

RED LION AREA SCHOOL DISTRICT SENIOR HIGH SCHOOL STUDENT HANDBOOK



**Grades 9-12
2015-2016**

Principal

Mr. Mark E. Shue

Assistant Principal

Mrs. Mary C. Smith

Assistant Principal

Mr. Grant G. Gouker

Assistant Principal

Mr. Scott D'Orazio

*Assistant Principals are assigned to students by last name as follows:
Mr. D'Orazio (A-G), Mr. Gouker (H-O), Mrs. Smith (P-Z)*

**RED LION AREA SENIOR HIGH SCHOOL
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The Policies of the Board of School Directors of the Red Lion Area School District are incorporated herein by reference. Any conflict between Board Policy and this Student Handbook shall be resolved in favor of Board Policy. Board Policies are available on the District's website, www.rlasd.net.

STUDENT RESPONSIBILITIES (PA Code Chapter 12, Section 2)

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the education process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of all students to conform to the following:
 - A. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - B. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - C. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 - D. Assist the school staff in operating a safe school for all students.
 - E. Comply with Commonwealth and local laws.
 - F. Exercise proper care when using public facilities and equipment.
 - G. Attend school daily and be on time to all classes and other school functions.
 - H. Make up work when absent from school.
 - I. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - J. Report accurately and not use indecent or obscene language in student newspapers or publications.
 - K. Fulfill all obligations owed to the school by the end of each school year. These would include: books, supplies, equipment, uniforms, disciplinary actions, and/or financial obligations (should a check be returned because of insufficient funds, a service charge will be added for each infraction). Students should bear in mind that this list is by no means exhaustive.

STUDENT COUNCIL

The Student Council is concerned mainly with the students and their activities. It is always interested in students' ideas and opinions. Seek out a student council representative for suggestions and improvements for the school and activities. The council is comprised of five different committees committed to event planning and the governmental side of student council.

Ten delegates from each class oversee events such as homecoming, The Blood Drive, Canned Food Drive, the Formal Fashion Faire, school improvement, student appreciation, and spirit activities.

Student Council Officers:

President	Rachel Clark
Vice-President	Mickayla Smith
Treasurer	Quinn Waldrup
Secretary	Greg Potter
Publicity Secretary	Elizabeth Gable
Historian	-----
School Board Representative	Rachel Clark

Student Council Representatives:

2016	2017	2018	2019
Hayley Althoff	Marisa Beiler	Colleen Dai	Ashlynn Althoff
Levi Davis	Alyssa Diamond	Isaiah Gingerich	Morgan Bruni
Shayla Jones	Jena Everett	Carrie Knight	Emilee Cutler
Megan McGuire	Emily Gillmen	Benedetta Mannino	Shannon Flaharty
Erin Orwig	Lydia Kirkpatrick	Lance McGuire	Jacob Franciscus
Natalie Sawada	Andy Liu	Alexcia McKinley	Kenny Lejk
Tristan Schluderberg	Elizabeth McGinn	Francesca Vano	Chad Millar
Olivia Tarman	Chaundy McKeever		Jennifer Nowicki
Allie Thomas	Kayla Moore		Lauren Nowicki
Joel Zamora	Anant Rathod		Nikolas Potter
	Emma Schaeberle		Chance Riddle
	Taylor Waga		

ACADEMIC AT-RISK SYSTEM & MANDATORY TUTORING

In an effort to help all students meet with success, the Red Lion Area Senior High School has implemented an "Academic At-Risk System". The purpose of the "Academic At-Risk System" is to provide students with the support, opportunities and skills that are necessary to improve their grades.

The Mandatory Tutoring Program is a Tier II Academic Intervention. Students qualify for Mandatory Tutoring by receiving two consecutive academic failure referrals from our Academic At-Risk program in one of the four core subject areas. Core subject teachers may also assign students to the tutoring program who were not identified by the Academic At-Risk system but are in danger of failing.

ACADEMIC INTEGRITY

The Red Lion Area Senior High School strives to uphold the highest standards of academic integrity. Therefore, any type of academic dishonesty is a very serious offense. Examples of academic dishonesty include, but are not limited to, the following:

1. Cheating on quizzes and tests
2. Copying another student's work
3. Allowing another student to copy your work
4. Fabricating or falsifying data
5. Plagiarizing

Plagiarism: is defined as the act of passing off any type of work as one's own. This is done in several ways:

- Copying another person's work and passing it off as one's own
- Copying work from another source, including online sources, and passing it off as one's own
- Citing primary and/or secondary sources incorrectly, thereby leading one's audience to believe that the work is one's own

Students may plagiarize deliberately or without intent to deceive. However, regardless of intent, the punitive consequences for students who plagiarize remain the same. Moreover, the amount of material plagiarized is inconsequential. If ANY PART of the work is plagiarized, the student will receive a zero for the ENTIRE assignment. Students should always consult their teachers with any questions regarding the correct way(s) to document their sources, and students should remember that over-citing their sources is far better than under-citing them.

Students who commit any of the above offenses or any other type of cheating will, at the very least, receive an automatic zero for the assignment. This includes students who allow peers to copy their work. In some cases, students may be instructed to revise the assignment or complete a new assignment altogether. Moreover, disciplinary action may be taken against the student. Three violations in a single class will result in a failing grade for the year. A student may be suspended or dismissed from certain organizations due to dishonest behavior (i.e. Student Council, NHS, etc.).

Report Documentation: In a good report the writer or speaker gives proof, called references, that the statements are sound. The process is called documenting.

Most school reports are documented. A list shows all references alphabetically. A list may contain only the sources noted in the body (REFERENCES or Works Cited) or include related materials (BIBLIOGRAPHY).

Rules for documenting reports are set down in style manuals, of which there are dozens. For proper methods of citation, students should refer to the English Department Research Handbook distributed in English class.

ACCIDENT AND DENTAL INSURANCE

The School District does not carry medical insurance on students, but provides parents with the

opportunity to select a primary group insurance plan for students. There are two plans available for parent consideration:

Plan #1 School Time Coverage: This will cover injury occurring while the student is traveling to and from school, while attending school sponsored activities such as plays, assemblies, class trips, intramural sports, and physical education classes, etc.

Plan #2 24-Hour Coverage: This will cover all of the above, plus accidents occurring away from school, in the evenings and on weekends, vacations, etc.

Please note that the plans should be considered in conjunction with any other family medical insurance. For more detailed information or to apply for the insurance or to submit a claim form, visit the School District website, click on Departments, Business Office and Student Accident Insurance.

AFFECTION

Students at Red Lion Area Senior High School are expected to act as mature young adults. Students are reminded that inappropriate signs of affection are not acceptable in the Red Lion Area Senior High School. Students who do not comply with this statement will be sent to the office for disciplinary action.

ARRIVING AT SCHOOL

Students are reminded that they are to report directly to school in the morning. Whether students walk, drive, or ride a bus, they are not to leave school property once they arrive. Students arriving to school by bus, and also at the end of the day waiting on the bus at the loading area, may not cross over Horace Mann Ave. and return without penalty from the administration. Students are reminded there is to be no smoking anywhere on the school campus before, during, or after school.

There is to be no loitering in or around cars or in the parking lots before, during, or after school. Students found loitering in cars or on the parking lots will be assigned detention.

Students are encouraged to use the school bus during inclement weather and not drive their cars to school when the roads are unsafe.

Students will be permitted to enter the building at 7:15 A.M. Students must report directly to the commons area and will be dismissed to go to first period at 7:25 A.M.

After school has started (7:38 A.M.), students are prohibited from going to their cars during the school day unless special permission is granted by the office.

ASSEMBLY PROCEDURES

The conduct of the student body at an assembly is a reflection on the faculty, administration, and students. Regardless of whether guests are present or not, each individual is responsible for their actions and level of maturity. When filing into the auditorium, we ask that you proceed quickly to your assigned seat. Behavior should be appropriate to the program presented: in general be courteous, attentive, and considerate. Students who fail to act appropriately could be removed

from the venue and face disciplinary consequences.

ATTENDANCE/ABSENCES

Students of compulsory age are required by law to attend school a minimum of 180 days each school year. The Pennsylvania Department of Education classifies all absences from school as excused, unexcused, or unlawful. The only legal excuses for an absence from school are:

1. Illness
2. Quarantine
3. Death in the family
4. Observance of those major religious holidays observed by Bona Fide religious groups.
5. Family emergency and other urgent reasons “shall be strictly construed and shall not permit irregular attendance.” -- Section 1329, School Laws of Pennsylvania and 22 PA Code 11.25. The building administrator will determine the validity of excusal due to these reasons.

Any student absent from school for any reason other than the above will be considered as having an unlawful or unexcused absence depending on the student’s age.

The following are examples of reasons that are **not** considered valid excuses: oversleeping, missing the bus, experiencing car problems, attending the York Fair, working, babysitting, receiving a suspension of bus privileges, helping at home, attending farm show/hunting/fishing trips without prior permission, etc.

REPORTING AN ABSENCE

Each student is required to submit a written excuse from a parent or guardian for each absence. The district “Absence Excuse Form” or a hand written note must be submitted to the attendance office within three (3) days of the absence. **An absence from school which is not supported by a written note from a parent/guardian within three (3) school days of the student’s return to school will be charged as unexcused or unlawful.** This form/note is to be dropped off at the attendance office anytime during the school day. Make sure the note includes the following:

- the student’s full name
- the student’s grade level
- parent’s full name
- the date(s) the student was absent
- the reason for each absence
- the date the excuse was written
- parent phone number in case of questions

If the student visits a doctor during the absence it is recommended that a doctor’s note accompany the Absence Excuse Form.

Online Excuse Form: Parents with internet access may also choose to submit the absence excuse form using the link at the top of the senior high webpage or by using the QR code below. Students who are required to submit a physician’s note for the absence can not use the online submission. This includes students placed on PCO and for absences of three (3) or more

consecutive school days. In these cases, a physician's note must be submitted to the attendance office.



ILLEGAL/UNEXCUSED ABSENCE & FINES

When a student of compulsory age has accumulated three (3) days of **unexcused** absences, the first legal offense notice will be sent. Once attained, this notice status will continue through the student's career at the senior high. Any additional unexcused absences may result in a fine being issued in compliance with the Compulsory Attendance Law of Pennsylvania.

Note To Parents:

If your child has a history of not turning in your excuses, you may-

- call the attendance secretary to verify that the excuse has been submitted
- bring in the excuse personally
- mail the excuse to the attendance secretary
- fax the excuse note to attendance secretary at 717-244-8498
- utilize the online attendance form (if not on PCO)

In many cases, fines can result from a student failing to turn in an excuse within the three (3) day grace period or missing information. Be sure the excuse includes all of the information listed above under "reporting an absence."

EXCUSAL DURING SCHOOL DAY / EARLY DISMISSALS

Students are excused from school during the day only upon authorization of the administration. The student should bring a note from home signed by a parent or guardian if he/she wishes to be excused during the day. Early dismissal passes should be obtained prior to the tardy bell by taking the note from home to the attendance window. No students will be excused from school during the day without prior parent consent. When this authorization is shown to the teacher, the teacher may excuse a pupil from class at the time designated. This excusal should be used for doctor and dental appointments and **emergencies only**. Any student on PCO will be required to submit a note from the doctor's office when they return to school that same day or the following day. Do not ask to be excused for other reasons such as to go to work, to run errands, to get a haircut, etc. You will not be excused for these reasons.

TARDINESS

Tardiness is rarely necessary and will not be permitted. Students arriving at school or their first period class after the tardy bell must report to the attendance window/office immediately to receive a pass permitting admission to the class. In order for the tardiness to be considered as excused, the student must, **within 24 hours**, submit to the office a note from a parent or guardian explaining that illness caused the tardiness. If a note is not submitted within the allotted time, the tardiness will be considered unexcused.

Any student who arrives at school after 11:15 A.M. will be considered absent for the day and will be required to return a note of absence for that date. Any student who arrives at school after 9:30 A.M. must have an excused physician's note or the student will be ineligible to practice or

participate in any extracurricular activity on that day. Excessive and unnecessary lateness to school will call for disciplinary action.

CHRONIC ABSENTEEISM / UNEXCUSED ABSENCES

If a student experiences chronic absenteeism, the school team will work with the parent(s) and student to address the concern. An intervention plan will be developed to improve school attendance. Improving our students' chances for success in school and in life is of top priority.

After seven (7) total days of absence or excessive tardiness, a warning letter will be sent to the home indicating a possible attendance problem. When the student accumulates ten (10) days of absence or further tardiness, the student will be placed on a physician's note. It should be noted that emergencies such as prolonged illness, death in the family or an operation do not count toward the total of ten (10) days. Normal absences such as sick, flu, stomachache, headache, overslept, or had a cold that are not accompanied by a physician's note will be counted as part of the ten (10) days.

Any student who has ten (10) excused absences not accompanied by a physician's note will be required by the school administration to produce a physician's excuse for each and every future absence. This is commonly called a PCO – Physician's Certificate Only. This physician's excuse must be returned to the Attendance Secretary within three (3) days of the absence in order for the absence to be considered excused. Online excuse blanks will not be accepted if a student is on PCO. A note from the physician must be turned in to the Attendance Secretary. If the physician's excuse is not submitted within the three (3) days, the absence will be considered unexcused and/or unlawful. A physician's note may only be accepted from **a doctor who has actually seen the student** during the period of absence. Questionable or altered doctor's notes will not be accepted until the information can be verified by the physician's office that issued the note.

Students who have established an abnormal attendance pattern throughout their school career may also be required to present a physician's note for each absence, regardless of the number of days they have been absent.

TEN UNEXCUSED DAYS

Any student who accumulates ten or more unlawful or unexcused absences during the school year will lose the following school-based privileges:

- Participation in extracurricular activities and school sponsored events
 - athletics, clubs, prom, dances, mini-thon, etc.
- Participation in School sponsored events
- Participation in the early release / late arrival program
- Parking privileges
- Graduation activities
- Other exclusions as deemed necessary and appropriate

DISCIPLINE

When students are truant from school, discipline will be as follows:

First time - Disciplinary consequences

Second time - Automatic PCO, letter home and disciplinary consequences

Third time - Official Notice and disciplinary consequences

Fourth time - Citation issued and disciplinary consequences

EDUCATIONAL TRIPS

Parents are encouraged to plan all family vacations and trips during those periods of time when school is not in session. If travel arrangements cannot be made during suggested times, parents should request an **Educational Trip Form** from the main office. The completed form is to be returned to the attendance office at least **one week prior to the expected absence**. Each request will be evaluated individually by our Pupil Services Department in light of the student's attendance record, the number of previous requests and the nature of the reason for the request. The absence may be classified as unexcused and/or illegal with permission to make up work dependent upon previously stated factors. A maximum of 5 days can be excused for the purpose of an educational trip. Educational trips requested during Keystone testing dates will not be approved. The responsibility to make up work missed due to absence lies with the student. See Board Policy 204 for additional information.

COLLEGE INTERVIEWS/VISITS

Students who find it necessary to have college visits/interviews on school time must first obtain an appointment with the admissions director of the prospective college. Next, students must get a permission slip from the guidance office, which must be signed by a parent(s) prior to the time of excusal. Prior to leaving, this slip must be shown to the attendance secretary. **No student will be excused without parent permission and without an appointment.** There will be no exceptions. If an early dismissal from school is necessary, the student will be required to follow the procedure established for this purpose. The completed form is to be returned to the attendance secretary upon the student's return to school in order to receive an excused absence. Every attempt should be made to limit the excused time for college visits/interviews.

WORK MAKE-UP

Students with excused absences are permitted twice the number of days absent to make up missed work (including tests and quizzes) that was assigned during the absence. Assignments due on the day of absence are to be submitted upon return to school. Students with unexcused or illegal absences may not be permitted to make up work (including tests and quizzes), or may only be awarded partial credit if allowed to make up work. This is at the discretion of the classroom teacher.

Students who may be absent for three or more days are encouraged to call the guidance office by 8:00 AM on the third day of absence for assignments. It is required that at least one day's notice be given for the picking up of assignments.

AUTOMOBILE DRIVING AND PARKING

Student parking on school property is a privilege. Any student who wishes to park on school property must register his/her vehicle using the high school website's student portal, wait to hear from the main office regarding the completed permit, and follow the established guidelines.

In order to maintain a safe and orderly environment, school officials may search any car parked on school property when there is reasonable suspicion to believe the car contains materials in violation of the law, board policy or school rules, or which pose a threat to the health, safety, or welfare of the school population. Board Policy 226 governs searches.

Students who are brought to school by transportation other than the busing provided by Red Lion Area School District should be aware that any tardiness incurred in transit is the responsibility of the student and will be termed unexcused since the choice was made to use transportation other than the bus transportation provided by the district.

BEHAVIOR MODIFICATION PLAN

This plan has been developed in an attempt to help correct unwarranted classroom behavior. This discipline plan involves verbal steps by the teacher to work with students and parents in an attempt at improving disruption problems before they reach the administration. The steps of the plan are: verbal warning, phone call to parents by teacher, teacher-assigned detention (TPT – which stands for Teacher Prep Time and is detention assigned by an individual teacher), detention by administration, suspension, and if necessary, expulsion.

Student Misbehavior: Examples of student actions which will not be tolerated within the Red Lion Area School District are disrespect, insubordination, verbal abuse towards others, bullying or intimidating behavior, violent attack upon students or faculty, terroristic threats, profanity, gambling, theft, possession of stolen property, disregard for school district disciplinary policies, lewdness or immoral acts, **and any other conduct deemed inappropriate by school administration.** One must bear in mind that this list is by no means exhaustive.

Any violation of school district rules and regulations could lead to disciplinary action which includes detention, Saturday detention, suspension, expulsion, legal consequences, in-school restrictions, and/or loss of privileges. Some student violations may be referred to local law enforcement, consistent with the District's Memorandum of Understanding with local law enforcement.

BUS CONDUCT

Our Philosophy: We believe all students can behavior appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation. The specific bus discipline plan is shared with families at the beginning of the school year. No person other than a public school pupil, teacher, or school employee shall be permitted to board and/or ride the school bus without written consent from school authorities.

NOTICE: VIDEO AND SOUND RECORDING DEVICES MAY BE USED ON BUSES FOR MONITORING SAFETY AND BEHAVIOR.

CAREER CENTER

Career information and graduation project activities are handled through the Career Center. Students may stop in during the school day to obtain information on careers, shadowing, career exploration/mentoring programs, special programs, jobs, volunteer opportunities, or any graduation project activities.

Shadowing: A student interested in a specific career may follow a person through a portion of his/her workday to observe the skills and abilities necessary to be successful on the job. The student will need to fill in a shadowing request in the Career Center after mid-September. If the student has met certain prerequisites, an appointment will then be set up for the student during the school year until mid-May .

CELLULAR PHONES/ELECTRONIC DEVICES

Students may carry a phone/electronic device during the day, but it must be turned off and out of sight during instructional time at the discretion of the classroom teacher. During non-instructional time a student may use a cell phone/electronic device, consistent with Board Policy 237. If a student's phone/electronic device is activated inappropriately, the following will occur:

First Offense - The teacher will take the cell phone from the student and return the phone to the student at the end of the class period.

Second Offense - The device will be turned into the office. The teacher will assign a TPT and contact the parent. The student will retrieve their phone from the main office at the end of the school day.

Additional Offenses - The device will be turned into the office. A parent will be required to pick up the student's device. Disciplinary action will be taken.

Students misusing electronic devices will also face disciplinary action. Examples of electronic device misuse are making harassing calls, sending or receiving information that is cheating or dishonest, and taking or sharing photographs that are inappropriate or without the subject's knowledge. This list is by no means exhaustive.

The uploading, distribution, or posting to the internet of any type of audio and/or visual media taken or recorded during school hours or on school property or on a school-sponsored event without Administrative approval is strictly forbidden and will be subject to disciplinary action.

In order to maintain a safe and orderly environment, school officials may search any cell phone/electronic device on school property when there is reasonable suspicion to believe the device contains materials in violation of the law, board policy or school rules, or which pose a threat to the health, safety, or welfare of the school population. Board Policy 226 governs searches.

CLASS ADVISORS

Class advisors for the 2015-16 school year are:

2016 –Mrs. Fogell and Ms. Seitz

2017 – Mr. Danner

2018 – Mrs. Ludwig and Mr. Blackwell

2019 – TBD

CLASS OFFICERS

Class officers for the Class of 2016 are:

President	Jennifer Owrutsky
Vice-President	Ian Adler
Secretary	Gabriella Zarragoitia
Treasurer	Grant Fickes
Historian	Caroline Smith and Alison Miller

CLUBS

The activity program is designed to complement the classroom program as well as to provide students with an opportunity to become involved in a club of their own choice or area of interest. Students who elect to join a club will be expected to be loyal and conscientious members of the organization(s) they join. Those students who do not wish to become involved in an activity will report to an assigned location, usually their homeroom for a controlled study period.

A list of activities that meet during the club period will be distributed early in the year. Students will be asked to select the activity or activities in which they wish to participate. If two are selected, one must meet A week and the other in B week.

Students are reminded to report directly to the activity and not to homeroom. The club advisor is responsible for the students the entire period.

CUT OF CLASS

Any student who intentionally misses or "cuts" a class will be counted as unexcused and will not be permitted to make up any missed work for full credit. For the first offense, the student will be assigned a Saturday detention. Saturday detention or suspension will be invoked on future infractions.

CYCLE DAYS

In order to equalize the amount of class meeting time, the senior high school will operate on a six-day cycle. A full six-day cycle (i.e. 1, 2, 3, 4, 5, 6) must be completed before the numbers begin again.

DANCES

At Red Lion, we generally sponsor two dances: the Homecoming Dance in the fall after the Homecoming Football Game and PROM in the spring. Check the school calendar on the high school web page for the exact dates of these dances.

RLASH students may bring a guest to the dances provided that the guest has completed the

appropriate guest form; the form has been approved and submitted to the designated staff member. Guests must be a high school student and/or no older than 20 years of age. **Middle school students are not allowed to attend high school dances.**

Student behavior at the dances is most important. Dances are meant to be a pleasant social event and all attendees are expected to behave appropriately. Students who behave inappropriately will be asked to correct their behavior. Students will not engage in behavior deemed inappropriate (excessive kissing or other public showing of affection) or dangerous, such as slam dancing or lifting others up onto shoulders.

Dress should be appropriate based on the dress code established for the dance: casual, semi-formal or formal. Individuals deemed inappropriately dressed by the chaperones will be asked to leave.

Those students who fail to comply with these requests will be asked to leave the dance location. Once students leave the dance location, they may not reenter the dance. Since dances are school-sponsored events, the Code of Conduct and Discipline apply to student behavior at these events.

DETENTION

When a student is assigned an office detention, notice of it will be given to the student by the administration before he/she leaves the office. Detention is held Monday through Thursday in the LGI from 2:45 PM to 3:30 PM. The rules governing after-school detention are the same as the regular school day. In addition, students will be expected to observe the following:

1. Students are required to have class assignments and/or reading material with them to work on/read when they come.
2. Students will not be allowed to talk, put their heads down, or sleep.
3. No food or beverages will be consumed.
4. No radios (or other electronic devices), cards, games, or other recreational items will be allowed.
5. Students will not be allowed to go their lockers

Students who fail to comply with these requirements or are dismissed for disruption will face additional disciplinary consequences.

As part of the high school's **Behavior Modification Plan** a TPT detention will be assigned by the individual teacher. After a student has been warned verbally and the parent has been contacted about inappropriate behavior he/she will be assigned detention with the respective teacher in his/her room or area. During this time, the student will work on that particular subject with the teacher. Should the student not show up for the teacher assigned detention, additional disciplinary action will occur.

DISTRICT NOTIFICATIONS - ONECALLNOW

Notifications of district events, delays and closings, and emergencies will be communicated through a mass calling and email system, OneCallNow. The effectiveness of this system is directly affected by the accuracy of the contact information that is on file in district databases. Please be sure to update your child's school office with any changes to existing contact information. You can opt-out of this calling system by calling 877-698-3261 or by opting-out at the end of the next message that you receive. You can add numbers to your child's call list via the parent portal on the

district website.

DRESS RECOMMENDATIONS

Good grooming and dress are a matter of personal pride in one's appearance. It is expected that students will strive to look their best at all times, keeping in mind that cleanliness, good grooming and appropriate dress transcend all school attire. When selecting clothes for school, students should keep in mind:

A.) Clothing should not be too tight, too short, see through, suggestive or revealing. Examples of inappropriate school apparel include, but are not limited to, the following:

1. Visible undergarments, to include undershirts and brassieres.
2. Tops or pants which do not meet at the waist (midriff baring).
3. Boxer shorts worn as outerwear.
4. Excessively short skirts, shorts or clothing that are excessively short when standing in a normal manner.
5. Clothing of any kind with a suggestive connotation, message or design, which may include obscenities, profanity, tobacco, drugs and alcohol, sexual innuendos, or a message which intends to harass, threaten or intimidate another student.

B.) Specific items that are not acceptable as school attire are as follows:

1. Jewelry with spiked, sharp, or protruding parts, which can inflict damage.
2. Slippers, unless authorized as part of Spirit Week.
3. Sunglasses, caps, hats or any type of head covering including bandannas.
4. Shoes and or clothing, which may be damaging to school property or are hazardous to others, are prohibited.
5. Bare feet in the school are permitted only in the locker room. Sandals are not acceptable in any class where teachers deem them to be unsafe based on the requirements of the class.

Any item of clothing deemed not acceptable will require the student to make an immediate change of clothing. Parental notification will occur if necessary to obtain a change of clothing and appropriate discipline will be administered should the problem persist. Students will not be permitted to return to regular classes until the appropriate changes have been made.

EDLINE

We are pleased to offer parents the ability to access information about their students online. This is made possible through a program entitled "Edline." The same user name and password will be utilized throughout your child's time in our district. Once parents have set up their account, they may view their student's grades, attendance, and discipline online at any time. Should parents have questions about their student's progress, they may contact their student's teacher(s) or guidance counselor. If parents are unable to access Edline's web-based reports, they may contact their student's guidance counselor to request that mid-marking period updates be provided in a printed format.

EXCLUSIONS FROM SCHOOL (Suspensions & Expulsions)

1. "Suspension" shall mean exclusion from school for an offense for a period of up to and including ten (10) school days.
2. The appropriate administrator or his designee shall give suspensions. The Board of School Directors shall make expulsions.
3. No student shall be suspended until he/she has been informed of the reasons for the suspension and given an opportunity to respond. When it is clear that the health, safety, or welfare of the school community is threatened, no prior notice of the intended suspension is necessary.
4. The parent(s) and the superintendent of the district shall be notified immediately in writing when the student is suspended.
5. When the suspension exceeds three (3) school days and is up to ten (10) school days, the student and parent shall be given the opportunity for an informal hearing before the appropriate school administrator or designee. Board policy 233 describes due process rights applicable to informal and expulsion hearings.
6. Students who are suspended out of school are permitted to make up work. However, the responsibility for obtaining the assignments is solely that of the student and parents. The school will supply the parent with all assignments upon request. These requests should be made early in the excluded time. It will be the family's responsibility to pick up these assignments through the guidance office. The student is NOT permitted to return to school throughout the duration of the suspension without permission from the administration. Therefore, the parents will need to pick up all assignments or make other appropriate arrangements. All work assigned during suspension and taken home by the parent is to be turned in to the teacher the first time the student returns to class. Suspended students are also reminded that they may not participate actively or as a spectator in any extracurricular activities during the time of suspension. A student is permitted to make up any quizzes, tests, or in-school work that has been missed as a result of his/her suspension out of school. However, a student is only allowed the same number of days corresponding to the suspension with the stipulation that no student will be permitted more than five (5) consecutive school days to make up assignments beginning with on the first day of returning to school. The responsibility for making up tests, quizzes, or other in-school work rests with the student.
7. Any student present on school property during the period of suspension without the oral or written authorization from the principal or designee may be prosecuted for trespassing.

EXTRA CURRICULAR CODE OF CONDUCT

Extra-curricular activities can serve to more fully develop not only the physical but also the emotional, mental, social and moral growth of its participants. Frequently during an activity, the participant is faced with situations in which he/she must react to his/her own capabilities and limitations as well as the behavior of others. More than any other citizen of the school, the extra-curricular participant is constantly exposed to the public. Thus an image of the school is formulated from the conduct and the appearance of the school's extra-curricular participants. With this fact in mind, the Red Lion Area Board of Education, Administration and Extra-Curricular Committee have adopted the following Code of Conduct for all members participating in extra-curricular activities.

Alcohol, Drugs, and Tobacco

The Board prohibits the use and possession, or distribution of alcohol, drugs and tobacco products and electronic and/or vaping smoking products at any time. The length of suspension from all extra-curricular activities for school days and/or participation days is described below for use, possession, or distribution of alcohol, drug, or tobacco products. Any students that is suspended from activities due to alcohol, drug or tobacco product violations will be recommended to the Red Lion Area School District Student Assistance Program.

Alcohol and Drugs

1. **First Offense** – The student will be suspended for 45 participation days.
 - A. The student can participate in activities (e.g. practices, meetings, etc., but no official contests or events after 15 days if a plan is developed and accepted by the student, parent(s), coach/teacher or representative/director, principal, and Athletic Director, as applicable. The purpose of the plan would be for the student to reflect upon the misbehavior and to make a commitment to not repeat the offense. The plan could include attendance at after-school classes regarding the misbehavior and could involve other staff, including the resource officer. The student would also be required to participate in the district’s Student Assistance Program, including the assessment, and comply with the recommendations following the assessment.
 - B. The student can fully participate (official contests and/or events) after 30 days upon completion of the plan. The student would also be required to participate in the district’s Student Assistance Program, including the assessment and comply with the recommendations following the assessment.
2. **Second Offense** –The student is suspended for 60 participation days.
3. **Third Offense** – The student is suspended for all participation days for one calendar year.

Tobacco Products

1. **First Offense** – One week suspension from activity.
2. **Second Offense** – Three week suspension from activity.
3. **Third Offense** – Suspension from participation for the remainder of the season.

Act 93 prohibits the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics. This code of conduct expands this requirement to all Red Lion extra-curricular activities. The law outlines minimum penalties for any student found in violation of the rules and regulations which are: (1) First violation, suspension from school activities for the remainder of the season/session; (2) Second violation, suspension from school activities for the remainder of the season/session and for the following season/session; (3) Third violation, permanent suspension from school activities. No student shall be eligible to resume participation in school activities unless participation in a drug counseling, rehabilitation, testing or other applicable program takes place, as a condition of reinstatement into a school extra-curricular program.

Extra-Curricular Student Conduct:

1. Respect
 - A. Treat fellow participants with respect (e.g. shake hands before and after contests).
 - B. Respect judgment of contest officials; abide by rules of the contest and display respectable behavior (e.g. good sportsmanship).
 - C. Cooperate with officials, coaches and fellow participants to conduct a contest or event.
 - D. Accept seriously the responsibility and privilege of representing the school and community.
 - E. Display positive public actions at all times.

2. The following actions that will not be tolerated include, but are not limited to:
 - A. Unexcused absences from practice and/or competitions.
 - B. Disrespect (e.g. poor sportsmanship) or disregard to coaches, participants, officials and district policies.
 - C. Lewdness or immoral acts, including inappropriate behavior on the Internet (e.g. social networking sites, blogs, virtual worlds, etc.), breaking civil or criminal laws.
 - D. Stealing of equipment, property or personal items.
 - E. Hazing

3. Disciplinary Action taken by the coach/teacher or representative/director with the knowledge of the Athletic Director for athletics and the Principal for non-athletic activities, may include, but is not limited to the following: **
 - A. Suspension from competition: ineligible to compete (not permitted to be on team bench during suspension or at event) may practice or participate in preparation for event. ***Parent Notification.***
 - B. Suspension from activity: ineligible to practice or compete (not permitted to be on team bench during suspension or participate in preparation for event). ***Parent Notification.***
 - C. Dismissal from activity for the remainder of the season/session. ***Parent Notification.***

NOTE: This list does NOT apply to drugs, alcohol and tobacco offenses, which are dealt with separately above.

** Any student that is suspended during the tryout period of an activity for academic or policy violation is permitted to tryout. However, the suspension will continue after tryouts and a coach/teacher or representative/director may use the suspension as a reason to not accept the student into the activity.

Eligibility:

1. Academic - A student must be passing at least four (4) major subjects at all times. A major subject is one that meets five (5) days per week. Failures will be submitted weekly and at the end of each marking period to the Athletic Director for athletics or the teacher representative/director for non-athletic activities. Students that do not meet the academic requirements for the 4th marking period will be ineligible to begin the activity the next

school year or season/session.

- A. Weekly eligibility list – ineligible for one (1) calendar week; ineligible to compete (not permitted to be on team bench or at event during suspension), perform, or travel; may practice or participate in preparation for the event.
- B. Marking Period – ineligible for fifteen (15) school days; ineligible to compete (not permitted to be on team bench or at event during suspension), perform, travel, practice or participate in preparation for the event.

The student will be eligible to participate after the required timeframes and eligibility requirements are met.

Students that do not meet the academic requirements for the 4th marking period will be ineligible to begin the activity the next season/session. If a student is ineligible after the 4th marking period and he/she is a fall participant, he/she will be suspended for the first fifteen (15) days of practice or event preparation and a minimum of three (3) contests (scrimmages and/or games). If a winter or spring participant is ineligible for the 4th marking period, he/she will be suspended for fifteen (15) school days from athletic activities. He/she will be ineligible to participate in any off-season program during the fifteen (15) school day suspension. During any suspension, students are prohibited from using all school facilities or participating in any extra-curricular activities. Suspension is retroactive to the date of the incident, and can carry over from season to season or into the next school year if necessary. ***Parent notification.***

- C. Final Grades – Student must meet minimum standards by passing four (4) major subjects every school year (classes that meet each day throughout the cycle). – ineligible for fifteen (15) school days; ineligible to compete (not permitted to be on team bench or at event during suspension), perform, travel, practice or participate in preparation for the event. Final Course Grades will be used for the 4th marking period.

2. Attendance

- A. Any student that arrives unexcused after 9:30 a.m. must have an excused physician's note or he/she will be ineligible to participate in the activity that day. A physician's note will only be accepted from a doctor who has actually seen the district student during the period of absence. Ineligibility could lead to disciplinary action as per team rules.
- B. If the nurse, due to illness, sends a student home from school, he/she may NOT return to school later that day for any activities.
- C. When a student is absent twenty (20) school days in a semester, he/she is ineligible to practice or participate until he/she attend sixty (60) school days. This carries over from one school year to the next.
- D. Suspension from school: Ineligible to practice (may not attend practice or participate in preparation of event), perform, travel or compete (not permitted to be on team bench or at event during suspension). This starts with his/her notification from a principal and remains in effect until reinstatement to school. Additional

action may be taken by the coach/teacher or representative/director.

Each activity may have its own rules provided they do not negate any of the specifications of this code. The activity's additional rules may include material which is not covered by the Extra-Curricular Code of Conduct or district policies of the Red Lion Area School District. All rules are subject to review and approval by the Senior High Principal. The Athletic Director must also approve rules for athletics in addition to the Senior High Principal.

NOTE: Actions that violate school rules and/or policies will result in disciplinary action by the school, in addition to disciplinary action taken by the coach/teacher or representative/director of the extra-curricular organization.

Hazing Policy

The Red Lion Area School District defines hazing as the following:

“Any action either intentional or reckless, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to: the carrying of books or lunch trays; the use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating games and activities; verbal and physical abuse.”

Disciplinary Action:

Any student who takes part in hazing will be immediately suspended from all activities for sixty (60) school days and/or days of participation. During any suspension, students are prohibited from using all school facilities outside of school hours. Suspension is retroactive to the date of the incident and can carry over from season to season or into the next school year, if necessary.

Parent notification: Students that are suspended from activities due to hazing violations will be recommended to the Red Lion Area School District Student Assistance Program. If the student participates in the district's Student Assistance Program, including the assessment, and complies with the recommendations following the assessment, the length of the suspension may decrease by no more than ten (10) school days. Depending on the severity of the action, the administration has the right to bar the student from participation in any future activities. If a 2nd offense occurs, the student will be ineligible to participate in any activities for the remainder of his/her tenure at Red Lion Area School District.

NOTE: Criminal charges may be filed depending on the nature and severity of the offense. Suspension and/or expulsion from school may also be applicable depending on the nature and severity of the offense.

FIGHTING

Definition - violent physical struggle between two or more people. During the course of the year, a disagreement with another student may occur. If such a disagreement occurs, assistance of a guidance counselor, teacher, or principal should be sought to resolve the problem rationally. A student must make every effort to avoid fighting.

If a fight occurs, the administration will investigate the circumstances of the incident and may impose any or all of the following penalties:

1. A suspension from school for three or more days.
2. Recommendation to the police department of the appropriate municipality that charges be filed against those involved in the fighting.

FIRE DRILLS

The school periodically conducts fire drills so that the students, staff and administration have an opportunity to practice leaving the building safely in the event of fire. Each room has its own instructions indicating the route to be used in evacuating that particular room. Please exercise courtesy while efficiently and quietly moving out of and into the building during the fire drills.

FREE AND REDUCED PRICE LUNCH

Free and reduced price lunches are available to students whose family size/income falls within established scales. Information on this program is made available to all students at the beginning of the school year. Any misuse or abuse of the Free and Reduced Price Lunch program could result in having privileges retracted. For a copy of the application, parents may contact the school office or apply online at www.paschoolmeals.com.

FREEDOM OF EXPRESSION

Students have the right to express themselves in any manner unless such expression is lewd, obscene, vulgar or profane, directly interferes with or substantially disrupts the educational process or school environment, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or illegal drug use, or interferes with another individual's rights.

GENERAL RULES AND REGULATIONS

The following policies have been adopted by the Red Lion Area Board of Education:

- A. The Use of Tobacco:** The Board recognizes that smoking presents a health hazard that can have serious consequences for both the smoker and the non-smoker and is, therefore, of concern to the Board.

The Red Lion Area School District policy, based on Act 145 of the crimes code, states that students shall not be permitted to possess, distribute, or use tobacco or any other smoking material (to include electronic and/or vaping smoking products) in any school building in the district, on any school property, school buses, or at bus stops, when in attendance at any school sponsored activities, or while representing the school as a member of any team, group, etc., or class.

The district guidelines to be followed for any student found possessing, distributing or using any smoking, smokeless, electronic, or vaping product in any form shall be as follows:

1. Using a Tobacco/Smoking Product

- A. The student will be brought to the administration immediately.
- B. The student will be asked to relinquish all smoking materials.
- C. The following administrative actions will be taken on the student:
 1. For the first offense, receive a three (3) day suspension.

2. For the second offense, receive a five (5) day suspension and the loss of after-school activity privileges for a period of six (6) weeks.
 3. For the third offense, receive a ten (10) day suspension, the loss of after-school activity privileges for a period of nine (9) weeks, and be required to serve ten (10) hours of after-school detention.
 4. For the fourth offense, a recommendation for expulsion will be processed through the Superintendent for Board action.
- 2. Possessing or Distributing a Tobacco/Smoking Product**
- A. The student will be brought to the administration immediately.
 - B. The student will be asked to relinquish all smoking materials.
 - C. The following administrative actions will be taken on the student:
 1. For the first offense, be suspended and returned by the parents the morning of the next school day for a reentry conference.
 2. For the second offense, receive a three (3) day suspension.
 3. For the third offense, receive a five (5) day suspension and the loss of after-school activity privileges for a period of six (6) weeks.
 4. For the fourth offense, receive a ten (10) day suspension, loss of after-school activity privileges for a period of nine (9) weeks and be required to serve ten (10) hours of after-school detention.
 5. For the fifth offense, a recommendation for expulsion will be processed through the Superintendent for Board action.

In addition to the foregoing punishments, a student who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of the school district commits a summary offense and shall be subject to prosecution initiated by the district.

B. Controlled Substances/Paraphernalia

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community.

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the District shall work to educate, prevent and intervene in the use and abuse of all controlled substances by the entire student population.

All personnel of the Red Lion Area School District are to report to their immediate supervisor any student involved in the use of, transfer of, or possession of, alcohol or other drugs while on school property or at a school-sponsored function.

DEFINITIONS

Abuse shall be defined as anything in excess of the recommended dosage.

Controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs defined as any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by

this policy, or is used in a manner likely to induce others to believe the material is a controlled substance..

3. Alcoholic beverages.
4. Anabolic steroids defined as a group of powerful compounds closely related to the male sex hormone testosterone. Athletes, in a variety of sports, use steroids to enhance performance.
5. Drug paraphernalia defined as any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to, roach clips, pipes and bowls.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

Distributing shall mean to deliver, sell, pass, share or give any controlled substance from one person to another or to aid therein.

Possessing shall mean to possess or hold any controlled substance without any attempt to distribute.

Under the influence shall include any consumption or ingestion of controlled substances by a student.

Student Assistance Program (SAP) Team - a multidisciplinary team comprised of school personnel (teachers, administrators, nurses, counselors (pupil personnel staff) and members of designated community agencies (drug/alcohol and mental health). Student assistance team members receive intensive training in adolescent chemical use, abuse and dependency and mental health issues. The team's primary role focuses on identification and referral.

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

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extra-curricular or athletic programs resulting from violations of this policy.

Off-Campus Activities

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extra-curricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operation of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, which would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity of timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Rules and Regulations

Students who are in violation of this policy may be referred to the Student Assistance Team.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Consequences for violation of this policy, may include, but are not limited to suspension of up to ten (10) school days, expulsion and/or a minimum of 45 school days off site alternative education placement. In addition, the student may become ineligible for all school programs and activities other than class attendance and requirements for up to sixty (60) school days. These 60 school days can carry over from one school year to the next school year. In addition to other consequences, it will be recommended that the student participate in a drug/alcohol assessment and to comply with the recommendations resulting from the assessment. The 60-day ineligibility period may be modified at the discretion of the building principal upon completion of a recognized rehabilitation program and dependent upon team review of the resulting treatment plan.

Drug Alcohol Assessment is provided at no expense to the student via the Student

Assistance Program. Follow-up such as information/awareness groups and student counseling is also provided at no cost to the student. Students and parents/guardians may incur some costs if they choose to have assessments and follow-up completed privately and choose not to use approved student assistance and/or county agency resources.

Anabolic Steroids

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

Students shall be made aware annually of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

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 or regulation enumerated herein.

Education regarding the danger of drugs, narcotics, alcoholic beverages, and anabolic steroids shall be provided through district drug and alcohol programs.

Reasonable Suspicion/Testing

If, based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

C. PUPIL SEARCHES

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a

threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in Board Policy 226.

GRADUATION REQUIREMENTS

Graduation from Red Lion Area Senior High School is based upon the successful completion of the credits listed below in addition to state standards and a graduation project.

Specifically, students must pass the following:

Classes of 2016 and 2017

- 4** credits of English
- 3** credits of Social Studies
- 3** credits of Mathematics
- 3** credits of Science, one of which must be a biological science
- Plus a fourth credit** in either Social Studies, Mathematics or Science.
- 1** credit of Arts and Humanities
(foreign language, home economics, technology education, music, art, or agricultural education electives)
- 1** credit of Health
- 1.2** credits of Physical Education (8 semesters of .15 credits)
- 7.25** elective credits

Class of 2018 and 2019

- 4** credits of English
- 3** credits of Social Studies
- 3** credits of Mathematics
- 3** credits of Science, one of which must be a biological science
- Plus a fourth credit** in either Social Studies, Mathematics or Science.
- 1** credit of Arts and Humanities
(foreign language, home economics, technology education, music, art, or agricultural education electives)
- 1** credit of Health

- 1.2 credits of Physical Education (8 semesters of .15 credits)
- 1 credit of Personal Finance during 11th or 12th grade
- 6.25 elective credits

Students must demonstrate achievement of district-adopted course requirements, which are embedded in the course work offered by the high school. Each student, in addition to meeting the course requirements, must also complete a Graduation Project, and the appropriate amount of credits of course work. Seniors who have not completed the Graduation Project will not be eligible for senior privileges (late arrival, early release, etc.). Any member of the senior class who does **not** successfully complete all requirements for graduation **will not be permitted to participate in the Baccalaureate and Commencement exercises.**

GUIDANCE DEPARTMENT

Our Mission:

Our mission is to empower all students to reach their full potential while supporting their growth in academics, social and emotional development, and career preparation. We will strive to prepare students to be life-long learners as well as responsible citizens. We will advocate on behalf of students as well as strive to form collaborative partnerships with parents, school staff members, and the community to facilitate student success and growth. We recognize that student success and growth are best nourished in a safe environment and we will work to provide a school environment that supports individual differences as well as celebrates diversity.

Red Lion Area Senior High School has five full time guidance counselors on its staff. The counselors play many roles: consultants to teachers and parents, members of the pupil personnel staff team, interpreters for records and tests, informational resources, helpers to the struggling students, confidants, and advocates.

The high school guidance department serves students in a variety of ways, Counselors help students with education, vocational, and personal problems; guide students in the course selection process; assist students in vocational and college placement; coordinate and maintain a complete record of student progress throughout students' school years. Five full-time counselors and three secretaries are available to serve students.

Students are assigned to counselors alphabetically by their last name. Students need only to report to assigned counselors for routine activities (scheduling, testing, etc.) For any other situation, students may talk with any counselor with whom they feel comfortable. Should a student have difficulty scheduling time with any of the counselors, he/she should arrange an appointment through the guidance secretary.

Counselor Assignments

Counselor	Grade 9	Grade 10	Grade 11	Grade 12
Mrs. Moser	A-De	A-De	A-De	A-De
Mrs. Rebert	Di-I	Di-I	Di-I	Di-I
Mrs. Scott	J-M	J-M	J-M	J-M
Mr. McCleary	N-Sm	N-Sm	N-Sm	N-Sm
Mrs. Smith	Sn-Z	Sn-Z	Sn-Z	Sn-Z

HALLWAYS/VIDEO CAMERAS

Students shall assist the proper flow of traffic in the hallways by good behavior and by going directly from one class to the next without running, pushing, or shoving, and without delaying traffic by forming groups that block traffic.

TO MONITOR PROPER CONDUCT IN THE HALLWAYS, VIDEO CAMERAS HAVE BEEN INSTALLED IN THE HALLWAYS. STUDENTS ARE ADVISED THAT THEIR BEHAVIOR IN THE HALLWAYS CAN BE MONITORED BY VIDEO CAMERAS AND THAT IMPROPER CONDUCT WILL NOT BE TOLERATED.

HARASSMENT OR INTIMIDATING BEHAVIOR

Red Lion Area Senior High School is a safe, positive learning climate for students. The High School recognizes that harassment and intimidating behavior (bullying) is serious and inappropriate and will not be tolerated. Harassment is intentional hurtful acts in which a student or students repeatedly single someone out who they consider weaker or more vulnerable. Specifically, it is considered harassment if the behavior is unwelcome and persistent and is either sexual in nature or targets a person's gender, age, race, religion, national origin, disability, or sexual orientation. Harassment may be written, verbal, physical, or electronic in nature. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment. The administration may address harassment that occurs outside of the school setting if the matter is brought into school and may cause a substantial disruption to the school day. In an attempt to minimize harassment, the high school staff is expected to address inappropriate behaviors. Classroom and school expectations are presented to students and procedures are in place to work with students who exhibit such behaviors. Students who witness or are aware of a student being harassed should report the behavior to a principal, counselor, or teacher. When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student should report this behavior to a principal, counselor, or teacher. Interventions and/or disciplinary action for dealing with harassment are in place. Each student, teacher, and administrator shall be responsible to respect the rights of others. If it is concluded that a student has deliberately made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

For additional information on Bullying or Harassment, refer to Red Lion Area School District Board Policies: 248 Sexual and Other Unlawful Harassment and 249 Bullying and Cyber Bullying.

HONOR ROLL AND GPA

Honor Roll: The requirement for honor roll status is to have a Weighted Grade Point Average (WGPA) of at least 3.50.

Distinguished Honor Roll: The requirement for distinguished honor roll status is to have a WGPA of at least 4.61.

In determining a final grade for a student, teachers try to give consideration to all aspects of the educational process including tests, homework, daily assignments, class participation, attendance,

attitude, and ability. It is important that students are well aware of the standards, procedures, and requirements of each course. If a teacher does not explain the grading system used in the course, ask him or her to do so.

The course grade will be calculated as follows:

	1MP	2MP	3MP	4MP	Midterm/Final Average
Two Semester	20%	20%	20%	20%	20%
One Semester	40%	40%			20%

In an effort to communicate student achievement precisely and consistently on the secondary level, the following percentage grading system with a letter grade equivalency for GPA calculation and a five-scale weighted grade point will be utilized in ninth grade, tenth grade, eleventh grade, and twelfth grade.

The percentage grade for each marking period will be provided on the quarterly term reports. At the conclusion of the course the midterm/final examination average will be reported as a percentage.

Grading Scale

	Grade	Value I (1.0)	Value II (1.05)	Value III (1.1)	Value IV (1.2)	Value V (1.3)
Outstanding Achievement	97-100 (A+)	4.67	4.90	5.14	5.60	6.07
	93-96 (A)	4.33	4.55	4.76	5.20	5.63
	90-92 (A-)	4.00	4.20	4.40	4.80	5.20
High Achievement	87-89 (B+)	3.67	3.85	4.04	4.40	4.77
	83-86 (B)	3.33	3.49	3.66	4.00	4.33
	80-82 (B-)	3.00	3.15	3.30	3.60	3.90
Satisfactory Achievement	77-79 (C+)	2.67	2.80	2.94	3.20	3.47
	73-76 (C)	2.33	2.44	2.56	2.80	3.03
	70-72 (C-)	2.00	2.10	2.20	2.40	2.60
Minimal Achievement	67-69 (D+)	1.67	1.75	1.84	2.00	2.17
	63-66 (D)	1.33	1.39	1.46	1.60	1.73
	60-62 (D-)	1.00	1.05	1.10	1.20	1.30
Unsatisfactory	59 below (E)	0.00	0.00	0.00	0.00	0.00

Understanding Grade Point Average (GPA)

Definition: Grade Point Average (GPA) – Numerical representation, weighted or un-weighted, of a grade measuring a student's overall performance across courses taken for a specific period of time. There are three types of GPAs:

1. Marking Period GPA (weighted)
2. Cumulative GPA (weighted)
3. Cumulative GPA (unweighted)

FAQ #1 – Are marking period GPA and cumulative GPA different? Answer – YES.

The variable is time. Marking period GPA is based on number of class periods spent in a given class per cycle over the course of a specific 9-week marking period. Cumulative GPA is based on number of credits earned over the course of an entire high school career.

FAQ #2 – How are marking period GPAs and cumulative GPAs used?

Answer – Marking period GPAs are used to determine honor roll status. Cumulative GPAs are used to determine class rank, graduation honors, eligibility for honor societies, and by colleges as part of admission criteria. The cumulative GPA will be recorded on the report card at the end of each academic year and the high school transcript.

FAQ #3 – Are weighted and unweighted GPA different? Answer – YES.

Red Lion Area Senior High School assigns levels to courses based on difficulty represented by weights of 1.0, 1.05, 1.1, 1.2, and 1.3. A weighted GPA takes into account these levels. The unweighted GPA ignores course weights.

Class rank, graduation honors, and eligibility for honor societies are determined by the WEIGHTED cumulative GPA. Occasionally, colleges and scholarship foundations will request the student's unweighted GPA.

Worksheets designed to help student self-calculate marking period & cumulative GPAs are available in the guidance office and on the guidance office web page.

INTEGRATED PEST MANAGEMENT ACT 36 OF 2002

The Red Lion Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is and has been to protect students from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present.

The pest monitoring team consists of our building maintenance, cafeteria, and teaching staff and includes our students and our pest management contractor. Pest sightings are reported to our IPM Coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school district will use the least toxic products whenever possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in our schools may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on our

schools notification registry. If you would like to be placed on this registry, please notify the school's office *in writing by October 2, 2015*. Please include a parent name, student name, address, daytime and evening telephone number, building student is currently enrolled and their grade level.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone followed by a letter delivered by the U. S. Postal Service to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids, and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any Craig Slack, IPM Coordinator
Red Lion Area School District
696 Delta Road
Red Lion, PA 17356
Telephone (717) 244-4518

LATE TO CLASS

If a student is late for class without a pass, the teacher will follow the steps of the behavior modification plan which include a verbal warning, phone call to parents by teacher, teacher-assigned detention (TPT – which stands for Teacher Prep Time and is detention assigned by an individual teacher), detention by administration, suspension, and if necessary, expulsion.

LEAVING SCHOOL WITHOUT PERMISSION

No student will be permitted to leave the school premises unless a parent or guardian has signified permission in writing or in person. This practice has been adopted to protect all concerned parties. If a student is found missing during the school day, the school will make every attempt to contact a parent or guardian as soon as possible. Students who leave school property without permission are subject to disciplinary action.

LIBRARY

Students and teachers are urged to use all of the resources available. The library should be the core of the student's education.

To access library databases from home, students must use "redlion" as the username and "student" as the password.

1. Study Hall Procedure
 - A. Students wishing to use the library during a study hall must report directly to the library prior to the late bell. Students reporting late will not be admitted unless they have pink passes. During period one, students must report to the study hall for attendance before going to the library.
 - B. Students must sign in at the circulation desk.
 - C. Students must stay in the library the entire period.

- D. Students must report to the study hall if they need to make up tests.
 - E. The number of students allowed in the library will depend upon the sizes of the classes using the library.
 - F. Any disruption in the library will result in dismissal from the library.
2. Check Out, Renewal, Fine, and Lost/Damaged Book Policy
- A. Reference materials may only be used in the library.
 - B. Books are circulated for a two-week period and may be renewed at any time during the two week period. When renewing materials, students must present all materials for renewal.
 - C. All materials must be checked out by the person who will be using the materials.
 - D. Students who have overdue books or fines may only use library materials during the lunch period or after school.
 - E. The fine for overdue books is ten cents a day (fifty cents a week).
 - F. Students will be charged the cost needed to replace any lost and/or damaged books (minimum \$20).
 - G. Only three books may be checked out at a time.

LOCKER POLICY

Students may go to their lockers any time before school (between 7:28 A. M. and 7:38 A.M.), after school (2:40 P.M.), before they go to lunch, and any time between classes as long as they are not late for class. **Students will not be excused from their study halls to go to their lockers.** Students are to use only the locker to which they have been assigned.

Lockers are the property of the school and are only on loan to each student for his/her use and convenience. All hallway lockers have a school owned lock on them. Students will receive the combination to his/her lock at the beginning of the school year. This is the **only** lock that that may be used on the locker. No personal locks are permitted to be used. Students will be responsible for their assigned locks. A fee will be assessed if the lock is lost. Students may request a locker from the link on the senior high main webpage.

In order to maintain a safe and orderly environment, school officials may search any locker on school property when there is reasonable suspicion to believe the locker contains materials in violation of the law, board policy or school rules, or which pose a threat to the health, safety, or welfare of the school population. Board Policy 226 governs searches.

LUNCH PERIOD

All students are expected to conduct themselves in the proper manner during their lunch period. If all students put forth a concerted effort, then lunch can operate in an orderly and enjoyable fashion.

1. A lunch ID # and Point Of Sale (P.O.S.)* funds or cash will be required for lunch purchase. Students pay for meals before they leave the service area.
2. Lunch lines must be single file, **no "butting"** under any circumstances.
3. Students are reminded that the school district provides a food service for students who want to buy lunch. Students may also bring a lunch. Under NO circumstances should food be brought in from local vendors or ordered during the school day for groups (two or more) of students.

4. After purchasing food, students may eat in the cafeteria/commons area.
5. All students are responsible to keep their lunch area clean. Trash must be properly disposed of and spilled food or drink must be cleaned up. Trays must be returned to their proper location and should not be taken from the dining area.
6. The school district may withhold report cards until a negative cafeteria balance is paid. Additionally, upon student graduation, the school district may withhold high school transcripts until a negative balance is paid.

***POINT OF SALE (P.O.S.)**

All students will have an established debit account, although they will not be required to make advanced payments because the system still has the ability to act as a cash register and can accept cash payments on a daily basis. However, for convenience, students may wish to choose to make an advanced payment. To prevent fraudulent use of student accounts, each register will be equipped with a digital camera that will take a digital image of each student and be downloaded into the system the first time he/she purchases food in the cafeteria. This digital image will appear on the monitor for the cashier to view every time a student accesses his or her account, therefore insuring that no other student can use another student's account. Money will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items.

MANDATORY WORKING LUNCH

Mandatory Working Lunch is a program for those students who intentionally refuse to learn in class. An example of intentional non-learning would be sleeping or putting your head down in class. Those students will report to a designated classroom instead of the cafeteria during their lunch period. They will be permitted to purchase a brown-bag lunch and will be required to work on materials from the class that they disrupted. An administrator will monitor the mandatory working lunch. The purpose of attending school is to be fully involved in the educational programs offered during each block in order to acquire the best possible education. Intentionally opting out during class is not tolerated.

MEDICATION

Both non-prescription and prescription medicine must be brought to the health room by an adult. Secondary students are not permitted to transport these medications (non-prescription/prescription) to and from school. In order for the school nurse to dispense any medication (prescription or over the counter), the medication must be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber. Secondary students are permitted to carry inhalers as long as they are doctor prescribed and are appropriately documented in the health room.

The school nurse does not administer medications prescribed as "three times a day," unless a doctor's note is received explicitly stating the "medication must be given during the school day."

NATIONAL HONOR SOCIETY

The purpose of this organization is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the pupils of Red Lion Area Senior High School.

To be eligible for membership in this society, a student must have maintained a cumulative

WGPA of 4.37 for Juniors and 4.26 for Seniors and receive favorable recognition in the areas of leadership, service, and character, as evaluated by the Senior High Faculty and Administration. Membership is open to Juniors and Seniors.

The process is as follows:

1. Letter of invitation and consideration is sent to the students.
2. Candidate completes application, listing high school service and leadership experience.
3. National Honor Society Advisors will collect and collate the inventories for potential inductees. Faculty and administration evaluate potential candidate's leadership and service during a special faculty meeting using a rubric. On a 4-point scale, with 4 being the highest and 0 being the lowest, a minimum cumulative average of 3.0 is necessary for qualification for induction into the National Honor Society. If an individual potential inductee's behavior requires special evaluation in the area of character, a faculty committee will investigate and make a recommendation.
4. Students are notified of their qualification for induction by mail.
5. Students are expected to maintain the necessary cumulative grade point average for membership.
6. NHS members are required to complete a minimum of five hours of approved school service and five hours of approved community service each semester.
7. NHS Members are required to attend all general membership meetings held during B-week Club period and any other announced membership meetings.
8. NHS Members are expected to participate in fundraising to help support the NHS budgetary expenses and scholarships awarded.
9. School disciplinary action concerning character or leadership may result in dismissal from NHS, as determined by the Faculty Council.

NURSE'S OFFICE

1. A pass is required to come to the Nurse's Office, except during lunch period. Students must report to class to obtain a pass from the teacher prior to going to the nurse after the lunch period. Please note the Nurse's Office is open during lunch.
2. Students must be seen and evaluated by the nurse prior to calling parents when requesting to go home due to illness or the day will be unexcused unless a doctor's note is received for excusal.
3. Students sent home from school by the nurse due to illness are not permitted to return to school later that day for any extra-curricular activities.
4. The nurse's office does not supply cough drops. Students may carry their own cough drops or throat lozenges. A note is not required from the parent or doctor.
5. A Physician's note is required for excusal from physical education. The nurse does not issue notes for students to be excused from physical education class due to illness or injury.
6. Elevator Policy – A doctor's note is required for use of the elevator at school. Students are to choose a book carrier of the same gender. Elevator keys are issued daily and keys must be returned to the nurse at the end of each day. Students will be charged a fee to replace any lost or stolen keys.
7. Physicals - The school nurse does not perform physicals. Physicals for driver's permits or

athletic physicals must be obtained through family doctors. Athletic physicals are offered by the Athletic Department in June, for the upcoming school year, students planning to participate in a sport the next school year are encouraged to obtain an Athletic Physical in this manner.

PHYSICAL EDUCATION DEPARTMENT

Physical Education is required for all pupils by Pennsylvania Law and regulations of the Department of Education. It is expected that students will participate in such classes and that they will exert sufficient effort to enable them to achieve optimal progress toward all program requirements. If a student refuses to attend physical education classes and otherwise does not fulfill course requirements approved by the Board of Education, prompt and appropriate notification is given to all concerned, and graduation credit will be withheld. It should be noted that instructional swimming is part of the physical education program and all students are required to participate in at least one unit each year.

According to Red Lion Area School District graduation requirements, all students must successfully complete the required units of credit, which include the four-year physical education requirement and one unit of instructional aquatic activity each year, to receive a Red Lion Area Senior High School diploma.

1. Uniforms

Appropriate dress for the student-selected activity will be determined by the nature of the activity. A swimsuit will be required for swimming and should:

- A. One piece or two-piece suits are acceptable.
- B. Cover the stomach area for females wearing a two-piece suit.
- C. Final approval rests with district personnel.

The Phys. Ed. uniform consists of: athletic shorts and T-shirt, socks, and athletic shoes (rubber, non-marking soles) with shoelaces that are securely tied. Cut-off sweat pants, cut-off T-shirts, jeans, boxer shorts, piercings, and jewelry are unacceptable. Sweat suits are recommended for cold weather. Any writing on the uniform must conform to the Red Lion Area School District dress recommendations. The District dress recommendations contained in the handbook will be enforced. **The Phys. Ed. uniform must be different from school dress.**

Jewelry: The Red Lion Area School District requires all persons participating in physical education to remove all jewelry, including body-piercing jewelry. Tape covering piercings is not acceptable. The physical contact which could be incidental in all activities affords an opportunity for injury to occur either to the student wearing the jewelry or to other students with whom such persons may come into contact. The school district and staff will not be liable for injury caused by concealed body piercings. Students refusing to remove jewelry will be considered wearing an inappropriate uniform, will not be permitted to participate in class activity, and will be penalized.

Locks and Lockers: **Security of personal belongings is the student's responsibility. Students should be sure to have their valuables LOCKED at all times.** Students are encouraged to lock their lockers even when they are not immediately at their lockers. Students may use their own locks. Locks must be removed at the end of the day. Any locks remaining on lockers in the morning will be removed.

Participation and Make-up Policies: Each semester is composed of three individual activity units. The three unit grades will be averaged to arrive at the semester grade. Attendance is required for each class period. Students must complete at least 60% of the classes within the activity to receive a passing grade. Failure to do so will result in a unit failure. Students will be assigned a TPT (teacher detention) upon accruing two unexcused classes. Students must attend the TPT to improve their overall grade. Failure to report to assigned TPT'S will result in an office detention.

A semester failure is possible if unit grades are below 60% in one or more units of physical education.

Make-up Procedures:

1. Absences may be made up during study halls or after school, by making prior arrangements with the instructor.
2. All absences must be made up prior to the end of that unit.
3. Each absence that is not made up by the end of the unit will receive a failing grade for that day.

Medical Excuses:

Excuses from vigorous activity will be accepted at the discretion of the physical education teacher. All activities can be modified on an individual basis, eliminating most requests for total exclusion from active participation. Students unable to actively participate may be required to complete an assignment for either that class period or for the entire unit, depending on the length of the excuse. All written assignments will be graded and be counted as either a daily grade or unit grade depending on the length of the excuse. Not completing the written alternate assignment will result in a failure for the unit. When the need arises for a doctor's medical excuse, the excuse should include name, nature of illness or injury, time period to be excused, prescribed modified activity, and be presented to the physical education teacher within four (4) school days of period of excuse. In addition, the medical excuse must be given to the school nurse.

POLICY OF NONDISCRIMINATION

“The Red Lion Area School Board of School Directors declares it to be the policy of this school district to provide equal opportunity in all activities, programs, or employment practices of the district. If there are prerequisites, they will be based on ability and aptitude, not race, color, creed, religion, sex, ancestry, national origin or disability.” For information regarding civil rights or grievance procedures, contact Mrs. Mary Smith, Section 504/ADA Coordinator, at the Red Lion Area School District Pupil Services Offices, 220 Country Club Road, Red Lion, PA 17356, (717) 244-5550.

P.R.I.D.E.

The P.R.I.D.E. Program is a character education framework which teaches and instills the virtues of being Personable, being Respectful, having Integrity, being Dependable, and being Engaged in both the school and community.

PROGRAM OF STUDIES

The philosophy and objectives of our school provide us with the foundation upon which we build a

program of studies for our students. Through the program of studies, we strive to have each student reach the objectives of gaining profitable skills, desirable habits, general knowledge, a desire for learning, and an understanding of himself/herself and others. It is our desire not only to have our students master certain skills, but also to have them become socially competent through the development of their mental, moral, spiritual, emotional, and physical powers. We hope each student takes advantage of this design for securing today's necessary social competence.

In order to obtain these goals, we offer a program of required subjects in English, Social Studies, Science, Mathematics, Health, Safety Education, and Physical Education at varying levels of difficulty. In addition, we have a wide range of electives in academic areas, business, technology education, family and consumer science, vocational agriculture, art and music. We also include a Diversified Occupations program, Special Education classes, and remedial courses. More detailed information on these programs can be obtained in the Curriculum Guide or from a guidance counselor.

PROPERTY DAMAGE

We will use the following section of the Pennsylvania Public School Law for cases of intentional damage, so please report any and all such acts.

Section 777. P.L. 30, No. 14 Cl. 24 – Public School code of 1949 - Defacing, Injuring or Destroying Property Used for School Purposes; Penalty.

(a) If any person shall willfully or maliciously break into, enter, deface, or write, mark, or place any obscene or improper matter upon, any public school building, or other building used for school purposes, or other purposes provided for in this act, or any out-house used in connection therewith; or shall deface, injure, damage, or destroy any school furniture, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall injure, damage, or destroy any shade-trees, shrubbery, fences, or any other property of any kind, upon any public school grounds, or upon any public school playground, such person shall be guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine of not less than fifty dollars (\$50) and not more than one thousand dollars (\$1,000), or undergo an imprisonment in the county jail for a period not exceeding six months, either or both, at the discretion of the court. In addition to any other penalty prescribed by this subsection, the court, upon conviction of a defendant for a violation of this subsection, may order the defendant to compensate the school district for any damages it sustained as a result of the defendant's unlawful conduct.

(b) The board of school directors of a school district is authorized to adopt regulations and procedures providing for rewards of up to one thousand dollars (\$1,000) to any person who provides information which aids in the conviction of any person for violating the provisions of subsection (a) and rewards of up to five thousand dollars (\$5,000) to any person who provides information which aids in the conviction of any person for violating any provision of Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, if the violation occurs on school property or property utilized for school purposes.

(777 amended June 30, 1980, P.L.279, No.80)

RECORDS AND TRANSCRIPTS

Student Records may be released from Red Lion Area Senior High School only with written

permission from the parent, legal guardian, or eligible student (18 years of age or over). Students requesting records must present this written release at the time of the request. All requests should be in the guidance office a minimum of ten school days prior to the anticipated date of their completion. A charge of \$1.00 to cover the postage of materials will be made at the time of request.

RED LION ACADEMY

Students who fail to adhere to behavioral and academic expectations may be assigned to the Red Lion Academy. The Red Lion Academy's vision is to re-engage students in the learning process and return the students back to their traditional setting when prescribed benchmarks have been successfully achieved.

RELEASE PROGRAMS

The programs listed below are contractual by nature and are available only according to the stipulations as agreed upon by student, parent and school. These programs are privileges afforded to those students who can accept the responsibilities associated with the programs and satisfy the requirements as listed. Students who cannot meet the responsibilities of any of these programs will be removed from the program. The programs are as follows:

1. Cooperative work study in Vocational Agriculture - Grade 12
2. Early Release - Grade 12. Sign up by semester.
3. Late Arrival - Grade 12. Sign up by semester.
4. DOE - Diversified Occupation Education.
5. DOS - Diversified Occupation Special Education.

SATURDAY DETENTION

Saturday Detention will be held from 8:30 A.M. to 11:30 A.M. in the commons, unless otherwise announced. The rules governing Saturday Detention are the same as any school day. In addition, students will be expected to observe the following:

1. Students assigned to Saturday Detention must enter the through the rear of the building at the Commons entrance, on time and prepared to work.
2. Students are required to have class assignments and reading material with them when they come to Saturday Detention.
3. Students will not be allowed to put their heads down or sleep.
4. No food or beverages will be consumed during the Saturday Detention.
5. No radios (or other devices), cards, games or other recreational items will be allowed.
6. Students will not be allowed to use cell phones or go to their lockers.

Saturday Detention is not an optional consequence. If a student is assigned a Saturday Detention session, the expectation is that he/she will be there. If a high school student does not appear for an assigned Saturday Detention session, that student's parents will be contacted and the student will be suspended from school for 1 day and then assigned another Saturday Detention session. Saturday Detention will be held during most school weeks, but scheduled based upon need. The program will run from 8:30 A.M. to 11:30 AM. Students may be assigned to either a 1 1/2-hour or 3-hour session, depending on the nature of the offense and the level of progression. The Saturday Detention session will be dedicated to the students focusing on academics to partially compensate for missed instructional time. It is our belief that

all students can learn and be successful in school. However, for that to happen, students must consistently be in school and on time to school. Saturday Detention addresses chronic and recurring attendance and behavioral issues while still attempting to maximize student class time.

SCHOOL CLOSING

In the event of school closing or an emergency, the following is a list of radio/TV stations that will be notified regarding a change of schedule:

WGAL-TV 8	WSOX-FM (96.1)	WRVV-FM (97.3)
WPMT-FOX 43	BOB-FM (94.9)	WYCR-F M (98.5)
WHP-AM (580)	WHVR-AM (1280)	KISS-FM (99.3)
WBAL-AM (1090)	WQXA-FM (105.7)	WROZ-FM (101.3)
WMHX-FM (106.7)	WHTM-TV 27	WIOV-AM & FM
WGTY-FM (107.7)	WSBA-AM (910)	WGET-AM (1320)
WARM-FM (103)	WITF-TV	WHP-TV 21
WITF-FM (99.7/89.5)	CW-TV 15	WJTL-FM (90.3)

All instructions will be provided to the media for announcement. If an evacuation is necessary, the stations will advise you where and when to report to pick up your child(ren). The following may be requested when reporting to another building/location to pick up children: Photo identification and a signature on a student release form.

In most emergency situations students who drive to school will be permitted to leave school in their own mode of transport. However, every emergency closing is situational and flexibility is necessary. All students are expected to follow administrative directives during such dismissals. Transportation on district busses will be available and students may be encouraged/directed to leave their vehicles in the school lot.

All families should have Emergency Plans. Plans should include the following: when it is appropriate to for the student to drive home or leave their vehicle at school, student expectations when they arrive to their empty house and an alternative meeting place if it is not possible to return home. Parents are encouraged to discuss emergency planning with their children. Please visit the website below for family emergency plan ideas.

<http://www.redcross.org/prepare/location/home-family/plan>

Please refrain from calling the school during an emergency; this will keep telephone lines open for staff to disseminate information to the media. Unless otherwise directed by a parent or guardian, students who drive to school will be permitted to leave the school in their own mode of transportation during an emergency or evacuation.

SCHOOL RESOURCE OFFICER (SRO)

A School Resource Office, provided by the York Area Regional Police Department, will be on site often. The intent is to provide a visible, personalized law enforcement presence. The officer will provide preventative measures, including education and deterrence, as well as provide immediate and follow-up law enforcement action as required.

SCHOOL SAFETY TIP LINE –

Safety is one of our district's top priorities and is why we are now using SafeSchools Alert. SafeSchools Alert is a tip reporting system that allows students, staff and parents to submit safety concerns to our administration in four different ways;

Phone: 717-417-0305

Text: Text 717-417-0305

Email: 1174@alert1.us

Web: <http://1174.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1174.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

SCIENCE - Pupils Right to Refuse Animal Dissection

The Pennsylvania School Code, under Section 1523, by Act 88 of 1992, provides pupils from kindergarten through grade twelve of the Red Lion Area School District the right to refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals with a backbone. If a student and/or his/her parent(s)/guardian(s) chooses to refrain from participation in this educational experience, an alternative educational project will be provided.

SKATEBOARDS, ROLLERBLADES AND BICYCLES

Due to the popular use of skateboards, rollerblades and bicycles as a means of transportation to school or just recreational use, the following procedures and rules will be in effect: skateboards and rollerblades may be brought to school, but once the student is on **school property** they are to be carried into the building and put into the student's locker. Bicycles may be placed in the bike rack. They are not to be ridden or used in any manner while on school property. If a student is observed and judged to be improperly riding while in the building or while on school grounds, the privilege of having these items at school will be revoked. At **NO TIME** are the buildings and grounds to be used for recreational riding. Should this occur, a "public nuisance" charge will be filed with the local police, which may result in a fine being levied by the District Magistrate. School property is private property and because of safety and possible damage, skateboards, rollerblades and bicycles are not to be used at **ANY TIME!**

SPECIAL EDUCATION ANNUAL PUBLIC NOTICE

Under Federal law, the Individuals with Disabilities Education Act (IDEA), it is the responsibility of the Red Lion Area School District to ensure that all children with disabilities, regardless of the severity of the disability, residing in the district who are suspected to be in need of special education and related services are located, evaluated, and identified. The Red Lion Area School District annually publishes notice to parents regarding our special education services in the York Dispatch, the York Daily Record, and the district calendar. Additionally, parents may access this information through the Special Education pages on the district's website www.rlasd.net, or by calling the Special Education Office at 244-5550.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program at the Senior High School is referred to as Personnel Assisting with Students (PAWS).

A Student Assistance Program is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers in order that they may achieve, remain in school, and advance. It is an intervention, not a treatment program.

A Student Assistance Program is a systematic process, which makes it possible for school personnel to determine which students are having problems and refer them for help. The heart of the program is a Student Assistance Team, a core group of school personnel, who are specially trained to work with these students. Additionally, trained drug and alcohol counselors and mental health professionals from appropriate community agencies work closely with the team to service students and to provide a network of support.

School personnel, parents, other students or the student him/herself may make referrals to PAWS. Each referral is evaluated. When a significant problem is seen to exist, a PAWS member will contact the student and parents or guardians of the student. If appropriate, assessment and referral to a community health and/or drug and alcohol agency may result. Written permission of the parent or guardian must be attained for an assessment to take place. Along with the assessment, the team does not provide a diagnosis or treatment service nor does it replace the student's and parents' ultimate decision-making responsibility. The process is a way of referral only.

All information concerning a student's referral will remain confidential. For more information contact your guidance counselor or any PAWS member who is identified by a gold "PAWS" sign outside his/her office/classroom.

STUDY HALLS

The purpose of study halls is to provide students with the opportunity to complete assigned work under the supervision of a teacher. Students are encouraged to use their time wisely. If students have difficulty in a subject, they should check with their subject teacher for support and/or tutoring. Students should report directly to the library before going to the study hall if during the study hall they wish to make use of the library's resources.

TECHNOLOGY USAGE IN THE RED LION AREA SCHOOL DISTRICT

The Red Lion Area School District supports the use of technology as an instructional tool to support and facilitate learning through the creation of digital products, communication and collaboration, access to information, and research fluency. Student use of technology shall be consistent with the curriculum adopted by the District as support for instructional needs, learning styles, abilities, and developmental levels of students. Further, the District will make every effort to provide technology access to students in all grade levels.

Acceptable Use of Technology: The Red Lion Area School District Acceptable Use Policy (No. 815) outlines the parameters of appropriate and responsible student use of technology. Students are required to abide by all of the guidelines detailed in the policy. A full-version of the

Acceptable Use Policy is available as a file on the CD containing this handbook as well as an attachment on the Red Lion Area School District website's Policy Page. It can also be obtained by requesting a written copy through your child's building office.

Student and parent signatures, signifying review and acceptance of the terms of this Student Handbook, also signify review of an agreement to abide by all of the guidelines dictated by the Acceptable Use Policy.

It is important to know that the Red Lion Area School District provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include, but are not limited to, online behavior and ethics, understanding of intellectual property and copyright, social networking safety, chat room safety, cyber bullying awareness and response and other online privacy and security issues.

Students must be aware that the use of the Internet and network facilities is a privilege, not a right. Inappropriate use, malicious acts, or vandalism, as detailed in the Acceptable Use Policy, will result in disciplinary action as determined by the student code of conduct. This may also include the cancellation of access privileges and/or the notification of the appropriate legal authorities. The building administrator and/or district administration have the authority to determine the appropriateness of use.

Acceptable Use of Online Tools: The changing educational environment and level of technology integration may require that students access web-based technology tools while using non-District owned equipment (e.g. home computer, cell phone, etc.) and/or using non-District owned resources (e.g. Internet, Cellular data, etc.).

Such tools include, but are not limited to, hardware, software, Internet access, web-based applications (e.g. Gmail, Wikispaces.com, Blackboard, Blogs, Discussion Boards, Podcasts, etc.), personal electronic devices, telecommunication products, audio/video equipment, and any other tool used for classroom instruction.

Any student user accounts created by District personnel or by students, for the purpose of completing course curriculum, are subject to the guidelines defined by the Acceptable Use Policy of the Red Lion Area School District, regardless of where the access to that technology tool has taken place.

Users have *no expectation of privacy or confidentiality* in the content of such technology tools and inappropriate, unauthorized, or illegal use will result in appropriate disciplinary action.

At a minimum, all District students will be assigned a network login, a Red Lion Area School District Google Apps for Education account (includes RLASD Gmail (email) and a Google Docs) in the District's Google organization. All email will be filtered for profanity and archived for a period of two weeks. ***If you prefer that your child not be assigned any one of these accounts of educational purpose, please submit your specific request, in writing, to your building principal.***

Educational Use of Personally Owned Electronic Devices: As students of the Red Lion Area School District move further into the 21st Century, the District recognizes that the media format

of their books and educational activities have increasingly become more digitized. As a result, we have adapted our Electronic Devices Policy (#237) to reflect the building principal's authority to allow the use of these types of devices for educational use in his/her buildings. ***Also note that it is the final decision of the classroom teacher as to the appropriate or allowed use of these devices in his/her classrooms.***

Please understand that, should you allow your child to bring such devices to school, they must abide by the Acceptable Use Policy (#815) of the Red Lion Area School District. Further, some students may be permitted to connect their personal devices to the District's filtered and secure student wireless network. When connected to this network, students must abide by all of the guidelines set forth in the Acceptable Use Policy. The District is not responsible or liable for any use, misuse, damage, loss, or theft resulting from the device being brought to or used within our schools.

Also, please be aware that under no circumstances may your child use the device to access unfiltered Internet from their cellular carrier while on our campus. Privileges will be immediately revoked for any student who intentionally accesses the Internet using unfiltered network resources purchased for the device. Further, understand that it is the prerogative of School District personnel to ensure that the content viewed while on school property holds to the educational objectives of the District to provide a safe and secure learning environment.

All cell phones, smart phones, and other prohibited electronic devices are not permitted in classrooms during any administration of Pennsylvania State Assessments. Violation of this rule will result in disciplinary action, and the student will not receive a score on the assessment.

Unauthorized Recording of Media: It is in violation of school policy and state and federal statutes for students to use devices, digital or analog, to create unauthorized audio, video, or photographic recordings.

The unauthorized student recording, videotaping, or photographing of any individual(s) possessing an expectation that such activity will not be recorded is prohibited and may be punishable under federal and state laws (18 Pa. C.S. § 5701).

Publishing Student Media and Information: There are many times throughout the school year when students' pictures, audio, or video are digitally recorded as part of the instructional activities of the District or when students excel in certain school activities.

We want to showcase our students' accomplishments to the community by using such images and video in the following manner:

1. Images, audio, or video may be used online for promotional or for instructional use.
2. When submitting information to local news media, submissions may include images, video and student names.
3. There may be times when members of the local news media are invited to cover a school activity.

If you prefer that your child's picture, audio, video, and/or name not be used in any of these forms of media, please submit your request in writing to your building principal.

PLEASE NOTE: *If your child participates in a school event such as a concert or tournament, it should be your expectation that his/her picture could be taken by many spectators, a situation that would be beyond the scope of the school's control.*

TERRORISTIC THREATS/ACTS

Board Policy 218.1 governs Terroristic Threats/Acts.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, school equipment or school building.

1. The building principal may immediately suspend the student for up to ten (10) school days.
2. The building principal shall promptly report the incident to the Superintendent.
3. A substantiated report against a district student shall subject such student to disciplinary action, consistent with the student disciplines code, and may include an implementation of a threat assessment and educational activities and/or counseling.
4. Based on the investigation results of the threat or the gravity of the act, the building principal may report the student to law enforcement officials.
5. Should the evidence warrant, the Superintendent shall recommend expulsion of the student to the Board.
6. Should a student be expelled for making terrorist threats or committing terroristic acts, the Board may require prior to readmission that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

TRANSFER OR WITHDRAWAL PROCEDURE

Any student who plans to transfer or withdraw from school should discuss this matter with a counselor as soon as possible. Pupils must submit all books, pay all money owed, turn in all equipment, and secure all necessary staff initials to signify that clearance has been completed. If the student is under eighteen years of age, a parent must be present.

USE OF SCHOOL BUILDING

No students are to be in the building for any activity unless they are under the direct supervision and the responsibility of an employee of the school district or an appointee who is an adult. Anyone found within the confines of the school and not under staff supervision will be asked to leave immediately. Any employee of the school district (custodians, secretaries, cafeteria workers, etc.) has the authority to refuse the use of any area to students found in the building. In the case of repeat offenders, trespassing charges may be filed.

VISITORS TO THE BUILDING

All persons (other than pupils, school district employees) who enter this building should report immediately to the main office to sign in and pick up a visitor's badge. All visitors to the building are required to bring identification. Any person(s) found in this building who has not registered with the office or who has completed the authorized purpose of his/her visit may be prosecuted for trespassing under the provisions of the Act of December 6, 1972, known as the Crimes Code, Sections 3503 (b).

Teachers who observe person(s) in the building who are not staff members or students will either call the office or direct person(s) to the office immediately. This policy takes cooperation and good communication among all. If you have any questions, please don't hesitate to contact the Senior High School office (244-1611) for clarification.

VOLUNTEERS

As part of our ongoing efforts to ensure our students' safety all volunteers (not directly supervised by staff) working in the District will be required to have clearances and to complete a Volunteer Information Sheet. Pursuant to the Pennsylvania Child Protective Services Law, all volunteers will be required to renew their clearances every 60 months (5 years). Failure to renew clearances will result in an inability to volunteer with the District. The required clearances include the following:

- Child Welfare Background Check (Act 151) Fee Waived
- Pennsylvania Criminal Background Check (Act 34) Fee Waived
- FBI Background Check unless you have lived in Pennsylvania for 10 uninterrupted years Fee as Determined by Cogent
- Residency Certification Form
- Mandated Reporter Training www.reportabusepa.pitt.edu

Please contact the Human Resources Department @ 717-244-4518 for further information. These documents may also be accessed online at the District's website, www.rlasd.net.

WEAPONS ON SCHOOL PROPERTY, AT ANY SCHOOL-SPONSORED ACTIVITY OR ANY SCHOOL VEHICLE

Board Policy 218.2 governs weapons.

Students are forbidden to bring onto school property or to school-sponsored activities or on school vehicles (by accident or otherwise) any weapon, firearm, knife, look-a-like weapon or any instrument capable of inflicting injury to people or that poses a threat to their safety.

Students found in violation will be subject to disciplinary action by school authorities, consistent with Board Policy and applicable law, which may include expulsion of not less than one year and notification to local law enforcement officials.

Definition - A weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun chucks, firearm, shotgun, rifle, look-a-like weapon and any other tool, instrument, or implement capable of inflicting serious bodily injury or posing a threat to safety.

Additionally, the District will report all incidents involving possession of a weapon to the Pennsylvania Department of Education where required.

WORK PERMITS

All minors are required by state law to make application for employment certificates at the High School office between 7:00 A.M. and 3:30 P.M. Students needing a work permit should bring their **birth certificate and a social security card to the main office**. The office will fill out the application and the student must have a parent/guardian sign the application. The completed application with parent/guardian signature must be returned to the office for the student to receive their work permit.

COMPUTER LAB POLICIES

1. All hardware and software in the labs are school district property. They should not be used to reproduce copyrighted programs. Illegal copying of programs is a violation of federal copyright laws. The School District will not be responsible for actions of employees or students who make or use illegal copies.
2. No students are allowed in the labs without adult supervision.
3. No games are allowed to be played in the labs.
4. Use of the labs and its equipment to plagiarize work will not be tolerated. The same plagiarism rules that apply in the classroom will also apply in the labs.
5. Theft or vandalism of lab equipment is a punishable offense.

YORK COUNTY STUDENT TIP LINE – 1-888-332-9283

Students having concerns or information involving potential threats upon individuals and/or property may utilize the 911 Student Tip Line. If the threat is not school-related, students may still provide information involving potential crime acts. All calls received are monitored by 911 Supervisors.