

## **PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

(Please rip this page out, read it, sign it, and return it to your homeroom teacher)

I/We have received the 2022-2023 Northern High School Student Handbook and Daily Planner. I/We have read and reviewed the material contained in the Student Handbook portion of the book with our child and understand the information contained in it.

**\*The cost of replacing a daily planner is \$5.00. These can be purchased in the main office.**

## **SOCIAL MEDIA GUIDELINES FOR STUDENTS**

I/We have read and reviewed the Social Media Guidelines of the Northern York County School District. I understand that my child is responsible for following these guidelines. Failure to do so may result in relinquishing of privileges and/or disciplinary action.

\_\_\_\_\_ Parent initials

\_\_\_\_\_

Student's Name (printed)

\_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature

\_\_\_\_\_ Date \_\_\_\_\_

Parent Signature

**PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S PERIOD 1  
TEACHER BY SEPTEMBER 16, 2022**

**Preamble Statement – Northern High School  
Anti – Bullying Bill of Rights**

**We the students of the Northern Nation, declare to maintain a positive attitude in the school atmosphere and to truly live as one unified student body. We will consider and respect each other as equals and celebrate each person's unique opinions and differences. Throughout the school year we pledge to treat others as we would want to be treated. As one student body, we have NO TIME to degrade, disrespect or judge one another.**

**I pledge to support the concepts in the Preamble statement and will do my best to support the concepts in the student Bill of rights for Northern High School.**

**I, \_\_\_\_\_, pledge  
to:**

- 1. Treat others as I wish to be treated.**
- 2. Respect the opinions, beliefs and ideas of others; just because they are different than mine doesn't mean they are wrong.**
- 3. Stand up for others who can't do so for themselves.**
- 4. Refrain from cyber bullying in any form: texting, tweeting, posting to Facebook, Snap Chat, Instagram, and other forms of social media yet to be invented.**
- 5. Put others' feelings before my own and think before I speak.**

# Northern High School

Student Handbook – 2022-2023

Mr. Steven R. Lehman Jr., Principal

Mr. Ryan Edwards, Assistant Principal

Mr. Michael Walker, Assistant Principal

Mr. Andrew Sneeringer, Counselor (9<sup>th</sup> Grade)

Mrs. Amber Gunning, Counselor (10<sup>th</sup> Grade)

Mrs. Cheyanne Ort, Counselor (11<sup>th</sup> Grade)

Mr. Dale Reeder, Counselor (12<sup>th</sup> Grade)

## ALMA MATER

*Our hearts are ever true to you,*

*Dear old Northern High.*

*Our teams are ever loyal to you,*

*Dear Old Northern High.*

*When 'er we venture on our way,*

*Our marks upon your walls,*

*Your hand to guide us every day,*

*With lessons from your halls.*

*So true to you we'll always be,*

*Dear old Northern High.*

*Our Alma Mater, Hail to thee,*

*Dear old Northern High.*

Words and music by Robert McClure

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## Bell Schedules

Days 1-4 A		Days 1-4 B		Days 1-4 C		Days 5-6 A		Days 5-6 B		Days 5-6 C	
7:40-8:24	Period 1	7:40-8:24	Period 1	7:40-8:24	Period 1	7:40-8:30	Period 1	7:40-8:30	Period 1	7:40-8:30	Period 1
8:28-9:08	Period 2	8:28-9:08	Period 2	8:28-9:08	Period 2	8:34-9:18	Period 2	8:34-9:18	Period 2	8:34-9:18	Period 2
9:12-9:52	Period 3	9:12-9:52	Period 3	9:12-9:52	Period 3	9:22-10:06	Period 3	9:22-10:06	Period 3	9:22-10:06	Period 3
9:56-10:36	Period 4	9:56-10:36	Period 4	9:56-10:36	Period 4	10:10-10:54	Period 4	10:10-10:54	Period 4	10:10-10:54	Period 4
10:40-11:10	Lunch A	10:40-11:20	Period 5	10:40-11:20	Period 5	10:58-11:28	Lunch	10:58-11:42	Period 5	10:58-11:42	Period 5
11:14-11:54	Period 5	11:24-11:54	Lunch B	11:24-12:04	Period 6	11:32-12:16	Period 5	11:46-12:16	Lunch	11:46-12:30	Period 6
11:58-12:38	Period 6	11:58-12:38	Period 6	12:08-12:38	Lunch C	12:20-1:04	Period 6	12:20-1:04	Period 6	12:34-1:04	Lunch
12:42-1:22	Period 7	12:42-1:22	Period 7	12:42-1:22	Period 7	1:08-1:52	Period 7	1:08-1:52	Period 7	1:08-1:52	Period 7
1:26-2:06	Period 8	1:26-2:06	Period 8	1:26-2:06	Period 8	1:56-2:40	Period 8	1:56-2:40	Period 8	1:56-2:40	Period 8
2:10-2:40	Flex	2:10-2:40	Flex	2:10-2:40	Flex						

## Two-Hour Delay Bell Schedule

9:40-10:13	Pd. 1 & Attend.	33 min.	12:30-1:00	Pd. 6	30 min.
10:17-10:46	Pd. 2	29 min.	1:04-1:34	Pd. 7	30 min.
10:50-11:19	Pd. 3	29 min.	1:38-2:07	Pd. 8	29 min.
11:23-11:52	Pd. 4	29 min.	2:11-2:40	Pd. 9	29 min.
11:56-12:26	Pd. 5	30 min.	<b>2:40 - Dismissal</b>		

### High School Meal Prices

Breakfast \$1.75

Adult Breakfast \$2.25

Lunch \$3.25

Adult Lunch \$4.00

Milk – Ala Carte \$0.50

### Student Assistance Program (SAP)

SAP is a way to identify students who are experiencing substance abuse, mental health or other problems. Referrals may be made by teachers, parents or other students for review by the SAP team. It is an intervention, not a treatment program. The student assistance program is a systematic process which makes it possible for school personnel to determine which students are having problems and refer them for help. The heart of the program is a core group of school personnel who are specially trained to identify problem areas and to make appropriate referrals.

### Emergency School Closing

In the event Northern High School must be closed, information will be

- sent through an automated phone message/text message,
- posted on the district website,
- announced on the following radio and television stations:

WHP-TV  
WHTM-TV  
WGAL-TV  
WMPT-TV

WNNK-FM  
WGTY/WGET  
WSBA/WARM  
WHYL

98YCR/WHVR  
WKRX  
WHP-AM

### Emergency Drills

Fire and other emergency drills will be conducted throughout the school year. When the fire alarm sounds, students must rise immediately and follow the directions posted in the room/location. Students must follow the established procedures orderly, safely, and quietly. Announcements will be made when other drills are performed. Students will follow pre-planned procedures as directed.

### Emergency Situations-Parents

The Northern York County School District has plans in effect for major emergency situations. The district believes that the reactions of people in emergencies depend largely upon their training. Our school staff has been trained and drills are held regularly to make certain that students understand proper emergency procedure. Parental cooperation is necessary in any emergency. **Parents, please**

- do not telephone the school. Telephone lines will be needed for emergency communications.
- do not drive to school. Streets/roads should be as free from traffic as possible for emergency vehicles and to transport students away from campus if necessary.
- listen to your radio or TV channel for information and instructions for transporting students during or after an emergency.

## Lockers

A locker is assigned to each student. Students are to occupy only the locker assigned to them.

Students are responsible for keeping lockers clean and free from clutter. To prevent theft and for security purposes, lockers may not be left propped open or unlocked. Students having trouble with their lockers should report to the next class before the bell rings and report their problem to the teacher. Locker trouble is no excuse for tardiness. All school lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. Lockers are subject to search, at any time, when deemed necessary by school officials. K-9 units can be brought in to do building-wide locker sweeps.

## Loitering

Students are **not** permitted in the building before 7:20 a.m. without prior approval and supervision. Students not participating in an extracurricular activity or not supervised by a staff member must leave the building and grounds at dismissal time.

## Parking

### *Parking Permits*

Parking for students at Northern High School is a privilege. Parking will be allocated to seniors, juniors and sophomores in the high school lot as space permits. A fee of \$25 for each parking space will be charged if you get your parking permit during the 1st semester. Those obtaining a parking permit during the second semester will be charged \$15. Any student who returns their parking permit at the end of the year will be reimbursed \$5. Students may park only in spaces designated for student parking. *Students who are permitted to park at the High School do so at their own risk.* At any time, student parking privileges can be revoked. K-9 units can be brought in to do parking lot sweeps at any time.

### *Procedure for Securing a Parking Permit:*

1. Complete the proper form from the high school
2. Once the application has been processed and approved you will be given a permit to use on the car.

### *Rules and Regulations Governing Student Parking:*

1. All vehicles must be registered and all parking permits must be displayed by hanging them from the rear view mirror
2. Parking is permitted only in assigned areas.
3. No loitering in the parking lot.
4. All traffic rules and safety guidelines must be observed.
5. Vehicles may not impede or delay buses from exiting the lot.
6. **No parking in the visitor lot.**

7. Students parking illegally may be fined, booted and/or towed.
8. **Students driving recklessly and/or not following parking lot procedures may have their parking privileges suspended or revoked.**
9. Permits will not be issued if a student has an outstanding fine/obligation.

Temporary parking permits for students without regular permits are available on a limited basis subject to these conditions:

- a. They are used for one day only for emergency needs.
- b. They will be issued only when requested by parents at least one day in advance on a first-come, first served basis.
- c. No student will be permitted to have more than two (2) per year.

## **Passes**

### *Hall Passes*

All students who are not in an area to which they are assigned must have a pass or their signed planner to indicate they have permission. This includes using the lavatories, lockers or being in the hall for any other reason. It is the student's responsibility to obtain permission from the teacher in the room where the student is assigned and use the pass section of the student planner. Teachers may set any reasonable restrictions they feel are necessary on the issuance of hall passes. All passes must be obtained before school/ during home room.

Students must first report to their assigned classroom location prior to going anywhere else so that all teachers can take proper attendance. Failure to do so may result in a class cut.

### **Permanent Passes**

Any student who wishes to have a permanent pass from study hall to some other area must have the teacher email your counselor so that the change can be made to your schedule. The teacher issuing the pass assumes all responsibility for that student during the time covered on the pass.

## **School Store**

The school store will be open periodically throughout the school year.

## **Study Halls**

All study halls will be **quiet** and used primarily for the purpose of completing school assignments, homework, or projects. Teachers in charge of study halls may assign permanent seats to all students. Rules regarding cell phone use are at the teacher's discretion. Students are not permitted to leave the study hall for any reason without first obtaining teacher permission and a pass. All students must **individually** present passes and sign out if going to another location. Students will not be excused from the study hall for purposes of obtaining a pass from another teacher. Students wishing to go to the library should report to study hall first, and then follow the study hall teacher's sign out procedures.

### **Work Study (Co-Op), Internship, Senior Early Out/Late Start**

Seniors are given opportunities to participate in co-op and internship programs. This is a privilege, and students must abide by all rules and time schedules or risk the loss of that privilege. Students must sign out at the appropriate time each day and exit through the High School front office doors. Students are not permitted to leave school until all their classes have met. (Exceptions may be granted by administration for special bell, two-hour delay, etc.). Students are responsible for any missed work.

## **Attendance**

### **Northern HS Attendance Policy**

A strong emphasis is placed on regular attendance because attendance is essential to succeed in school and regular attendance is required by state law. Also, future employers and college admission officers are favorably impressed if a student has a good school attendance record.

Northern, as all other schools in the State, is governed by the Pennsylvania Compulsory Attendance Laws. Those who violate this rule are subject to pay a fine and costs for unlawful absences. Students may be temporarily excused, suspended, or expelled from school for just causes. All unexcused absences and trancies will be handled by the district attendance officer

### **Excused Absences Definition**

Excused absences include the following:

1. Illness - if a student is absent or sent home by the nurse, he/she is not permitted on school campus during, before, or after school hours.
2. Family emergencies.
3. Prearranged doctor and dentist appointments.
4. Authorized school activities.
5. Prearranged absences

The following criteria apply to prearranged absences:

Prearranged absences for purposes of accompanying parents on trips are excused absences, upon receipt of written request from parents. The written request shall include the period of absence, itinerary of travel and educational purpose of the trip. Students will be required to complete any/all work missed due to absence. A student will be permitted to take 2 (two) prearranged absences per school year, not to exceed a total of ten (10) school days. Trips may not be taken during the first two (2) weeks of the school term, during the last two (2) weeks of the school term or during any state testing windows. Students must obtain a prearranged absence form from the office, have it signed by each teacher, and then return it to the office one week **prior to** the planned absence.



### Early Dismissal

Students requesting an early dismissal from school must use the following guidelines:

1. No excuse will be granted prior to **1:40 p.m.** except for a doctor's appointment, dental appointment, funeral, court hearing, or college visitations, unless approved by the administration.
2. In the case of a doctor or dental appointment, a medical excuse must be presented following the appointment.
3. All early dismissal requests should be submitted on an early dismissal excuse blank.
4. Students becoming ill during the school day must secure permission from the school nurse before they will be permitted to leave.
5. All early dismissal requests must be submitted to the attendance desk each morning prior to 7:40 a.m. Students are required to sign out in the office.
6. Early dismissals will be recorded in the following manner:
  - a. 1 hour to 3 hours 15 min.—1/2 day absence.
  - b. 3 hours 16 min. & beyond—Full day absence.

### Processing an Absence

1. Parents should call the school office at 432-8691 (ext. 5552) prior to 8 a.m. on the date of a student's absence. Students **are not** permitted to call themselves off, or permitted to call another student off. Students who do so are subject to disciplinary measures.
2. In addition to a phone call, a parent note/excuse or a doctor's excuse must be turned in to the attendance office when the student returns to school. If an excuse is not received within three (3) days, the absence will be recorded as unexcused/unlawful and subject to the penalties established for unexcused and unlawful absences.
3. A medical excuse is required after receiving ten (10) parental excuses.
4. Absences for college visitations are limited to students in grade 11 and 12, and will only be considered excused when written documentation from the college/university is presented.

### Tardiness to School

Tardiness is an unexcused lateness to school before 9:00 a.m.

1. Students not in class by 7:40 a.m. must go directly to the high school office—*before going to 1st period*—to receive a tardy pass. A Connect Ed message will go out letting parents know about the tardy.
2. Students who are tardy will be subject to the following penalties:
  - 4th** - Warning from front office
  - 5th** - Students receive a 1 hr. detention
  - 6th** - Student receives a 2 hr. detention
  - 7th-9th** - Student receives ISS and parking privileges may be revoked.
  - 10th and subsequent (in either semester)**- senior privileges are revoked for the remainder of the semester and if this happens in the second semester, the student may not attend prom or other privileges.
3. **Tardiness is tracked by semester** instead of being cumulative for the year.

4. Excused tardies - the only reason for being late to school that is considered excused is for reasons of medical appointments or illness. Students having appointments in the morning prior to school must bring in a note from the doctor's office when they arrived. Students who bring in parental excuses for lateness due to illness will be limited to no more than ten (10) parent notes per year. Parental excuses for being tardy will be accepted for illness and family needs.

### **Time Schedule**

The following time schedule will be used to record absences from the high school:

7:40-8:59	Tardy
9:00-11:00	1/2 day excused or unexcused
11:01-2:40	1 day excused or unexcused

### **Unexcused Absences**

Unexcused absences include the following:

1. Failure to present a valid excuse within 3 days of return to school.
2. Absence from school with parent's consent, for reasons other than those considered excusable.
3. Leaving school during school hours without office permission.

### **Unlawful/Unexcused Absence Guidelines and Consequences**

District policy states that "parents' excuses for absences will be accepted with limitations." For high school students, the limit is an accumulation of ten (10) days. Students accumulating more than 10 parent noted absences will be required to furnish medical documentation for each subsequent absence.

All excuses for absences must be turned in within three (3) days after the student returns from absence; otherwise, the absence will be classified as unexcused/unlawful. Once a student, under the age of 18, accumulates three (3) unlawful absences, his/her case will be turned over to the attendance officer/administrator.

Students accumulating excessive unexcused absences will result in the loss of certain privileges...

- a. Six (6) unexcused absences will result in the loss of school privileges (Ex. Homecoming, MiniTHON, Prom, late arrival/early out, etc.)
- b. Eight (8) unexcused absences will result in loss of participation in the graduation ceremony

### **Field Trips/Missing Class**

1. Students are responsible to make up any work missed while on field trips.
2. Students under suspension will not be permitted to attend field trips.
3. Students in poor academic standing may be denied approval.

## Discipline

### Introduction

In order for schools to be effective, all students must be given the opportunity to learn and all teachers the opportunity to teach. In order to maintain a positive school culture, students will...

1. display proper conduct to and from school, on school grounds, and in school buses.
2. refrain from defacing, damaging, or destroying school property.
3. be properly dressed at all times.
4. make a serious and continued academic effort

### Student Responsibilities

As indicated in the School Code, Title 22, Chapter 12, Section 12.2, students do have certain responsibilities including regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. **Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.** No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

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

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property. **(You can report this in person to an adult or report it anonymously through "Safe to Say Something.")**
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes. In addition, students will not be permitted to wear any type of facial covering unless approved by administration.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and do not use indecent or obscene language in student newspapers or publications.

Teachers of Northern High School have agreed on the following classroom expectations. Each student is expected to follow these five simple guidelines for each class:

- **Be on Time**
- **Be Prepared**
- **Make an Honest Effort**
- **Act Responsibly and Respectfully**
- **Respect Each Individual's Right to Learn**

### **Disciplinary Infractions**

Included in this section are examples of various disciplinary offenses and suggested consequences for the administration to reference. This incident list is not intended to be exhaustive. They are, instead, a set of guidelines to be used by students, teachers, and administrators. **Individual actions taken by teachers or principals in response to a particular offense may vary depending on the severity or frequency of the act and the past history of the violator.** Students and parents are reminded that there are cameras inside and outside of the High School that have been installed as part of the Northern York County High School's security plan. Students who are on field trips or other district-sponsored events, regardless of location, are subject to the same disciplinary regulations and consequences they would be subject to at school.

### **Cafeteria**

Students should follow the directions they are given by the cafeteria monitors for entering and exiting the cafeteria. Students are expected to maintain proper behavior in the cafeteria. **They are asked to help in keeping tables and floors clean by returning plates, silverware, etc., to the disposal window before leaving the cafeteria.** Students may not order food or beverages outside of the school cafeteria to be delivered to the high school at any time during school hours. All students must eat their food in the cafeteria unless given prior administrative approval. Any cafeteria violations may result in cafeteria cleanup duty being assigned or lunch detention.

### **Dress Policy**

Students at Northern High School will dress in a neat, clean manner. Students are encouraged to dress for school as they would dress for a job in an office or store and in a neat, inconspicuous manner. Clothing must fit well and be appropriate for school activities. At the beginning of the school year a student assembly will be held to review the dress code.

### Dress Guidelines

- Transparent or immodest clothing or any indecent exposure will not be permitted. This includes but is not limited to the exposure of the midriff and/or undergarments and any other garment/clothing deemed inappropriate.
- Skirts, dresses and shorts must be of an appropriate length
- No hats, hoods, sunglasses, visors, bandanas, etc. may be worn without administrative approval. Refusal to comply will result in the confiscation of the Item and possible school consequences.
- A form of foot apparel must be worn at all times with standard styles of shoes recommended. Students are discouraged from wearing flip-flops and beach/pool footwear. Footwear with wheels are not permitted due to safety concerns.
- Any clothing that presents a safety hazard or interferes with the educational process will not be permitted. Certain areas of the school program, such as technology education and physical education, have enforced special clothing regulations.
- Clothing or other personal belongings displaying slogans/pictures which suggest the use of tobacco, weapons, alcohol, drugs, obscene language, sexual innuendos, gang-related behavior, lewd or illegal behavior or are derogatory to any racial, religious, disabled age, gender or ethnic group are not permitted.
- Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearer or others (fishhooks, chains, spiked wristbands, studded bracelets or extra length belts) will not be considered acceptable in school.

Dress code violators will be required to change/modify attire and the violation will be handled with the following progressive discipline:

**First Offense** = Warning, phone call to parents, change attire

**Second Offense** = 1 hour detention, phone call to parents, change attire

**Third Offense** = 2 hour detention, phone call to parents, change attire

**Fourth & Subsequent Offense**, same as 3rd (above)

### Displays of Affection

Public displays of affection will not be permitted on school district property at any time.

First offense= warning.

Second offense= both sets of parents called.

Third and subsequent offenses = after school detention

### Student Cell Phone/Headphone/AirPods/Ear Bud Policy

The Northern York County School District reserves the right to define the educational value of any new electronic wireless device that may become available in the near future and to prohibit their use if they have no educational value or if such use creates learner distraction or disruption.

Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of the policy. Students shall be personally and solely responsible for the security for their cell phones/headphones/AirPods/ear buds. Northern York County School District shall not assume any responsibility for theft, loss or damage of personal property, or unauthorized calls made on a cell phone.

Use of Cell Phones/Headphones/AirPods/Ear Buds on School Grounds

- Students are permitted to use their cell phones/headphones/AirPods/ear buds before and after school, during their lunch period, and in the hallways between classes.
- During instructional time, devices will be out of sight unless otherwise notified by the teacher. The administration will address this at class meetings and each teacher will give their classes a universal reminder of expectations**

Students not abiding by the cell phone/headphones/AirPods/ear buds policy will receive the following consequences:

- **1st infraction-** student turns cell phone/headphone/AirPods/ear buds off and gives it to the support staff/teacher to be returned at the end of the period. Teacher will make a call home to parents.
- **2nd and subsequent infraction-** student turns cell phone off and gives it to the support staff/teacher to be returned at the end of the period. A referral will be sent to the office. A parent will be notified by administration of the violation and a **two** hour after school detention will be assigned.

**\*\*\*Any student who refuses to turn in their cell phone/ear phones/Air Pods/ear buds will be referred to the office and will be given two days in-school suspension.**

**Cell Phone Cameras/Videos:**

It is the District's position that cell phone camera/video use poses a threat to the freedom of privacy. Additionally, camera and video functions on a cell phone can be used to exploit personal information and compromise the integrity of educational programs. **Inappropriate use of the cell phone camera/video function will result in disciplinary action.**

**Bullying & Intimidation**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Northern York County School District recognizes that bullying can create an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the district prohibits bullying. Bullying is an intentional electronic, written, verbal, or physical act or a series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

School setting is intended to mean the school, school grounds, school vehicles, or school sponsored activities.

Any student, who feels he/she has been bullied, or has observed bullying, should immediately report such incidents to the building administration or faculty.

Report suspected acts of bullying on the High School and District Website under the "Safe to Say Something" link.

### **Cheating and Plagiarism**

Any student who cheats in any way or copies the work of another student will have consequences. Plagiarism is defined as intentionally taking ideas or writing from another and submitting it as one's own; therefore, plagiarism is an extremely severe offense. You can avoid plagiarism by citing your information and giving credit to the author within your paper/assignment.

-1st offense- Teacher will notify the parent and student may lose up to 50% of the assignment's value and the student may be required to resubmit the assignment. A referral will be sent to the office for documentation.

-2nd and subsequent offense- Teacher will notify the parent and student may lose all credit for the assignment. A referral will be sent to the office for documentation.

### **Dishonesty**

Untruthful, deceitfulness, and lying will not be tolerated. Consequences will depend upon the severity of the disturbance.

### **Classroom Disturbance**

The classroom is designed to be an environment where learning takes place. Classroom disturbances that force a teacher to stop the educational process and reprimand a student will be dealt with in an appropriate manner. Consequences will depend upon the severity of the disturbance.

### **Computer Policy Violations**

Each student must read and sign the school district Acceptable Use Policy. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the internet. The board establishes that use of the internet is a privilege, not a right. Inappropriate, unauthorized, or illegal use will result in appropriate disciplinary action.

### **Tardy to Class**

Students are expected to be to their assigned location on time. Teachers will email the office when a student is tardy to class.

- 3<sup>rd</sup> Tardy= 1 hour after school detention
- 5<sup>th</sup> Tardy= 2 hour after school detention
- 7<sup>th</sup> and Subsequent Tardy= 2 hour after school detention and hallway restriction.

\*Tardiness is tracked by semester instead of being cumulative for the year.

### **Cutting Classes**

Students must be in the location assigned to them on their schedule each period unless issued a pass. Students wishing to go anywhere during study hall other than their assigned room must report to study hall first and then follow the study hall teacher's sign out procedures. Failure to show up to a class may result in a zero for missed work, school consequences, and the student may be charged with an unexcused absence.

### **Leaving School without Permission**

It is imperative that students be accounted for throughout the school day. Leaving school without permission will not be tolerated and will result in disciplinary action:

1st Offense: 1 day of In-School Suspension and parent contact

2nd Offense: 2 days In-School Suspension and parent contact

3rd and Subsequent Offenses: 1 day of OSS, loss of Prom (for those eligible), parent contact, and possible additional consequences (ex. loss of field trips, after school activities, etc.)

\*Failure to show up to a class will result in a zero for missed work.

### **Fighting**

At no time are physical altercations permitted. Students having disagreements with others should seek the help of counselors and/or principals to solve the disagreement in a non-physical manner. When disturbances occur, the severity of the response will depend upon the circumstances. Regardless of who began the incident, all parties involved are considered at fault unless one has clearly done everything possible to avoid the conflict. Anyone involved in a physical altercation will be subject to school discipline and local law enforcement may be notified.

### **Profanity**

Obscene or other unacceptable language has no place in the school environment. Students using any objectionable language under any conditions are subject to disciplinary action. Incidents that are recurring, particularly disruptive or directed toward staff, may result in suspension.



**Unlawful Harassment**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

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

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, religion, or other protected classes when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

**Sexual Harassment**

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

- made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to a staff member, or when made by any student to another student.
- submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
- submission to or rejection of such conduct is used as a basis for academic or work decisions affecting the individual.
- such conduct deprives a student of educational aid, benefits, services, or treatment.
- such conduct has the purpose or effect of substantially interfering with the student's academic performance or creating an intimidating, hostile, or offensive educational environment.

Any student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report this incident to the building principal, guidance counselor, or any district employee.

### **Vandalism**

Any defacing of school property will be dealt with through appropriate punishment, restitution, and/or cleanup.

### **Controlled Substances**

The district prohibits the use, possession, sale, or distribution of any controlled substance within the meaning of the Controlled Substance, Drug, Device and Cosmetic Act, or a non-controlled substance that has a stimulant or depressant effect on humans or the label or container of which substantially resembles a specific controlled substance, on school property, buildings, grounds, or buses or on school trips or activities before, during, or after school hours. Examples of controlled substances include: all dangerous controlled substances prohibited by law, all look-alike drugs, all alcoholic beverages, anabolic steroids, any drug paraphernalia, inhalants and any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board policy. Students shall be deemed to be under the influence if there is evidence of recent use of alcohol or a controlled substance.

Any violation of the District Controlled Substances Policy will result in notification to the appropriate police department, immediate suspension of student, recommendation for board expulsion hearing, and a referral to the student assistance team.

### **Guidelines – Controlled Substances/Paraphernalia Violations – Policies 227 & 218**

Please Note: The order of listed information below is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline listed below are within the discretion of the administration, based on the severity of the offense.

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense &amp; Subsequent Offense</b>
<b>Infraction</b>	<b>Controlled Substance Violation(s)</b>	
<b>Immediate Action</b>	<ul style="list-style-type: none"><li>-Principal or designee notified and briefed on situation</li><li>-Principal or designee should search student, student's possessions, student's locker, and student's vehicle if parked on district property.</li><li>-Parent/guardian notified.</li><li>-Police notified (if items found). Parent permission needed for police to speak with student.</li><li>-A report of the incident will be written and submitted to the superintendent (and police if appropriate).</li></ul>	Same as 1 <sup>st</sup> Offense
<b>Disposition of Substance</b>	<ul style="list-style-type: none"><li>-Items found during the search that are related to the infraction should be placed in an envelope that is sealed and labeled with the student's name, the date, and the names of those present during the search.</li></ul>	Same as 1 <sup>st</sup> Offense

	-The envelope should be given to the police for further analysis (if warranted).	
<b>Discipline</b>	<p><b>1.</b> If a principal, assistant principal, or any other person designated by the Board to enforce this policy, shall have reason to believe that a student has violated this policy, the administration shall:</p> <p><b>a.</b> Schedule an informal hearing on the alleged violation as soon as possible (See informal hearings Pa Code 12.8 (c)).</p> <p><b>b.</b> The building principal shall be the presiding officer to receive, hear, and evaluate all relevant evidence. The student, his/her parent(s)/guardian(s), and other district administration involved with incident shall be present.</p> <p><b>2.</b> As a result of such informal hearing, the building principal or administrative designee may make any of the following determinations:</p> <p><b>a.</b> Dismiss the charge of the alleged violation and continue or reinstate the student in school.</p> <p><b>b.</b> Conclude that a violation of this policy has occurred.</p> <p><b>3.</b> When a violation has occurred, the building principal <b>shall:</b></p> <p><b>a.</b> Impose suspension from school not to exceed ten (10) days.</p> <p><b>b.</b> Refer student to SAP; get student and parent signatures</p> <p><b>c.</b> Impose loss of student driving/parking privileges and attendance at school-related events for 21 calendar days</p> <p><b>d.</b> Notify the supervisor of any extra-curricular, athletic, and/or club activity for which the student is a member for a possible suspension from that activity (See Athletic Code of Conduct)</p> <p><b>e.</b> File the appropriate report or charges immediately with the County Probation Office, local police department, or other agency having jurisdiction.</p> <p><b>f.</b> Report the incident on the annual Safe Schools report.</p> <p><b>g.</b> Refer the matter to the Superintendent who <b>may</b> file formal charges with the School Board for a formal hearing before the Board or a committee thereof. The Board may temporarily or permanently expel a student.</p> <p><b>h.</b> Convene a meeting with the student and parent/guardian before student returns to school from suspension or expulsion.</p>	Same as first offense except: 365-calendar day suspension of students driving/parking privileges and prohibit attendance at extra-curricular events

### **Gambling**

Gambling of any type is not permitted on school grounds.

### **Tobacco (Nicotine Use and Electronic Cigarettes (Policy #222))**

This policy includes:

- The use and/or possession of a lighted or unlighted cigarette, cigar, pipe, or any other tobacco product as defined in Board Policy
- The use of electronic cigarettes (vaping) as defined in Board Policy
- Tobacco related devised and look-alike products as defined in Board Policy
- The use of smokeless tobacco in any form

Such use and or possession is prohibited by students, at any time, in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district. This includes use and possession by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco/nicotine or electronic cigarettes as noted above. A student convicted of possessing or using tobacco/nicotine or electronic cigarettes in a school building or on a bus or school property may be subject to the following disciplinary actions.

1. First offense: Items will be confiscated, and the student shall be assigned one day of ISS and will be referred to the Student Assistance Program.

The District will initiate prosecution including filing a report with the Magisterial District Judge, which could result in a fine plus court costs.

2. Subsequent offenses will result in filing a report with the Magisterial District Judge and may result in additional In-School Suspension, Out of School Suspension, or expulsion.

**\*\*Students who are involved in extra-curricular activities will be subject to additional consequences according to the Code of Conduct for Athletics, Extra Curricular, and Co-Curricular Activities Handbook.**

### **Theft/Forgery**

Anyone found guilty of stealing will be subject to suspension from school.

Referral to the juvenile authorities may be made if necessary. All instances of forged passes, early dismissals or excuses are considered major violations of trust and procedure.

### **Searches: Board Policy 226**

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

there has been a violation of the law, Board policy or school rules.

**Weapons Possession: Board Policy 218.1**

Any student in possession of a weapon on school property will be suspended, referred to police for criminal charges, and recommended to the Superintendent for expulsion.

**Bus Transportation**

Students are not permitted to ride a bus other than the one assigned by the office. Requests for an exception to this policy will be granted only for an extenuating circumstance and must be in writing from the parent/guardian to the guidance office prior to the date requested. Due to limited seating on some buses, students are not permitted to ride home with friends for the purpose of socializing, sleepovers, sports events, outside activities, school projects, etc. In those instances, it is the responsibility of the parent/guardian to provide transportation. Proper conduct is mandatory on a school bus. Safety and care of the bus and students are responsibilities of the driver. For this reason, bus drivers are encouraged to assign seats to students. Drivers may take a number of steps to enforce bus discipline, consistent with the rules in the district policy. In order to provide enough buses, it's important that the district know if your child will be riding the bus. Please let the transportation office know if you will not need bus transportation.

*NYCSD Board Policy #810 provides authorization of the use of cameras on school buses, including those that capture video and audio recordings. These cameras monitor the behavior on the bus to ensure that the established bus safety and conduct rules are being followed. Video/Audio cameras will be randomly rotated among all regularly scheduled buses based upon the number of incidents of misconduct.*

**Disciplinary Actions**

*Teacher Assigned Detention*

Students who violate class rules may be first assigned to teacher detention. Teachers should give at least one day's notice to students for detention of up to one hour. This step will allow the teacher and student time outside of class to discuss and resolve problems. Students skipping teacher detention will be referred to the office.

*Administrative Detention*

After school detention hours may be assigned by the administration for a variety of offenses (excessive tardiness, unexcused absences, or violation of school policies/guidelines, etc...). Detention is held Monday, Tuesday, Wednesday, and Thursday after school from 2:45 to 4:45. Students must show up on the day(s) detention is assigned. Medical appointments and family emergencies are the only reasons for missing detention. Families

must contact the assigning principal prior to the assigned detention. Schools activities, sports practices or contests and **work** are not acceptable excuses.

Students who refuse to serve after school detentions will be automatically assigned two days of In-School Suspension (ISS).

### *In-School Suspension*

#### **Philosophy**

ISS is a highly structured learning environment designed to change social behavior and develop study skills. Students failing to comply with the designed rigid standards of this program will be placed on Out-Of-School Suspension. Students will be provided work from their classroom teachers.

#### **Procedures**

1. Students must report directly to ISS meeting place (front office) upon arrival to school.
2. Students in ISS may bring a bag lunch or place a lunch order with the ISS supervisor. Food or beverage may not be consumed at times other than the designated lunch period.
3. Students are expected to complete all assignments and any additional work assigned. Constant work is required. Sleeping is not permitted.
4. No Talking or other disturbances will be tolerated.
5. ISS students are not permitted to attend or participate in any school activities on the day(s) they are suspended. If suspension duration includes a holiday or weekends, students are not permitted to participate until the suspension is lifted.
7. Personal electronic devices will not be permitted in the ISS room. They will be collected at the door, locked up, and returned to the student at the end of the day.

### *Out-Of-School Suspension*

Out-of-School suspensions are defined as the prohibition of a student from attending school and related activities for a period of time between one (1) and ten (10) days. All work missed while being on out-of-school suspension must be made up. The student/family should coordinate with the guidance office. Students are not permitted on school property during OSS placements. Violation of this policy may result in a Defiant Trespass citation being filed with the District Magistrate.

### *Alternative School*

A student who poses a clear threat to the safety and welfare of other students or the school staff, who creates an unsafe school environment, or whose behavior interferes with the learning of other students or disregards school authority, including persistent violation of school policy and rules may be assigned to alternative education. Placements can be within the district or outside.

## **Student Activities Academic and Extra Curricular Eligibility**

1. Attendance - A student may not participate or practice for any athletic team or co/extracurricular activity unless he or she is in school by 9:00a.m. the day of the scheduled contest or practice.
  - a. Student who arrives after 9:00AM must provide a medical excuse to be eligible to participate in any contest/practice
    - i. On a two-hour delay students must be in school by 9:40AM
  - b. If a student leaves school before the end of the school day and does not return to school, he/she must provide a medical excuse to be eligible to participate in any contest/practice.

This rule may be waived by the Athletic Director and/or Principal for extenuating circumstances.
2. Students must demonstrate academic eligibility to participate in interscholastic athletics and co/extracurricular activities. The student must be passing four and a quarter (4.25) credits on a weekly cumulative basis, starting with the beginning of the marking period. If students do not meet this standard, they become ineligible from the following week (Monday through Saturday). Students must also be passing four and a quarter (4.25) credits at the end of each grading period.
  - a. The first time a student is ineligible he/she may practice but may not compete during the time ineligibility.
  - b. For the second and subsequent periods of ineligibility (of that season), students may not practice or compete.

End of Marking period – If a student fails a class for the marking period, they will be ineligible for the first fifteen (15) school days for the next grading period.

If a student Is not carrying 4.25 credits (dual enrollment, etc.) they must be passing every course to be eligible.

## **Athletics and Extra Curricular Activities**

Students participating in athletics and extra-curricular activities shall adhere to the Code of Conduct manual.

### **Junior/Senior Prom**

Each year the Junior Class, with the approval of the faculty advisor, plans and finances the Junior/Senior Prom. Students who have been placed on out-of-school suspension more than once or are currently suspended will not attend the prom. Excessive absences and/or tardies are also tied to whether a student may or may not attend prom (see unexcused absences and tardy section of handbook).

**\*\*Students who accumulate of 6 or more unexcused absences will not be eligible to attend the prom.**

**\*\*Students who accumulate 10 or more tardies during the second semester will not be eligible to attend prom.**

### **National Honor Society**

The National Honor Society was established to create an organization that would recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. Membership in the local chapter is an honor bestowed upon a student. It is a privilege; no student has a right to be selected for membership in a chapter of the National Honor Society. The final selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Selected members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character.

At Northern, students are inducted into the National Honor Society after the third marking period of their junior year and after the first marking period of their senior year. The induction process begins when the guidance office gives the advisor a list of students who have a weighted scholastic average of 97% or higher. The students on the list are given a form to complete and return if they are interested in being considered for membership (according to the national constitution students may not apply for membership). The principal appoints a Faculty Advisory Council whose duty it is to select students for induction into the Society. Members are elected by a majority vote. The list of those elected to membership is submitted to the principal for approval. Finally, the students selected participate in a formal induction ceremony. Those not selected should talk to their guidance counselor.

## **Services and Programs**

### **Accidents/Injuries – Insurance**

Any injury received by a pupil in school should be reported to the person in charge. If the injury occurs on the school property without supervision it should be reported to the school office or nurse. Students choosing to take the student insurance policy will be covered for those injuries coverable by the policy limits. This policy is available on a school day basis or for a twenty-four-hour period. A dental plan also can be purchased.



## **Educational Program**

### **Homelessness**

Under the McKinney-Vento Homeless Act, the term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. Students experiencing homelessness are afforded certain rights; for example Free School Breakfast and Lunch. If you, or if you know of someone, who may qualify, please let your school counselor or principal know. Questions regarding students and homelessness can also be directed to Mr. Matthew LaBuda, Assistant to the Superintendent and Homeless Liaison ([mlabuda@northernYork.org](mailto:mlabuda@northernYork.org))

### *Curriculum Choices*

Students and parents are advised to refer to the Northern York County School Districts' webpage (<http://www.northernpolarbears.com/curriculum>) to review the "Academic Program" carefully.

### *Schedule Change*

Student schedules will only be changed:

1. To correct errors in placement as determined by administration, counselors, teachers, parents and the student.
2. To replace a study hall with a class.

### **Make Up Work**

Students absent from school should make arrangements with their teachers to make up work as soon as they return to school. Students who are absent for more than three consecutive days should call the counseling office and request an absentee assignment form. Students have the same amount of time to make up missed work as the amount of days absent. If the assignment is not completed by the time allotted, the teacher may submit a permanent 0 in Schoology.

### *Grading System*

#### **Report Cards**

The school year is divided into four marking periods, each marking period containing nine weeks. Report cards will be available approximately one week after the end of each marking period. The marking periods end on the following dates:

1st Marking Period	11/01/22
2nd Marking Period	01/18/23
3rd Marking Period	03/30/23
4th Marking Period	06/07/23

### Requirements for Grades


Northern High School uses a numerical grading system. The number appearing on the report card represents the following:

93 - 100	=	A	(excellent progress)
85 - 92	=	B	(above average progress)
77 - 84	=	C	(average progress)
70 - 76	=	D	(below average progress)
0 - 69	=	F	(failing)

### Grade Book Codes

The following codes will be utilized by teachers in Schoology to represent the student's current grade and assignment completion:

**0** = No credit earned and the assignment cannot be submitted

 = a grade equaling a zero, but serves as a place holder and the assignment can still be submitted for credit

**EX** = Exempt or Excused (no grade attached)

### Incomplete Grades

Incomplete grades should be given only when a student has been legally absent within the last week of the grading period. Students should make arrangements to complete all work from a report period within two weeks of the end of the quarter. Any assignments not completed by that time will receive a grade of a zero. Teachers will calculate the final average with the zeroes included.

### Final Grade Averages

The final grade attained in each course is determined by averaging the four marking period grades.

### Course Withdrawal/Enrollment

Withdrawal from any course is strongly discouraged, with emphasis placed on the student's academic ability to successfully pass the course. Before withdrawing from a course, a meeting involving the student, parent/guardian, counselor, teacher, and grade level administrator shall take place. Withdrawal after the tenth school day of the course will result in a "W" (Withdraw) on their transcript.

Students may not enroll in a class after the tenth school day of the course.

### Commencement Eligibility Requirements/Course Credit

Students must have **passed** at least 23.5 credits by the end of their senior year and met the following additional requirements:

***\*\*Students accumulating eight (8) or more unexcused absences will not be eligible for participation in the commencement ceremony.***

#### *Honor Roll*

Academic honors are awarded in two categories: Distinguished Honors (93 average with no individual subject grade lower than 77) and Honors (87 with no individual subject grade lower than 77). In addition, students must be enrolled at least 4 credits at NHS to be eligible. College classes do not factor into Honor Roll calculations.

Students will earn yearly recognition of academic honors by the following methods:

1. Distinguished Honors—appearing on the distinguished honor roll at least three marking periods.
2. Honor—appearing on either honor rolls at least three marking periods.

#### *Records Access*

Parents have the right to inspect their child's educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect your child's records, contact the Counseling Office.

#### *Valedictorian and Salutatorian*

The Valedictorian and Salutatorian for the senior class are determined at the conclusion of the third marking period of their senior year. These distinguished honors are based on the two highest weighted grade point averages of the senior class.

#### *Policy 103.1 . NONDISCRIMINATION—QUALIFIED STUDENTS WITH DISABILITIES*

**The Northern York County School District is required to provide annual notification of the contents of this policy. The policy, in its entirety, can be obtained at any school or through the District website: [www.northernpolarbears.com](http://www.northernpolarbears.com)**

It is the policy of this District to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The District shall provide academic and nonacademic services and programs equally to students with and without disabilities.

The District shall provide to each qualified student with a disability enrolled in the District, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each

student without a disability, consistent with federal and state laws and regulations.

Students and parents/guardians who believe they have been subjected to discrimination or harassment are encouraged to promptly report such incidents to designated employees. Any complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

The District shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Reports of discrimination against qualified students with disabilities shall follow the Complaint Procedure outline below.

## **COMPLAINT PROCEDURE**

### **Step 1 – Reporting**

A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or superintendent. A school employee who suspects that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal or superintendent.

### **Step 2 - Investigation**

The building principal and/or superintendent will conduct an investigation, which may include a review of relevant materials as well as interviews with the complainant, the accused, and any others with knowledge of the incident. If as a result of the investigation it is determined there may be a violation of criminal law, local law enforcement shall be contacted.

### **Step 3 - Investigative Report**

The building principal shall prepare and submit a written report to the superintendent within fifteen (15) days, including a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of Board policy, prompt and corrective action shall

be taken to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

**Appeal Procedure**

If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the superintendent within fifteen (15) days. The superintendent shall review the investigation and the investigative report and may also conduct a reasonable investigation. The superintendent shall prepare a written response to the appeal within fifteen (15) days.

## Health Services Medication Policy

### **ALL MEDICATIONS TO BE GIVEN AT SCHOOL, BOTH PRESCRIPTION AND OVER-THE-COUNTER, REQUIRE THE FOLLOWING:**

- A medication order form signed by you **and the prescribing doctor** requesting that the medication be given at school. (The medication order form can be found on the district website under *Health Services*.)
- The medication in its properly labeled prescription bottle with only enough medication for school use. In the event that you have only one prescription bottle, please ask your pharmacist to provide a second prescription bottle with proper labeling to be used at school.
- The medication (including over-the counter medications) may only be brought to school by a parent/guardian or a responsible adult designated by the parent. Medications should be handed directly to the nurse. Please do not leave medications on a desk or counter. All medications must be counted and signed for by the adult delivering the medication and by the school nurse.

With yearly written permission from the parent/guardian, a student may be given the following if necessary:

- Generic Advil (ibuprofen)
- Generic Tylenol (acetaminophen)
- Generic Halls (cough drops)
- Generic Tums (antacid)
- Generic Benadryl (antihistamine)
- Generic Caladryl (anti-itch lotion)
- Generic antibiotic cream for skin
- Generic Bee Sting Relief (skin anesthetic)

Consent for giving the medications above must be updated at the start of each school year by completing the *Medical Verification Form* in the Parent Portal.

Your cooperation in complying with these requests will help us to provide a safe, uninterrupted medication regimen for your child.

“The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine

auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.”

### **FEVER, VOMITING AND DIARRHEA GUIDELINES**

If your child has had a fever of 100 degrees or over, he/she should not attend school. Health care professionals recommend that your child be fever-free for at least 24 hours (**without the use of medications like Tylenol or Advil**) before returning to school. If your child has had antibiotics administered, the student must have received a minimum of 24 hours’ worth of antibiotics and be fever-free before returning to school. A child should also be free of vomiting and/or diarrhea for 24 hours

(without medication) before returning to school. A child who has been ill during the night may feel slightly better in the morning and even ask to go to school.

However, the child will likely experience symptoms of illness later, will be tired from loss of sleep, and may still be contagious to other children.

### **Pennsylvania Immunization Requirements**

The Pennsylvania Department of Health recently changed school immunization regulations. School districts are required to implement these changes beginning with the 2017/2018 school year. The Northern York County School District has adjusted its practices to comply with the new regulations.

#### **Pennsylvania School Immunization Requirements 2017-2018**

Children in ALL grades (KG – 12) need the following immunizations for attendance: • 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after 4th birthday) • 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) • 2 doses of measles, mumps, and rubella\*\* • 3 doses of hepatitis B • 2 doses of varicella (chickenpox) or evidence of immunity  
\*Usually given as DTaP or DTP or DT or Td \*\*Usually given as MMR

**ON THE FIRST DAY OF SCHOOL**, unless a child has a medical or religious/philosophical exemption, a child must have at least one dose of the above vaccinations or they cannot begin school. If a child is missing medically appropriate next immunizations in a series **they must be received within the first five days of school or risk exclusion.**

#### **7th through 12th grade additional immunization requirements for attendance:**

• 2 doses meningococcal conjugate vaccine (MCV) o First dose is given at 11-15 years of age; a second dose is required at age 16 or entry into 12th grade o If the dose was given at 16 years of age or older, only one dose is required • 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

**ON THE FIRST DAY OF 7TH GRADE**, unless the child has had 1 dose of Tdap and 1 dose of MCV they cannot begin school.

**ON THE FIRST DAY OF 12TH GRADE**, 1 dose of MCV. If student has 1 dose of MCV given before age 16 **they must receive a second MCV within 5**

**days of starting school** (only one is needed if it was received after age 16).

*Parents: Please check with your child's pediatrician to make certain that your child has obtained all of the required immunizations before the start of the school year as school districts are not permitted to admit any student who has not met the above requirements. Parents may still submit a religious, medical, or philosophical exemption from all immunization requirements.*

### **Equal Rights and Opportunities Policy**

The Northern York County School District does not discriminate on the basis of sex, handicap, religion, race, color, age, national origin or other protected class in its education programs and activities or In its employment, as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendment, Section 504, of the Rehabilitation Act of 1973, the Pennsylvania Human Relations Act of 1955 as amended and the American Disabilities Act of 1990.



## **Library Learning Commons Information**

### ***Use of The Library***

- The library is open for use from 7:25 a.m. to 3:10 p.m.
- The library is to be used for reference work or supplementary and pleasure reading. Homework should be done in study hall.
- Students may use the library once a day during study hall. Students needing to return for a second visit, may obtain a "purple" pass from the library.
- Keep the library a safe space for people with allergies – No food or drinks allowed

### **Be Productive \* Be Responsible \* Be Respectful**

### **Borrowing Library Materials**

- Reserved books may be checked out OVERNIGHT and must be returned by 8:00 a.m. the following school day.
- All other library materials circulate for a one-month period (28 days) and may be renewed once.
- Students are responsible for lost or damaged materials checked out to them.

### ***Digital Resources***

- PolarGuides (library's web site) – available from the school's web site or the library's Schoology Course
- Destiny Discover – online catalog login = school login
- ACCESS PA - state-run database for Interlibrary Loan
- Power Library databases - no password needed if using a school device. When not using a school device, you must use Power Library through the public library.
- World Book Encyclopedia: User: Northern Password: bears
- Database login information if needed – Gale: bears Salem Press: nhsbears ABC maps and World Cultures: NorthernBears MackinVia: school login

### ***PIT Information***

- Each student will be issued a barcoded laptop and charger at the beginning of the school year. These items are to be returned, intact, to the PIT at the end of the school year.
- Students may borrow a loaner and/or charger for the day and return them to the PIT at the end of the school day.
- Students having computer issues may visit the PIT for help during school hours.

## Additional Formulas

**Distance Formula:**  $d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$

**Slope:**  $m = \frac{y_2 - y_1}{x_2 - x_1}$

**Standard Equation of a Line:**  $Ax + By + C = 0$

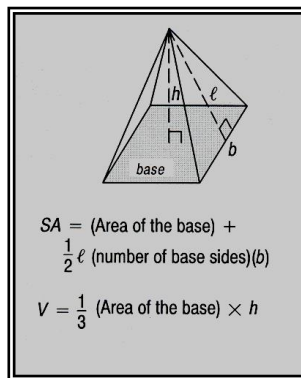
**Point-Slope Formula:**  $y - y_1 = m(x - x_1)$

**Slope Intercept Formula:**  $y = mx + b$

**Midpoint:**  $\left( \frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2} \right)$

**Permutations:**  $P(n, r) = \frac{n!}{(n-r)!}$

**Combinations:**  $C(n, r) = \frac{n!}{r!(n-r)!}$

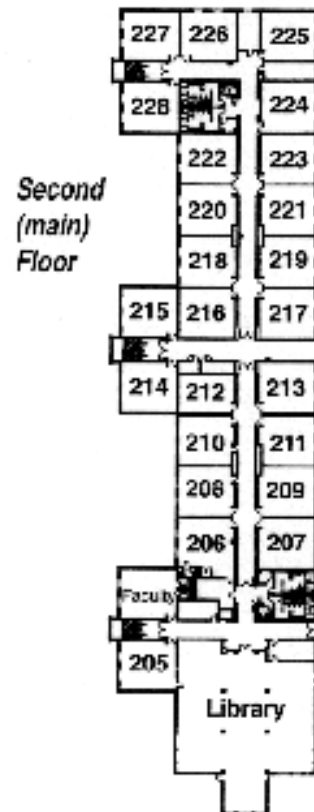


**Multiplication Table**

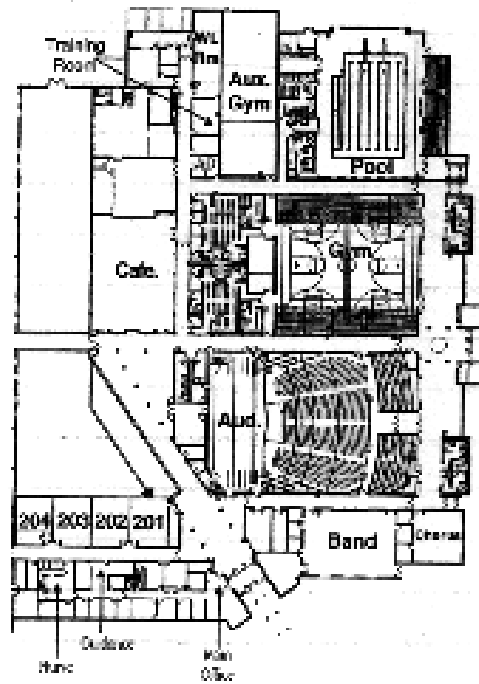
X	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

# NORTHERN HIGH SCHOOL

Dillsburg, PA



Second  
(main)  
Floor - Public Areas



Third  
Floor

