OTHER URGENT REASONS** - Upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, every principal may excuse a student from non attendance from school during a temporary period. However, the term "urgent reasons" shall be strictly construed and shall not be used to permit irregular attendance.
- **EDUCATIONAL VACATIONS** - Student absences from school resulting from family vacations with educational value shall not exceed five (5) school days per school year to be considered excused. Any additional days will be deemed unexcused. Educational vacations shall be ruled excused if it is the opinion of the building administrator a vacation does have educational value and the following procedure is adhered to:
 - The parent or guardian completes an "Educational Trip" form two weeks prior to the trip, unless an emergency situation arises. This form can be found on the SPHS web site at <http://www.sparksd.org>.
 - The student is responsible for obtaining assignments prior to the trip.
 - The student shall give completed assignments to his/her teachers immediately upon return and arrange for the completion of other academic missed work.
 - All academic work and exams shall be completed within a time period not exceeding the number of days absent as a result of the trip.
 - If a student has missed 10 or more days in the year, an educational vacation will be denied.
 - An extended leave can only be granted by written approval of the Superintendent or his/her designee after a written parent/guardian request containing the student name, grade, reason for absence, dates of absence and date of return.

Please note: Educational trips will not be approved during the final two weeks of the semester or during Keystone testing periods (for students scheduled to take Keystone tests).

- **COLLEGE VISITS** - The South Park School District has a policy that excuses second semester juniors and seniors for a total of 3 days for the purpose of college and/or school visitations. The College Visit Approval Form must be completed at least one week prior to the day of the appointment. Upon return to school, you are to bring back a written confirmation of your

appointment on the institution or agency's letterhead to the Attendance Office. Students who have been absent and/or tardy 10 or more times will not be permitted an excused college visitation day. If you do not follow the above procedures your visit may not be excused. A copy of the College Visit Approval Form may be found on the South Park School District web page at <http://www.sparksd.org> or from the attendance office.

C. WRITTEN STATEMENT REQUIRED FOR ALL ABSENCES

Upon return from an absence from school for any reason, the student shall present to the appropriate attendance personnel a written statement, which is signed by the student's parent or guardian, giving the date of the absence and the reason for the absence. If the written statement is not presented within three (3) days of the student's return to school, the absence shall be considered as an unexcused absence. If a student has a record of excessive absenteeism (5 consecutive days or 10 or more cumulative days in 1 year) they will be required to present a written statement from a licensed health practitioner stating the reason for the absence from school. A student who is required to present such proof must do so for every absence from school for illness. All doctor's excuses must be submitted to the attendance office within 3 days after the student returns to school. Failure to do so will result in the absence being recorded as unexcused and possibly illegal under the compulsory attendance law of Pennsylvania. On-going medical conditions, with a doctor's excuse on file, will be reviewed every 30 days.

D. UNEXCUSED ABSENCES AND MAKE-UP PRIVILEGES

The following actions will be taken to notify parents/guardians of their child's unlawful absences: •

First unlawful absence: A notice of unlawful absence will be sent to the child's parent/guardian •

Second unlawful absence: a second notice of unlawful absence will be sent to the child's parent/guardian.

• Third unlawful absence: a third notice of unlawful absence will be sent via certified mail to the child's parent/guardian.

• **If the child is unlawfully absent again at any point within the school year, an official notice of unlawful absence will be sent to the parent/guardian and a citation will immediately be sent to the Magisterial District Judge.**

While all unexcused student absences are subject to the provisions of the Pennsylvania School Code (School Laws), certain absences carry make-up privileges and others do not.

The following unexcused absences carry make-up privileges:

• Emergency at home - one or more days of absence can carry make-up privileges depending upon the nature of the emergency. This privilege shall be at the discretion of the principal. • Runaways - each case must be dealt with on its own individual merit. A decision to grant makeup privileges must rest with the administrator involved.

• Weddings, funerals, and graduations - make-up work will be granted for the day and reasonable travel time.

The following unexcused absences from school do not carry makeup privileges: • Truancy

• Unexcused absence during Keystone testing, semester, or final examinations. • Recreational purposes, e.g., baseball games, fishing, hunting, sports physicals, outside sports events.

• Draft registration (time is given during the school day to register at the draft board.) •

Non-educational vacations - when in the judgment of the building administrator a vacation is

considered to be one of convenience.

- **Failure to bring excuse within the three (3) day period immediately following the student's return to school.**

E. TARDINESS TO SCHOOL

Students who arrive **after 7:20 a.m.** are considered tardy and should report to the main office for a tardy slip. Students who are tardy are expected to have a valid reason for being tardy. These reasons are illness, appointment with a licensed practitioner, or family emergency. A total of 10 home excuses can be used for the school year, any tardy after 10 will require a medical excuse. All others will be deemed unexcused. Students have one (1) day to present a written excuse to the school. Excessive tardiness will be disciplined as noted in the discipline structure.

- 5 unexcused tardies – Warning issued
- 10 unexcused tardies - 1 detention, parent conference
- 15 unexcused tardies – 2 detentions, suspension of driving privileges for 10 days, suspension of club, sports, and activities for 10 school days
- 20 or more unexcused tardies –3 detentions, suspension from school activities for 20 school days including prom, field trips, etc. and suspension of driving privileges for the remainder of the school year.

F. SCHOOL RESPONSIBILITY

Student attendance and tardiness shall be recorded and monitored by a method appropriate to each school building. A report listing those students who are absent for the day shall be made available to all faculty members as early in the day as possible. The district will seek to assist the parent/guardian and the students to resolve chronic attendance problems through counseling and appropriate referrals. All attendances/absences are recorded on the students' permanent record cards.

G. PARENTAL RESPONSIBILITY

The Commonwealth's compulsory school attendance law charges the student's parent/guardian with the responsibility for the student's school attendance. Therefore, all parents should encourage their children to be in regular and continuous attendance in school during the school year. The only school holidays which are sanctioned by the school district are those listed in the official school calendar adopted by the board of school directors. Parents should direct their children to report to school even when it appears the child may be late to school. Parents/guardians must submit a dated, written excuse within three (3) days of their child's return to school. After the 5th consecutive day of absence or 10th cumulative day of absence a medical excuse from a licensed physician shall be required upon the student's return. A doctor's excuse is required each time a child is absent after the 10th day for the remainder of the school year.

H. STUDENT RESPONSIBILITY

Students are responsible for regular school attendance. They are expected to report to school classes each day on time.

● Full-Day Absences

- Students who are legally absent for the entire school day will be given the opportunity to make up all work missed.
- All make-up work must be submitted within three (3) school days after the child's return or by the end of the grading period, whichever comes first.

- Only in extreme cases of extended absence will a longer period of time be allowed for work to be made up. The time and nature of the make-up work may be determined by the teacher.

- **Partial-Day Absences**

- Students who have a legal absence for any part of the school day are responsible for the work covered in all classes.
- If students know that they are going to miss class because of an appointment, athletic event, or credited class activity, they should get their assignments or make arrangements to take a test BEFORE they leave for the day. They are expected to be prepared for class the next day. In addition, any homework due that day must be submitted **BEFORE** leaving.

- **Early Dismissal**

Students requesting an early dismissal must report to the Attendance Office prior to homeroom with a written statement from their parent or guardian indicating the reason. Requests for early dismissal will be granted in cases of (1) verified medical and dental appointments; and (2) family emergencies. A phone number must be included for confirmation. Early dismissal for college appointments, job interviews, or graduation projects must have prior approval from the principal. **A parent or guardian must sign** the student out in the school office and must return with verification of early dismissal. Students (with permission of parent or guardian) who leave alone must sign out in the high school office. An early dismissal on a day of a school sanctioned athletic event or school sponsored activity or game or practice must occur after 11:30 a.m. If a student has a morning appointment, they must report to school first, sign out for dismissal, and then return to school. Early dismissals are not permitted for non-competing students for spectator purposes at an event. Early dismissals for driver's license testing will be approved only with a copy of an appointment confirmation or a copy of the test results/permit showing the date of the exam.

ATHLETICS/ACTIVITIES

South Park High School belongs to the P.I.A.A. and W.P.I.A.L. and adheres to the rules and regulations of these organizations. Sports programs are available in the following areas:

- Football, Soccer, Cross Country, Golf, Basketball, Wrestling, Baseball, Track, Tennis, Volleyball, Swimming, Bocce, Softball, Dance Team

To participate in games or practices **students must arrive at school by 9:30 a.m.** Early dismissals must be **after 11:30 a.m. to be eligible to play and/or practice.** If a student has a morning appointment, they must report to school first, sign out for dismissal, then return to school.

In accordance with the PIAA, a student athlete must pursue a curriculum approved by the principal as a full-time curriculum. Eligibility shall be determined on a week to week basis. Each Monday a report will be run to review the student athlete's current academic progress. This report will reflect the student's grades as of the close of the most recent day of classes prior. If at this time, the student athlete is not passing a total of four (4) credits, he/she will be ineligible until the following Monday when progress is checked again.

AUTOMOBILES ON SCHOOL GROUNDS

Automobiles constitute a hazard in all school areas. Parents are urged to be especially alert for children and to observe the **15 M.P.H. speed limit**. Parents and visitors are also asked to park in designated parking spaces. Bus loading areas must also be avoided whenever possible. State law requires that “traffic must stop when a school bus is stopped with red signal lights flashing.” This law applies to school grounds as well as on roadways. To avoid traffic problems, we encourage the use of our school bus transportation.

• *Student Driving and Riding Regulations*

All student drivers are required to observe the following rules and procedures:

- An application to drive and/or ride to school must be filed in the high school office.
- This form must have signatures from a parent, coach, activity sponsor and employer.
- All drivers must pay a \$50.00 non-refundable fee for a full-year pass, \$25.00 for a semester pass or \$10.00 to park all year at the Elementary Center. Students must also have a valid Pennsylvania Operators license.
- Hang tags must be displayed on all vehicles.
- Students are to park in assigned spots only.
- Students are not permitted to loiter in parked cars.
- Students may not visit their car during the school day.
- Students may not move their cars until all of the school buses have cleared the property.
- Students are not permitted to lend, borrow or attempt to use another student’s pass without the permission of the principal.
- Students must follow the 5 M.P.H. speed limit at all times on school property.
- Students are not permitted to transport other students without school and parent permission. Upon completing a Passenger Permit Form, a pass will be issued that must be carried at all times.
- Students are not permitted to ride motorcycles to school.
- Students violating driving or riding regulations will have their driving or riding privileges temporarily suspended or revoked for the entire school year and could be disciplined according to the Student Code of Conduct.
- Student drivers and passengers of their vehicle are to walk from the cars to the entrances by way of using asphalt lots and concrete sidewalks only. For safety and destruction of property reasons, walking through shrub beds and across the lawn is not permitted at any time.
- Student drivers and passengers are not to throw litter and debris from their vehicles onto school property, lots, walks, landscape areas, etc.

Only students with a valid reason for driving, who are in grades 11 and 12 will be permitted a parking pass. If a student parks on school property without authorization, or if a parking pass is revoked, a detention will be issued for the first offense, a parking ticket for the second and third offense and towing at the owner’s expense after these sanctions have been administered. Please review the driving policies under “Tardy to School”.

A limited number of temporary “day use” passes are available by bringing in a signed parental note stating the reason for driving. Arriving late to school for any reason is not an acceptable reason for driving and will be subject to the same consequences as an unauthorized vehicle. Students who miss the application deadline, or who have developed driving needs during the course of the school year will be placed on a waiting list to receive revoked passes.

BELL SCHEDULE

Arrival	7:00 - 7:20
Period 1	7:23 - 8:11
Period 2	8:14 - 8:59
Period 3	9:02 - 9:47
Period 4	9:50 - 10:35
Period 5 (lunch)	10:38 - 11:08
Period 5/6	10:38 - 11:23
Period 6/7	11:11 - 11:56
Period 7 (lunch)	11:26 - 11:56
Period 7/8	11:26 - 12:11
Period 8/9	11:59 - 12:44
Period 9 (lunch)	12:14 - 12:44
Period 10	12:47 - 1:32
Period 11	1:35 - 2:20

BULLYING/CYBERBULLYING

South Park School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus. The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property or school-sponsored events.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee. **Verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated**

BUS TRANSPORTATION

The safety of all students to and from school is dependent on an understanding and cooperative effort of parents, students, school personnel, and school bus drivers. Parents should caution their children to observe the following guidelines to ensure their safety to and from school. The use of video and audio equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district owned, operated or contracted school buses or school vehicles. (District Policy 810.2)

- **Correct bus conduct includes:**

- Sit correctly in the bus seat and do not stand until the bus has stopped.
- Talk to only those who are seated in your same seat.
- Keep hands and feet to yourself.
- Listen to and follow the bus driver's directions.
- No eating or drinking on the bus.

- **Students Must:**

- Walk on the left side of the highway facing traffic when there are no sidewalks.
- Be at the bus stop at least 5-10 minutes prior to the scheduled time.
- Cross in front of the school bus when crossing a highway. Do not cross behind the bus. Do not walk between two parked buses.
- Keep buses clean, sanitary, and orderly.
- Obey bus drivers, as they are in full charge of buses and pupils while in transit.
- Always demonstrate correct conduct on the bus.
- Always ride their assigned bus.
- Never play games on the street or highway while waiting for the school bus.
- Stand as far as possible from the edge of the road.
- Never cause damage to the school bus, and report anything noticed to the driver. Any student disfiguring or mutilating a bus will be required to pay for the damage and denied further use of buses.
- Never ask or accept rides from strangers.
- Never get off the bus at any stop other than your assigned bus stop, unless you have written permission from your parent and school principal.
- Never use tobacco products on school buses.
- Never fight, scuffle, or incite any disturbance creating a hazard to the safety of others on the bus.
- Never use obscenities or profane language on school buses.
- Never take any firearms, explosives, or anything of a dangerous or offensive nature on the bus.
- Never take animals on the bus.
- Do not extend arms or head out of the bus window at any time.

Riding the school bus is a privilege and should not be considered a right. Offenses reported by the driver to the office will result in disciplinary action and may result in a temporary suspension of privileges. Repeated offenses can result in a student's suspension from riding the bus for the remainder of the school year.

CAFETERIA

Hot lunches are served at the school at a cost of \$2.90. Students may purchase milk for .50 or other beverages if they bring lunch to school. A free and reduced lunch program is offered to students whose families qualify. Forms are available on the district website or in the school office.

Send your child to school the first day with a lunch or lunch money or until the free and reduced forms are completed and approved. Breakfast is also offered before 1st period at a cost of \$1.60.

The South Park School District has implemented a point-of-sale system in our cafeteria. This system will give you the ability to place money in an account for your child to use to purchase breakfast or lunch in our cafeteria. We urge you to take full advantage of this system by placing money into your child's account on a weekly, monthly, or annual basis. You choose the amount you want to deposit. If a student puts money into his or her account in the lunch line, change will not be provided. The entire amount will be placed into their account. Any money not spent by the end of the school will be available for your child's use the following school year or refunded if your child is graduating. Checks are strongly recommended. If your account exceeds the deposited amount you will be notified by the food service director. Delinquent accounts could be taken to the district magistrate.

CAR RIDER DROP-OFF/DISMISSAL

Adults who are dropping off or picking up students should do so at door number 32 which is located on the side of the high school near the Administrative Offices. Parents should arrive by 2:20 p.m. to pick-up their student.

CELL PHONE POLICY (District Policy No. 237)

South Park School District is aware that cell phones are an integral part of today's technology needs for safety and communication. To maintain the orderly operation of the school, a student may carry cell phones with the following restrictions:

- Cell phones must be turned off during the school day and placed in lockers.
- The district is not responsible for loss/damage/theft of the items.
- May be used for after school activities.
- If the cell phone is used for inappropriate/illegal activities, the phone will be confiscated, and the police will be notified
- Cell phones that are used for academic fraud will be confiscated and discipline will follow the building policy.

CHILD CUSTODY

When a dispute exists regarding legal custody of a child, it is the responsibility of the registering parent to notify the school district of any person who is not entitled to excuse the child from school for any reason. Such notice shall be written on a district form and proof of custody shall only be verified by a court order. If legal custody is not resolved, the registering parent and their estranged spouse must record this on a notarized form and, upon approval by the superintendent of schools, the child will not be released to any person not named by the parent. Custody papers must be updated each year. The removal of a child from school for the purpose of establishing custody is not permitted by board policy and the administrator will enforce this policy through legal means, if necessary.

CHROMEBOOK PROGRAM

Students in third through twelfth grades receive a Chromebook as part of the South Park School District's one-to-one initiative. A Chromebook and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the property of the South Park School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment.

Inappropriate use of the device may result in the student losing his or her right to the use of the Chromebook. The equipment will be returned when requested by South Park School District, at the end of the school year, or sooner, if the student enrollment changes, or withdraws from the District prior to the end of the school year.

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law. Students may install Chrome apps from the District approved app store. But please note that personal apps, videos and photos may be deleted if required to free up space for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The South Park School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements.

An email account—a school licensed Gmail account – `firstname.lastname@sparkstudents.org` – will be available for each student to use for appropriate academic communication with other students and staff members. This email is for communication within the School District and approved senders.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic malware while in the student's possession.

A. CHROMEBOOK RESPONSIBILITIES

Student Responsibilities

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of South Park School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen. ● I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day. ● I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.

- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to IT support staff or an administrator if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and the device is available, and appropriate fees will be charged to the student.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the South Park School District.

B. Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- **Makeup work is a must if you do without.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.

- **Do not take images, video or audio without subject consent and school staff permission.**
Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offenses and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.
- **Abide by media content expectations.** Parents should work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and e texts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed, and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the district's internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework
- **Avoid eating and drinking while using your Chromebook.** Doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- **Notify IT support, teachers, or administration if your Chromebook has a problem.**
Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry cloth.

No Expectation of Privacy: No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks at any time for any reason related to the operation of the District. At any time, the District may inspect the contents and condition of Chromebooks. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software: School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school. Files Downloaded onto Chromebooks: All images, documents, files, and apps downloaded onto the Chromebook become the property of South Park School District as allowable by law.

CODE OF CONDUCT (District Policy No. 218)

There is a need for students, teachers, administrators and other school personnel to have an orderly, safe, and stimulating educational environment. In order to maintain that safe and orderly learning environment and provide each student with the opportunity to reach his/her potential, we believe in a positive approach to curtail negative habits by emphasizing the positives of prompt, prepared, and polite behavior.

A. ***School/Classroom Expectations*** Students shall conduct themselves in keeping with their level of maturity; acting with the respect for the supervisory authority given by the South Park School District to all district employees. Students are expected to:

- Respect and obey all persons in authority.
- Respect the rights of others.
- Work to their capacity in all of their classes.
- Be prompt and regular in attendance; equipped with the necessary books, paper, and other school supplies.
- Bring to school only those materials required for class.
- Meet classroom standards for behavior and performance.
- Assume responsibility for the care of school property.
- Accept the consequences for their actions.
- Keep hands and feet to themselves
- Follow all rules of safety.
- Maintain appropriate habits of speech, dress, and personal cleanliness.

Students involved in the following activities may face suspension from school and be fined by the local authorities.

- Fighting in the building, on school grounds, on school buses, or at any school activity.
- Disrespectful or discourteous behavior to school personnel.
- Possession of a weapon on school property, school buses, or at any school activity.
- Destruction of school property.
- Harassment, threats, ethnic discriminating, or derogatory comments to other students.
- Possession of lighters, matches, or any item that can be used to ignite an object. ● Possession of a cellular phone.

When a student is suspended from school, he/she cannot attend any school function, nor be on school property, during the suspension dates.

B. Cheating/Plagiarism Policy

Cheating is a very serious offense. It violates an individual's realization of his/her maximum potential to become a worthy member of society. It undermines the overall development of a student and the entire school structure.

Cheating is defined to include any of the following:

- Obtaining help from another student during examinations.
- Knowingly giving help to another student during examinations.
- The use of notes, books or any other source of information during examinations, unless authorized by the examiner.
- Obtaining, without authorization, an examination or any part thereof.
- Plagiarism.
- Providing one's work for another student to copy and submit as his/her own. ○
- Altering, or causing to be altered, the record of any grade book, office, or other record. ○
- Using another student's work to copy and submit as his/her own.

Any cheating/plagiarism violation will be reported in writing to the appropriate administrator. Cheating is a very serious matter. Once you violate this policy, any succeeding offenses will be cumulative while you are a student at South Park High School for that year.

- First offense will be handled by the teacher involved. The student will receive a zero, the respective parent will be notified, and the student will be referred to his/her counselor. ○
- Second offense, in the same class, will necessitate a parent-teacher conference with the assistant principal and counselor. The student will receive a zero for the work and be present at the conference.
- Third offense, in the same class, will necessitate a parent conference with the principal. The student will receive a failing grade for the course and be present at the conference.

C. Throwing of Objects

No student shall throw, shoot, or cause to travel through the air any object, including snowballs, stones, or other missile or projectile, by hand or by any other means while on school property or while under the supervision of school authority. Violation of the above policy endangers the safety and property of others. Compensation for property damage or injury resulting from thrown objects can be the responsibility of the individual causing the damage or injury.

D. Threats

Threats of written or verbal nature, or by gesture made to school district employees and/or students will be handled in the following manner:

- Threat assessment policy activated
- Interview all parties
- If threat is verified, student is suspended
- Parents and police are notified
- Student is assigned to meet with the guidance counselor
- Possible referral to SAP or an outside agency
- Possible placement in Alternative Education

E. Dress Code

Students should always adhere to the school dress code policy.

- Apparel and accessories that may damage or destroy furniture, clothing that may be considered injurious to self or others or is considered a safety hazard is prohibited.
- Shorts, skirts, or dresses must be minimally be fingertip length
- Tank tops and bare midriffs are prohibited
- No undergarments should be showing.
- Shirts and blouses should minimally come to the waist, shoulders should be covered (no halter tops, tops with spaghetti straps, very tight tops, exposed bras, or see-through tops). ● Students must refrain from wearing shirts, sweatshirts, etc. that advertise alcohol, cigarettes, and/or illegal substances, or promote any form of violence.
- Hats, bandanas, head wraps or hoods may not be worn in the building (except on special Hat Days).
- Pants that lie below the waist exposing their underwear are not appropriate, no tank tops.
- No costume type attire shall be worn unless on a special school event day.

F. Student Profile

Your student profile is a combination of attendance, tardiness, grades, and behavior. Before permission will be granted for activities, field trips, dances, sporting events and the prom, your student profile will be examined. If you have poor attendance, a tardy problem, failing grades, or are in the major referral range of discipline infractions, you will be denied the privilege of participating in school related functions, including the graduation ceremony.

G. Prom

The following prerequisites will be reviewed for all SPHS students wishing to attend the prom. If a student is found in violation of one or more of these items, the student may be denied the privilege of attending the prom.

- Students must be passing four classes at the end of the 3rd nine-week grade period.
- Students may not have more than 15 unexcused absences at the end of the 3rd nine-weeks.
- Students may not have more than 7 discipline referrals at the end of the 3rd nine weeks.

H. Cutting Class

Each class cut will result in a (Major Referral). Discipline assigned will follow the above referral system in addition students will receive a zero (0) for all work.

I. Leaving School Without Permission

Each instance will result in a (Major Referral). Discipline assigned will follow the above referral system in addition students will receive a zero (0) for all work and at 3 days of truancy the student will be referred to the local magistrate.

J. Truancy

Each class cut will result in a (Major Referral). Discipline assigned will follow the above referral system in addition students will receive a zero (0) for all work and at 3 days of truancy the student will be referred to the local magistrate.

K. Policy Regarding Smoking/Vaping (District Policy 222)

South Park High School is a smoke-free building. The Board prohibits possession, use or sale of tobacco, nicotine, and nicotine delivery products by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district. The Board prohibits possession, use or sale of tobacco, nicotine, and nicotine delivery products by students at school sponsored activities that are held off school property.

- Smoking/vaping by pupils is not permitted on the buses, at bus stops, in the school building or on school grounds at any time.
- Possession of smoking/vaping materials and/or smoking paraphernalia by pupils is not permitted on school buses or at school or school functions during normal hours.

("Smoking" is defined as all use of tobacco products, including e-cigarettes, vaping and smokeless tobacco.)

Violation of Act 145 of 1996 requires notification of proper law enforcement agencies and will result in prosecution of violators. The school district may initiate prosecution of a student who possesses or uses tobacco and/or nicotine in violation of this policy.

In addition to the three (3) day suspension*, students will also receive the following suspensions from extra-curricular activities when applicable:

- 1st offense: 1 calendar week
- 2nd offense: 45 calendar days
- 3rd offense: 90 calendar days
- 4th offense: 180 calendar days

Extra-curricular activities suspension is to be served between the first and last day of the school calendar.

*On a first offense students will be given the option of completing a vaping education program in lieu of a three-day suspension. The student will have one week to complete the program, failure to successfully complete the program will result in the 3 day out of school suspension being imposed. However, the suspension from extra-curricular activities, including sports, will remain in effect regardless if the vaping program option is exercised.

L. Policy Regarding Disciplinary Obligations

It shall be the policy of the South Park School District that a student's report card and/or the diploma may be withheld, when deemed necessary, until the satisfactory completion of disciplinary obligations.

M. Referral Notices/Detention

Teachers may assign misconduct notices for infractions of school rules (i.e., tardiness, disrespect, classroom misbehavior, etc.). An accumulation of misconduct notices will result in disciplinary action against the student (i.e., detention, suspension, etc.). In addition, teachers have the option of assigning detention to students.

O. Discipline Response Structure – Minor

Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors should be handled by an individual staff member. However, such misbehavior may be indicative of a problem that should be referred to appropriate support staff.

Examples

Excessive talking
Attendance/class tardy
Off task
Missing Homework
Not prepared for class
Inappropriate Language

Lying/Dishonesty
Dress Code
Inappropriate Display of Affection
Technology Violation
Cell Phone/Electronics
Inappropriate Language

Procedures

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. A proper and accurate record of the offense and disciplinary action is maintained by the staff member. The staff member may wish to discuss the behavior with the parents, the administrators, and/or appropriate support personnel.

Suggested Disciplinary Options/Response By Classroom Teacher

Verbal reprimand	Restitution, if applicable
Teacher-student conference	Letter of apology
Isolation within assigned area	Use of student-problem solving worksheet
Withdrawal of privileges	Seat change
Before or after school detention	Mentoring
Special assignment or activity	Time out in another classroom setting
Teacher communication with parents	Written reflection about incident
Parental conference	Behavior contract
Referral to counselor	

* The procedures and options suggested above are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with an approval by the building principal.

P. Discipline Response Structure - Major

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of the Minor discipline response level, require the intervention of personnel on the administrative level because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples

Attendance Tardy
Insubordination
Fighting
Vandalism
Verbal/Physical Intimidation Weapons
Gang Representation

Cutting class, school, teacher detention Theft
Drug Violations
Directed Profanity
Chronic Minor Infractions
Bullying and Harassment

Procedures

- Student is referred to the administration for appropriate disciplinary action
- Administrator meets with the student and/or teacher and affects most appropriate response
- Teacher is informed of administrator's action
- Parents are notified of student's referral
- A proper and accurate record of the offense and disciplinary action is maintained by the administrator
- Check-in, check-out procedure begins

Suggested Disciplinary Options/Responses*

After School Detention	Referral to counselor and SAP Team
Withdrawal of privileges	Temporary removal from assigned class Withdrawal of participation in school sponsored activities
Out-of-school suspension	Referral to appropriate outside agencies Restitution
Parental conference	

* The procedures and options suggested above are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation.

Q. Policy Regarding Suspensions And/Or Expulsions From School

In accordance with Section 12.3 of the Regulations and Guidelines on Student Rights and Responsibilities adopted by the State Board of Education, The South Park School District adopted the following rule infractions which could result in the suspension or expulsion of students from the South Park School District or enrollment in the alternative education program:

- Engaging in conduct contrary to the criminal code or ordinances of the Commonwealth and/or community.
- The destruction of private or school property.
- Possession, sale, use, or under the influence of drugs, narcotics or alcohol on school property or at school sponsored functions. (District Policy 227)
- Carrying a weapon which can endanger the safety of other persons.(District Policy 218.1)
- Performing an act of violence against school personnel.
- Insubordination and/or incorrigibility.
- Attire which is disruptive to the conduct of school or which could be damaging to school property.
- Theft.
- Fighting.
- Misconduct in the classroom, at school sponsored functions or on the school bus.
- Smoking on school property.
- Excessive unexcused absences or tardiness.
- Cutting of classes.
- Bullying and/or harassment of others (District Policy 249)

R. Referral System

- 1 referral - 1 after school detention
- 2 referrals - 2 after school detentions
- 3 referrals- 4 after school detentions and required parent conference
- 4 referrals- 1 day OSS, required parent conference,
- 5 referrals- 2 days OSS, required parent conference, referral to SAP

- 6 referrals- 3 days OSS, required parent conference
- 7 referrals- 3 to 10 OSS and parent conference required and suspension of sports.
- 8 or more referrals – 3 to 10 days OSS and parent conference required, notify the superintendent of possible enrollment into Eagle Edge Alternative Education Program and suspension of sports, clubs and activities for 45 days.

S. Suspensions

There is one type of suspension: at-home. The at-home suspension requires the student to be at home during school hours on the days when the suspension is in effect; otherwise, the suspension may be extended. The student may make up work missed during an at-home suspension within the same number of calendar days as the suspension, provided the student asks his/her teachers for this privilege upon his/her first day back to school.

T. After School Detention

After school detention is assigned for certain disciplinary infractions. **Students who fail to attend or do not satisfactorily complete after school detention could be assigned an additional after school detention or O.S.S.**

- Transportation to after school detention is the responsibility of the student and/or parent.
- Students must bring adequate study materials (textbooks, pencils, assignments, library books, etc.) to use for the entire time period in a silent study environment. Students will not be permitted without study materials.
- Students will be permitted to go to their lockers upon arrival. Once in the detention room students will not be permitted to go to their lockers.
- Students will not be permitted to sleep, chew gum, or talk with other students.
- Radios and food/beverage items will not be permitted at detention.
- Students must refrain from disrupting other students at all times.
- Failure to comply with the above expectations will result in the student being sent home (following parent contact) with the student being assigned an additional after school detention.
- Students who fail to attend an assigned after-school detention will be assigned two after-school detentions or an at-home suspension.
- Failure to comply with any or all of the rules will result in additional disciplinary action.

COMMUNICATING WITH THE SCHOOL

At various times parents will need to contact the school regarding questions or to resolve issues. The initial point of contact should be with the individual involved. If the question or issue is not resolved, parents should contact the following individuals in the sequence listed:

**Teacher, Department Head,
Assistant Principal, Principal, and Superintendent.**

As respect to all parties involved, please follow the chain of command.

DRUGS/ALCOHOL POLICY

The following rules, regulations and guidelines shall be used by all school district personnel when responding to drug, mood-altering substances, and alcohol-related situations:

- No person may possess, use, produce, sell, distribute, or aid in the distribution of alcohol, narcotics, drugs, look-alike drugs, health-endangering compounds, mood-altering substances or

other substances, nor use, possess, sell or distribute paraphernalia for the purpose of drug use, at any time in school buildings, on school property and grounds, in school-sponsored vehicles or at school-sponsored events at other sites

- Any controlled substance, as identified by Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, but not including any substance excepted or exempted from said Act by the Secretary of Health of the Commonwealth of PA.
- The unauthorized, inappropriate and/or illegal use of prescription and over-the-counter preparations are prohibited. Prescription medication or over-the-counter preparations for personal use shall be allowed only as per district medication policy, under the supervision of school personnel, with written orders from a physician. Federal, state and local laws shall apply.

Any student violating the Statement of Policy shall be subjected to discipline pursuant to the provision and procedures outlined in Board policies. Offenses will be cumulative, K-12. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule and regulation enumerated herein. In determining the final disciplinary action to be issued as a result of any violation of this policy, the school district will consider all circumstances relevant to the situation, which must include a complete drug and alcohol screening by a licensed drug and alcohol provider, behavior of the student, the age of the student involved and the nature and severity of the conduct.

EMPLOYMENT CERTIFICATES

Child Labor Laws require each student seeking employment to obtain a certificate for employment from the school district. Employment certificates are processed by office personnel at the high school and are available daily from 7:45 a.m. to 3:00 p.m. State law requires the parent or guardian to sign the application in person at the high school. Proof of age must be provided.

EMERGENCY DRILLS

Emergency procedures are in place at the high school center in situations of fire, severe weather, or other emergencies. To maximize safety under such emergency situations, drills are periodically held to practice these procedures. It is essential that all students adhere to fire drills and other emergency drill procedures at all times. Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible. The teacher in each classroom will give the students instructions about exiting the building. Safety drills will also be practiced throughout the school year:

Administrative Lockdown – This is an IN-HOUSE PRACTICE drill.

- Follow all basic lockdown procedures.
- Wait until an administrator/designee opens your door and announces “ALL CLEAR” ● Since this is a practice drill, the administrator may or may not be accompanied by a police officer. ● Once all rooms have been cleared, a “CODE GREEN” will be announced on the PA system. At that time, the school will return to normal operations.

Exterior Lockdown – This is an EXTERIOR THREAT.

Based on the nature of the threat you may or may not continue your instruction.

- Follow all basic instructions for lockdown procedure
- CLOSE your blinds.
- Listen for instruction over the PA system from your administrator. If the threat is not imminent, you may be told to resume class instruction but stay locked in the classroom.
- Everyone remains in your room until an administrator/designee opens your door and announces “ALL CLEAR”.
- Once all rooms have been cleared, an “ALL CLEAR CODE GREEN” will be announced on the PA system. At that time, the school will return to normal operations.

Interior Lockdown – This means SOMEONE IS IN THE BUILDING

- Follow all basic instructions for a lockdown procedure.
- Leave blinds OPEN
- Everyone remains in your room until an administrator/designee AND a Police Officer opens your door and announces “ALL CLEAR”.
- Once the room has been cleared the lights can be turned on and students can return to their seats.
- Students are to remain in the classroom until an “ALL CLEAR CODE GREEN” has been announced on the PA system or until they are evacuated from the building.

EMERGENCY FORM

Each student is issued a Student Information Form to be completed by the parent. This form indicates the address, telephone number, doctor, or persons to contact in the event of an emergency. Please be certain that the telephone numbers on the child’s form, even if unlisted, are up to date. The "Alert Now" system for emergency calls and snow delay/cancellations also uses the phone number given on the emergency form. It is essential for the health office to have correct information on file, in order that you may be reached quickly in an emergency. Parents are responsible for transportation of their children when they become ill or injured.

EMERGENCY OPERATIONS PLAN (E.O.P)

The South Park School District has an Emergency Operations Plan to assure the safety and welfare of all students during any emergency situation. The district also has "Alert Now." It is a phone system that calls everyone in the district to relay important information in regard to emergencies. For you to be alerted of emergencies, the district must have a correct phone number.

EMERGENCY SCHOOL CLOSURE

During adverse weather conditions, operation of school will continue the regular schedule if possible. Only in the event of severe weather conditions will there be a deviation from the established schedule. When the opening of school is delayed, we ask that you do not drop your child off at school early because there will not be teacher supervision at this time. "Alert Now" will call your house and inform you of delays and cancellations. Please make sure the district has a correct phone number for your residence for you to have the full benefit of this feature.

For more information on schedule changes listen to the following radio and television stations:

TV Radio
KDKA (Channel 2) KDKA 1020 AM

WTAE (Channel 4) WVTY 96.1
FM WPXI (Channel 11)

Please do not call the schools or the radio stations. School is called off on a day-to-day basis.

FIELD TRIPS

Field trips are designed to enrich and enhance the curriculum. Permission forms, which are provided by the school, must be signed, and submitted by each student's parent/guardian in order for each student to participate on the field trip.

HIGH SCHOOL CURRICULUM PHILOSOPHY AND POLICY

The counseling department encourages every student to pursue a rigorous, comprehensive curriculum each year. The 25.25 credit core curriculum required for the class of 2016 is only a minimum standard and students are required to earn a minimum of 6.5 credits per year. Strength of schedule (Honors and Advanced Placement courses, as well as challenging, meaningful and varied electives) are valued by post secondary institutions.

SCHOOL COUNSELING PROGRAM

The purpose of the guidance services at South Park High School is to assist each student in their social, educational, vocational, and personal development. The counselor coordinates a variety of special programs within the school. These may include registration, long-term educational program planning, and guiding students in other decision-making plans. In addition, the school counselor is responsible for coordinating the administration of all standardized tests. The counselor may consult with parents, faculty, other school staff, and community agencies to best meet the individual needs of all students. Parents may contact the school counselor for additional information.

HEALTH SERVICES

The School Health Program is intended to assist in the identification and correction of physical defects and in the control of communicable diseases so that each pupil may receive the maximum benefit from his/her educational opportunity. First-aid is the only service that the school nurse is permitted to administer for an accident or illness. Nurses neither diagnose nor treat illnesses or injuries that originate after school hours. Facilities are provided for temporary care of students in case of illness or injury. Parents are invited to contact the school nurse for conferences concerning health problems.

Communicable Disease Control - To prevent the spread of communicable diseases, the Allegheny County Health Department requires that a child be excluded from school for the following time periods:

- Measles4 days from onset of rash
- German Measles (3 day)4 days from onset of rash
- Chicken Pox..... Until all vesicles have dried and crusted.
- Scarlet Fever & Strep Throat.....24 hours after start of antibiotic
- Whooping Cough.....3 weeks from onset of illness or 5 days from start of antimicrobial therapy
- Mumps 9 days from onset or until subsidence of swelling
- Diphtheria..... 2 weeks from onset or until a negative culture test
- Head Lice.....Exclude from school until immediately after the first treatment
- Pink Eye.....24 hours from start of treatment or determined non-communicable by a physician
- Impetigo.....24 hours after start of antibiotic and sores are no longer draining
- Ringworm.....Until immediately after first treatment. Body lesions that are not dry should be covered.
- Scabies.....Until appropriate treatment is completed or determined noninfectious by a physician.

Written certification from a physician is requested for re-admittance to school if a child is afflicted by the following ailments:

*Pink Eye, Impetigo, Scabies, Ringworm or proof of treatment for 24 hours with appropriate antimicrobial therapy

Physical Examinations - The Pennsylvania School Health Code mandates the following:

- Hearing Test..... Grade 11 and transfer students that have no results on record, and children that failed the test the year before.
- Physical Exam..... Grades 11 and those children that missed the examination the year before due to absence.
- Height, Weight, and Body Mass Index..... K – 12 annually
- Vision Test*..... K – 12 annually

*This test screens for vision difficulties and does not address medical conditions of the eyes. All students new to the school in grades other than the above will be examined by the doctor or dentist within a year, if they have not been examined previously in accordance with Pennsylvania Law. Physical defects or dental defects discovered or suspected during the examination are reported to parents in writing by the school nurse. Parents are expected to consult with their family physician or dentist concerning the corrections made. The school will provide the facilities for conducting examinations. The State Department, however, encourages parents to have these examinations performed by their family physician and dentist. The school provides forms for these examinations.

**Immunization – Immunization against the following are required upon original entry into school.
Month, day, and year are required for the school’s record.**

- Diphtheria, Tetanus, Acellular Pertussis (DTaP, DTP, Td, DT or Tdap)... 4 doses with one after 4th birthday
- Polio 4 doses (4th dose on or after 4th Birthday)
- Hepatitis B..... 3 properly spaced doses
- MMR2 doses after first birthday
- Varicella (chicken pox)2 doses after 1st birthday, written documentation of disease from physician, or serologic proof of immunity

The following immunizations are required for all students entering grades 7-12 in addition to those listed above:

- Tetanus/Diphtheria/Pertussis (Tdap).....1 dose
- Meningococcal (MCV4)1 dose

The following immunizations are required for all students entering grade 12 in addition to those listed above:

- Meningococcal (MCV4)1 dose

Students who have not completed immunization procedures will be excluded from entering school. Please keep the school nurse informed of any additional immunizations received throughout the child’s school years.

HOMEBOUND INSTRUCTION

Instruction at home may be requested by parents if a physician has certified that the student will be absent from school for a period of two weeks or more. Application for Homebound Instruction is made through the principal and guidance counselor. Homebound students will be eligible for a total of five (5) hours of instruction per week. Instruction will be provided by a Pennsylvania certified teacher.

HOMEWORK

Homework is given by classroom teachers to enable skills to be reinforced and to help children acquire necessary study habits. Homework accounts for no more than 10% of a child's grade. A general policy on homework is as follows:

- Grades 9-12-----120 minutes per night

This policy may not be strictly followed as some children need extra work to master skills or may not have completed assigned work in school. If you have questions about the amount of homework, please consult your child’s teacher.

INTERNET/NETWORK SAFETY AND ACCEPTABLE USE POLICY

Purpose – The South Park School District recognizes that telecommunications and other new technologies have changed the ways that information may be accessed, communicated, transferred, and exchanged by members of society. Those changes will also affect student instruction and learning. The district is committed to the effective use of technology as a tool to advance the educational program and curriculum to enhance the quality of student learning, as well as to promote the efficiency of operations.

The South Park School District’s electronic communications system (“network”) provides unprecedented opportunities for students and staff to communicate, learn, access, exchange and publish information. The resources available through this network and the electronic communications and information research skills that students develop using it, are of significant and growing importance in the learning process and preparation of students for success in the future.

Users of the South Park School District’s network and Internet connection may use the network for purposes that are consistent with the curriculum and educational goals of the district. The district further believes that it has a responsibility to reduce these risks through the adoption of a safety and acceptable use policy and related procedures and are in compliance with the Children’s Internet Protection Act. Included in the South Park School District policy is the implementation of Internet filtering software that blocks access to material that is obscene, harmful to minors, or contrary to the policies of the South Park School District.

Definition – The term network shall be interpreted to include all District owned computers, computer terminals, servers, any hardware or software, the Internet, the South Park School District’s electronic mail systems, and any other elements of the South Park District’s computer, telecommunications, or electronic communication/information systems.

Guidelines - The South Park School District’s objective is to provide for and establish a reasonable, safe, and equitable policy for the use of the district’s network by students and for development of applicable rules, safety procedures, and regulations regarding the acceptable use of the network as a tool to support and advance the South Park School District’s educational program, curriculum and internal operations.

The network may be used only as a tool to support and advance the functions of the South Park School District and curriculum and educational program. Access to the District’s network is a privilege and not a right. Users of the network are responsible for their behavior and communications over the network and access to network services will be provided only to those students who agree to act in a considerate and responsible manner and in accordance with the South Park School District’s rules and regulations as may be adopted and amended periodically. All students (and/or the students’ parents depending upon the age of the student as specified by administrative procedures) who wish to use the network must sign one or more network agreements whenever requested by the South Park School District. Students may use the network only in support of education and research consistent with the educational objectives of the South Park School District. Use of the network must be following applicable laws.

All computers that are part of the South Park School District’s network shall have Internet access filtered by a central Internet filtering appliance that protects users from access to material that is obscene, pornographic, harmful to minors, or in violation of South Park School District policy. .
Inappropriate use of the network may result in suspension or cancellation of network privileges. The

South Park School District reserves the absolute right to define inappropriate behavior or improper use of the network, adopt rules and regulations applicable to network use, determine whether an activity constitutes inappropriate use of the network and determine the consequence of such inappropriate use. Network use shall not involve obscene, pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of others; damage or waste of property; use of another's password or misrepresenting one's identity; use of commercial purposes or illegal purposes, or any other use deemed inappropriate by the South Park School District. In addition to suspension or cancellation of network privileges, inappropriate use of the network may result in disciplinary action up to and including suspension or expulsion.

All material or information placed in any file on the South Park School District's network becomes District property. The South Park School District reserves the right to access any such material or information on the network, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The South Park School District further reserves the right to review, monitor, record, or log network use, and limit content of District web sites to District approved information related to South Park School District curriculum and program. In order to protect the network, users may not install programs on the network or transfer programs, shareware or software from information services, electronic bulletin boards or any other external source without the permission of the network administrator. Students or guests may not use outside discs on the network or transfer files, from information services, electronic bulletin boards or any other external source without the permission of the class instructor.

The following are not permitted:

- Utilizing the network for illegal or inappropriate purposes, or in support of such activities.
- Accessing personal email accounts, chat sessions or instant messenger, not directly part of a class assignment.
- Intentionally altering the files on the district network or computers or copying of District software.
- Installing software and/or files; uploading, creating, or knowingly transmitting computer viruses.
- Gaining unauthorized access to resources, databases, or other users' files.
- Violating copyright laws, including the illegal use of copyrighted software.
- Employing the network for commercial purposes.
- Vandalizing hardware or software, or the data, files, or email of another user.
- Revealing the password, personal address or phone number of you or any other person.
- Sending, displaying, or copying offensive or inappropriate messages or pictures.
- Harassing, insulting or attacking others, or using obscene language.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is for students to read, research and use library resources including books, periodicals, online databases, and technology in an academic setting. Students may sign out of study halls according to the procedure in place. Passes may be issued from classroom teachers for students to use the LMC for assignments, testing, or other academic purposes. All school and district policies are to be followed. Students who display behavior which is not conducive to the academic environment may have their LMC privileges restricted. Students are responsible for all materials checked out under their account. Full replacement costs are charged for lost or damaged materials.

LOCKER/VEHICLE SEARCH

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety, or welfare of the occupants of the school building or the building itself. The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools. Prior to a locker search, the student shall be notified and given an opportunity to be present.

Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to properly discharge his/her duty to protect the persons and property in the school.

A search of school property shall be conducted at any time school administrators have reasonable suspicion to believe that items are stored therein which constitute a crime or violation.

Generalized and random locker and vehicle searches (including canine sniff searches) are authorized and may be made without notice and require no particular presence of an illegal substance, such reaction shall constitute reasonable individualized suspicion so as to permit a search of the individual's locker or vehicle. Drug sniffing dogs will not be used to search a student's individual person.

LOST AND FOUND

A lost and found box is in the high school office. Students may check the "lost and found" at any appropriate time.

MEDICATION POLICY (District Policy 210)

The South Park School Board shall not be responsible for the diagnosis and treatment of a student illness. The administration of prescribed medication in accordance with the direction of a parent/guardian or family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

For the safety of the children of South Park, **NO medication** will be administered to students by school personnel unless:

- Medication has been prescribed by a physician (including over the counter medication).
- Medication is in its original container, with the student's name, and dosing instructions.
- Physician's directions for administering medication are clearly stated.
- Parent's/Guardian's written permission, including a full waiver releasing the school district and school personnel from all liability has been obtained on the proper medication permission form.
- Medication is registered in the health office.
- No student is permitted to carry medication (except for inhalers) in school.

Students may carry their own inhaler only with written permission from their parents/guardians on the proper medication permission form. This form must be completed and registered in the nurse's office

prior to a student carrying their own inhaler. The students shall notify the school nurse immediately following each use of an asthma inhaler or epi pen.

For the safety of the children of South Park, no student will be permitted to distribute medication to another student.

Medication ordered three (3) times a day will not be given during school hours unless specified by the physician.

MONEY AND VALUABLES

Students should not carry more money than required to meet immediate needs and be instructed never to leave money or valuables in their desk or outdoor clothing. These items may be left in the care of the teacher, but the teacher cannot be responsible for them beyond reasonable care. Cases of theft should be reported immediately to the classroom teacher.

NON-DISCRIMINATION POLICY

The South Park School District does not discriminate based on race, color, national origin, age, sex, disability or any other legally protected classification in its education programs, activities or employment practices. Announcement of this policy is in accordance with state and federal laws including Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act.

Any person who believes that s/he has been subjected to discrimination shall report all incidents of such conduct to Wayne P. Gdovic, Title IX Coordinator, 2005 Eagle Ridge Drive, South Park, PA 15129 or by calling (412) 655-3111, extension 8010.

OUTSIDE AGENCY REFERRALS

Should a child require additional services from an outside agency, the following list provides the names of community-based organizations with which the district has had prior experience.

Child Mental Health and Social Services

- Chartiers Mental Health 412-221-3302
- Duquesne Reading & Guidance Clinic 412-434-6088
- Family Links (Banksville Road) 412-343-7166
- InterCare 412-831-0355
- Mercy Behavioral Health 412-323-4500
- South Hills Interfaith Ministry 412-854-9120
- Southwest Human Services 412-831-1223

Emergencies/Crisis

- Resolve Crisis Network 1-800-796-8226

Child Abuse

- Allegheny County CYF 412-473-2000
- Pennsylvania CHILDLINE 1-800-932-0313

Drugs/Alcohol

- Allegheny County D/A (Crisis Intervention) 1-888-424-2287
- Pyramid Health 1-888-694-9996
- Gateway Rehabilitation Center 1-800-427-1177
- SHORES Holy Family Services 412-361-1083
- AL-A-Teen, AL-Anon Family Groups 412-572-5141
- Narcotics Anonymous Helpline 412-255-1155
- SPHS Monessen 724-684-9000 x 4590

Eating Disorders

- Pittsburgh Educational Network Eating Disorders 412-366-9966
- WPIC Center for Overcoming Eating Disorders 412-624-9329

Grief/Loss

- The Caring Place 1-888-244-4673
- Cancer Caring Center 412-622-1212
- Good Grief Center 412-224-4700
- The Center for Traumatic Stress in 412-330-4328

Children and Adolescents

- Health Insurance for Uninsured Children
- Caring Foundation for Children (CHIP) 1-800-543-7105

Hospital & Treatment Centers

- Southwood Psychiatric Hospital 412-257-2290
- Western Psychiatric Inst. & Clinic 412-624-1000

Hotlines

- United Way Helpline 24 Hours 412-255-1155
- Sexual Assault Hotline 412-765-2731

PARENT CONFERENCES

The South Park School District encourages conferences between teachers and parents to discuss student progress. To schedule a conference, please contact the school secretary who will forward a message to the teacher to contact you to arrange a mutually convenient meeting time.

PHOTO PERMISSION

The South Park School District promotes and communicates student achievements and activities through district publications and the media. Students may be interviewed, photographed, and/or recorded on video throughout the school year for use in district publications, on the district's website, on the district's social media pages, in local newspapers, or on television. Names of students may appear in district publications, the district's website, the district's social media pages, in local newspapers, or on local television. Students are also identified by name when appropriate to the use of the photograph or video footage.

Photos and/or videos will be taken unless a note from the student's parent/guardian is sent to the school office stating that you do not want your child's photo and/or name used in district publications, on the district's website, on the district's social media pages, in local newspapers, or on television. The request will be in effect for that school year only and can be changed at any time by submitting a written request to the school office.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

South Park School District and its employees are required by Federal Law and State and Federal Rules/Regulations to protect the rights of students. The foundation of these rights comes from Federal legislation entitled, Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendments). There are State Rules and Regulations dealing with regular and special education students' rights and privacy. All students are covered by the State Regulations contained in Chapter 12 known as

Students' Rights and Responsibilities.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. There are different categories of information: Education Records, Personally Identifiable Information, and Directory Information. Education Records consist of information directly related to a student which is maintained by an educational agency. Personally Identifiable Information includes the student's name, and name of the parent or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable. Directory information means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Written parental consent is necessary for disclosure of personally identifiable information and educational records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, South Park must maintain a written record of disclosure for the parents to inspect in case information has been released.

SCHOOL SPIRIT

Having genuine school spirit makes the difference between a good high school and one that is outstanding. School spirit is:

- Courtesy to your teachers and fellow students
- Pride in SPHS and enthusiasm for whatever it endeavors to accomplish
- Sportsmanship in either winning or losing.

Remember, as you follow our teams, attend performances, or represent SPHS in any manner, it is desirable to display spirit and enthusiasm while maintaining respectable behavior and good sportsmanship. We would expect students to show their school spirit by enthusiastically supporting all groups which represent them and South Park High School.

SCHOOL VISITORS

All visitors are required to report to the main office of the high school upon arrival. Visitors will provide their driver's license to be run through the Raptor System and a visitor's badge will be issued. This provides the school with the opportunity to be accountable for all visitors; especially should an emergency situation arise. We also ask that visitors turn off their cellular phones while in the building so as not to distract from the educational process.

SCREENING AND EVALUATION

The South Park School District uses the following procedures for locating, identifying, and evaluating specific needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

- Screening of a child's hearing acuity in the following grades: K, 1, 2, 3, 7 and 11.
- Visual acuity is screened in every grade.
- Speech and language skills are screened in kindergarten and on a referral basis.
- Gross motor and fine motor skills, academic skills and social-emotional skills are assessed by classroom teachers on an ongoing basis.

After all evaluations are completed, an Evaluation Report (ER) will be compiled with parent involvement. It will include specific recommendations for the types of intervention necessary to deal with the child's specific needs. Parents are then invited to participate in a meeting where the results of the multidisciplinary evaluation will be discussed. Should an individual Education Program (I.E.P.) be necessary, it will be developed to reflect the student's special needs.

The South Park School District I.E.P. Team will consist of at least two of the following district staff: the building principal, the special education teacher, the regular education teacher(s), the district psychologist/liaison, other teachers, or specialists as needed and other administrative staff when appropriate.

Parents are an integral part of the I.E.P. Team. The district will notify the parents in writing and make documented phone calls to make parents aware of the I.E.P. conference and the need for parental participation. Parents are then presented with a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or a due process hearing. After the initial NOREP, a new NOREP will be issued whenever there is a major change in program/placement.

SPECIAL EDUCATION PROGRAMS

To meet the needs of eligible students, the following services are available at the High School:

- English as a Second Language
- Emotional Support
- Life Skills Support
- Itinerant Vision
- Gifted Support
- Learning Support
- Itinerant Hearing
- Speech and Language

SPECIAL SERVICES

Student Assistance Program (SAP) - The High School has a Student Assistance Program in place that is available to assist students who need additional support dealing with academic or other school-related problems. The team consists of the assistant principal, a guidance counselor and classroom teachers.

Psychologist - Evaluates children who may be experiencing either social or academic difficulties in school.

HSHO - South Park High School and HSHO are collaborating to provide on-site behavioral health services that promote social and emotional growth.

STUDENT DEBTS

It shall be the policy of the South Park School District that when a student accrues a debt to the school district through loss or damage of school district property, materials, and/or equipment, or cafeteria, parking or library debts, the student's diploma may be withheld until such debt is cleared.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

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

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, schoolwork, or discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after-hours expression is governed by this policy if the student expression involved is likely to materially or substantially interfere with the educational process, including school activities, schoolwork, discipline, safety and order on school or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board requires that distribution and posting of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, schoolwork, discipline, safety, and order on school property or at school functions.

While the following list is not intended to be exhaustive, such expression shall not be protected if it:

- Violates federal, state, or local laws, Board policy or district rules or procedures.
- Is libelous, defamatory, obscene, lewd, vulgar, or profane.
- Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct danger to the health or welfare of students, such as tobacco/nicotine, alcohol, or illegal drugs.
- Incites violence, advocates the use of force, or threatens serious harm to the school or community.
- Is likely to or does materially or substantially interfere with the educational process, such as school activities, schoolwork, or discipline, safety, and order on school property or at school functions.
- Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
- Violates written school district procedures on time, place, and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

STUDENT GRADE CLASSIFICATION

For a student to enter South Park High School as a 9th grader, proper educational achievement must be attained through 8th grade. If a student fails any major subject in grade 8, he/she is expected to make-up the failed course(s) in a certified summer school. A maximum of two credits can be made up in a summer school program. In order for a student to be considered a member in proper academic standing of his/her next year's class:

- A Freshman must have completed a minimum of 6 credits to be considered a Sophomore
- A Sophomore must have completed a minimum of 12 credits to be considered a Junior
- A Junior must have completed a minimum of 18 credits to be considered a Senior

STUDENT GRADING REPORTS

Report cards are given to students every nine weeks. The report cards are the property of the students and are not to be returned. Grades will be posted on the PowerSchool Parent Portal every Friday so that grades, attendance and discipline can be monitored from home on a weekly basis. Due to the grades being posted weekly, no interim reports will be distributed unless a written request is made by the parent. Honor rolls are published at the end of each nine-week period. To be on the honor roll, a student must have a grade average of 85% and not receive below a 73% or an incomplete in any subject. More information about grades is located in the Program of Studies. The marking system at South Park High School represents five levels of achievement. These levels indicate a student's achievement as compared with that of others studying the same subject matter.

STANDARD GRADING SCALE

	Academic	Honors	AP
100-90 A	4.0	4.5	5.0
89-80 B	3.0	3.5	4.0
79-70 C	2.0	2.5	3.0
69-65 D	1.0	1.0	1.0
64-0 F	0.0	0.0	0.0

SUICIDE PREVENTION AWARENESS AND RESPONSE

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others, including how to engage school resources and refer friends for help.

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal, or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Any district employee who observes a student exhibiting a warning sign for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with district procedures.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be referred to the school counselor and Student Assistance Program for support and follow-up.

SUPPORT SERVICES

Support services are available to the students of the South Park School District who are having social, emotional, or behavioral issues that are affecting his/her educational experience. These services may include individual, group, family and/or crisis intervention. All services are voluntary, and parental consent is required. Services are also available to parents who need referral sources, support, counseling, and parental education.

TELEPHONE CALLS

A school office is an extremely busy center of activities. Only a telephone call that is of vital importance should be directed to the school during the school day. All other matters should be conducted by note or email to the teacher, nurse, or administrator. Messages can be left before and after school hours on the school's voicemail.

TESTING

The South Park School District offers a comprehensive testing program. These tests provide an assessment tool in determining your child's abilities to succeed in school.

Keystone Exams /Pathways to Graduation

The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Literature and Biology. These exams are given three times per year – the dates are set by the PA Department of Education. *Part A

TEXTBOOKS

Students are to assume the responsibility for all textbooks, library books, and school materials that are distributed to them. Therefore, you can be held financially responsible for any lost or damaged school materials. Book covers are often required to be on all textbooks that are taken home. Students are required to pay for lost books or books damaged beyond normal wear and tear. This includes library books, as well as textbooks and other school materials and/or equipment. Your child's teacher will notify you of the cost of the book. Please make checks payable to South Park School District. Students are responsible for putting a cover on all textbooks which are taken home.

UNLAWFUL HARASSMENT

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals or retaliation shall occur because of good faith charges of harassment.

USE OF SCHOOL BUILDINGS

All school facilities are available to the public but permission must be granted by the superintendent, in accordance with school board policy. Any group desiring to use any part of a building should request an application from Mr. Patrick Colligan in the Athletic/Attendance office. Rules which must be closely followed include:

- No smoking or alcoholic beverages on school premises.
- No boisterous behavior.
- Only tennis shoes can be worn in gymnasiums.
- Participants bring their own materials.
- All equipment must be returned to its proper place and the facility left in the condition in which it was found. A monitor should be available to supervise the completion of this task. ● Group leaders must sign in at the facility and supervise the group at all times.

VIRTUAL INSTRUCTION

In the event that virtual instruction is necessary, the following procedures will be put in place.

- Students will be expected to login daily by 7:20 am for attendance purposes. If there are extenuating circumstances why this is not feasible, please contact the high school office at 412- 655-311.
- Canvas will be utilized for instruction along with any other resources that accompany the facilitation of instruction for a particular class.

- Students should devote the appropriate amount of time per class as necessary to complete the assigned work for that day. Some courses will require more time than others.
- All daily assignments will have a due date set by the teacher of the course.
- Completion of assignments will be documented daily by teachers, and students are to adhere to these expectations to receive full credit. The grading of assignments and assessments will continue as normal and will conform to the guidelines of the South Park School District.
- Teacher availability is within the constraints of normal school hours. These hours are scheduled from 7:30 am to 2:50 pm. Email will be the mode of communication. Please understand that there may be a delay in response from the teacher based on the number of inquiries.

WITHDRAWAL OF CHILDREN

If you are planning to move, please notify the school office as soon as possible indicating the last day of attendance, new school, and new home address. You will be given your child’s report card and immunization card (if available) on the last day of attendance. All school materials and library books must be turned in before records are released.

**The preceding rules and guidelines contained in this handbook are a partial representation. The complete policy guides are on file in the school office.

 The South Park School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Mr. Wayne Gdovic, Title IX and Section 504 Coordinator, at 2005 Eagle Ridge Drive, South Park, PA 15129, (412-655-3111)