

The GRIFFIN



**Sullivan County
Junior/Senior High School**

Student/Parent Handbook

2025-26

THE GRIFFIN

2025-2026

HANDBOOK FOR STUDENTS, PARENTS, AND FACULTY

**SULLIVAN COUNTY HIGH SCHOOL
749 SOUTH STREET
LAPORTE, PENNSYLVANIA 18626
570-946-7001
www.sulcosd.k12.pa.us**

AN EQUAL RIGHTS AND OPPORTUNITY SCHOOL DISTRICT

Main Office

Lynn Eberlin, Principal (570) 946-7001

Jessica Templin, Secretary to the Principal (570) 946-7001, ext. 6013

Susan Kinsey, Attendance/Accounts Secretary (570) 946-7001, ext. 6014

Guidance Office

Sydney Dozier, Guidance Counselor (570) 946-7001, ext. 6018

Ashley Wade, Guidance Secretary (570) 946-7001, ext. 6017

Sullivan County High School is in compliance with all local, state and federal laws. The policy of the Sullivan County School District is not to discriminate on the basis of race, color, national origin, age, creed, religion, gender, sexual orientation, ancestry, marital status, pregnancy, or handicap/disability in its educational and vocational programs, activities, and employment practices as required by Title IX and Section 504. Inquiries regarding compliance with this policy may be directed to the Compliance Officer, Superintendent of Schools, Sullivan County School District, P.O. Box 240, Laporte, PA 18626, or phone 570-946-8200.

Sullivan County Junior/Senior High School

The purpose of the Student/Parent handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending our school. In case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

Mission Statement

The mission of Sullivan County School District is to Educate, Engage, and Empower our Griffin Family.

Vision Statement

The vision of Sullivan County School District is to instill in all students the desire to learn, create, and apply critical thinking for a lifetime through just, fair, and caring quality instruction and leadership while reflecting community values.

Contact Information

Superintendent's Office	(570) 946-8200
Director of Special Education	(570) 946-8200
Sullivan County Jr/Sr High School	(570) 946-7001
Sullivan County Elementary School	(570) 946-7471

Website

www.sulcosd.k12.pa.us

**Sullivan County School District
777 South Street, PO Box 240
Laporte, PA 18626
(570)946-8200**

Board of Directors

President: Gabriel Blasi	<u>blasgabr@sulcosd.k12.pa.us</u>
Vice-President: Mary Elise Nolan	<u>nolamary@sulcosd.k12.pa.us</u>
Secretary: Shelly Jordan	<u>jordshel@sulcosd.k12.pa.us</u>
Treasurer: Joseph Fitzgerald	<u>fitzjose@sulcosd.k12.pa.us</u>
Anthony Durland	<u>durlanth@sulcosd.k12.pa.us</u>
Amanda Hoover	<u>hoovaman@sulcosd.k12.pa.us</u>
Scot Murray	<u>murrscot@sulcosd.k12.pa.us</u>
Eric Reese	<u>reeseric@sulcosd.k12.pa.us</u>
Jan Nace	<u>nacejan@sulcosd.k12.pa.us</u>

Administration

Superintendent: Samantha Kahler	<u>kahlsama@sulcosd.k12.pa.us</u>
Business Manager: April Tourscher	<u>tourapri@sulcosd.k12.pa.us</u>
Director of Special Education: Dr. Randi Zwatty	<u>dickrand@sulcosd.k12.pa.us</u>
Coordinator of Computer Services: Eric Fessler	<u>fesseric@sulcosd.k12.pa.us</u>
High School Principal: Lynn Eberlin	<u>eberlynn@sulcosd.k12.pa.us</u>
Elementary Principal: Stacy Stabryla	<u>stabstac@sulcosd.k12.pa.us</u>

SCHS FACULTY AND STAFF

English Language Arts:

Danielle Kinsey
Kalyn Essick
Erin Shultz
Seth Stoner

Social Studies:

Taylor Baldwin
Christopher Koschak
Joseph Smelko

Business Education:

Kevin Gorman
Debra Lindner

Tech Ed:

Michael Commero
Greg Perry

Art:

Dylan Wiesner

Music:

Joseph Rode

Learning Support:

Brian Heisman
Marcy Higley
Elizabeth Pecora
Stephanie Snyder
Stacy Stabryla

Paraprofessionals:

Barbara Bender
Cathy Harriman
Brenda Henninger
Tricia Hollenbach
Shasta Michael
Chris Nitcznski
Ashley Tubach

Mathematics:

Austin Kelsey
Glenn Vaughan
Ashley White

Science:

Deborah Geist
Gregory Miller
Michael Vogt

Health/Physical Education:

Ryan Hembury
Matthew Muthler

Language:

Christina Schuckers

Consumer Science:

Katie Rosa-Martir

STEAM:

Greg Perry

Librarian:

Erin Shultz

Guidance Counselor:

Sydney Dozier

Athletic Trainer:

Stephanie Sibeto

Athletic Director:

Kathryn Hyatt

School Nurse:

Jennifer Manero

Nurse Assistant:

Evelyn Smith

SULLIVAN COUNTY SCHOOL DISTRICT

2025– 2026 School Year Calendar

777 South Street
PO Box 240
Laporte, PA 18626
570-946-8200
www.sulcosd.k12.pa.us

Keystone Exams: December 3, 2025 – December 17, 2025 and May 11, 2026 – May 22, 2026
Calendar Approved by School Board:

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Disclaimers:

As new policies and procedures are adopted, the current policies and procedures will be modified in part or whole. The District reserves the right to apply current policies and procedures as guidelines.

SECTION I: COURSE AND EVALUATION INFORMATION

Questions related to the SCHS program of study, course requests, and other academic information may be directed to Miss Sydney Dozier, SCHS Guidance Counselor at 946-6017.

ACADEMIC DISTINCTION – Students who meet all of the requirements for graduation, earn a GPA of 85% or higher and complete one of the following options will receive the designation of “Academic Distinction” on their final transcript:

- Have taken two advanced placement courses and corresponding AP exams or...
- Have taken academic, transferable undergraduate courses (dual enrollment) resulting in six (6) college credits or...
- Have taken four (4) science credits, two (2) years of the same language, **and** a level three (3) course in art, technology, or foreign language or...
- Completed two (2) years of a vocational program and earned advanced certification through the designated testing program.

BELL SCHEDULE

A	1st Period	8:40-9:22
B	2nd Period	9:25-10:05
C	3rd Period	10:08-10:48
D	4th Period	10:51-11:31
Lunch	Grades 10-12	11:34-12:04
E	5th Period	12:07-12:47
F	6th Period	12:50-1:30
G	7th Period	1:33-2:13
H	8th Period	2:16-2:56
QS	Intervention	2:59-3:30

A	1st Period	8:40-9:22
B	2nd Period	9:25-10:05
C	3rd Period	10:08-10:48
D	4th Period	10:51-11:31
E	5th Period	11:34-12:14
Lunch	Grades 7-9	12:17-12:47
F	6th Period	12:50-1:30
G	7th Period	1:33-2:13
H	8th Period	2:16-2:56
QS	Intervention	2:59-3:30

Two-Hour Delay:

A	1st Period	10:40-11:05
B	2nd Period	11:08-11:31
Lunch	Grades 10-12	11:34-12:04
E	5th Period	12:07-12:47
F	6th Period	12:50-1:19
G	7th Period	1:22-1:51
H	8th Period	1:54-2:23
C	3rd Period	2:26-2:55
D	4th Period	2:58-3:30

A	1st Period	10:40-11:05
B	2nd Period	11:08-11:31
E	5th Period	11:34-12:14
Lunch	Grades 7-9	12:17-12:47
F	6th Period	12:50-1:19
G	7th Period	1:22-1:51
H	8th Period	1:54-2:23
C	3rd Period	2:26-2:55
D	4th Period	2:58-3:30

No quiet study/intervention period

CHANGE OF SCHEDULE - Schedules distributed on the first day of school should be considered final. There will be a period of ten (10) school days at the beginning of the school year during which students may change courses with the consent of their parents/guardians. *Please note that we will make every effort to honor a requested change, however not all changes will be possible.*

CLASS RANK - Rank in class is based upon a student's cumulative grade average, including the grades earned for all subjects reporting numerical grades, starting with ninth grade. Calculation of grade averages will be done by multiplying the numerical grade earned in each course by the credit weight of the course, multiplying that number by the weighting factor of the course, totaling the weighted grades and dividing the sum by the total number of credits attempted. If students have identical grade averages, they will receive the same class rank. The student(s) with the next grade average lower than those tied should be given a rank determined by the number of students whose averages exceed his/her average.

View [**Board Policy 214 Class Rank**](#)

FINAL EXAMS - All students are required to take final exams that will be given in all major subjects at the end of the year. The grade on the final exam will be 16% of the final average while each marking period grade will be 21% of the final average.

GRADUATION REQUIREMENTS - Graduation requires a student to earn at least 28 credits which must include four (4) required English classes; four (4) credits in social studies; four (4) credits in mathematics; three (3) credits in science; two and a half (2.5) credits in health, physical education, and driver education; and (2) credits in the arts and/or humanities. In addition, students must successfully complete one of the five Pathways to Graduation and successfully complete all graduation requirements mandated by the State of Pennsylvania.

[View Board Policy 217 Graduation Requirements](#)

HOMEWORK - Students should expect to have daily homework assignments in most classes. This work will be assessed as part of their grade for the marking period and will also prepare them for exams. Parents may check the school website – www.sulcosd.k12.pa.us – to view assignments for the day or week by checking the weekly agenda on each teachers’ webpage.

HONOR ROLL - Any student who achieves an average between 89.5 and 94.4 for a marking period and has no grade lower than an 80 will qualify for the Honor Roll. Any student who achieves an average of 94.5 or higher and has no grade lower than an 85 will qualify for the Distinguished Honor Roll. If a parent does not wish to have his/her child’s name published as part of the Honor Roll, a written request should be submitted to the guidance office at the beginning of the school year. *A new request is required each year.*

MAKE-UP WORK AND INCOMPLETES - When a student is absent due to illness, suspension, special permission, board-sanctioned events, or other legal reasons, the student will have, upon return, the number of consecutive days equal to the number of days missed to make up work missed. At the end of that time, any graded work not completed will be entered as a zero. If a special circumstance exists, the building administrator will make the final decision concerning the length of time given to complete work. However, students who are aware of an exam and absent on the day prior to the exam are expected to take the test upon return if no new information has been presented.

PHYSICAL EDUCATION EXCUSES AND RULES – All students who are unable to participate in physical education will provide their physical education teacher with a note prior to the beginning of physical education class. If a student needs to be excused from physical education longer than one (1) day, the note must be from a physician. A note from the parent is acceptable for one (1) day only, at the discretion of the physical education teacher. Students not participating in physical education may be assigned other work to complete, including written assignments.

Students must have an appropriate change of clothes, with sneakers, to participate in physical education. Students who choose to wear inappropriate clothing and/or footwear (i.e. – work boots, flip flops, etc.) will not be permitted to participate in physical education class and will receive a zero for the day. For safety and protection from injury and spread of infectious diseases, **SCHS recommends no jewelry will be worn in class.**

In accordance with the Student Wellness Policy, students shall be moderately to vigorously active for as much time as possible during each physical education class. Grading will be based on positive effort, behavior, language, and individual participation in activities as well as proper dress. Also, written work, quizzes and assignments will be given.

PlusPortals - PlusPortals is an online grade reporting system available to all parents of students at Sullivan County High School. Student grades are posted to PlusPortals accounts on the internet for parents/guardians to view. Account information for new students can be created once a valid email address is shared with the district.

PROFICIENCY REQUIREMENTS – All students must successfully complete all graduation requirements mandated by the State of Pennsylvania.

Students who do not display proficiency on required assessments will be required to meet graduation requirements through another pathway to graduation. Contact the guidance office for more information.

PROGRESS REPORTS - Between report cards, interim progress reports will be sent home on approximately the twenty-second day of each marking period with those students whose parents have made a written request. *A new request is required each year.* Deficiency reports will be mailed to the homes of all students in danger of failing at the midpoint of each marking period. Teachers may also send reports to indicate exceptionally good work or to report that a student's work is improving. Parents, in turn, are encouraged to contact the teachers sending the reports. If parents want deficiency reports sent to an address other than the home address or want duplicate reports sent, they must send a written request to the guidance office. Please include a telephone number. *A new request is required each year.*

REPORT CARDS - Students receive a report of their school progress at the end of each quarter. The report contains grades in course achievement and behavior. Students are to take report cards home and return a signed copy by the designated date. *If parents wish to have a duplicate report card sent to another address, they must send a written request to the guidance office. Such requests should be made each year.* Grades have the following values:

A	93-100	SUPERIOR WORK
B	85-92	HIGHLY COMPETENT WORK
C	75-84	COMPETENT WORK
D	70-74	MINIMALLY COMPETENT WORK
F	0-69	FAILING WORK

RETENTION POLICY - Students in grades seven and eight will be promoted to the next grade if they fail no more than one major subject. Any student who failed two major subjects will be required to successfully complete remedial summer school or private tutoring to proceed to the next grade. Three or more failures in major subjects will result in retention.

Students who fail seventh or eighth grade twice will be given a social promotion if they successfully complete a failed subject during the summer. Otherwise, they will be retained at the previous grade level. Only students with the potential to complete all credits and requirements for graduation shall be considered seniors.

For students with an Individual Education Plan, promotion will be a part of the IEP Team decision making process.

View [**Board Policy 215 Promotion and Retention**](#)

SUMMER SCHOOL - Students may be eligible to recover lost credits in summer school. Students may also pursue credit recovery options at any other public or private school or through thirty hours of private tutoring with a properly certified instructor.

SECTION II: GENERAL INFORMATION

ATTENDANCE REQUIREMENTS

Attending school regularly is one of the key ingredients for academic success, and fulfilling obligations through regular attendance is an important life skill. Parents/Guardians and students are responsible to ensure regular school attendance. Parents/Guardians are hereby notified that, should they and their children fail to comply with statutory requirements of compulsory attendance, the school district is obligated to prosecute such infractions in accordance with the law.

Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. Students who are no longer of compulsory attendance age but elect to remain on the rolls of the school district are to attend school on a regular basis as per the same expectations set forth for those students of compulsory school age.

As per 22 Pa Code 11.24, students whose names are on the active membership roll, who are at any time in the school term absent from school for ten (10) consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:

- a. The school district has been provided with evidence that the absence may be legally excused.
- b. Compulsory attendance prosecution has been or is being pursued.

Students who enroll in the Sullivan County School District as transfers from other schools, including charter schools, will have their attendance record from their previous school(s) reviewed by Sullivan County School District officials and the Sullivan County School District attendance procedures will apply to absences accrued at all schools at the time of enrollment. This means that attendance records from prior schools will be honored by Sullivan County School District and counted towards the enforcement of attendance policies and laws.

Attendance shall be taken by each first period teacher and submitted to the office prior to 9:00 a.m. each school day. A student must be present for a period of two consecutive hours in either the a.m. or p.m. session in order to be counted as present for the given session. Noon delineates the a.m. and p.m. sessions. Students should not arrive at school earlier than 8:15 a.m. By the 8:40 bell, students should be in their first period class, standing for the Pledge of Allegiance, and listening quietly to the morning announcements. On days when school must be closed due to inclement weather or other unexpected emergencies, announcements will be made as soon after 6:00 a.m. as possible from most local radio and television stations. Calls will also be sent out via the district's telecommunication service at approximately 6:15 a.m. The following reasons constitute excused absences in accordance with the Pennsylvania School Code:

1. Sickness of the student
2. Quarantine
3. Impassable roads or inclement weather
4. Attendance at funerals for up to three (3) days for members of the immediate family (father, mother, brother, sister, grandparent or others as determined by school officials) or for out-of-state services
5. Attendance at funerals for one (1) day for all others not listed above
6. Medical or dental appointments – half of a day should be sufficient in most cases; however, each situation will be reviewed individually
7. Family emergency – one (1) day limit per year
8. Educational trips – ten (10) days total maximum; no more than two trips per year; requires written pre-approval by the principal;
9. Religious event
10. College visitations for seniors – three (3) days maximum
11. Scheduled court appearance – documentation required

The following reasons constitute illegal or unexcused absences in accordance with the Pennsylvania School Code:

1. Truancy (absence from school without a legal excuse)
2. Missing the bus – students are to be at the bus stop five (5) minutes prior to the scheduled pick-up time
3. Trips not approved in advance
4. Shopping
5. Hunting, fishing, and attending sporting events
6. Birthdays or other celebrations

7. Gainful employment
8. Any reason not listed in the legal excuse grouping

After-School Activity Participation Eligibility

In order to be eligible to participate in interscholastic athletics and/or other after-school activities, including practices and/or rehearsals, students must be signed in to school no later than 8:40 AM at the Sullivan County High School and must complete at least the equivalent of $\frac{1}{2}$ day of attendance (as per the guidelines below). The principal or designee may take into account extenuating circumstances with regard to this rule. Detentions are not considered after-school activities with regard to these rules and students are expected to attend all detentions on the day scheduled.

[View Board Policy 204 Attendance](#)

ATTENDANCE PROCEDURES - Students are responsible upon their return following an absence for providing a written excuse for that absence. Students who fail to return an excuse to their first period teacher within three (3) school days of the absence shall be marked as unexcused for that day's absence.

Students are never to leave school while it is in session without written permission from the office. For students to be excused before the normal end of the school day, they must present a written request from the parent or guardian to the first period teacher during first period. When signing out of the office for any type of appointment, the student shall return with a medical excuse signed by their doctor or dentist. As with any absence, including early dismissals, appropriate reasons for the absence will still be considered when approving or rejecting the request for early dismissal. A phone call may be made to the parent in cases of early dismissal requests.

Students who arrive after 8:40 shall report to the office and shall be required to provide an excuse for their tardiness. Parents of students who accumulate four (4) or more tardies may be notified by the principal that tardies have become excessive and may be interfering with successful academic progress. Further tardies may result in disciplinary action.

Excessive Absences: If a student accumulates three unexcused absences, the parent will be notified that absences have become excessive and may be interfering with successful academic progress. The Superintendent will be notified. Letters will be sent to the parent/guardian after three (3), six (6) and ten (10) unexcused days of absence. After six (6) unexcused absences, a School Attendance Improvement Conference will be held with the parents/guardians. An informational letter will also be sent to parents after a cumulative of six (6) absences have been acquired by the student for any reason.

Home visitations may be initiated by the principal if it is necessary to investigate absences.

Upon accumulation of three (3) **illegal** absences, the superintendent shall be notified, and a notice of illegal absence shall be issued from the principal's office (attendance officer). Subsequent illegal absences shall be prosecuted in accordance with the Pennsylvania School Code.

All students shall have excuses signed by their parents or guardian **for every absence**. Only those students emancipated by the court may sign their own excuses.

The school does not recognize or condone any "skip days."

Students may have one (1) day for each day missed to make up work.

BACKPACKS - Backpacks, book bags, gym bags, and tote bags shall not be carried during the school day. They must remain in the student's locker.

BREAKFAST/LUNCH PROCEDURES - Breakfast and luncheon service is provided for students in the high school cafeteria. Students participating in the breakfast program should report to the cafeteria immediately after they arrive at school. Those who do not report to the cafeteria in a timely fashion will not be served at the last minute. Breakfast foods and beverages should remain inside the cafeteria.

Students are responsible for helping to maintain the cleanliness of the cafeteria and any other dining locations. Students who throw food or create a mess will be asked to clean up their mess. Supervisory staff of the lunch program will direct this activity when necessary. Additionally, students may be assigned special study hall and/or lunch detention rather than being allowed to eat with the general population of students, if cleanliness guidelines cannot be followed.

Though this is recognized as a time of relaxation from the more formal time of the day, it is not a time for extremes in noise or behavior. Inappropriate lunch conduct may result in lunch detention, after school detention, or special study hall.

BULLYING/CYBERBULLYING POLICY – Sullivan County School District is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the board prohibits bullying by district students.

View Policy 249 Bullying/Cyberbullying Policy 249 is currently under review. Any updates or revisions to this policy will be communicated to students, parents/guardians, and staff once finalized. Until the review is complete, the existing policy remains in effect.

CHEATING/PLAGIARISM/FORGERY – Cheating or plagiarism of any type can result in failure of the evaluation, assignment or paper/project of the person cheating and possibly

the person providing the information if done voluntarily or knowingly. Failure of the course for the marking period is also possible. In extreme cases, failure of the course for the year with no chance for make-up in summer school/tutorial may also result. Suspension or expulsion can also occur depending on the severity of the offense.

Forgery, under any circumstances, will not be tolerated and disciplinary consequences, including suspension or removal from school clubs/activities can occur depending on the severity and/or repetitive nature of the offense(s).

Cheating is defined as the willful giving or receiving of unauthorized aid on tests, exams, reports, term papers, homework or other school/course related assignments, whether in school or outside of school hours.

Plagiarism is defined as the willful use of others' ideas or words without attribution.

Forgery is willfully making or altering a document that is fraudulent.

COMPUTER AND INTERNET USAGE - After returning a signed Student Internet Application and Parental Permission Form, students may use school computers and the Internet in accordance with Policy #815.

All students must comply with Policy #815, Acceptable Use of Networks and Computer Resources. Students failing to follow policy guidelines will be subject to disciplinary action and/or loss of the use of school computers. **Students are urged to refrain from putting personal information and photographs on the Internet or “chatting” with strangers on their home computers.**

View [Board Policy 815 Acceptable Use of Internet, Computers and Network Resources](#)

CUSTODIAL RIGHTS - If one parent has a court order naming the parent as custodian, the parent should supply a copy of this document to the principal and it will be attached to the child's permanent record. This court order will be used by the District as a legal base. In the absence of such a document, the District will not deny either parent access to his/her child nor refuse to supply information to either parent, refuse to confer with either parent, or prohibit either parent from picking up his/her child from school.

DANCES/PROM - Fund-raising dances will be scheduled from 7:00 p.m. to 10:00 p.m. Doors to these dances will be closed at 8:00 p.m. Students leaving the dance will not be allowed to return. Any student desiring to arrive at a dance after 8:00 p.m. may be admitted if cleared by the principal prior to the day of the dance. Only students enrolled in grades 7 through 12 at SCHS or another school may attend fund-raising dances. Students from other schools will be admitted only if they are a guest of one of our students. Guests must be registered in the main office by 3:30 p.m. on Friday, the week of the dance, and must produce school picture ID or a letter of identification from the principal or superintendent of their school or school district. All school rules will be in effect during any dance. SCHS students bringing a guest will be responsible for the guest's behavior. If a guest should become disruptive, both students will be asked to leave. The guest will be banned from future dances, and the SCHS student shall be subject to appropriate disciplinary action based on the conduct of the guest. Graduates of SCHS from the previous two years may attend the

Homecoming Dance. Exceptions to these rules must be approved by the principal in advance of the day of the dance. The school dress code will be followed at fund-raising dances. Appropriate formal wear will be accepted at the Winter Ball and the Prom.

The Winter Ball and Junior/Senior Prom are formal dances sponsored by the senior and junior classes, respectively. The purpose of these dances is to acknowledge the senior high students with a special formal evening. These events are designed for the older, more mature students of our school who will soon be adults in the community. Students from other high schools will be admitted only if they are guests of one of our students who have been approved by the principal or designee. As a general rule, all members of the junior and senior class are invited to the prom. They may bring a guest to the prom from their own class, sophomore class, freshman class or recent (previous two years) graduates of high school. Students classified as seventh or eighth grade students are not eligible to attend the prom. The same rules apply to the Winter Ball. Exceptions to this rule must be approved by the principal. Any person age 21 or older will not be permitted to be a guest at any SCHS dance.

DRESS CODE – Students are expected to be dressed appropriately during the school day. Student dress should be neat, clean, and not disruptive to the learning process. Final decisions regarding appropriate school dress will be made by the building principal. Students who are inappropriately dressed may be given appropriate clothing to wear for the balance of the day, or may be withheld from class until an appropriate outfit is brought to the school for the student.

Inappropriate dress includes, but is not limited to, the following:

1. Halter tops, strapless tops, bare midriffs, “muscle shirts,” tops with straps less than one inches wide, or tops that expose cleavage when sitting or standing
2. Shorts, skirts, dresses and skorts less than mid-thigh length
3. Stretch pants, leggings, spandex, bike shorts, yoga pants, etc. without an appropriate length shirt/top worn over the top of them
4. Pajamas, pajama pants, and slippers
5. Bare feet
6. Shirts, patches, slogans or any and all accessories which display messages or symbolic representations related to tobacco, drugs, alcohol, or messages of a suggestive or obscene nature, including those which may reflect adversely on other persons
7. Hats and bandanas inside the building.
8. Sunglasses inside the building
9. Clothing that exposes any part of undergarments
10. Heelys
11. Flashing lights on objects, attire, or footwear. Flashing lights induce seizures.

[View Board Policy 221 Dress and Grooming](#)

DRILLS:

The Sullivan County Schools are proud to be able to serve you and your children and we will continually strive to provide a safe learning environment for them. The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures.

Due to the current national climate that we live in, we will be conducting various drills throughout the school year, and each subsequent school year. This document is to help you understand the importance of this as well as to understand each type of drill.

The students and staff of our school will be practicing four primary emergency drills this year. They are “FIRE DRILLS”; “LOCKDOWN DRILLS”; “SHELTER-IN-PLACE DRILLS”; and “EVACUATION DRILLS”. Each type of drill is explained below.

Fire Drills

The school will conduct a “fire drill” each month that school is in session. This is a Fire Code requirement as well as a requirement for all Pennsylvania public schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing, they will know what to do and how to do it.

Lockdown Drills

The school will conduct a “Lockdown Drill” periodically throughout each school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a “lockdown drill” all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, so no one will be allowed to enter the building or leave the building until the drill is completed.

Shelter-In-Place Drills

The “Shelter-In-Place Drill” will be conducted each school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or tornados.

Evacuation Drills

During an “Evacuation Drill”, students will be safely escorted along a designated evacuation route to one of our pre-determined evacuation sites. At the conclusion of the drill, all students will be escorted back to the school.

For the safety of everyone involved and to maintain order, we respectfully ask that you would abide by the following:

- Do not come to the school campus.
- Do not call the school offices (as they will be busy with the drill or actual emergency).
- Do not contact students or staff members via cell phone or social media (as they will be busy with the drill or actual emergency).
- Avoid social media posts. Correct information will be disseminated through our automated system as soon as possible in the time of an actual emergency.
- Please make sure that your contact information is current at all times so that you can be reached without delay in the event of an emergency.
- In the event of an actual emergency evacuation, you will receive notification where to pick up your child as soon as possible.

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work.

[View Board Policy 805 Emergency Preparedness and Response](#)

DRUGS/ALCOHOL/DRUG PARAPHERNALIA - The Board of School Directors recognizes that the misuse of drugs and alcohol is a serious legal, physical, and social problem.

For purposes of these procedures, "drugs" shall mean (a) all controlled substances prohibited by law; (b) any prescription or patent drug, except those for which permission for use in school has been granted pursuant to school procedure; (c) any over-the-counter medication; (d) any steroid or other substance intended to enhance physical or athletic performance; (e) any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products; (f) all "look-alike" drugs; (g) all forms of drug paraphernalia; and (h) all alcoholic beverages.

The Board prohibits: (a) the use or ingestion, possession, distribution or transmission of drugs; (b) being under the influence of drugs; (c) attempts to use or ingest, possess, distribute or transmit drugs; and/or, (d) assisting, aiding or participating in the use or ingestion, possession, distribution or transmission of any drug during school hours, at any time while on school district owned, leased, or sanctioned property or vehicles, or at any school-sponsored activities whether on or off school premises, or during the time spent traveling to and from school and school-sponsored activities.

Violation of these rules will result in suspension from school and all school activities. A formal Board hearing may be held which may result in the student being expelled from the school district.

Students in violation of these rules will be reported to civil authorities for appropriate legal action.

In each case, questionable substances found in the possession of any student will be forwarded to the State Police for analysis.

EDUCATIONAL TRIPS - The Board of School Directors recognizes the value of trips that can be educationally beneficial but are not part of the school's activities. However, such trips that result in a child's absence from school shall require prior administrative approval and must adhere to the following:

1. Parents must request approval at least two weeks prior to the period of absence.
2. Parents shall present an outline of activities included in the trip that are educationally beneficial to the child.
3. Parents shall assume the responsibility of monitoring assigned work during the absence.
4. The principal shall make a recommendation for approval if:
 - a. The student has an attendance rate of 90%.
 - b. The student is passing all subjects.
 - c. **The student is not missing special school activities such as final exams or achievement tests.**
5. The student accepts the responsibility for completing assigned work during the absence and of taking quizzes and tests missed upon his or her return.
6. Upon the student's return from an approved trip, the teacher will correct assigned work, administer tests missed, and report to the parent or guardian within the general reporting policy and procedures of the school.
7. Educational trips shall be limited to no more than two (2) trips each school year and shall not exceed a total of ten (10) days of absence during any school year. Requests beyond this limit shall be reviewed by the superintendent with a recommendation made to the Board of School Directors.
8. **All days of absence count toward the ten (10) days of absences allowed by the School Code of the Commonwealth of Pennsylvania.**

ELECTRONIC EQUIPMENT – Laser pointers or any other electronic device seen as unsafe by administration are prohibited in school. The school district is not liable for the loss, damage, or misuse of any electronic device brought to school by a student while in the possession of the student. Violations shall result in confiscation of the electronic device and may result in disciplinary action. Exceptions to the prohibitions set forth in this policy may be made for health, safety, emergency reasons, and at administrative discretion based on their educational purpose when accompanied by written approval of the parent/guardian and with prior approval of the building principal or designee.

Electronic devices, including cell phones, may be used during the lunch period and during the morning prior to the start of classes (8:15 a.m. – 8:35 a.m.) as long as students follow the guidelines set forth in Administrative Regulation No. 237-AR-0. Use in an assigned quiet study during the lunch period may be granted by the quiet study teacher. Those guidelines are as follows:

1. The cellular phone or other electronic device must be turned off during those school hours when phone and/or electronic device use is not permitted. Devices will be stored in the provided storage areas in each classroom.

2. Phone and electronic device use will only be permitted during the student's scheduled daily lunch period, at the very start of the school day prior to the start of instruction (8:15 a.m.-8:35 a.m.) or during class time, in the event that a teacher has given permission to use the device for a specific instructional purpose.
3. At no time other than during the allowable times will the device be visible.
4. All electronic devices, including cell phones must remain off during a school evacuation/lock down.
5. During times when cell phone or electronic device use is permitted, students may not, under any circumstance, do any of the following:
 - a. Access SCSD WiFi signals.
 - b. Use any photograph, video, or recording capabilities of the device.
 - c. Violate the SCSD acceptable use policy in any way.

View [Board Policy 237 Electronic Devices](#)

FACULTY ROOM AND OFFICES - Students are not to go into the faculty room. Students are not to go into any private office unless given permission by a member of the staff.

FIELD TRIPS - Field trips are a very important adjunct to classroom instruction and, as such, are planned by teachers. The field trip is an extension of the classroom, and all behavior will be judged in this light. All school rules apply on field trips.

Student participation in field trips is a privilege earned by the achievement in the areas of attendance, scholarship, and conduct as determined by the administration and coordinating staff member(s). No student with outstanding obligations may participate in any field trips.

Students are required to return a permission slip, signed by a parent or guardian, to the teacher prior to any trip. Students who fail to do this will not be allowed to participate.

Students should understand that they might be searched prior to, during, or after returning from any trip. This search would include placing any possessions on a table for examination. Any body searches would be conducted by a staff member of the same sex as the student being searched. All searches would follow proper procedures as defined by school district policy.

FUND-RAISING - All fund-raising, for any purpose, must be approved by a committee of the student government advisors, athletic director, and principal. Fund-raising events will be limited to a specific time period.

Advisors of organizations or classes should arrange with the treasurer of the organization to keep track of the organization's financial records and transactions. All deposits of an organization's funds will be made through the office. A separate account will be kept by the office for each organization. When a withdrawal is made, forms provided by the office for the withdrawal of funds should be presented. Upon presentation of this form, a check will be drawn in the office. No organization shall make deposits directly to the bank as the law specifically outlines the above procedure for keeping accounts.

In the event that money is collected after school hours, a key to the night deposit slot at the Citizens and Northern Bank in Laporte must be secured in the office during regular school hours. Under no circumstances is money collected from any whole group fund-raiser held on school grounds to be taken home or out of the building other than to the night deposit slot. Whole group fund-raisers conducted off school grounds require all monies to be deposited in the night deposit slot immediately after the scheduled fund-raiser. Any monies collected by individual students selling product to the greater community should be returned to the class advisor on the final day of the fund-raising activity.

All monies collected from fund-raising activities are to be counted in the presence of both an advisor and students of the organization. These monies are to be deposited directly in the school office.

HAZING - The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-related student activity. No student, coach, sponsor, volunteer, or school district employee shall plan, direct, encourage, assist, or engage in any hazing activity. If a student believes that he/she has been subject to hazing, the student shall promptly report the incident to the building principal. The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

View [Board Policy 247 Hazing](#)

INCLEMENT WEATHER PROCEDURES

School Early Dismissals, Delays and Closings

If schools must be dismissed early, delayed or closed due to inclement weather or other emergencies, an announcement will be made via:

ParentLink phone message

Sullivan County School District's Website

TV Media: WNEP, WBRE/WYOU

Radio Media: WILQ, KISS FM, WGRC, WHLM, WHGL

In the event of a school closing, we will make the decision as early as possible to provide adequate time for notification. Decisions are based on the current and anticipated forecast as well as road conditions. Parents and guardians should plan to provide a place for children to stay when school closes or an early dismissal is necessary. Understand that two hour delays may turn into school cancellations if factors for the delay do not improve.

2 hour delays: Students report time 10:15

Cancellations: Make-Up Days are posted on the school website and on the school calendar

LOCKERS - Each student is assigned a locker for storage of books, coats, gym clothes and needed materials. Students have the responsibility to see that their lockers are kept orderly at all times. No money or expensive items should be kept in the lockers. Students are prohibited from permanently marking or defacing lockers and are responsible for the removal of any pictures or stickers placed **in** their lockers. **No items may be placed on the outside of the lockers without prior approval of the principal.**

Lockers will be assigned by the students' homeroom teachers. Students and/or parents who insist on using locks must use locks provided by the school. A monetary charge equal to the purchase price of a new lock will be levied on any student who fails to return his borrowed lock at the end of the year or upon transfer from the school.

The school maintains the legal right to inspect any locker and its contents.

Gym lockers and locks are the responsibility of the physical education teachers. A monetary charge equal to the purchase price of a new lock will be levied on any student who fails to return his borrowed lock at the end of the year or upon transfer from the school.

Students who have athletic materials may place them in their gym lockers in the morning between 8:25 a.m. and the beginning of first period. The locker rooms will not be available at any other time for this purpose.

View [Board Policy 226 Searches](#)

LOST AND FOUND - There will be many occasions throughout the school year when students will misplace personal belongings. All articles of this nature are to be sent to the main office and placed in an appropriate receptacle. If your child has lost something, please encourage them to inquire at the office. We encourage parents to label each student's belongings so that they may be easily returned when misplaced.

MANDATED REPORTING - All employees of the Sullivan County School District are mandated reporters of suspected mental or physical abuse of children.

Under Act 151 of 1994, school personnel are required to make a report when they reasonably believe a child has been abused. Employees are to report this information to the

administrator and the employee and/or the administrator will call the ChildLine and Children and Youth Services.

View [Board Policy 806 Child Abuse](#)

MEDICATIONS

Parents are advised to give medications at home and on a schedule other than during the school hours. Medication that is ordered by a physician to be given once a day must be given at home. If ordered twice daily it should be given before and after school, and three times daily should be given before and after school and prior to bedtime. If it is necessary that a medication be given during school hours, the following regulations must be followed:

- **All medication, including over the counter, must be accompanied by a written order from the attending physician.**
- Students are not permitted to transport medication to and from school. It must be delivered to the school nurse's office by an adult.
- All medication must be brought to school in the original container with the prescription label intact. **If medication is not properly labeled, and there is no physician's authorization & parent permission the medication will not be administered.**
- **Students found to be in possession of medications without proper permission may be subject to disciplinary action including suspension and/or expulsion and/or state police involvement depending upon the nature of the infraction.**
- Students are expected to come to the health room at the appropriate time to take their medications.
- School personnel will not administer or dispense the first dosage of medication to a student.
- A new form needs to be completed every school year
- **During field trips, students may self-administer medication under adult supervision if permission is granted by the parent and attending physician according to the self-administration guidelines.**

Self-administration of Medication by Students

The School Nurse will evaluate medications that are deemed appropriate for self-administration on a case by case basis.

As stated in Policy #210.1, students may carry an inhaler used for asthma upon completion of the medication form. Students shall not share their inhaler with another student.

Age-appropriate nonprescription medication including Tylenol, Ibuprofen, Pepto, and Benadryl (or their generic form) will be provided by the school and administered through the school nurse for those students who have parental permission granted on their student emergency form.

Students may carry and self-administer nonprescription cough drops and eye drops.

Herbal, homeopathic, vitamins, and other over-the-counter supplements or remedies, including but not limited to protein shakes, energy pills, energy drinks, nutritional

supplements, etc., will require completion of the medication form. Students are not allowed at any time to carry and self-administer such products without this approval. Failure to follow proper procedures will result in disciplinary action. Consideration **MAY** be given to a student who immediately notifies the nurse or principal of the accidental possession of a medication or over-the-counter product.

View [Board Policy 210 Medications](#)

MILITARY SERVICES - By law, the school district must make available the names, addresses, and telephone numbers of senior high school students to the United States Military Services and institutions of higher learning. Students have the right to exclude their names from this list by filling out and returning the military services form provided at the beginning of the school year to the high school. For more information, contact the superintendent at 570-946-8200 or see the principal.

PARAPROFESSIONALS - The use of paraprofessionals is an important supportive ingredient to education. A paraprofessional's primary function is to support the teacher in meeting the individual needs of children. The paraprofessional's responsibilities include only those things that have been planned and are directed by the teacher:

1. Monitoring small group and individual learning activities.
2. Monitoring playground and indoor recess activities.
3. Securing, setting up, and running equipment for class lessons.
4. Assisting the teacher in providing a variety of learning experiences and materials for children's use.
5. Tutoring of a review nature as planned for and directed by the teacher.

PARENTAL CONFERENCES - Parental conferences may be arranged by contacting an individual teacher, the guidance counselor, or the building principal.

PARTIES - In general, there are no classroom parties. Exceptions must be approved by the principal.

PASSES - Except under unusual circumstances, students should not be in the hallway during class time. Students **MUST** sign out and sign in on the yellow sign out form located in each classroom. Students signing out for short, routine trips to the lav, their locker, or another classroom do not need a pass. Students signing out to the principal's office, guidance office or the nurse's office should return to class with a pass from the principal's office, nurse's office, or guidance office. Students signing out for longer, non-routine trips should obtain a written pass. Students should obtain a pass from the sending teacher / staff member if the student is going to be late to class for any reason. Students should secure a written pass for attending a quiet study other than their assigned quiet study. Students should expect to be questioned by faculty and staff members in the hallway as to their purpose of being in the hallway. Students in the halls without authorization and/or students who abuse hall pass privileges will be placed on a special hall pass and are subject to disciplinary action.

PROCEDURAL RIGHTS AND RESPONSIBILITIES - Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. 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 fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend, slander, or libel others.

To demonstrate responsibility, a student must:

- report any suspicious behavior or activity to a staff member and/or local law enforcement
- be aware of all rules and regulations for student behavior and conduct him- or herself in accordance with them.
- be willing to volunteer information immediately in disciplinary cases and cooperate with school staff should they have knowledge of importance in relation to such cases or be disciplined according to the discipline policy.
- dress and groom so as to meet fair standards of safety, health, and common standards of decency.
- know that until a rule is waived, altered, or repealed, it is in full effect.
- assist the school staff in running a safe school for all students enrolled therein.
- comply with state and local laws.
- protect and care for school property, including textbooks.
- take care of the other school's property while attending school functions at other sites.
- respect the property of other students.
- attend school daily, except when excused, and be on time to all classes and other school functions.
- make necessary arrangements for making up work when absent from school.
- complete the course of study prescribed by state and local authorities.
- avoid inaccuracies and obscenities in student newspapers and publications.
- avoid indecent or obscene language at any time on school property and at school-sponsored activities so as to affect a common standard of decency.
- meet financial obligations concerning equipment, textbooks, library books, and supplies.
- meet all disciplinary obligations in a timely fashion.
- refrain from making other students or staff members feel unsafe.
- refrain from calling other students or staff members a name that is hurtful.

[**View Board Policy 235 Students Rights and Responsibilities**](#)

PUBLIC DISPLAY OF AFFECTION - Public displays of affection are not appropriate in a school setting. Kissing and close physical contact in school is not acceptable behavior. Students must refrain from public displays of affection. Initial violations, unless excessive, will result in a warning. Excessive and/or repetitive violations may result in more serious disciplinary consequences.

RESTRAINTS – Use of restraints may only be used when reasonable force by teachers or administrators may be necessary for the following reasons:

1. To quell a disturbance
2. To obtain possession of weapons or other dangerous objects
3. For the purpose of self-defense
4. For the protection of persons or property

Staff members may place their hands on a student in the following situations:

1. To separate students during a confrontation
2. If the students has become a danger to self or others
3. To protect others during a physical altercation
4. To assist a student who is getting up from the ground
5. To escort a student to the office following a confrontation
6. To carry out a defensive action with no intent to harm the student

SCHOOL BUS EXPECTATIONS AND DISCIPLINE - The school day begins when a student steps off his/her property to board the bus. Therefore, the student is under the rules and regulations of the Sullivan County School District at that time. All rules and regulations apply while being transported to and from school. Students should exercise caution, good manners, and consideration for other people. They should obey the driver; his/her first concern is for **safety**.

Guidelines for Pupils Waiting for the Bus:

1. Be at your stop five minutes prior to scheduled pick up time.
2. When the bus approaches, get in line.
3. Stay clear of the bus until it comes to a complete stop.
4. Let smaller children board first.
5. Your bus driver has a schedule to keep. It is your responsibility to be at the bus stop; he/she is not responsible to wait for you.

Boarding/Departing the Bus:

1. Use the handrail.
2. Go up the steps one at a time.
3. Have a safe, calm body.
4. Remain seated unless boarding/departing.
5. Use the handrail and take one step at a time.
6. After you leave the bus, go directly to your assigned place or home.

Conduct On the Bus:

1. Keep a safe, calm body.
2. Place books or parcels on your lap. Keep the aisle clear.
3. Avoid loud talking, use of profanity, and confusion that might distract your driver.
4. Ask the driver for permission before opening windows.
5. Keep your body inside the bus.
6. Throwing items in the bus, or out of the bus is prohibited.
7. Use emergency door and exit controls only during supervised drills or actual emergencies.
8. Alcohol and or tobacco products/vaping are prohibited.
9. Remain seated until the bus has come to a complete stop.
10. Help your drivers to keep the bus clean and in good shape.
11. Eating and drinking is prohibited while on the bus.

Parents/guardians and students should be aware that buses in the Sullivan County School District are equipped with video and audio recording equipment that records students and their activities on the bus.

You must have a written request from your parent/guardian, approved by your building principal's office, before you can ride a bus (other than the assigned bus you ride on a daily basis), or to get off at a different approved stop. The written request is necessary to get off at a stop other than your own.

Student Conduct on the Bus:

The bus driver has the primary responsibility of enforcing proper discipline on the school bus. When discipline on the bus is unsatisfactory, the driver should first try to correct the matter and reteach expectations. When misconduct persists in spite of the efforts of the driver to correct it, the driver shall make a written report to the principal. The report shall include a description of the misconduct and a review of the efforts of the driver to correct it. When the principal receives this report, he/she shall talk to the student(s) involved and the bus driver. The principal will then determine the action needed.

Summary of Procedures:

1st Offense – The student will be reported by the bus driver to the High School or Elementary Principal who will hold a conference with the student, and if necessary, the bus driver. The student will receive a verbal reprimand. Parents will be notified by the principal of the offense and advised of the next step if misconduct persists.

2nd Offense – The student will be reported by the bus driver to the principal who will hold a conference with the pupil and, if necessary, the bus driver. The parent(s) will be informed by the principal. Disciplinary action, which may include suspension of transportation privileges for up to 3 days will be taken against the student.

3rd Offense - The student will be reported to the principal who will hold a conference with the student and driver. The principal will inform the parent(s) and will report the case to the superintendent. The superintendent will give the parents an opportunity to attend a hearing. The bus driver and the principal may be asked to attend the hearing. The superintendent will determine the disciplinary action to be taken, which may include the suspension of transportation privileges for up to 10 days or other disciplinary action. If transportation privileges are suspended, the parents will be responsible for the transportation of the student to and from school on these days. If the student fails to attend school because the parent cannot provide transportation, the absences will be considered illegal or unexcused.

If the incident is serious enough to warrant it, the administrator(s) have the discretion to bypass any particular step or steps.

All school rules will be enforced and disciplinary action will follow appropriately based policy.

A written report is required from the bus driver to the principal for each offense.

The parent of any student riding a school bus may contact the high school principal, elementary principal, or superintendent to report any violation of the transportation policy by a bus driver. The complaint will be investigated, and the results of the investigation will be reported to the parent.

SCHOOL PROPERTY - Students shall attempt to keep the school campus, buildings and furnishings clean and in good order at all times. Students who deface the building, grounds, or equipment or destroy school property or the property of school district employees or other students in any way will be suspended from school for a period of up to ten (10) days and may be recommended for expulsion. The student and parent(s)/guardian(s) will receive a bill for all damages. In extreme cases or in the case of a repetitious offender, referral to law enforcement authorities may be initiated.

View [Board Policy 224 Care of School Property](#)

SEARCHES - School district personnel may lawfully search students or their belongings including but not limited to lockers, automobiles, electronic devices, purses, backpacks, clothing and other possessions, without a warrant if there is reasonable suspicion that there is a threat to the health, safety or welfare of the student or the school population. This policy applies whenever students and/or their belongings are in school, on school property, attending school-sponsored functions (including extracurricular or co-curricular activities on or off school premises), on school-sponsored transportation, or otherwise under school supervision. Additionally, the school district may lawfully conduct reasonable searches without specific suspicion in certain circumstances where there is a threat to the health, safety or welfare of the school population. Examples of threats to the health, safety or welfare of a student or the school population include, but are not limited to, the following: reasonable suspicion that a student is in possession of a weapon, drugs or paraphernalia; reasonable suspicion that a student is in possession of stolen property; reasonable suspicion

that a student is in possession of pornographic or other inappropriate material; reasonable suspicion that a student has been “sexting” photographs of him/herself or others with his/her cell phone and/or other electronic device and/or is using his/her cell phone and/or other electronic device to bully another student and/or to send threatening messages. The results of searches may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. The student generally will be notified and given an opportunity to be present during any search, unless there are exigent circumstances or it is impractical to do so. Parents/Guardians will be notified as soon as is practicable. Lockers, desks and other facilities made available to students are school district property and are subject to search. The school district will also cooperate with law enforcement and may, from time to time, partner with law enforcement to bring a canine on the premises to search for drugs or other illegal contraband.

View [Board Policy 226 Searches](#)

SEXUAL/UNLAWFUL HARASSMENT/BULLYING - The policy of the Sullivan County School District is to maintain a learning and working environment that is free from sexual or unlawful harassment and bullying.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual/unlawful nature. It shall also be a violation of this policy for students to harass other students and/or staff through conduct or communications of a sexual/unlawful nature.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

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

Bullying, as defined in Policy #249, includes cyberbullying.

Any reported cases of sexual/unlawful harassment or bullying shall be investigated under the guidelines of Policy #249 with the building principal being the first contact person. If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action designed to ensure the bullying ceases and will not recur. Any disciplinary action will be in accordance with district policy. Persistent cases of bullying may result in suspension, expulsion, and/or State Police involvement.

View [Board Policy 218 Discipline](#)

View [Board Policy 249 Bullying/Cyberbullying](#) Policy 249 is currently under review. Any updates or revisions to this policy will be communicated to students, parents/guardians, and staff once finalized. Until the review is complete, the existing policy remains in effect.

STUDENT EXPRESSION – Although students have a constitutional right to freedom of speech and expression, according to *Tinker vs. Des Moines Independent Community School District*, regulating public school students’ speech is generally permissible only if the evidence in the records is sufficient to permit school officials reasonably to forecast “substantial disruption of or material interference with school activities” or an impingement “upon the rights of other students.” Likewise, *Bethel School District No. 403 vs. Fraser* states that a student’s “lewd, indecent, or plainly offensive speech” is not protected by the First Amendment and may be regulated.

Students who wish to distribute or post materials on school property shall submit them to the principal for review at least three days before the desired date of distribution. Within two days, the principal shall notify the students if the material is protected or unprotected. If the material is deemed to be unprotected, the students have the right to appeal the decision to the Superintendent. If the material is approved for distribution, it will be distributed during quiet study or be made available for distribution in the main office or the guidance office. Students who distribute material will be responsible for clearing any litter that results from their activity. Disciplinary action will be taken for those students who distribute printed materials in contravention of this policy and district rules or who continue the manifestation of an unprotected expression after a person in authority orders that they desist.

View [Board Policy 220 Student Expression/Distribution and Posting of Materials](#)

STUDENT PUBLICATIONS - Sullivan County High School publishes the *Highland Herald*, a school newspaper, and the *Highlander*, a yearbook. The newspaper is available at school for a minimal purchase price, and the yearbook is offered for sale during subscription drives throughout the year.

STUDENT REQUESTS - Students or organizations wishing to make formal requests to the Board of School Directors should process their requests through the principal.

STUDENT SUPERVISION - Employees of the Sullivan County School District are responsible for students during instructional hours of the school day while the students are in school; during instructional hours of the school day while students are on school district property; on school district contracted vehicles; and at school district events held before, during, or after school that are directly observed and supervised by school district staff. To aid employees in the supervision of students, cameras have been placed in the hallways of the high school.

STUDY HALLS - Study halls are specifically for the purpose of studying and completing school assignments. Students should remain quiet and respectful of others. All students should bring adequate school work for the entire period. Students are required to have passes to leave study hall for any reason.

SURVEILLANCE CAMERAS - SCHS is monitored by video cameras, both inside the building and outside the building.

TELEPHONES - The office phone may be used only for an emergency and with adult supervision.

TESTING - State testing is conducted in grades seven and eight each spring. Students in Biology, Algebra 1 and English 10 will take the Keystone Exams in the spring. If parents find the assessments in conflict with their religious or other beliefs, they may request in writing to have their children excused from the tests.

THREAT ASSESSMENT

In June of 2019, legislation was enacted to assist schools in creating safer environments. One of the acts, Article XIII-E, Threat Assessment was added to the Pennsylvania School Code. The law states that each school entity (school district, intermediate unit, area career and technical school, charter school, regional charter school, or cyber charter school) shall establish at least one threat assessment team. In accordance with the legislation, the School Safety and Security Committee (SSSC), Pennsylvania Commission on Crime and Delinquency (PCCD), and key stakeholders from across Pennsylvania developed model procedures and guidance materials to help local schools establish and operate threat assessment teams.

In accordance with 24 P.S. §1302-E - 1303-E, schools shall establish a Threat Assessment Team (TAT). For each building the Principal, School Police Officer, and the Guidance counselor are members of the TAT Team.

Defining Threat Assessment:

Threat assessment is a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others.

[PA Public School Code, Article XIII-E. Threat Assessment.](#)

Threat assessment is a prevention strategy.

- School communities work together to identify student threats before they become acts of violence
- Schools have systems in place to process information
- Students receive assistance through early identification

Threat is a communication or behavior that indicates an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means. These actions can be considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by a third party, and regardless of whether the target of the threat is aware of the threat.

Strategies That Schools Have in Place

Some of the strategies/supports that schools have in place when a report is made are:

Student Assistance Team (SAP)	Mental Health Services
PBIS/MTSS Teams	IEP Team
Support Groups	Mentoring
Addressing Inappropriate Behavior	Setting Reasonable Boundaries
Suspension	Law Enforcement
Other, based on school need	

Not only are schools a place to learn, they are also a place of safety and security for the students, staff and community members who walk through the doors. The school community's awareness and participation in the threat assessment process will help to ensure the safety of the people and buildings.

Resources:

Working with other support teams in schools:

- [Positive Behavior Interventions and Support \(PBIS\)](#) - PBIS is a proactive, multi-tiered approach to discipline that promotes appropriate student behavior and increased learning.
- [Student Assistance Program](#) - The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school.
- [Multi-Tiered Systems of Support](#) - Pennsylvania's Multi-Tiered System of Support (MTSS) is a standards-aligned, comprehensive school improvement framework for enhancing academic, behavioral and social-emotional outcomes for all students.
- [Individualized Education Program \(IEP\)](#) - An IEP is the written plan for the education of a student who has a disability or is gifted.
 - The IEP is based on the individual student's needs and describes the special help that the student will receive in school.

To write an effective IEP for a child with a disability, parents, teachers, other school staff—and often the child—come together at a meeting to look closely at the child's unique needs.

- A student who is gifted has a Gifted Individualized Education Plan (GIEP). The GIEP includes all curricular areas in which the student is to receive education that is adapted and modified to meet their individual needs.

- **504 Service Agreement** - A student that does not qualify for special education services under IDEA (an educational law) still may qualify for services under Section 504 (a civil rights law) if the disability is shown to substantially limit his or her educational performance.
- A child with a disability is one who has a physical or mental impairment that substantially limits major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Accommodations often refer to building accessibility, classroom adjustments and curriculum modifications and may be updated or revised as the need changes.

Laws regarding confidentiality, privacy and consent:

Several laws address privacy of student information, including:

- The *Family Educational Rights and Privacy Act (FERPA)*, which restricts disclosure of information from student education records
- The *Individuals with Disabilities Education Act (IDEA)*, which protects certain special education information of students with disabilities

State laws in Pennsylvania and adopted board-level policies also provide privacy protections for students.

[View Board Policy 236.1 Threat Assessment](#)

TOBACCO/SMOKING/VAPING –

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of SCSD policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Possession or use of tobacco products on school property or at school-sponsored events is prohibited. Students are not permitted to carry smoking materials, lighters, matches, chewing

tobacco or other tobacco products, as well as look-a-like items/devices on their person and/or store in their lockers or their belongings while on school property, on school-sponsored modes of transportation, or at school-sponsored events whether on or off school district property. This includes all school buses and school vehicles, whether owned or contracted by the school district. In addition to the penalties as defined in the student discipline policy, a citation will be filed through the local magistrate's office requesting payment of a fine for violation of the policy. "Lookouts" or those warning or aiding tobacco users may suffer the same or similar disciplinary consequences. Students found using and/or possessing tobacco in any form or refusing to cooperate when suspected of using and/or possessing tobacco are subject to the following disciplinary procedures in addition to progressive discipline for each offense in the form of suspension:

- Non-criminal complaint filed with the district magistrate by local law enforcement officials (if found guilty, subject to a fine plus costs or alternative form of adjudication) for first, second, and third offenses.
- Upon a student's fourth offense there will be a hearing before the Sullivan County School Board with administration recommending expulsion for the remainder of the year.

[**View Board Policy 222 Tobacco and Vaping Products**](#)

TRANSPORTATION

BUSES - Parents and students should be aware that buses in the Sullivan County School District may be equipped with video cameras that record the students and their activities on the buses.

To insure proper behavior on the school bus, the following procedures will be in effect insofar as pupil offenses are concerned:

- The bus driver has the primary responsibility for enforcing proper discipline on the school bus. When discipline on the bus is unsatisfactory, the driver should first try to correct the matter. When misconduct persists in spite of the efforts of the driver to correct it, the driver shall make a written report to the principal.
- First offense – The student will be reported by the bus driver to the principal who will hold a conference with the student and, if necessary, the driver. The student will receive a verbal reprimand. The parents will be notified by the principal of the offense and advised of the next step if misconduct continues.
- Second offense – The student will be reported by the bus driver to the principal who will hold a conference with the student and, if necessary, the driver. The principal will notify the parents. Disciplinary action, which may include suspension of transportation privileges for up to three (3) days, will be taken against the student.

- Third offense – The student will be reported by the bus driver to the principal who will hold a conference with the pupil and the bus driver. The principal will inform the parents of the offense and will report the case to the superintendent. The superintendent will give the parents an opportunity to attend a hearing. The bus driver and principal may be asked to attend the hearing. The superintendent will determine the disciplinary action to be taken, which may include the suspension of transportation privileges for up to ten (10) days, detention, or suspension. If transportation privileges are suspended, the parents will be responsible for transporting the student to and from school. If a student fails to attend school because the parent cannot provide transportation, the absences will be considered illegal or unexcused.

A written report is required from the bus driver to the principal for each offense. If the incident is serious enough to warrant severe action, the administrator has the discretion to bypass any particular steps.

The parent of any student riding a school bus may contact the principal or superintendent to report any violation of the transportation policy by a bus driver.

If a student must ride a bus other than the one to which he/she is assigned, the parent/guardian must send a written request which the student must have stamped in the office.

STUDENT VEHICLES

The Board of School Directors has provided transportation for all students. Therefore, driving of private vehicles by students will be permitted only upon approval of the principal. Students may drive private vehicles to school under the following conditions:

1. A parental permission form has been completed and is on file in the office.
2. Vehicles must be parked in the back parking lot in spaces provided for student parking.
3. Students may not be in the parking lot or their cars during the school day without permission.
4. **Students may not transport other students to or from school unless written permission is granted by both students' parents/guardians.**
5. Students must drive with caution and reasonable care while on school property to insure the safety of others. The slightest infraction of reasonable driving methods will result in the loss of driving privileges.
6. **Parking a vehicle on school grounds is a privilege which may be withdrawn for students who drive in an unsafe manner on or off school grounds.**

View [**Board Policy 223 Use of Motor Vehicles**](#)

VENDING MACHINES - All vending machines, including those dispensing soda, candy, or chips, may be used by students during non-school hours only. Other beverages are available at lunch.

VISITORS:

Visitors to Sullivan County School District

Office Hours:

• District Office	7:30am to 4:00pm
• Elementary Office Entrance	8:00am to 4:00pm
• High School Office Entrance	8:00am to 4:00pm

Visitors must enter through the main door of the building wishing to visit and register.

- Activate the buzzer for call-in.
- State the purpose of your visit and who you would like to see.
- Sign the required Sign-In sheet before entering.
- Obtain a Visitor's Badge.
- Go directly to your destination.
 - Visitations to other parts of the complex are not permitted without permission.
- Sign the required Sign-Out sheet before leaving.

WEAPONS - Students shall not possess, handle, transport or maintain any weapon or look-alike weapon in any school building, on any school property, on any school bus, on/off the school grounds, at any school activity/event or function, before, during or after school hours, whether or not school is in session. Possession of a weapon including, but not limited to, firearms, knives, or explosive devices will not be tolerated in the school, on school grounds, or on school transportation at any time. Administration is required to report all weapons violations to the State Police. Prosecution will be in accordance with the Pennsylvania Crimes Code. Please refer to Policy #218.1. Consideration may be given to a student who immediately notifies the principal or designee of the accidental possession of a pocket knife or similar weapon.

[**View Board Policy 218.1 Weapons**](#)

WITHDRAWAL FROM SCHOOL - Students considering withdrawal from school must see the guidance counselor. Students age eighteen (18) or younger are required by state law to attend school. Parents of any student requesting withdrawal will be contacted.

SECTION III: DISCIPLINE – CODE OF CONDUCT

To conduct him/herself appropriately in school, the student must learn the basic discipline guidelines from both the school and the home. Discipline must be looked upon as important

and necessary by the student, the parent(s)/guardian(s), and the school. Unacceptable forms of student behavior can be organized into three categories:

1st Level: Acts of misbehavior resolved by the classroom teacher and/or principal or designee.

2nd Level: Misbehaviors, which by their seriousness or frequency, require disciplinary action by the principal or designee.

3rd Level: Misbehaviors which are extremely serious, highly disruptive and/or illegal or criminal in nature and are addressed by the principal or designee.

This section identifies some unacceptable student behaviors and cites the disciplinary action(s) violators can expect. **NOTE:** This is only a listing of some violations and *possible* disciplinary actions. **This list is not all inclusive, nor is it in any particular order.** Final decisions regarding the type and/or pervasiveness/severity of the behavior and the disciplinary consequences to be applied are at the discretion of the administration. In all cases, disciplinary action may be accelerated for repeat offenders and/or due to the pervasiveness/severity of the offense when taking into consideration evidence uncovered during the course of investigating the incident in question.

Incidents resolved by the classroom teacher and/or principal

A. Types of Infractions:

- minor class disruption
- dishonesty/lying
- classroom tardiness
- loitering in halls
- dress code offenses
- misuse of electronic or digital technology (Minor)
- minor bus offenses

B. Possible Disciplinary Action(s):

- Warning
- Conference with teacher
- Parental contact
- Detention
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Bus suspension

Incidents requiring disciplinary action by Administration

A. Types of Infractions:

- Cutting School
- Tardiness to school

- Class Cutting/Being in an unassigned area
- Unauthorized Cell Phone Use
- Vandalism – defacing/destroying property
- Leaving the building without permission
- Use, display, and/or possession of profane, offensive, vulgar, or obscene language, gestures, or materials, including materials of a sexual nature
- Severe cases of dishonesty – stealing/forgery/cheating/plagiarism
- Aggressive or disruptive behavior
- Insubordination and/or defiant and/or disobedient behavior
- Abuse of hallway/lavatory passes
- Horseplay that could result in injury to others and/or damage to property
- General disruptive behavior
- Bullying/Cyber Bullying
- Harassment (including sexual, racial, verbal, disability, and physical)
- Throwing food/objects
- Unauthorized driving to school
- Threats and/or threatening behavior
- Misuse of electronic or digital technology
- Improper distribution and/or posting of materials

B. Possible Disciplinary Action(s):

- Detention
- Loss of privileges
- Loss of credit
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Immediate referral to appropriate authorities (e.g., police, district court, district attorney, etc.)
- Restitution for damaged or stolen property
- Bus suspension
- Alternative Placement
- Expulsion

Extremely serious Incidents; Handled by Administration

A. Types of Infractions:

- Use/possession of tobacco/tobacco products
- Arson
- Misuse of electronic or digital technology (severe)
- Weapons offenses, including look-alike weapons
- Possession, distribution and/or use of controlled substances, drugs, alcohol, or other illegal materials, including paraphernalia (e.g., pipes, rolling papers other devices)
- Illegal possession of medications

- Threats and/or threatening behavior (severe)
- Theft, possession, or sale of stolen property
- Vandalism of property
- Acts of violence
- Fighting/aggressive behavior
- Participation in offensive, profane, vulgar, obscene or threatening phone calls, electronic communication, or other forms of communication
- Lodging a bomb scare or the threat of a catastrophe to the school or school district
- Illegal use of the school fire alarm
- Harassment (including sexual, racial, verbal, disability, and physical)
- Bullying/Cyber Bullying (Severe)
- Lewd and/or sexually explicit behavior
- Threatening or intimidating any school personnel/students

B. Possible Disciplinary Action:

- Out-of-School Suspension (OSS)
- Loss of privileges
- Immediate referral to appropriate authorities (e.g., police, district court, district attorney, etc.)
- Alternative Placement
- Expulsion
- Bus suspension
- Restitution for damaged or stolen property

[**View Board Policy 218 Student Discipline**](#)

Detention - Parents should understand that a detention is a supervised study hall in a classroom with a staff member from 3:30 p.m. to 5:20 p.m. Students should bring school work to be completed during detention. Students will be permitted to ride the activity bus home from afterschool detention if an activity bus is scheduled to run on the day of assigned detention. After school detentions will typically be scheduled on Thursday afternoon beginning at 3:30 p.m., but may be assigned on other days of the week dependent upon scheduling conflicts. Failure to attend an assigned detention will be considered a skipped detention and will carry further disciplinary penalty.

Special Study Hall (ISS) - A special study hall is a day spent in a room separate from the student's classmates. The room is supervised at all times, and students receive necessary help from the supervisor. During the day, students are **required** to do the work assigned by the supervisor as well as make up any assignments assigned from their regular teachers for that day. Failure to complete work assigned from the regular classroom teacher may result in an academic penalty.

For the entire day that a student has after-school detention or special study hall, students will not be allowed to attend practices, dances, or school events, at home or away, as a participant

or spectator. Only the building principal may excuse a student from a day of assigned detention or special study hall.

In addition, students who have been assigned detention will have seven school days to serve the detention(s) in accordance with the previous paragraph. If the student has not served the after school detention within the assigned seven days, he/she will be assigned a day of special study hall.

During the entire duration of an out-of-school suspension, including weekends and the evening of the first and last day of suspension, no participation in or attendance at any school-sanctioned activity or event will be permitted as per the currently approved athletic and disciplinary policy.

If a parent/guardian chooses to keep a student out of school rather than to have the student in special study hall, any days missed will be considered illegal and the student will be required to serve a day in special study hall upon their return to school.

If the principal deems it necessary to contact a local law enforcement agency, the Sullivan County School Resource Officer will be the first contact. If the SRO is not available, the principal may call the Pennsylvania State Police. The state police may be called first in situations involving drugs, alcohol, or imminent danger to students or staff.

PROHIBITED ITEMS/ACTIVITIES - The following items and/or activities are not permitted in the school building during the school day from 8:00 a.m. to 3:35 p.m.:

- Lighters/matches
- Cards/gambling
- Eating or drinking in the halls or classrooms (Unless a teacher permits eating in their classroom)
- Water devices such as water guns
- Inappropriate clothing as outlined in the Dress Code section of the *Griffin*
- Laser pointers or any other electronic device deemed unsafe by administration

The following items may not be used in the school building during the school day:

- Portable entertainment devices (Except during permitted times)
- Cellular Phones (Except during permitted times)
- Beepers/Pagers
- Sunglasses
- Hats
- Hackie sacs
- Yo-yos
- Trading cards
- Comic books
- Book bags

- Fidget Spinners

In regards to the Code of Conduct, the Threat Assessment Board Policy will apply.

STUDENTS WITH DISABILITIES - No child with a disability shall be punished for a behavior that is a manifestation of his or her disability. Positive strategies and consequences outlined in the district's board-approved Behavior Management Plan shall be utilized (Policy #113.1).

Students who exhibit severe, atypical, frequent, and persistent behaviors and who do not respond to re-teaching, classroom management strategies, or all of the discipline procedures stated above shall be sent immediately to the principal's office. Further referral to the SAP Team and other appropriate services will be employed as needed.

ACT 26 OF 1995 - In accordance with Act 26 of 1995, Sullivan County High School will transmit a certified copy of a student's discipline record within ten days of the request from the new school entity. This transfer may be made without the permission of the parent, guardian, or other person having control or charge of the student.

Prior to admission to Sullivan County High School, the parent, guardian or other person having control or charge of a student shall provide a sworn written statement stating whether the student was previously suspended or expelled from any public or private school in Pennsylvania or any other state for an act or offense involving weapons, alcohol, drugs, the willful infliction of injury to another person, or any act of violence committed on school property. Any student who is registered and is found to have been expelled or in alternative placement while registered in another district may face similar repercussions upon registering at SCSD.

SECTION IV: STUDENT SERVICES

BREAKFAST/LUNCH PROGRAM – The basic responsibility for a child’s nutrition rests with the home. Whether or not a student eats breakfast or lunch is a matter between the student and the parent, not the school. The school has assumed the responsibility for providing a balanced meal for any student wishing it. During the 2024-25 school year, students will receive breakfast and lunch at no cost to the student or family. Students may purchase seconds or snacks on a daily basis. Payments for seconds or snacks should be made in the cafeteria during breakfast or lunch. If sending a check, please make it out to “SCSD Cafeteria Fund.” The Sullivan County School District uses the **PrimeroEDGE** computerized meal cash and accounting debit system. Each child has an account with a private PIN number.

If you **DO NOT** want your child to purchase seconds or snack items, you must send a note to the Food Service Director stating such. Please include the child’s name and grade within the note.

Parents are responsible for making sure their child’s account maintains an appropriate balance for purchasing seconds and snacks. Students should not expect to “charge” for seconds or snacks.

In a typical school year, **PrimeroEDGE** is used to deposit money into your child’s lunch account and to track and monitor their purchases. This service will be of use this year if you allow your child to purchase additional snack items at lunch. Go to www.schoolcafe.com to sign up for this service. To register, you have to supply YOUR name and contact information, set up a username and password, etc. Then you add your child and their LUNCH NUMBER. Once you have done that, you can also set the Low Balance Alert. There is no charge for breakfast or lunch this year for your child, unless they are purchasing snacks.

If you have any questions, please contact Stephanie Powers, your Nutrition Group Food Service Director, by email at foodservice@sulcosd.k12.pa.us or by phone at (570) 946-6020.

In accordance with State Department Filing 64-76, if grades seven (7) through twelve (12) are in the same building, all students will be offered Type “A” meals consisting of at least five (5) items. All students have the option to accept a minimum of the food items.

Cafeteria Prices for the 2025-2026 school year are as follows:

Breakfast: FREE
Lunch: FREE

Students are still allowed to bring a bagged lunch.

GUIDANCE - It is the goal of the guidance department at Sullivan County High School to provide leadership, advocacy, and guidance that will enhance the success of our students. The guidance program provides education and services, including collaboration with parents (guardians), teachers, administrators, and community partners to address the developmental needs of all students. The goal of our guidance department is to provide support in key areas which promote and enhance the educational, career, and social/emotional wellness of all students. Stated more simply, guidance helps students reach their potential. Emphasis is given to the following areas:

- Academic Development and Planning
- Career Exploration
- College Exploration and Planning
- Social/Emotional Wellness

LIBRARY - The library is not a study hall. Students are allowed in the library only to use the educational materials, magazines, and newspapers. The library opens each morning at 8:30 a.m. Students are allowed to charge their Chromebooks in the library. If a student has a Chromebook that is not working or they forgot their Chromebook at home, they should go to the library to pick-up a spare.

SPECIAL EDUCATION SERVICES

PURPOSE OF THE IDENTIFICATION PROCESS

The Sullivan County School District is responsible for educating all children within its jurisdiction as each student is entitled to a free and appropriate education.

In order to provide the most effective educational program for a student, it is necessary to note each student's strengths and needs. Through the identification process conducted by properly trained personnel, an appropriate educational setting is selected. The Sullivan County School District provides a continuum of settings for its students.

SPECIAL EDUCATION SERVICES AND PROGRAMS

The Sullivan County School District provides the services and programs for exceptional students. These programs are administered by the Sullivan County School District, BlaST (Intermediate Unit #17), or a neighboring school district.

The services/programs reflect students with the following physical or mental disabilities:

1. Autism
2. Deaf-blindness
3. Deafness
4. Hearing Impairment
5. Visual Impairment
6. Intellectual Disability
7. Multiple Disabilities
8. Orthopedic Impairment
9. Other Health Impairment

10. Specific Learning Disability
11. Speech or Language Impairment
12. Traumatic Brain Injury
13. Emotional Disturbance

The multidisciplinary team determines the need of special education for individual students. Each exceptionality has specific criteria to determine eligibility for a special education service or program. In addition, there are also eligibility requirements for the mentally gifted.

With regard to Chapter 15 and other protected handicapped students, and in compliance with state and federal law, the Sullivan County School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and activities to the maximum extent appropriate to the student's abilities.

The services and protections for "protected" handicapped students are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in a special education program.

EARLY INTERVENTION - Early Intervention Screening and programs are operated and administered by Intermediate Unit #17 (BlaST).

If more information about early intervention is required, please contact Intermediate Unit 17 at 570-323-8561.

THE SCREENING PROCESS - The Sullivan County School District uses the following procedures for locating, identifying, and evaluating specific needs of school-aged students requiring special programs or services.

The district, as prescribed by Section 1402 of the School Code, routinely conducts yearly screening of a child's hearing acuity in Grades K, 1, 2, 3, 7, 11, and Special Education; and visual acuity in all grades at all schools. Gross motor and fine motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an ongoing basis.

Screening information will be used by the teachers within the student's school to meet specific needs or to document the need for further evaluation. At the elementary level, if it is determined that a child needs additional services, the Child Study Team will make adjustments relative to such things as the child's learning style, behavior, physical inabilities, and speech problems to be more in keeping with the traditional classroom expectancies. Parents will be notified if a child is receiving additional support. If a student does not make progress, the student will be referred for further evaluation.

THE EVALUATION PROCESS - When the Student Study Team at the high school level determines that a student referral should be made, the parents will be asked to give written permission for necessary individual professional evaluations. This written permission is called Permission to Evaluate.

After all evaluations are completed, an Evaluation Report will be compiled with parental involvement and include specific recommendations for the types of intervention necessary to deal with the child's specified needs.

Parents are then invited to participate in a meeting (MDE), where the results of the multidisciplinary evaluation will be discussed. At this meeting, the MDE Team, which includes parents, will determine if the child needs Special Education services. If the child needs Special Education, an Individual Educational Program (IEP) will be developed.

Parents are then presented with a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree. If parents disagree with the recommended program, the issue may be taken to mediation or a Due Process hearing.

Information about parental rights, mediation, or Due Process procedures and specific Special Education services and programs offered by the district are available upon request from the building principal in the child's school. A parent may request that the district initiate a screening or evaluation for a child by contacting the building principal. Further information about these procedures may be obtained by calling the special education coordinator at 570-946-6008.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Federal and state legislation protects the rights of students. The foundation of these rights is based on the Family Education Rights and Privacy Act of 1974 and state regulations in Chapter 12.

Education records and personally identifiable information cannot be disclosed or released without parental consent or, if the child is over 18, without student consent.

All information at either the elementary or high school level related to school records is strictly confidential and must adhere to the district student records policy. This policy is available in all school district offices.

If you have any questions or require further information, please contact one of the following:

High School Principal at 570-946-7001
Special Education Coordinator at 570-946-8200
Elementary Principal at 570-946-7471

STUDENT ASSISTANCE PROGRAM

What is SAP?

The Student Assistance Program (SAP) is designed to provide a way to quickly identify students who are struggling and may be considered “at risk”. SAP provides students with support and referral to interventions for the confidential help they need to safely and effectively deal with difficult situations that may be causing them to struggle in school. All Pennsylvania schools are required to offer SAP services. Written parent permission is required for any student to be involved in the SAP program.

What does “at risk” mean?

Students may be “at risk” when they face situations of transition and change. How students respond to these situations depends on having acquired developmental and age-appropriate coping skills. “At risk” students may adopt unacceptable behaviors during these periods of transition and change.

How is a student referred to SAP?

Anyone can refer a student to SAP. Perhaps a teacher or friend has noticed changes in behavior and habits at school, or a parent has noticed changes at home; all of these observations are important. A student is referred to SAP because someone is concerned about observable changes they are seeing in a student.

The TEAM:

The SAP team is comprised of school staff including teachers, counselors, nurses, administrators as well as outside agencies. All members have been highly trained. This team does NOT provide treatment nor does it discipline students.

The GOALS:

The SAP team works toward early identification of alcohol/drug abuse problems, and behavioral health concerns, including but not limited to: the loss of a loved one, depression, conduct/behavior issues and eating disorders. Overall the goal is to identify and address these problems in a timely manner. We hope to assist students in their personal growth while also fostering a successful school experience. The SAP team will assist in the following ways:

- By offering an intervention plan that may include a recommendation for further evaluation.
- By sharing any results and recommendations with students and his/her family.

SAP is dedicated to helping students recognize potential dangers and providing options for change and/or recovery, so students can eliminate barriers and be more successful in their school environment. SAP paperwork may be kept electronically.

The focal point of the program is the Student Support Team, which is a core group of school faculty specially trained to help students in the following behavior areas:

Alcohol abuse	Pregnancy
Drug abuse	Peer pressure
Child abuse	Loss
Eating disorders	Suicide
Dysfunctional families	Academics

The system is designed to function as follows:

1. Identify student who may benefit from this intervention.
2. Contact parent(s) for permission for the SAP process.
3. Collect specific data from teachers of the student.
4. Determine if a referral for mental health and/or D&A assessment is beneficial.
5. Provide support and advice to them through counseling and support groups.
6. Insure the policies of Sullivan County School District are followed.
7. Provide a means of communication among parents, students, and teachers.
8. Help promote an environment where all students including those in crisis able to reach their full potential.

If a student appears to be a danger to himself/herself or others, an immediate intervention may be necessary. The county mental health/mental retardation program provides emergency, on-call assessment for hospitalization. The daytime (8:30 a.m.-4:30 p.m.) number is 570-265-2211. After hours, the number is 570-265-9101. Appropriate feedback that does not violate the student's confidentiality will be provided to the original source of the referral.

View [Board Policy 236 Student Assistance Program](#)

STUDENT HEALTH SERVICES - The following services are administered by the nurse, school hygienist, or school physician. School dental screenings and physical exams will not be given without permission from the parent/guardian. School personnel recommend that students have a dental exam and a physical exam completed by their private physician, if possible. Dental and physical examination forms will be sent to parents during the school year prior to the year the exam is required to allow parents time for scheduling these examinations. Extra forms are available from the school nurse and via the school website.

Seventh grade All students will have a scoliosis screening; a hearing test; height, weight, and body mass index measurements; a dental examination; and a vision test.

Eighth grade	All students will have their height, weight, and body mass index measurements; and a vision test.
Ninth grade	All students will have their height, weight, and body mass index measurements; and a vision test.
Tenth grade	All students will have their height, weight, and body mass index measurements; and a vision test.
Eleventh grade	All students will have a hearing test; height, weight, and body mass index measurements; a vision test; and a physical examination.
Twelfth grade	All students will have their height, weight, and body mass index measurements; and a vision test.

Students who have not returned the completed required dental and/or physical examination forms for the required grades may be excluded from school beginning April 15.

Students will be excluded from school if they exhibit symptoms of a contagious, infectious illness. Students will be permitted to return to school when deemed noninfectious by either a physician or the school nurse. Parents are responsible for informing the school nurse of any illness their child may have that is contagious, so precautions can be taken, if necessary, to ensure containment of the illness from other students. Students who are injured or ill during the school day should go to the nurse's office with a pass from their supervising teacher. The nurse or designee will give first aid treatment and/or refer the student for further medical evaluation. If necessary, the nurse or designee will contact the parent or emergency contact to take the student home.

WELLNESS POLICY - The Board of School Directors of Sullivan County is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. To ensure the health and well-being of all students, the staff shall provide to all students a comprehensive nutrition program consistent with federal and state requirements; access, at reasonable cost, to foods and beverages that meet established nutritional guidelines; physical education courses and opportunities for developmentally appropriate physical activity during the school day; and curriculum and programs that are designed to educate students about proper nutrition and lifelong physical activity.

All foods available in the school during the school day must meet the Nutritional Standards for Competitive Foods in Pennsylvania Schools. This includes food in the school breakfast and lunch programs as well as any food consumed during approved parties in classrooms. Only approved vending machines may be used during school hours, and food may not be used as a reward in the classroom.

[**View Board Policy 246 School Wellness**](#)

WORKING PAPERS - Applications for working papers and the proper certificate must be obtained at the high school office before a student can be allowed to work at a part-time or full-time job. Any student enrolled in school who has not reached the age of eighteen (18) years and plans to work evenings or weekends during the school year must secure working papers. A parent or guardian must sign the application for a work permit, or provide a notarized statement that the information listed on the application is correct. It is also necessary for the issuing officer to see proof of age such as a birth certificate, baptismal certificate, or passport.

SECTION V: EXTRACURRICULAR ACTIVITIES INFORMATION

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES - To be eligible for any extracurricular activity, a pupil 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. **Students in grades seven and eight will be deemed ineligible if they are failing two or more classes. Students in grades nine through twelve will be deemed ineligible if they are failing three or more classes.** Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. All clubs, organizations, and groups shall have the right to establish reasonable and appropriate constitutions, by-laws, and standards for membership to govern their activities, but no student shall be denied participation in an extracurricular activity because of race, color, age, creed, religion, sexual orientation, ancestry, natural origin, marital status, pregnancy, or handicap/disability. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided for in this section, the student shall be ineligible from the immediately following Sunday through to the next Saturday.

A student may be excluded from an activity because of bad habits or improper conduct that would not represent the school in a becoming manner.

To be eligible to participate in an extracurricular event or contest, a student must be in attendance on the day of the activity for the full day unless the absence is an excused absence for a required court appearance, death in the family, a physician's appointment, required testing for entrance into an institution of higher learning, a religious observance, or an unusual circumstance that has been pre-approved by the principal or designee.

Students in detention or special study hall may not participate in any extracurricular activities, at home or away, including practices, on the day of the detention or special study hall.

The use of other than school-provided transportation to and from events must have clear approval from a student's parents and the principal or designee. Prior to a season or event, the parents may submit to the coach or advisor a list of persons to whom their children may

be released. This list must be approved by the principal and then carried by the coach or advisor to each game or event. Parents must notify the coach or sponsor personally with a note if their child is to travel with them. If a student is to travel with anyone on the approved list, a note from that student's parents must be submitted to the coach or advisor on the day of the game or event. The note must include the name of the person with whom the student may travel, the signature of the parent/guardian, and a telephone number where the parent may be reached during the day. A new note must be written each time the student is to travel with someone other than his/her parent. If the note is a forgery, the student will be suspended from the team/activity for seven (7) calendar days and will receive two (2) days of special study hall.

ETHICS CODE/SPORTSMANSHIP - Throughout the course of the year, many students participate in extracurricular activities. Some of these activities occur within the confines of the school itself, while others are in localities away from Sullivan County Junior/Senior High School. Since participants and spectators represent not only themselves as individuals, but the school district as well, they must observe standards of good conduct. The following regulations should be followed at all times:

1. Participants and spectators will refrain from the use or possession of alcoholic beverages.
2. Participants and spectators will refrain from the use or possession of narcotics, drugs, and other similar controlled substances.
3. Participants and spectators will refrain from the use of tobacco.
4. Participants and spectators will refrain from the use of profanity, not only among themselves, but also with opponents, referees, officials, and other adults.
5. Participants and spectators will respect not only the property of their own school district, but also the property of the host school district or communities where they are participating.
6. Participants and spectators are expected to exhibit the highest standard of honesty at all times.
7. All participants and spectators should exercise elements of restraint and good conduct.
8. All participants and spectators should exercise good sportsmanship.
9. All participants should adhere to training rules where applicable.
10. All participants and spectators are expected to carry school spirit in the highest regard at all events.
11. Visiting teams and fans should be treated as guests.
12. Spectators should refrain from "boeing."
13. Participants and spectators should abide by the decisions of the officials.
14. Students who leave an event may not return to the event without prior permission of the staff member in charge of the event.

OFF-CAMPUS ACTIVITIES - The above eligibility requirements and Ethics Code shall also apply to student conduct that occurs off school property if:

1. There is a connection between the student's conduct and the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that a particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct involves the theft or vandalism of school property.

NATIONAL HONOR SOCIETY SELECTION AND DISMISSAL GUIDELINES

Grades:

- As an NHS member, your official grades will be checked at the end of each semester to make certain you have a 93% average GPA or higher.
- If your grades drop below a 93%, you will receive notification in writing that you are on probation for one semester.
- If your GPA is still below a 93% after 1 semester on probation, you may be dismissed from NHS.
- Official grades will be obtained by the advisor in the guidance office.

Service:

- NHS members must complete 30 hours of documented community service each year, compiled prior to June 1st.
- Your hours must be recorded on your individual time sheet in order for them to count towards your 30 hours.
- Our NHS chapter will host community service events that we will complete together. Your attendance at these events is expected; however, your participation in at least 75% of these events is mandatory. Service hours that are obtained during group activities can count towards the mandatory 30 hours, but they must be documented by the member on his or her individual time sheet.
- Any hours not obtained in club events must be obtained on your own. If you are also in FBLA, hours may count for both organizations.
- If 30 hours of documented community service are not obtained as a junior, you will be dismissed from the society at the end of the school year. Any senior with fewer than 30 hours of documented community service two weeks prior to graduation will not walk with an NHS stole at graduation.

Fundraising:

- NHS fundraisers go to pay for national dues and to support our community service endeavors. Fundraising is a necessary facet of being a member of the organization.
- Participation in all of NHS fundraisers is expected; however, to remain an active member of the organization, you must participate in a minimum of 75% of fundraising efforts that the club holds.

- Below 75% participation in NHS fundraising efforts as a junior will result in being dismissed from the society at the end of the school year. If you are a senior and have not participated in the minimum number of fundraising efforts, you will not walk in graduation with an NHS stole.

Meetings/Society Sponsored Service Events:

- NHS meetings will be held as needed. They will not be held every week, so listen to the announcements carefully to see if a meeting will be held.
- If you have a conflict with the meeting, it is your responsibility to see the advisor beforehand to get the pertinent information.
- Attendance at all meetings and society sponsored service events is expected; however, you must attend a minimum of 75% of the scheduled meetings and society service events that are held.
- Below 75% participation in NHS meetings/society service events as a junior will result in being dismissed from the society at the end of the school year. If you are a senior and have not participated in the minimum number of meetings and society events, you will not walk in graduation with an NHS stole.

Behavior:

- As an NHS member, your behavior in and out of the school building should be exemplary. You should serve as a role model for your peers as well as younger students in the building and community.
- Getting into trouble in the school or the community may result in immediate probation or dismissal from the society depending on the severity of the infraction. This will be determined by the committee on a case-by-case basis.

Induction Ceremony:

- The induction ceremony is a very important evening for our NHS chapter as well as for new inductees. Attendance at the ceremony as well as any reception afterward is **MANDATORY**.
- You must obtain a doctor's note if you are ill and not able to attend the induction ceremony.
- Neglecting to attend the induction ceremony without a valid excuse will result in dismissal from the society. If you are a senior and do not attend the induction ceremony, you will not walk at graduation with an NHS stole.
- Seniors will vote on whether they prefer a dinner or just refreshments following the induction ceremony. Majority will rule the decision. Regardless, of the outcome of this vote, attendance at ceremony as well as the dinner afterward or the refreshments afterward is mandatory.

SECTION VI: ANNUAL NOTIFICATION OF RIGHTS

Annual Notification Of Rights

1. As parents or eligible students you retain the right:
 - a. To access, inspect and review the student's education records; and
 - b. To seek an amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
2. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations authorize disclosure without consent.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the FERPA and its implementing regulations.
4. The district's practice of permitting school officials with legitimate educational interests to access student records without prior consent of the parent or eligible student, as well as the criteria used by the district to determine who constitutes a school official and what constitutes a legitimate educational interest.
5. The types of personally identifiable information the district has designated as directory information; the parent's/eligible student's right to opt out of the disclosure of directory information; and the time period within which a parent/eligible student has to notify the district, in writing, of their decision to opt out.

SECTION VII: POLICY 824

Policy 824 Maintaining Professional Adult/Student Boundaries

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.

[**View Board Policy 824 Maintaining Professional Adult/Student Boundaries**](#)

SECTION VIII: McKinney-Vento Homeless Education Program

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

- ✓ "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- ✓ Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- ✓ Living in emergency or transitional shelters.
- ✓ Living in a public or private place not designed for humans to live.
- ✓ Migratory children living in above circumstances
- ✓ Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- ✓ Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources
Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact SCSD's Homeless Liaison at 570.946.8200 or by email at homeless.liaison@sulcosd.k12.pa.us

SECTION IX: Title IX and Sex Discrimination

The U.S Department of Education's **Office for Civil Rights** (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Sullivan County School District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the Sullivan County School District and is prohibited at or, in the course of, Sullivan County District-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Title IX and Sexual Discrimination Affecting Students

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the Sullivan County School District may be referred to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Title IX and Sexual Discrimination Affecting Staff

The Board declares it to be the policy of this District to provide to all persons equal access to all categories of employment in this District regardless of race, color, age, creed, religion,

sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The Sullivan County School District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board also declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the Sullivan County School District's website.

Notice of Nondiscrimination

Sullivan County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law and prohibits discrimination, including harassment, in any education program or activity that it operates. Retaliation against anyone who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation or grievance process is also a violation of Sullivan County School District nondiscrimination policy and is prohibited.

Sullivan County School District has designated the following individual(s) to coordinate efforts to comply with and carry out its nondiscrimination responsibilities, and questions regarding the Sullivan County School District's nondiscrimination commitments, as well as related laws, regulations, and District policies, may be referred to the designated employee(s):

Sullivan County School District's Title IX Coordinator is:

Dr. Randi Zwatty

Title IX Coordinator

777 South Street

Laporte, PA 18626

dickrand@sulcosd.k12.pa.us

(570) 946-8200

Sullivan County School District is required not to discriminate on the basis of sex by Title IX and its implementing regulations. Inquiries about Title IX may be referred to Sullivan County School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to Sullivan County School District's Policies on [Title IX](#). Any person may also report sex discrimination, including harassment using the contact information listed for the Title IX Coordinator.

Sullivan County School District nondiscrimination policy and grievance procedures can be located at [District Policies](#).