

RED LION AREA SCHOOL DISTRICT

Red Lion Area Senior High School

MARK E. SHUE
Principal

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Assistant Principal

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Real Learning for Real Life

August 1, 2018

Dear Students/Parents/Guardians:

Hopefully this letter finds you in both good spirits and good health. The 2018-2019 school year is quickly approaching and we have been busy planning for our move to 1:1. Every student at Red Lion Area Senior High School will be provided with a personal device to support their learning. In order to minimize disruptions at the beginning of the school year, your student's personal device will be available for pickup in the Commons during the following dates and times:

August 15th – 4-8 pm

August 17th – 7-11 am

August 20th – 9 – 1 pm
4 – 8 pm

In order to ensure an orderly and efficient distribution, please follow the following guidelines:

- As you enter the Commons please sign-in at the appropriate table which will be clearly identified by grade and student last name. When you finish signing in you will submit the parent signature page which can be accessed at this link: <https://goo.gl/KfgWYL>. If you do not have a parent signature page you will be provided with one at the sign-in table. After the signature page has been completed you will proceed to the distribution tables and receive your device and charger. Please be advised that if you do not have a parent signature page you will not receive a device.
- Upon receipt of the device and charger you will proceed to read and sign off on the student pledge sheet which can be accessed at this link: <https://goo.gl/ZkbVRb>. After receiving your device and completing the appropriate paperwork, school personnel will be available in the Dining Room adjacent to the Commons to answer any questions that you might have.
- Students eligible for late arrival and early release, you may begin enjoying this privilege immediately following the receipt of the Early Release form and/or and Late Arrival form, which can be accessed at these links: Late Arrival (<https://goo.gl/XRohRz>) Early Release (<https://goo.gl/ZRXb3g>)

The move to 1:1 is very exciting and should strengthen our existing programs, provide needed support for CTE programs, and empower our students to be more responsible for their learning.

IMPORTANT DATES:

Monday, August 13, 2018	Ninth Grade/New Student Orientation, 6-8 p.m. The evening will begin in the Auditorium.
Tuesday, August 21, 2018	1 st day of School
Thursday, August 23, 2018	SH Meet the Teacher Night, 6-8 p.m.

HOMEROOM LISTINGS: Schedules will be available in Skyward on August 8th.

TRANSPORTATION INFORMATION: Bus route information will be posted on our district website and scheduled to be sent by the Skyward Student Management System in the near future.

FIRST DAY: On Tuesday, August 21st, students will be dismissed from the Commons at 7:25 a.m. and should be in their Homeroom by the 7:38 a.m. bell.

Students scheduled for late arrival must arrive at the regular time (by 7:38 a.m.) on the first day of school unless they have submitted their completed forms in the main office prior to the first day of school.

STUDENT – PARENT HANDBOOKS: The student handbook is available on the school website. If the parent/student does not have access to a computer, they may contact the main office for a hard copy. Pertinent information for review by the parent/guardian and student will be handed out in homeroom on the first day of school.

CHECK-IN UPON ARRIVAL: On a typical school day, Students must report to their first period class immediately upon entering the building and before reporting to the attendance window or any other location. Students who do not check-in with their first period teacher will be marked as an unexcused tardy.

SCHOOL GATE GUARDIAN: The district requires photo identification for visitors and for anyone wanting to pick a student up from school. You must bring identification with you when you visit the senior high or any other district building.

STUDENT ACCIDENT INSURANCE: Detailed information and applications are available in the main office.

PSAT TESTING: Complementary to all 10th grade students on Wednesday, October 10th. 9th and 11th graders may take the assessment, but they must contact the guidance office to register. If you do not want your 10th grade student to take the PSAT, simply contact the high school guidance office by September 7th to opt out.

LOCKER INFORMATION: Locker use is **NOT** mandatory at the high school. Students will have the opportunity to request a locker in an area of the building of their preference using this link <http://tinyurl.com/Student-Lockers>. This link can also be found on our senior high webpage. Students may not share lockers and their lockers must remain locked at all times. Students will keep the same locker for their entire high school career. Current 10th, 11th, and 12th graders who have been assigned a locker will continue to use their locker from the previous year. 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. This is the **only** lock that may be used on the locker. No personal locks are permitted to be used.

SCHOOL STORE: The school store is located in the Commons area of the building. It will be open in the morning before school and during select evening activities. Students, parents, staff, and community members will be able to purchase school supplies, accessories, and apparel from the brand new inventory!

STUDY HALLS: 9th and 10th graders will be assigned to the LGI for quiet study hall. 11th and 12th graders will be assigned to the dining room for study hall. 10th grade students who achieve honor roll status after the 1st marking period will be given the option of remaining in quiet study hall or being reassigned to the dining room study hall. All 5th period study halls, during lunch shifts, will be in the LGI and will be quiet study halls.

RELEASE OF STUDENT INFORMATION: Federal law requires school districts receiving federal funds to disclose names, addresses and telephone numbers of secondary students to military recruiters and institutions of higher education upon request. Students and parents who wish to not have their information released must notify Mrs. Dherit, our high school secretary, in writing before September 4, 2018.

ABSENCES: Please see the Attendance/absences page included with this letter.

GUIDANCE COUNSELORS: Each student is assigned a counselor according to their last name and the alphabet. Counselor assignments for the 2018-2019 school year are:

Dr. Jodi Stauffer	A-De
Mrs. Jennifer Rebert	Di-I
Mrs. Pamela Scott	J-M
Mr. Ryan McCleary	N-Sm
Mrs. Lottie Smith	Sn-Z

SCHOOL LUNCHES

Regular school lunch	\$2.80
Reduced lunch	.40
A la carte milk	.50

The Senior High Cafeteria operates on a debit system. Students may pay cash or deposit money into an account using their student I.D. number. Envelopes for depositing money into the account may be picked up in the main office. Envelopes are to be deposited in the box located in the commons area. Deposits can be made by cash, check, or money order made payable to RLASD Cafeteria Fund. Deposits can also be made into a student's account through an internet-based service called Lunch Time. More information about the cafeteria prepay is available in the Food Service Section under the Departments Tab on the district home page at www.rlasd.net. Students are encouraged to keep an adequate fund balance.

Free and Reduced Meals are available for students and families who qualify. An application for these benefits can also be found on the district website. The application may be submitted at any time throughout the school year and forms can be picked up in the main office or downloaded from our website. A new application must be submitted each school year. If you have any questions about the Free or Reduced Lunch Program for grades 9-12, please call Mrs. Erin Griffin at 244-4518 ext. 7554.

STUDENT OBLIGATIONS

Students with obligations were notified at the end of the 2017-2018 school year. It is the responsibility of the student to contact the high school office to make the proper arrangements to satisfy this requirement. If the student does not fulfill the obligation (i.e. library books, textbooks, fees, equipment, etc.), they will lose the following school-based privileges until this is satisfied. These privileges include: clubs, early release/late arrival, on property vehicle parking, homecoming, mini-THON, prom, senior class trip, graduation activities, and any other school-based privileges. All obligations must be met by due date or a \$30 late fee will be assessed and added to the obligation.

PARKING PERMITS

Any student who wishes to park on school property must register his/her vehicle using the high school website under Student Vehicle Registration. **Current permits are no longer valid. A new registration MUST be completed for the 2018-2019 school year.**

RLASHS has 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.

At the Senior High, not only are staff able to recognize student achievements; but also our students may recognize the good in other students or staff members. Through our online form, we are able to promote the good throughout our school and show each other the PRIDE the Senior High brings each day. The form can be accessed at: <http://tinyurl.com/priderecognition>

I am very excited about the possibilities that exist for the upcoming school year and I look forward to working with both you and your students to help them reach their greatest potential.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Shue', with a long horizontal flourish extending to the right.

Mark E. Shue
Principal

IMPORTANT TIPS FOR ATTENDANCE / ABSENCES

Full explanations can be found in the Student Handbook

REPORTING AN 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.

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.

Other options for submitting an excuse blank

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)

ONLINE EXCUSE SUBMISSION

Parents with internet access may also choose to submit the absence excuse form using the link at the top of the senior high webpage. 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.

LATE TO SCHOOL

When students are late to school, they must enter through the main office. Students are then required to report to the attendance window and check-in with the attendance secretary. Check-in with the attendance secretary is mandatory with or without a signed note from a parent/guardian. A note signed by a parent/guardian indicating the student's name, date, grade, and the reason for the late arrival must be submitted within 24 hours to be considered for excusal.

TARDINESS

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. Any student who arrives to school after 11:15 will be considered absent for the day.

EXCUSAL DURING SCHOOL DAY / EARLY DISMISSALS

Early dismissal passes should be obtained prior to the tardy bell by taking the note from home to the attendance window after checking into first period in the morning. The note should include the student's name, the time of dismissal, the time of the appointment along with the name and telephone number of the doctor/dentist/etc. and a parent/guardian signature and telephone number. The student will receive an early dismissal pass from the attendance secretary. No students will be excused from school during the day without prior parent consent. This pass must be signed by the doctor or dentist and returned to the attendance secretary the next school day to be counted as an excused absence. 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.

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

EDUCATIONAL TRIPS

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. 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.


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.

OBTAINING MAKE UP WORK FOR ABSENCES LONGER THAN THREE DAYS

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. 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.

RED LION AREA SENIOR HIGH SCHOOL EXPECTATIONS: Got Pride?

 P ERSONABLE	CLASSROOM	HALLWAY	CAFETERIA/ COMMONS	LOCKER ROOMS/ BATHROOMS	ALL SETTINGS
<ul style="list-style-type: none"> 🐾 Be accepting of others 🐾 Be an advocate for yourself and others 	<ul style="list-style-type: none"> 🐾 Be accepting of others 🐾 Be an advocate for yourself and others 	<ul style="list-style-type: none"> 🐾 Be accepting of others 🐾 Be an advocate for yourself and others 	<ul style="list-style-type: none"> 🐾 Be accepting of others 🐾 Be an advocate for yourself and others 	<ul style="list-style-type: none"> 🐾 Be accepting of others 🐾 Be an advocate for yourself and others 	<ul style="list-style-type: none"> 🐾 Do the right thing even when no one is watching
R ESPECTFUL	<ul style="list-style-type: none"> 🐾 Use appropriate language 🐾 Follow rules and expectations 🐾 Take responsibility for your actions 🐾 Do your own work 🐾 Be honest 	<ul style="list-style-type: none"> 🐾 Use appropriate language 🐾 Follow rules and expectations 🐾 Take responsibility for your own actions 🐾 Be honest 	<ul style="list-style-type: none"> 🐾 Use appropriate language 🐾 Follow rules and expectations 🐾 Take responsibility for your own actions 🐾 Be honest 	<ul style="list-style-type: none"> 🐾 Use appropriate language 🐾 Follow rules and expectations 🐾 Take responsibility for your own actions 	<ul style="list-style-type: none"> 🐾 Do the right thing even when no one is watching 🐾 Do the right thing even when no one is watching
I NTEGRITY	<ul style="list-style-type: none"> 🐾 Make good choices 🐾 Be prepared 🐾 Be reliable 	<ul style="list-style-type: none"> 🐾 Make good choices 🐾 Be prepared 	<ul style="list-style-type: none"> 🐾 Make good choices 🐾 Be prepared 	<ul style="list-style-type: none"> 🐾 Make good choices 🐾 Be prepared 	<ul style="list-style-type: none"> 🐾 Do the right thing even when no one is watching
D EPENDABLE	<ul style="list-style-type: none"> 🐾 Actively participate 🐾 Follow all electronic device policies 	<ul style="list-style-type: none"> 🐾 No loitering 🐾 Follow all electronic device policies 	<ul style="list-style-type: none"> 🐾 Follow all electronic device policies 	<ul style="list-style-type: none"> 🐾 No loitering 🐾 Follow all electronic device policies 	<ul style="list-style-type: none"> 🐾 Do the right thing even when no one is watching
E NGAGED					