

RED LION AREA JUNIOR HIGH SCHOOL

200 COUNTRY CLUB ROAD, RED LION PA 17356

WEBSITE: www.RLASD.net

TWITTER: @RLSCHOOLS

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STUDENT HANDBOOK



CODE OF CONDUCT 2018-2019

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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 Code of Conduct shall be resolved in favor of Board Policy. Board Policies are available on the District's website, www.rlasd.net.

MISSION STATEMENT

The mission of the Red Lion Area School District, in partnership with our communities, is to prepare all students to reach their greatest potential, thus becoming responsible and productive citizens.

A NOTE TO STUDENTS AND PARENTS

The Code of Conduct is meant to reinforce to parents and students the critical nature of a positive learning environment, which centers on clearly defined expectations for student attendance and behavior. This Code of Conduct contains a summary of the procedures that are followed throughout the school year and is not meant to be inclusive of all rules and procedures.

During the first week of school, teachers will highlight the contents of the Code of Conduct with their students. Parents are asked to read, discuss and reinforce it with their children. Hopefully, a better understanding of the Jr. High school program will increase the willingness to support the school in providing a positive and productive climate for learning to take place.

ACADEMIC AT-RISK SYSTEM (AAR) & MANDATORY TUTORING

In an effort to help all students achieve success, the Red Lion Area Junior High School has implemented an Academic At-Risk System. The purpose of the Academic At-Risk System is to identify struggling students, notify parents, and provide academic support.

ACADEMIC INTEGRITY/ PLAGIARISM

The Red Lion Area Junior 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: 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 may be required to redo the assignment and may receive only partial credit. A second offense of plagiarism will result in progressive disciplinary and academic consequences. 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. This includes students who allow peers to copy their work. Moreover, disciplinary action may be taken against the student. A student may be suspended or dismissed from certain organizations due to dishonest behavior.

ACCIDENT AND DENTAL INSURANCE

*In accordance with Board Policy #211

The School District does not carry medical insurance on students, but provides parents with the opportunity to select a primary excess 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.

ARRIVAL AND DISMISSAL TIMES

On a normal school day students proceed to their first period class from 7:15 A.M. through 7:37 A.M. All students are to be in their first period class by 7:37 A.M. for the start of the school day. School doors open at 7:15 A.M.

On a normal school day, students are dismissed in three shifts. The first dismissal is at 2:32 P.M. Dismissal shifts then follow according to the arrival of the buses. On half-day schedules, the first dismissals are at 11:30 A.M. Dismissal shifts then follow according to the arrival of the buses. Walkers and car riders must wait until third shift to be dismissed unless a parent/guardian signs them out early from the office.

Students should remain in the classroom until their shift has been called. Students may not be in the hallways except to exit the building during dismissal.

Students may not be present in the school, before or after school hours, without being under the supervision of an adult.

ASBESTOS NOTIFICATION

The Red Lion Area School District has a proactive asbestos management plan, which includes routine bi-annual inspections by District personnel who are trained and certified for U.S. EPA Asbestos Hazard Emergency Response (Act 40 C.F.R. 763), and every third year inspections by a U.S. EPA Asbestos Hazard Emergency Response (Act 40 C.F.R.) state-certified inspector.

Copies of our asbestos management plan are on file at every building and the Red Lion Area Education Center, 696 Delta Road, Red Lion, PA 17356.

The following district buildings **are asbestos free:** Red Lion Area Junior High, North Hopewell-Winterstown Elementary, Larry J. Macaluso Elementary, Locust Grove Elementary, Mazie Gable Elementary, Pleasant View Elementary and the Red Lion Area Education Center. The following buildings: Clearview Elementary, Red Lion Area Senior High School, and Windsor Manor Elementary **have some asbestos-containing building materials** such as pipe elbows, transit ceiling tiles, ceiling plaster, drywall and floor tiles which are all in excellent condition.

ASSEMBLY PROGRAMS

Please be respectful to our guests during assemblies. Assemblies are special opportunities to extend the curriculum beyond the walls of the classroom. Students who cannot conduct themselves in an appropriate fashion may be excluded from future assemblies.

ATTENDANCE / ABSENCES

*In accordance with Board Policy #204

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:

- Death in the student's immediate family
- Danger to health from serious exposure
- Quarantine
- Recovery from accident
- Required court attendance
- Illness (a doctor's note is required for a student absence of 5 days or longer)
- Observance of a religious holiday from a bona fide religious group
- Medical reasons such as a doctor's appointment

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. Physician certificates may not be altered by anyone other than the provider.

Online Excuse Form: Parents and guardians have the option to submit an electronic absence excuse form via the Skyward Family Access Portal. <https://sisportal.rlasd.net> > Attendance > Absence Requests > Add Request. Upon proper submission of the form, the parent/guardian will receive a confirmation that the form has been received. 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 ABSENCES & FINES

Schools will notify parents within 10 days of a student's 1st, 2nd, 3rd, 4th, and 5th unexcused absence. Parents will also receive notification if their student is placed on physician's certificate only (PCO) status. A Student Attendance Improvement Conference (SAIC) will be offered to develop a Student Attendance Improvement Plan (SAIP). An SAIP will be developed by the 6th unexcused absence. It is expected that the parent attend the SAIC to assist in the development of the SAIP. 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) 244-6160

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. **Students must check in at their 1st period class before reporting to the attendance office.** When this authorization is shown to the teacher, the teacher may excuse a pupil from class at the time designated. If leaving prior to 11:15 A.M. and not returning for the day, the absence will be considered a full day absence and an excuse will be required in addition to the signed early dismissal form. 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. Students are allotted 90 minutes for medical and dental appointments, inclusive of travel. If travel time requires more than 90 minutes, please indicate the location on the excusal request note. If a student's appointment extends beyond the 90-minute allotment, the medical provider must indicate the specific date, time, and reason(s) for the absence.

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. The sum of unexcused tardy minutes will be used to constitute an unexcused absence day.

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 11:00 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 six (6) total days of absence, a warning letter will be sent to the home indicating a possible attendance problem. When the student accumulates ten (10) days of absence, the student will be placed on physician's note required (PCO). 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, 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) 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 being placed on 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
ie: athletics, clubs, dances, mini-thon, etc.
- Social Activities
- Other exclusions as deemed necessary and appropriate

DISCIPLINE

When students are truant from school (unexcused absence), discipline will be as follows:

First time – Letter sent home

Second time - Letter sent home

Third time – Student placed on Official Notice and disciplinary consequences

- School Attendance Improvement Plan (SAIP)

- School Attendance Improvement Conference (SAIC) offered

Fourth time - Citation issued and disciplinary consequences

Habitual Truancy - (6 or more unexcused absences during the current school year)

-Mandatory School Attendance Improvement Conference (SAIC) is held

- **(10 or more unexcused absences during the current school year)**

– Referral is made to the Office of Children, Youth and Families

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 must request an **Educational Trip Form** from the main office. Educational Trip Forms may not be submitted through the on-line Absence Excuse Form. 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. The responsibility to make up work missed due to absence lies with the student.

WORK MAKE-UP

Students with excused absences are permitted twice the number of days absent to make up missed work (including tests and quizzes) 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 or building administrator.

Students who are 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.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Bicycles, scooters, and skateboards may be used as transportation to and from school. Bicycles may be placed in the bike rack during the school day. If skateboards do not fit in your locker, please check the item into the main office.

BOOK BAGS, BACKPACKS, ETC.

Book bags, backpacks and mini-backpacks may be used to transport books to and from school. However, when in school, book bags, backpacks, purses, handbags, mini-backpacks, etc. must be kept in lockers and are not to be carried from class to class. Small bags may be approved by the office for personal items.

BULLYING PREVENTION PROGRAM (Harassment and Intimidating Behavior)

*In accordance with Board Policy #249

Red Lion Area Junior High School is a safe, positive learning climate for students. The staff recognizes that bullying (harassment and intimidating behavior) is serious and inappropriate and will not be tolerated. Specifically, it is considered bullying (harassment) if the behavior is unwelcomed and persistent and is either sexual in nature or targets a person's gender, age, race, religion, national origin, disability, or sexual orientation. Bullying (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 bullying (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 bullying (harassment), the junior 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 bullied (harassed) should report the behavior to a principal, school counselor, or teacher. When a student believes that he/she is being bullied (harassed), the student should immediately inform the bully (harasser) that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student should report this behavior to a principal, school counselor, or teacher. Each student, administrator and teacher 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 students' discipline code.

BUS CONDUCT

*In accordance with Board policy #810

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

Students of the Red Lion Area School District are expected to conduct themselves in an orderly fashion while being transported to and from school and all school related activities. The school bus and bus stop are seen as extensions of school property, and thus, the following rules and regulations regarding conduct will apply while on the school bus or at the stop. **The bus driver is the authority figure on the bus and has the responsibility for the safe transportation of students.**

1. Students are expected to board the bus, be seated, and stay seated until the bus comes to a complete stop at their designated bus stop. Students are not allowed to enter or exit the bus at any place other than their assigned stops.
2. All use of tobacco, drugs, narcotics, and alcoholic beverages is prohibited both on the bus and at the bus stop.
3. At no time may students eat or drink on the bus. Some students have food allergies and the District does not want to put their safety at risk.
4. Horseplay, cursing, yelling, and throwing of items are forbidden on the bus and at the bus stop.
5. Students shall ride on the buses assigned, unless changed by the administration. Any student wishing to ride on a bus other than the one assigned to them must have a note from their parent or guardian and approved by the administration.
6. Students who damage buses will be required to pay for the repair or replacement of the damaged items.
7. Any act or item brought onto the bus or to the bus stop that interferes with the safe transportation of students will not be tolerated.
8. Any student missing the school bus in the afternoon should report to the office immediately.

FAILURE TO COMPLY WITH THESE REGULATIONS COULD RESULT IN A STUDENT BEING SUSPENDED FROM RIDING THE BUS FOR PERIODS OF TIME, DEPENDING UPON THE FREQUENCY OF THE BEHAVIOR AND THE SERIOUSNESS OF THE CASE, AS SEEN BY THE SCHOOL ADMINISTRATION.

CAFETERIA

*In accordance with Board Policy #808

Breakfast and lunch are served daily in the school cafeteria. Students who pack their lunch also eat in the school cafeteria and may buy drinks and a la carte items to accompany their lunch. Students are not permitted to bring glass bottles or carbonated drinks in their lunch. Because of dietary considerations, students are not permitted to share food at lunch. Students are reminded that under no circumstances should food be brought in from local vendors or ordered during the school day.

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. Lunch lines must be single file, no "butting" under any circumstances.
2. 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.
3. No drink (with the exception of a water bottle) may be taken out of the dining area.
4. Once students have entered the cafeteria, they will not be permitted to leave without permission.

- Assigned seats will be given as necessary.

Each student is assigned a unique PIN number upon enrollment. This PIN number remains with the student throughout their Red Lion academic career. This PIN number is used to make purchases in the cafeteria.

A student can pay for his/her lunch three (3) ways:

- Money can be deposited into their account by logging onto the Skyward Family Access Portal. <https://sisportal.rlasd.net> > Food Service > Make a Payment. *There is a 3% charge for each transaction.*
- Money can be deposited by placing funds in an envelope with the following information:
 - Student Name
 - Student PIN Number
 - Amount of deposit.
 (Please make checks payable to: **RLASD Cafeteria**)
- A student can also bring cash each day to pay for his/her meal at the register.

For the 2018-19 school year, the pricing will be:

| | | | |
|-------------------------------|------------|------------------|------------------------|
| Secondary Student Breakfast | \$1.20 | Soy Milk | \$1.00 |
| Secondary Student Lunch | \$2.80 | Fruit Juice | \$0.50 |
| Reduced Student Breakfast | \$0.30 | 100% Fruit Slush | \$1.00 (Thursday only) |
| Reduced Student Lunch | \$0.40 | Extra Entrée | \$1.85 |
| A la carte milk / water (8oz) | \$0.50 | Extra Fruit/Veg | \$0.75 |
| Adult Lunch | A la carte | | |

Students who qualify will receive a free or reduced lunch and breakfast based upon their family's household income.

- FREE: Household income at or below 130 percent of the U.S. Federal poverty level.
- REDUCED: Household income between 130 and 185 percent of the U.S. Federal poverty level.

Parents/Guardians are encouraged to complete an application on-line by:

- Logging onto www.paschoolmeals.com *or*
- Logging onto www.rlasd.net > Departments > Food Service > Free/Reduced Meal Information > Paper Free Reduced Price Meals Application

Important: Prior year free / reduced students are required to submit a new 2018-2019 school year application by October 1, 2018 to remain on the program without interruption.

Families may apply for the free and reduced program at any time during the school year if their household information changes. For further information, contact the Child Nutrition Manager at (717) 244-4518 x 7554.

CLUBS

The junior high offers numerous curriculum based clubs during the school day – Student Council, Cat's Paw, Mathcounts, Envirothon, Coding, Sign Language, MiniTHON, Aevium, Chess, TV Studio, Guitar, Junk Yard Wars, Mural, Pep, and Book of the Month. Clubs are held on specific cycle days during the ROAR period. Students must be in good academic standing to attend clubs. Students that are needed for remediation during ROAR, will be required to attend ROAR instead of attending a club on those days. Students interested in starting a club must have a teacher advisor and meet with the principal for

approval prior to October 15. The number of junior high curriculum based clubs approved is limited to the amount of teacher coverage available each year.

COUNSELING SERVICES

*In accordance with Board Policy #112

The very center of the counseling program is the student. The counselors are available to meet with students to help them better understand themselves whether through individual or group sessions. Through the counselor, students are given the opportunity to talk confidently with someone who will understand and respect the student's privacy and who will aid the student in thinking out his problem.

Parents are encouraged to contact the counseling office to discuss their child's progress in school, especially when progress reports are sent home. Meetings between parents, teachers, and students are arranged through the counselor. Parents may contact the counselor when they feel the school should be aware of some problem that may be affecting their child's progress. We also encourage conferences with parents and students concerning future educational and vocational plans - for example, ninth grade course selection.

CURRICULUM

*In accordance with Board Policy #105

7th Grade Subjects

| | |
|---|-------------------------|
| English | Music |
| Mathematics | Physical Education |
| Social Studies or Humanities Social Studies | Tech. Ed. - STEM |
| Science or Advanced Science | Family Consumer Science |
| Guidance | |

8th Grade Subjects

| | |
|---|---|
| English | Art |
| Mathematics | Physical Education |
| Social Studies or Humanities Social Studies | Tech. Ed. - STEM |
| Science or Advanced Science | Health |
| Leadership | Guidance |
| | Emerging Issues in Science- Future Cities |

CUT OF CLASS

Any student who intentionally misses or "cuts" a class will be assigned consequences. Consequences may include, but are not limited to, loss of privileges, detention, extended detention, and suspension. The missed class will be counted as an unexcused absence and students will not be permitted to make up work for full credit.

CYCLE DAYS

In order to equalize the amount of class meeting time, the junior 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.

DETENTION

Detention is assigned to students who fail to adhere to school policies and regulations. After school detention is held immediately after school until 3:30pm. Extended detentions are held until 5:00 pm. Lunch detention is held during a student's lunch time. The detention room will be designated by the building administrator and will be monitored by a teacher or principal. Students must be prompt and display acceptable behavior or they will be assigned additional time. Students are expected to read or complete work quietly. Sleeping and/or the use of technology are prohibited.

Pupils who miss detention without the approval of an administrator for the first time ONLY will have their detention reassigned. Missing detention more than once without the approval of an administrator will result in additional detentions or suspension. The Red Lion Area School District does not provide transportation for students who get assigned to detention. It is strongly recommended that parents make transportation arrangements for their child.

DISCIPLINE RECORDS

*In accordance with Board Policy #216.1

Students in violation of the district's Drug/Alcohol Policy, Weapons Policy, or who are charged with assault will have records of their violations sent to the junior high school when they enter seventh grade. Likewise, their records will be sent to other schools if a student transfers from the Red Lion Area School District.

DISTRICT TELEPHONE NUMBERS

| | | |
|-------------------------------------|---------------|---------------------|
| Red Lion Area Education Center | #717-244-4518 | fax #: 717-244-2196 |
| Red Lion Area Senior High School | #717-246-1611 | fax #: 717-244-8498 |
| Red Lion Area Junior High School | #717-244-1448 | fax #: 717-244-6160 |
| Pupil Services Department | #717-244-5550 | |
| Clearview Elementary School | #717-927-6791 | |
| Mazie Gable Elementary School | #717-244-5523 | |
| Larry J. Macaluso Elementary School | #717-246-8389 | |
| Locust Grove Elementary School | #717-757-2559 | |
| North Hopewell/Winterstown Elem. | #717-244-3164 | |
| Pleasant View Elementary School | #717-244-5425 | |
| Windsor Manor Elementary School | #717-246-9312 | |

DRESS RECOMMENDATIONS

*In accordance with Board Policy #221

It is expected that all students will strive to look their best at all times, keeping in mind that cleanliness, good grooming and modesty transcend all school attire. **Clothing should not be too tight, too short, suggestive, or revealing.**

Specific items which are NOT acceptable school attire are as follows:

- Spaghetti strap tops/Midriff tops/Muscle shirts which are back baring or with straps less than one-inch wide
- Halter tops, halter dresses, racer tops and tube tops
- Pajama type tops, shirts, pants
- Excessive short skirts/dresses/shorts
- Unsafe footwear--shoes must have indoor/outdoor sole
- Hats, hoods, bandanas, visors, or other head coverings
- Boxer shorts or boxer type shorts
- Jeans with large metal clips/chains/chain wallets
- Excessive holes in clothing. No holes above the mid-thigh
- Transparent clothing
- Low cut clothing
- Visible undergarments (including boxer shorts)
- Clothing exhibiting improper pictures, words, or sayings promoting sex, drugs, alcohol, tobacco, violence, or with a message which intends to harass, threaten, or intimidate another student

Winter coats and jackets must be placed in the student's locker during the school day.

Flip flops are permitted. However, the school is not responsible for repairing any flip flops that become torn, broken, etc. It is recommended that students bring backup footwear if they choose to wear flip-flops.

As a sign of respect, hats are to be removed upon entering the school building.

The hairstyles of all students should reflect neatness and cleanliness, and at no time will clothing or appearance be tolerated which endangers an individual's health or safety or that of others or is a disruptive influence in any learning situation or school function.

It is reasonable to expect to see student faces.

The school reserves the right to render decisions on any other questionable items as well as determine the acceptability or non-acceptability of any student's dress with regards to decency.

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. 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.

If any student has a question concerning the dress code which could not be answered by a teacher or guidance counselor, he or she should ask the administration for proper clarification before any particular item of clothing is worn. Students with questions about specific items should bring the items to the office for approval before wearing them to school.

ELECTRONIC DEVICE EXPECTATIONS

*In accordance with Board Policies #237 & #815

The Red Lion Area Junior High believes that technology plays an important role in enhancing the learning experience for our students. Mobile Learning Devices (i.e., cell phones, tablets) and Computing Devices (i.e., laptops, notebooks) can be used by students during non-instructional time at lunch, during passing time or during study halls for educational use, family communication (messaging only), or appropriate personal use in such a manner as to not create disruption or annoyance to others. Personal devices should be silenced during the school day unless direct by a teacher for a specific learning activity. All phone calls during the school day from personal devices must be made from the main office. Devices may be used in the classroom for learning purposes at the **discretion of the teacher**. Students may bring their own computing devices to school for learning, provided they have agreed to follow district technology policies. Students without personal devices will not be excluded from educational activities. Participation is completely voluntary.

The Red Lion Area Junior High School operates on a “**Green** (permitted)/**Red** (not permitted)” system. School-wide, specific areas, and specific classrooms can be designated as **Green** or **Red**. The school is not responsible for lost, stolen or damaged devices nor is it responsible for costs incurred to operate personal devices.

In order to ensure proper and responsible digital citizenship, students using a personal device are expected to have the device in plain view. Students cannot attempt to hide, shield, or cover their screen from being viewed by staff.

Students and parents/guardians fully acknowledge that use of a personal device on the premises of the Red Lion Area Junior High School is subject to all guidelines governing acceptable use as established by the Red Lion Area School District Board of Directors, Policy #237, and Policy #815. It is further understood that use of a personal device in a classroom is at the **discretion of each classroom teacher** in

order to engage in activities as required or related to the student's program of study and any use otherwise may be subject to disciplinary action including loss of device use privileges. Failure to use the device in an appropriate manner during non-instructional times is subject to disciplinary action.

Consequences for violating the Electronic Device expectations:

Student participation in bringing a cellphone/personal device is a privilege, which can be lost for irresponsible use.

First Offense-Device is taken and turned into the office. A phone call will be made by the teacher to the student's parents/guardians. Device will be returned to the student at the end of the school day.

Second Offense-Device is taken and turned into the office. A phone call will be made by the teacher to the student's parents/guardians. Device is returned only to a parent/guardian.

Third Offense-Device is taken and turned into the office. A phone call will be made by the teacher to the student's parents/guardians. Student loses privileges for 30 school days. Device is returned only to a parent/guardian.

Fourth Offense-Device is taken and turned into the office. A phone call will be made by the teacher to the student's parents/guardians. Student loses privileges for the rest of the school year. Device is returned only to a parent/guardian.

Students who continue to violate these expectations will be subject to further disciplinary consequences and may be required to check the device in to the main office upon arrival to school.

ELIGIBILITY FOR EXTRA-CURRICULAR PARTICIPATION

**In accordance with Board Policy #122*

To be eligible for co-curricular and interscholastic athletic participation, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as, any local policies established by the local school board. The pupil must maintain an acceptable grade in such approved curriculum as certified by the principal. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis.

In order to be eligible for co-curricular and interscholastic athletic participation, a student must be passing 4 classes during the previous week. In such cases when a student's work does not meet the standards provided for in this statement, said student will be ineligible to participate in interscholastic athletic contests or co-curricular performances. This ineligibility will continue for one week. Eligibility may be restored the following week if the standards provided for in this statement are met.

In cases where a student's work in any preceding grading period does not meet the standards provided for in this statement, said student shall be ineligible to participate in interscholastic athletic contests or any co-curricular performances for 20 school days. After the 20 school days, eligibility will be reinstated when the standards set forth have been met.

If a winter or spring participant is ineligible for the 4th marking period, that student will be suspended for twenty (20) school days from athletic activities. He/she will be ineligible to participate in any off season program, during the 20 school day suspension.

Students that do not meet the academic requirements for the 4th marking period will be ineligible to begin the next sports season. If a student is ineligible after the 4th marking period and is a fall participant,

he/she will be suspended for the first 20 days of practice and a minimum of three contests (scrimmages and/or games). Ineligible students are prohibited from using all athletic facilities. Ineligibility can carry over from season to season or into the next school year if necessary.

This statement is applicable to the following co-curricular and interscholastic activities.

- interscholastic athletic teams
- cheerleading
- musical organizations and groups
- student council
- academic competitions i.e. Math Counts, Spelling Bee, etc.

ENROLLMENT, TRANSFER & WITHDRAWAL PROCEDURES

Enrollment Procedures

*In accordance with Board Policy #200

To register a new student, please go to www.rlasd.net > Parents > Registration. From there you will be able to select which application to fill out for your new student. A birth certificate, two different forms of proof of residency, and a written record of immunizations or a signed Medical/Religious exemption completed in accordance with regulations of the Department of Health are required for admission. If you do not have access to the internet, please contact the Pupil Services Department at (717) 244-5550 to schedule enrollment appointment.

Transfer and Withdrawal Procedures

*In accordance with Board Policy #208

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.

EXTRA-CURRICULAR CODE OF CONDUCT

*In accordance with Board Policies #122 & #123

Participation in extra-curricular activities, if used properly, can serve to more fully develop not only the physical but also the emotional, mental, social and oral growth of its participants. Frequently during a sports season, an athlete 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 athlete is constantly exposed to the public. Thus an image of the school is formulated from the conduct and the appearance of the school's athletes. With this fact in mind, the Red Lion Area Board of Education, Administration and Athletic Department have adopted the following Code of Conduct for all members participating on its athletic teams.

Alcohol, Drugs, and Tobacco

*In accordance with Board Policies #222 & 227

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/athlete will be suspended for 45 participation days.
 - A. The students/athlete 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/athlete 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.

- B. The student/athlete can fully participate (including actual contests) 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 complies with the recommendations following the assessment.
2. **Second Offense** – The student/athlete is suspended for 60 participation days.
3. **Third Offense** – The student/athlete 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.

The Code of Conduct for Drug/Alcohol/Tobacco violations is uniformly applied to all extra-curricular programs. If a student is in multiple activities, the consequences will be applied to all concurrently. The days of suspension would be counted as school days and/or participation days. Non-athletic students would use participation days in addition to school days if practices are scheduled over the weekend. If the student is not "in season" then the days would be counted as school days.

EXTRA-CURRICULAR STUDENT CONDUCT

*In accordance with Board Policies #122 & #123

Respect

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

The following actions that will not be tolerated include, but are not limited to:

- Unexcused absences from practice and/or competitions.
- Disrespect (e.g. poor sportsmanship) or disregard to coaches, participants, officials and district policies.
- Lewdness or immoral acts, including inappropriate behavior on the Internet (e.g. social networking sites, blogs, virtual worlds, etc.), breaking civil or criminal laws.
- Stealing of equipment, property or personal items.
- Hazing

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: **

- 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.***
- 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.***
- Dismissal from activity for the remainder of the season/session. ***Parent Notification.***

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

** Any student 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 not to accept the student into the activity.

Eligibility:

Academic - A student must be passing at least four (4) subjects at all times. 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. The student will be eligible to participate after the required timeframes and eligibility requirements are met.

- 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. 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) 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.

Attendance

- A. Any student that arrives unexcused after 11:00 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 school 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.

FREEDOM OF EXPRESSION

*In accordance with Board Policy #220

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 health, safety, or welfare of the students, school or community, encourages unlawful activity, illegal drug use, involves bullying, or interferes with another

individual's rights.

FUNDRAISING/ADVERTISING

*In accordance with Board Policy #229

Students involved with fund raising activities outside the junior high school may not sell items at school or on the school buses. In addition, private solicitation is not permitted (ex. selling candy, etc.). Any posting of signs or advertisements must be approved by the administration.

GRADING SYSTEM

The Red Lion Area Junior High School uses percentage grades for evaluation. In determining a final grade for a student, assessment (70%) and assignment (30%) grades contribute to the final grade issued to a student for his/her effort and achievement in a particular subject. See below for a correlation between letter grade and percentages.

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

E = 59 – Below

I = Incomplete: Pupil needs to complete assigned work for the report period before a grade can be issued.

P = Pass

F = Fail

MP 1 Basement Grade 50%

MP 2 Basement Grade 50%

MP 3 Basement Grade 50%

MP 4 Basement Grade 50%

Final Grades will be calculated by averaging the four marking period grade percentages.

HALLWAY TRAFFIC AND TRAVEL

The following guidelines must be observed for proper flow of traffic in the hallways between classes:

1. Keep to the right and go directly to your next class.
2. Refrain from running, pushing, etc.
3. Keep moving. Do not form in groups and block traffic.
4. Move quietly in halls and when at your locker.

Students leaving a classroom must: have permission from the teacher, sign out, have a pass, and sign in when returning.

HEALTH COVERAGE

Pennsylvania Children's Health Insurance Program (CHIP) is available for uninsured kids and teens up to age 19 in Pennsylvania. CHIP covers routine check-ups, prescriptions, hospitalization, dental, eye care and more. Most kids receive CHIP for free or at a low cost. For more information and to apply please call #1-800-986-KIDS or www.CHIPcoversPAkids.com

HOMEWORK

*In accordance with Board Policy #130

Homework is a vital part of a student's educational life. Homework will be assigned with the purpose of aiding the student to the utmost in the classroom and should serve to supplement and clarify his daily classwork. It should encompass an enrichment objective, which might include collateral reading, projects, research, practice, and problem solving beyond the scope of the everyday classwork. Homework should help stimulate critical thinking.

HONOR ROLL ELIGIBILITY

Cumulative average of marking period grades are used to determine Honor Roll and Distinguished Honor Roll recognition.

Honor Roll – The requirement for honor roll status is a cumulative average of at least 80%. Students must have an 80% or better in all of their classes.

Distinguished Honor Roll – The requirement for distinguished honor roll status is a cumulative average of at least 90%. Students must have a 90% or better in all of their classes.

Please note, courses will be weighted differently based upon the frequency of the course. In addition, Algebra I AB, Advanced Science, and Humanities Social Studies have been given additional weight due to the difficulty and additional work required for the course.

INCLEMENT WEATHER/EVACUATION ANNOUNCEMENTS

*In accordance with Board Policy #911

The following is a list of radio/TV stations that will be notified regarding a change of schedule due to inclement weather conditions and/or emergencies:

WPMT-FOX 43

WHTM-TV 27

WGAL-TV 8

- WRVV-FM (97.3)
- BOB-FM (94.9)
- WHP-AM (580)
- KISS-FM (99.3)

WHP-TV 21

- CW-TV 15
- WSBA-AM (910)
- WARM-FM (103.3)
- WSOX-FM (96.1)
- WKZF-FM (92.7)
- WTPA-FM (92.1)
- WCAT-FM (102.3)
- WQLV-FM (98.9)

Only the four stations in **bold** listed above will be contacted by RLASD. The stations listed below the **bold** stations are associated and use the same automated systems.

This information is also available on the RLASD District website at www.rlasd.net, Facebook (Red Lion Are School District) and Twitter (@rlschools) sites.

Watch/listen for information regarding the Red Lion Area School District. All instructions are provided to the media for announcement. If an evacuation is necessary, the stations will advise parents where to report. If parents are directed to pick up their child(ren) at another building, they will be required to produce a photo I.D. and sign a student release form.

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.

ILLNESS DURING SCHOOL

*In accordance with Board Policy #204

If a child becomes too ill to remain in school, parents will be notified and are expected to provide transportation. Students' are not permitted to call/message a parent to pick them up without seeing a nurse first. If this occurs, the absence will be treated as unexcused. A nurse or health room assistant is on duty at the junior high school. They screen children for hearing and vision problems. All of the students are weighed and measured every year. Maintaining good health is primarily the responsibility of the home. School health services provide emergency care for school-related accidents or illness. The school will cooperate with the home with referral measures in order to complete follow-up care or to handle special cases, but the school nurse is not responsible for diagnosing or directing care for longstanding health problems or those problems which occur at home. Parents are encouraged to inform the school nurse about any updates pertaining to their child's health.

INTERSCHOLASTIC PROGRAM

*In accordance with Board Policy #123

The interscholastic program at the junior high school is a competitive program. Students must attend tryouts and are then selected by the respective coaches. Practices and games are scheduled for both after school and evenings.

Students participating in the interscholastic program are required to have physicals and insurance coverage prior to participation. Interscholastic sports include football, girl's field hockey, boys' basketball, cross country, girls' basketball, girls' volleyball, boy's & girl's track, and boy's wrestling. Students should listen for announcements throughout the school year regarding tryout dates and times for each sport.

INTEGRATED PEST MANAGEMENT ACT 36 OF 2002

*In accordance with Board Policy #716

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 school's notification registry. If you would like to be placed on this registry, please notify the school's office *in writing by **October 8, 2018***. 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 questions, please contact:

Mr. Craig Slack, IPM Coordinator
Red Lion Area School District
696 Delta Road
Red Lion, PA 17356
(717) 244-4518

INTERNET/TECHNOLOGY POLICY

**In accordance with Board Policies #237 & #815*

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 Red Lion Area School District website. 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 and a Red Lion Area School District Google Apps for Education account (includes RLASD Gmail (email) and a Google Drive) in the District's Google organization. All email will be filtered for profanity and archived.

Digital Tools: The Red Lion Area School District uses a number of contracted Essential Digital Tools and authorized Supplementary Digital Tools to deliver educational programs and services, enhance educational experiences, and educate students about safe and effective online practices. A digital tool is any interactive website, application (app), or software that requires an account with a username and password.

Essential Digital Tools

Essential Digital Tools are digital tools that the District considers necessary to deliver educational programs and operational services that support the goals of Comprehensive plan. These Essential Digital Tools align with the RLASD curriculum standards and are COPPA compliant.

Examples: Google Apps for Education, Discovery Education, and Typing Training.

Details:

- RLASD maintains contracts and/or data sharing agreements with the vendors of these Essential Digital Tools to protect students' data privacy and security.
- Students' use of these Essential Digital Tools is required as part of the RLASD curricular and operational programming specific to students' grade level and academic programming.
- In most cases, student accounts are created at the District level and tied to students' active directory credentials.

Supplementary Digital Tools

Supplementary Digital Tools are digital tools that the RLASD administration authorizes to be used as supplementary (non-essential) enrichments to students' educational experience.

Examples: Khan Academy, Kahoot, and Evernote.

Details:

- Supplementary Digital Tools will only be authorized if they comply with federal and state standards for protecting students' data privacy and security.
- Teachers will notify parents of the Supplementary Digital Tools that they have chosen to use in their classes, and parents have the opportunity to "opt-out" of their children's use of these

Supplementary Digital Tools. If parents choose for their children to opt-out of any Supplementary Digital Tool, then teachers will provide alternative opportunities for those children.

- Student accounts are not automatically created. Accounts are created individually by the teacher or the student, depending on grade level.

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 books and educational activities has increasingly become more digitized. As a result, the district has adapted the 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, he/she must abide by the Acceptable Use Policy (#815) of the Red Lion Area School District. Furthermore, 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 school 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 uses personal electronic devices to access 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.

INTRAMURAL PROGRAM

*In accordance with Board Policy #122

The intramural program at the junior high school is open to all girls and boys in grades 7 and 8. This program offers the students an opportunity to learn fundamentals, develop skills in the various sports and to meet socially with other students in the junior high. Intramural programs meet after school until 4:30 PM. Students participating in the intramural program are required to have physicals and insurance coverage prior to participation. Intramural sports include girls' basketball, boys' basketball and girls' volleyball.

LATE TO CLASS

If a student is persistently late to class without a pass, the teacher will note the date of each occurrence and take appropriate disciplinary action. After three (3) occurrences during a marking period, students will be referred to the office. Office consequences may include, but are not limited to, loss of privileges, detention, extended detention, and suspension.

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.

LOCKER POLICY

The school is not responsible for personal items, including technology, left in school lockers. 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.

LOCKER SEARCHES

*In accordance with Board Policy #226

Students should not expect privacy when using school lockers or other school storage areas. Lockers and other storage areas are the property of the Red Lion Area School District. School authorities may search a student's locker and seize any illegal material (weapons, drugs, etc.). Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers will be searched. Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population, without prior warning.

MANDATORY WORKING LUNCH

Mandatory Working Lunch is a program for those students who intentionally refuse to participate in learning activities 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 room instead of the cafeteria during their lunch period. Students will be permitted to bring their own lunch or purchase lunch as necessary and will be required to work on materials from the class that they failed to complete. A member of the staff will monitor the mandatory working lunch.

MEDIA CENTER

The media center is the informational center of the school. Its mission is to help students develop the skills necessary to locate and manage information, to use technology appropriately, and to encourage life-long reading.

1. No students will be admitted to the library without a pass signed by a teacher giving them permission to go to the library. Students will always return to the teacher prior to the ending of the period.
2. The library will open at 7:17 A.M. and close at 3:00 P.M.
3. Students are encouraged to use the library for research, computer access, magazine or newspaper reading and recreational reading.
4. All library materials may be signed out.
5. Students may use computers in the library for research, homework, and to access grades. Kindles are also available for student use for recreational reading.
6. Students may reserve all print material.
7. During study halls and ROAR, there will be limited number of students permitted to attend the library.
8. Fine Policy: 2-week books, \$.05 per school day
Reference books and overnight materials: \$.10 per school day (All due dates for books are stamped in the back of the book.)
9. Students are encouraged to return overdue books promptly. Students may return overdue books at any time and pay the fine at a later date.

Students are responsible for all materials signed out to them. Lost items must be paid for or replaced.

MUSIC PROGRAM

The Junior High School Music Program consists of band, orchestra, and chorus as well as smaller singing and instrumental groups. Students interested in the musical programs should see the appropriate director.

NONDISCRIMINATION POLICY

*In accordance with Board Policy #103

The Red Lion Area School Board of School Directors declares it to be the policy of this school District to provide equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

For information regarding civil rights or grievance procedures, contact Human Resources at Red Lion Area Education Center, 696 Delta Road, Red Lion, and PA 17356. (717) 244-4518.

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. 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.

Communicable and Non-Communicable Disease Regulations

*In accordance with Board Policy #203

The following is a chart of diseases and the exclusion period for each. Students may not return to school until the end of the exclusion period.

| Disease | Exclusion Period |
|--|--|
| Diphtheria | Two weeks from onset or until an appropriate negative culture. |
| Measles, Rubella | Four days after onset of rash. |
| Mumps | Five days from onset or until swelling subsides. |
| Pertussis | After five days of appropriate antibiotic treatment. |
| Chicken Pox | Until no new lesions appear and all existing lesions have crusted - approximately five days. |
| Pinkeye, Tonsillitis | Twenty-four hours after institution of proper therapy. |
| Ringworm, Impetigo, Pediculosis Corporis (Body Lice), Pediculosis Capitis (Head Lice), Scabies | Until judged non-infectious by child's physician or school nurse. |
| Respiratory Streptococcal Infection, including Scarlet Fever | Seven days from onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy. |
| Influenza | 24 hours after resolution of fever without fever reducing medicines (Tylenol/Ibuprofen) given. |

Medication Policy

*In accordance with Board Policy #210

The school nurse shall not be responsible for the diagnosis of student illness. However, the District believes that certain students need and should be permitted to use prescription and non-prescription medications during the school day as outlined below:

A. Delegation of Responsibility - Prescription Medications

When a student must use a prescribed medicine during the school day, the responsible parent or guardian shall *personally* deliver the original container of the prescribed medicine to the building nurse or secretary. If possible, this is to be done prior to the first day the medication is to be given. At this point, the parent shall explain any special directions for the use of the medicine and shall complete the medication form requesting school officials to dispense medication according to District procedures. If medication is to be given daily for an extended period, parents should provide a 3-4-week supply.

Additional medication should be delivered to school by the parent or a designated adult. Under no circumstances may students deliver medications to school. Prescribed medicines will be distributed, at the appropriate time, by the building nurse. In case of emergencies, the principal or head teacher will be required to help. No prescribed medicines will be dispensed to District students without the use of the original container and a District Medicine Request Form completed by the responsible parent or guardian. Medications ordered to be three times a day (T.I.D.) should NOT be given at school, unless otherwise specified by the doctor. The doses can be adequately given at home. It is the responsibility of the parent/guardian to alert the school nurse of any health concerns. In the event that a student requires an Epi-pen or another emergency medication, a current doctor's order and the emergency medication must

be supplied by the parent. It is the responsibility of the parents/guardians to replace expired medications.

B. Miscellaneous Items

Allergies

*In accordance with Board Policy #209.1

The school is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. Students with allergy concerns may need an emergency care plan designed to meet their individual student's healthcare needs. Please contact the school nurse to discuss.

Inhalers

*In accordance with Board Policy #210.1

The District discourages students from carrying inhalers throughout the school day. An inhaler will be treated as prescribed medicine and must be dispensed through the Health Room. Students for whom a doctor has prescribed an inhaler be within the child's possession at all times must have a written note from the doctor on record in the Health Room. Use of the inhaler during school or transportation to and from school must be reported to the Health Room for recording on the medication record.

Bee Sting Medication

Specially prescribed medication for those allergic to bee stings must be provided, in the original container, by the parents/guardians and shall be stored in the building Health Room to be used for the treatment of students. The medicine will be handled and dispensed as a prescribed medication.

Pediculosis Capitis (Head Lice)

*In accordance with Board Policy #209.3

The school recognizes the importance of working with students, parents/guardians and employees with pediculosis/head lice. In keeping with the District's policy of avoiding the unnecessary exclusion of students from school, healthy students will not be excluded from school due to nit infestations. Students with live head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To better manage and to limit the spread of head lice infestations, parents/guardians must be responsible for reporting all suspected cases of head lice to the school health staff.

Naloxone

*In accordance with Board Policy #823

The School district obtains, maintains and administers doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose. The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Over the Counter Analgesics

Acetaminophen (Tylenol), Ibuprofen (Motrin, Advil) and antacids (Tums) may be dispensed to students by the school nurse if permission is given by parent/guardian on the health history form located in Skyward. A maximum of 10 doses of Acetaminophen or Ibuprofen may be given over the school year. If the parent/guardian wishes a student to receive more than 10 doses, a prescription must be written by the student's physician.

C. Vaccinations

*In accordance with Board Policy #203

- Students who are exempt from state-mandated vaccinations may be excluded from school during an outbreak of vaccine-preventable disease.

- Unless the student has a medical or religious/philosophical exemption, he/she must have received the following vaccines or risk exclusion from school until the vaccines are administered and the nurse receives the updated vaccine record.
- Vaccines required for 7th Grade Attendance:
 - 1 dose of Tdap
 - 1 dose of MCV
 - 4 doses of DTaP including after 4th birthday and 4 doses of IPV (4th dose after 4th birthday)
 - 2 doses of MMR
 - 3 doses of Hepatitis B
 - 2 doses of Varicella or evidence of immunity

ONLINE GRADE REPORTING

The Red Lion Area School District offers parents/guardians and students access to grade, attendance, and discipline information via the Skyward Family Access Portal. All students and parents will have a unique username and password-Students and parents/guardians may also be able to access things such as information about future assessments, homework assignments, and information about upcoming content. Should you need additional assistance, please contact the Junior High guidance office at (717) 244-1448.

PHYSICAL EDUCATION DEPARTMENT

It is a requirement in the Commonwealth of Pennsylvania that each student in each grade shall participate in a planned program of physical education. Our curriculum provides activities that promote the improvement of individual fitness levels and goal setting activities in a wide variety of movement experiences. The program's expectations are based on the Pennsylvania Academic Standards for Physical Education, Health and Safety.

The Physical Education curriculum is planned with effort and attitude having enough importance so that no student should fail for lack of ability. However, a student may fail from poor attitude, lack of preparation, disregard to safety rules and insufficient effort.

The Physical Education Department will honor three written excuses per year, if reasonable, from the parent or guardian of a student. A doctor's note is required if a student is to be excused for an extended period of time or has used up their three parent notes. Adaptive Physical Education is offered to students as prescribed by a physician or recommended by the school nurse and Physical Education staff.

School clothing should **NOT** be worn in Physical Education class. The complete Physical Education uniform consists of the following:

1. Shorts or sweatpants - with no pockets, zipper, or hoods.
2. Black, gold, white or gray t-shirt with short or long sleeve t-shirt.
3. Clothing with words or pictures must be school appropriate.
4. Athletic Shoes & Socks
5. NO JEWELRY
6. Long hair must be pulled back from eyes and shoulders.
7. Recommended Items: towel, deodorant

During cool weather, Physical Education classes may be held outside. Therefore, we recommend that appropriate outer garments such as sweatshirts and sweatpants be worn. Sneakers and socks may be wet from outside activities. We recommend that a spare pair be considered for outside classes in the fall and spring.

Failure to have a physical education uniform, is NOT a valid excuse for non-participation and the student's grade will be affected. Failure to follow the physical education guidelines will also impact the student's grade. Each student will have an individual lock and locker assigned to him/her.

The following locker room rules shall be strictly adhered to:

1. NO GUM is allowed in the locker room or gymnasium.
2. No cell phones/camera use is permitted in the locker room.
3. No glass is permitted in the locker room.
4. No aerosol or spray containers are permitted in the locker room.
5. All students are responsible for their own personal belongings.
6. Valuables should be left at home or locked in the student's locker.
7. Students are responsible for their lock and if lost must pay to replace it.
8. Showers are available for students to shower after activity because health and hygiene practices are one of our major concerns.
9. Report all accidents or injuries to your Physical Education instructor immediately.

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.

PROMOTION/RETENTION POLICY

*In accordance with Board Policy #215

Any 7th or 8th grade student failing 1.5 or more credits may be ineligible for promotion.

PROPERTY DAMAGE

*In accordance with Board Policy #224

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)

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not acceptable in a school environment.

PUPIL RECORDS AND TRANSCRIPTS

*In accordance with Board Policy #216

Please refer to this policy for more information about how the District protects the confidentiality of student records and how parents may access or inspect student records.

PUPIL'S 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 chooses to refrain from participation in this educational experience, an alternative educational project will be provided.

REPORT CARD PROCEDURE

*In accordance with Board Policy #212

The school year is divided into four marking periods. Report cards will be posted approximately one week after the marking period closes.

REQUESTS FOR ASSIGNMENTS

The guidance office collects assignments for students who will be absent from school for three or more days. If a student is or will be absent for less than three days, please contact the team of teachers directly for assignments or check the Skyward Family Access Portal.

It is the student's responsibility to communicate with each teacher upon returning to school since some classwork, quizzes, or tests may have been missed. Work must be submitted to the teacher the first day back to school unless otherwise stated. If the student's illness or other unusual circumstances prohibit completion of the assignments, students do have two days for each day of illness to complete the work. However, it is in the student's best interest to have their assignments completed when they return to school.

RESPONSIBILITY FOR SCHOOL EQUIPMENT/MATERIALS/PROPERTY

*In accordance with Board Policy #224

All students are responsible for the proper treatment and care of school equipment, materials, and property. Students who misuse school equipment, materials or property are subject to school disciplinary action and the cost of replacement or repair.

SALUTE TO THE FLAG

*In accordance with Board Policy #807

At the start of each day, the morning announcements will conduct the pledge to the flag.

SCHOOL RESOURCE OFFICER

*in accordance with Board Policy #909

A School Resource Officer, 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

*In accordance with Board Policy #705

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you are concerned about. You can submit a tip anonymously online or by telephone.

Phone: (717) 417-0305

Text: (717) 417-0305

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

SCHOOL SECURITY AND LIFE SAFETY DRILLS

*In accordance with Board Policy #805

School Security and Life Safety Drills will be conducted throughout the school year. These drills may include the following:

- Active Shooter/Armed Intruder
- Bomb Threat
- Child Napping
- Fire Drills
- Medical Emergency
- School Bus Evacuation
- Weather

All staff and students will participate in the drills. The drills are conducted for the purpose of the security and safety of our students, staff and visitors at all of our school buildings. We will not provide prior notification of these drills to parents or students. We may make notification of any drills conducted during or after the drills via Twitter and our school building websites.

SKYLERT

Notifications of district events, delays and closings, and emergencies will be communicated through a mass calling system. 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.

SKYWARD

The Red Lion Area School District offers students, parents, and/or guardians access to grade, attendance, and discipline information via an online portal. All students and parents will have a unique username and password. 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 web-based reports, they may contact their student's guidance counselor to request that mid-marking period updates be provided in a printed format.

SOCIAL ACTIVITIES

*In accordance with Board Policy #231

When attending school/social activities students are expected to follow all school rules. Students are expected to stay inside the building for the entire time of the activity or dance and will only be excused to leave early by presenting a note to a teacher or administrator that parental permission exists for students to leave earlier than the scheduled end of the activity. Students who continually violate school rules may be placed on social probation and consequently, will not be permitted to attend events.

SPECIAL EDUCATION ANNUAL PUBLIC NOTICE

*In accordance with Board Policy #113

Under Federal law, the Individuals with Disabilities (IDEA), it is the responsibility of the Pennsylvania Department of Education and 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 a 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 > Departments >Special Education, or by calling the Special Education Office at (717)244-5550.

STUDENT ASSISTANCE PROGRAM (PAWS)

*In accordance with Board Policy #236

The Student Assistance Program at the Junior 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.

STUDENT COUNCIL

*In accordance with Board Policy #232

Students are given the opportunity to have an active voice in school affairs, activities and policies by way of an elected representative body known as the Student Council. 7th and 8th grade students elect representatives from each grade for the school term. These representatives will meet with the elected officers and the advisors on a regular basis.

Student Council officers are elected from the 7th grade class for the following school year term. In order to be eligible for a Student Council office, (president, vice-president, secretary or representative) a student must:

1. Have earned a minimum of a "70%" grade on all graded courses.
2. Never have been suspended.
3. Be in good standing in community and school.

STUDENT DISCIPLINE, RIGHTS, AND RESPONSIBILITIES (PA Code Chapter 12, Section 2)

*In accordance with Board Policies #235 & #218

Student responsibilities include regular school attendance, conscientious effort in classroom work, and cooperation with 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.

No student has the right to interfere with the education of his/her 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. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the student to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not cause substantial disruption to the education processes.
4. Assist the school staff in operating a safe school for all students.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers and publications.
11. 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.

Should any questions or concerns about the rules and procedures outlined in this student handbook arise, please contact the building principal.

STUDENT RECOGNITION

There are various student recognition programs at the junior high school.

Student of the Month - each month teachers select students for recognition based on the following criteria:

1. Shows outstanding academic performance OR marked academic improvement and exhibits qualities from the PRIDE matrix.

President's Award for Educational Excellence - criteria for recognition at the junior high level are:

1. Grades from all four marking periods in 7th grade and the first two marking periods of 8th grade are considered. Students receiving this award must earn Distinguished Honor Roll for at least four of those marking periods AND Honor Roll for the remaining marking periods.
2. Students must also score Advanced on the Grade 7 PSSA assessments (or comparable out-of-state assessments) in both Reading and Math.
3. Students who do not participate in the PSSA assessments (or comparable out-of-state assessments) are not eligible for this award.

VIP – Each marking period teachers select students for recognition based on the following criteria:

1. No unexcused absences for the marking period.
2. No more than 2 tardis.
3. C or above in all classes.
4. No outstanding library fines or obligations.
5. No office discipline.
6. Consistently follows the PRIDE matrix.

Students must carry their VIP card to receive privileges. The VIP card is good for one marking period. Students may earn a card every marking period. The card may be revoked for discipline issues.

STUDENT SEARCHES

*In accordance with Board Policy #226

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.

SUICIDE AWARENESS

*In accordance with Board Policy #819

In compliance with state law and regulations, and in support of the District's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk. The District shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports. Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer others for help.

SUSPENSION & EXPULSION

*In accordance with Board Policy #233

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. 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. Suspended students are also reminded that they may not participate actively or as a spectator in any extracurricular activities during the time of suspension
8. 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.

TERRORISTIC THREATS/ACTS

*In accordance with Board Policy #218.2

The Board prohibits any district student from communicating terrorist threats or committing terrorist 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 school board.
6. Should a student be expelled for making terrorist threats or committing terrorist 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.

TEXTBOOKS

*In accordance with Board Policy #224

Textbooks are loaned to students for use during the school term and the responsibility for the care of them lies with the student; students should identify each book by writing their name in the space on the inside cover of each textbook. Payment for any lost or damaged items such as textbooks, library books, gym locks, and technology education materials should be made in the junior high school office. It is required that some kind of cover be placed on all textbooks. If a student has lost a textbook, they should check in the guidance office.

TOBACCO POLICY

*In accordance with Board Policy #222

The following policy has been adopted by the Red Lion Area Board of Education:

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.

USE OF DRUGS, NARCOTICS, ALCOHOLIC BEVERAGES, ANABOLIC STEROIDS

*In accordance with Board Policy #227

The Board recognizes that the misuse of drugs, narcotics, and alcoholic beverages is a serious problem with legal, physical and social implications for the whole school community. A student who on school grounds, on school buses or at bus stops, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, restricted drugs, narcotics, or mood-altering substances or possesses, uses dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted-substance or abuses of over-the-counter drugs shall be subject to discipline pursuant to the provisions and procedures outlined in Red Lion Area School District Code of Student Discipline.

Restricted Drug/Mood-Altering Substance/Alcohol/Narcotics

Includes any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance of medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples include but are not limited to beer, wine, liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school District's policy for the administration of medication to students in school. Also, possession of drug related paraphernalia will result in disciplinary action.

Distributing-- deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

Possession-- possess or hold without any attempt to distribute any alcohol, drug or mood-altering substance determined to be illegal or as defined in this policy.

Abuse-- anything in excess of recommended dosage.

Cooperative behavior-- shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the staff and school personnel.

Uncooperative behavior-- is resistance or refusal, either verbal, physical, or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

Drug Paraphernalia-- includes 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.

School-sponsored Activity-- is any meeting, gathering, class or activity that is initiated, supervised or coordinated by a school District employee, whether or not said gathering occurs on school property.

The student shall be subject to suspension and/or expulsion according to Article XIII, Section 1318 of the Public School Code of 1949, as amended for:

- i. The possession or use of narcotic or dangerous drugs, as defined in the controlled Substance, Drug, Device and Cosmetic Act (Act of April 14, 1972, P.L. 233), and not prescribed by a physician.
- ii. The possession or use of alcoholic beverages.
- iii. Being under the influence of narcotic or dangerous drugs, as defined in the Controlled Substance, Drug, Device and Cosmetic Act (Act of April 14, 1972, P.L. 233) and not prescribed by a physician.
- iv. Being under the influence of alcoholic beverages.
- v. Sale, attempt to sell, purchase, transporting or similar activities related to the use of narcotics (dangerous drugs) and alcoholic beverages.
- vi. The possession, sale or distribution of a non-controlled substance as that term is used in the controlled Substance, Drug, Device and Cosmetic Act (Act of April 14, 1972 P.L. 233) as amended and specifically Section 13 (35) (I) (A) (B), and Section 13 (35) (II) (A) (B) (C) (D) (E) and Section 13 (35) (III). (Amended - 7/1/82)
- vii. Canine services will be used to reduce drug traffic on school property and/or during school hours.

Additionally, substances and paraphernalia will be turned over to the police and legal action may be taken.

If a student commits any of the above-named acts, the act shall be regarded as misconduct by such student. Penalties may result in suspension of up to ten (10) school days and including expulsion and the student becomes ineligible for all school programs and activities other than class attendance and requirements for up to sixty (60) school days. In addition to suspension and ineligibility to participate in school programs and activities, the student will be required to participate in a drug/alcohol assessment and to comply with the recommendations resulting from the assessment.

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.

VANDALISM

*In accordance with Board Policy #224

Students who willfully or maliciously break into, enter, deface, write on, mark-on, or place any obscene or improper matter upon any school district building or property will be subject to school discipline and may be reported to the police. Likewise, any vandalism to staff property will result in school discipline and possible police action.

VIDEO SURVEILLANCE CAMERAS

*In accordance with Board Policy #816

School building and grounds may be equipped with video monitoring devices. The School Board or its administrators may use video surveillance cameras for inquiries and proceedings related to law enforcement, deterrence, and disciplinary action.

VISITORS TO THE BUILDING

*In accordance with Board Policy #907

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

To gain entry into the building, parents and visitors must press the security buzzer located outside the main office doors. **Never hold the door open for another person or allow anyone to follow into the school unless office personnel have identified them.** Once visitors enter the building, they will need to present their state-issued photo identification to the office staff. The ID will be scanned using School Gate Guardian, which will check the identity of the individual against a sex offender database. If no information exists, the visitor will be given a time expiring ID and allowed to proceed into the building. Students who observe person(s) in the building who are not staff members or students should tell a teacher immediately. 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 do not hesitate to contact the Junior High School office (717) 244-1448 for clarification.

VOLUNTEERS

*In accordance with Board Policy #916

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 36 months (3 years). Failure to renew clearances will result in an inability to volunteer with the District. The required clearances include the following:

- 1. Child Welfare Background Check (Act 151..... Fee Waived)**
- 2. Pennsylvania Criminal Background Check (Act 34.....Fee Waived)**
- 3. FBI Background Check unless you have lived in Pennsylvania for 10 uninterrupted years.....Fee as determined by IDEMIA.**
- 4. Residency Certification Form**
- 5. Mandated Reporter Training www.reportabusepa.pitt.edu**

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

WATER BOTTLES

Students may carry water bottles in school, preferably filled with water. If the water bottle becomes a distraction to the educational environment, the administration reserves the right to revoke the privilege.

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

*In accordance with Board Policy #218.1

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, nunchaku, 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.

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 York County 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.