



Sullivan County Elementary School
Student/Parent Handbook
2023-2024

Sullivan County Elementary 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 the 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 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.

2023-2024

**HANDBOOK FOR
STUDENTS, PARENTS,
AND
FACULTY**

Sullivan County Elementary School

767 South Street

Laporte, PA 18626

AN EQUAL RIGHTS AND OPPORTUNITY SCHOOL DISTRICT

Main Office

Samantha Kahler, Principal

(570) 946-7471

Nicole Kinner, Secretary to the Principal

(570)946-7471, ext. 6001

Lori Rock, Student Records & Registration Secretary

(570) 946-7471, ext. 6007

Guidance Office

Laura Fiester, Guidance Counselor

(570) 946-7471

Sullivan County School District

777 South Street, PO Box 240

Laporte, PA 18626

(570)946-8200

Board of Directors

President: Gabriel Blasi	blasgabr@sulcosd.k12.pa.us
Vice-President: Anthony Durland	durlanth@sulcosd.k12.pa.us
Secretary: Crystal McCusker	mccucrys@sulcosd.k12.pa.us
Treasurer: Harold Stockdill	stochal@sulcosd.k12.pa.us
Joseph Fitzgerald	fitzjose@sulcosd.k12.pa.us
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Amanda Hoover	
Mary Elise Nolan	nolamary@sulcosd.k12.pa.us

Administration

Superintendent: Doug Lindner	linddoug@sulcosd.k12.pa.us
Business Manager: Lance Mabus	mabulanc@sulcosd.k12.pa.us
Director of Special Education: Dr. Randi Zwatty	dickrand@sulcosd.k12.pa.us
Coordinator of Computer Services: Eric Fessler	fesseric@sulcosd.k12.pa.us
High School Principal: Lynn Eberlin	eberlynn@sulcosd.k12.pa.us
Elementary Principal: Samantha Kahler	kahlsama@sulcosd.k12.pa.us
Director of Maintenance: Chris McMahon	mcmachris@sulcosd.k12.pa.us

SCES Faculty and Staff

Kindergarten	Shanda Devlin Stacie Peterman MacKenna Bagley
First Grade	Heidi Snyder Amber Strain
Second Grade	Kerri Denmon Samantha Schneider Laura Holcombe
Third Grade	Jennifer Freeborn Kaitlyn Ellis
Fourth Grade	Jennifer Wettlaufer Dana Heinrich Brandy Walker
Fifth Grade	Meredith Lambert-Haring Charlene Ledger
Sixth Grade	Amy Burgett TBD Debbie Geist
Learning Support	Diana Seery (K-4) Fallon Hembury (K-4) Brian Heisman (5-6)
Life Skills	Carrie Devlin
Reading Specialist	Megan Bohensky Mary Reis
Art	Melissa Swift
Music	Stephanie Adams
Physical Education	Taryn Hill

Librarian	Beverly Foust
Speech	Emily Cipolla-DeSanto
School Counselor	Laura Fiester
School Nurse	Jennifer Manero
Health Room Assistant	Evelyn Smith
Paraprofessionals	Bonnie Evans Cathy Harriman Colleen Metzger Sherry Rex Maria Ritinski Marilyn Sysock Kathy Phillips Doug Yonkin

2023-2024 School Calendar

August 24	First Day for Students
October 31	End of First Marking Period
January 18	End of Second Marking Period
March 25	End of Third Marking Period
June 6	Students' Last Day

No School

August 31	Teacher In-Service
September 1	Fair Day
September 4	Labor Day
October 9	Teacher In-Service
November 22	Act 80 Day
November 23-27	Thanksgiving Vacation
November 28*	
December 21	Act 80 Day
December 22 – January 2	Winter Break
January 15	Teacher Clerical Day
February 16*	
February 19	Teacher In-Service
March 29*	
April 1-5*	
May 24*	
May 27	Memorial Day
June 6	Last Day for Students
June 7*	Teacher Clerical Day

Snow Make-Up Days

November 28	February 16	April 1	April 2
April 3	April 4	April 5	May 24

Any additional days will be added to the end of the school year.

**SULLIVAN COUNTY
SCHOOL DISTRICT**

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

2023 – 2024 School Year Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
04 – Independence Day						
August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
21 – In-Service Day						
22 – Clerical Day						
23 – In-Service Day						
24 – First Day of School						
31 – In-Service Day						
September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01 – Fair Day						
04 – Labor Day						
October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
09 – In-Service Day						
November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
22 – Act 80 Day-No School for Students						
22 – 1:00 Early Dismissal for Teachers						
23-27 Thanksgiving Vacation						
28 – 1 st Make-Up Day						
December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
21 – Act 80 Day-No School for Students						
21 – 1:00 Early Dismissal for Teachers						
22-29 Christmas Vacation						
January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
01 – New Year’s Day Vacation						
15 – Clerical Day						
February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
16 – 2 nd Make-Up Day						
19 – In-Service Day						
March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
29 – Easter Vacation						
April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
01 – 7 th Make-Up Day						
02 – 6 th Make-Up Day						
03 – 5 th Make-Up Day						
04 – 4 th Make-Up Day						
05 – 3 rd Make-Up Day						
May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
24 – 8 th Make-Up Day						
27 – Memorial Day						
June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
06 – Last Day of School						
06 – 10:30 Early Dismissal						
07 – Graduation						
07 – Clerical Day						

<p>Make-Up Days:</p> <p>November 28, 2023 February 16, 2024 April 1, 2024 April 2, 2024 April 3, 2024 April 4, 2024 April 5, 2024 May 24, 2024</p> <p>Marking Periods:</p> <p>August 24, 2023 – October 31, 2023 November 01, 2023 – January 18, 2024 January 19, 2024 – March 25, 2024 March 26, 2024 – June 6, 2024</p>	<p>In-Service Days:</p> <p>August 21, 2023 August 23, 2023 August 31, 2023 October 9, 2023 February 19, 2024</p> <p>Clerical Days:</p> <p>August 22, 2023 January 15, 2024 June 7, 2024</p> <p>Act 80 Day:</p> <p>November 22, 2023 December 21, 2023</p>	<table border="1"> <thead> <tr> <th>School Attendance</th> <th>Students</th> <th>Teachers</th> </tr> </thead> <tbody> <tr> <td>August</td> <td>05</td> <td>08</td> </tr> <tr> <td>September</td> <td>19</td> <td>20</td> </tr> <tr> <td>October</td> <td>21</td> <td>22</td> </tr> <tr> <td>November</td> <td>18</td> <td>18</td> </tr> <tr> <td>December</td> <td>15</td> <td>15</td> </tr> <tr> <td>January</td> <td>21</td> <td>22</td> </tr> <tr> <td>February</td> <td>19</td> <td>20</td> </tr> <tr> <td>March</td> <td>20</td> <td>20</td> </tr> <tr> <td>April</td> <td>17</td> <td>17</td> </tr> <tr> <td>May</td> <td>21</td> <td>21</td> </tr> <tr> <td>June</td> <td>04</td> <td>05</td> </tr> <tr> <td>Total Days</td> <td>180</td> <td>188</td> </tr> </tbody> </table>	School Attendance	Students	Teachers	August	05	08	September	19	20	October	21	22	November	18	18	December	15	15	January	21	22	February	19	20	March	20	20	April	17	17	May	21	21	June	04	05	Total Days	180	188
School Attendance	Students	Teachers																																							
August	05	08																																							
September	19	20																																							
October	21	22																																							
November	18	18																																							
December	15	15																																							
January	21	22																																							
February	19	20																																							
March	20	20																																							
April	17	17																																							
May	21	21																																							
June	04	05																																							
Total Days	180	188																																							

PSSA Testing and Makeups: April 22, 2024 – May 10, 2024
Keystone Exams: December 4, 2023 – December 15, 2023 and May 13, 2024 – May 24, 2024
Calendar Approved by School Board: January 17, 2023

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Disclaimer: 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.

Homework

- Homework assignments should be able to be completed independently. In the case of preparatory-type homework, your child will be provided with a purpose for the assignment. This might include the main ideas of what is read, or the key vocabulary words in the assignments.
- View [Board Policy 130 Homework](#)

Online Gradebook System/Plus Portals

- The Sullivan County Elementary School utilizes an online gradebook system that allows parents and guardians to view their student's grades each week. Account information is distributed to parents and guardians of students in grades 1 through 6 in the first marking period of the school year for existing students, or following enrollment for transfers. The Parent Portal will be updated each week. Please contact the technology department with any technical questions.

Promotion and Retention

- The District recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress, system of grade levels, and attainment of the academic standards established for each grade.
- A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.
- A student with disabilities, as identified by federal and state statutes and regulations, will be subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the IEP committee, addresses and defines alternative learning goals and promotion standards.
- Promotion of a student will be determined by an evaluation of the student's achievement, progress and potential for success during the next school year and the recommendation of district staff. In general, factors to be considered in retention of students include:
 - Achievement/Performance
 - Ability/Effort
 - Attendance
 - Chronological age

- Social, emotional, and physical development
- Elementary students will be promoted to the succeeding grade level when they have:
 - Completed curriculum requirements of the presently assigned grade.
 - Achieved instructional objectives set for the present grade, as determined by the teacher(s).
 - Demonstrated proficiency to move ahead to the educational program at the next grade level.
 - Demonstrated the degree of social, emotional and physical maturity necessary for a successful learning experience at the next grade level.
- It is not recommended that students repeat grades; however, there are times when a student may benefit from such action. Retention will be considered when, in the judgment of the district staff, it is in the best educational interest of the student involved.
- A student who is failing two (2) or more core subjects or one (1) core subject and two (2) special subjects will be considered for retention in the present grade. Core subjects are Language Arts, Mathematics, Science and Health, and Social Studies.
- The Child Study Team will gather data about a student in jeopardy of failing.
- To promote the cooperation of the home and school and help each student achieve success, parents/guardians will be notified as early as possible if a student is failing to make expected progress in any area.
- Alternatives to retention, such as tutoring and summer school, may be recommended by the Child Study Team, teachers and administration, in consultation with the student's parents/guardians.
- A student will not be retained more than two (2) years in any grade, and not more than once at the elementary level.
- After two (2) years in the same grade in grades K-6, the Child Study Team may recommend assignment of a student to the next grade, in consultation with the teachers, principal and parents/guardians. If a student is assigned to the next grade, proper notation must be made on the student's record, citing the reason for the assignment.
- View [Board Policy 215 Promotion and Retention](#)

Retention Procedures

- Teachers will inform parents/guardians as early as possible that a student is having difficulty and that cooperative efforts between the home and school are necessary to assist the student. The teacher is responsible for monitoring the student's progress and for communicating with the parents/guardians.
- If a student continues to have difficulty or is failing courses, and a parent conference cannot be scheduled, the teacher will send a Lack of Progress Letter to the parents/guardians no sooner than the end of the second grading period and no later than the midpoint of the third grading period. Copies of this letter will be placed in the student's file and forwarded to the building principal.
- If a student continues to have difficulty or is failing courses and will be evaluated for retention, the established procedures will be followed:

- The teacher will inform the guidance counselor and principal prior to contacting the parents/guardians again.
- The teacher will notify the Child Study Team regarding the student's lack of progress. The Child Study Team will meet to review the reasons for the retention, make a recommendation, and meet with the parents/guardians.
- The principal will review all documents and must approve the recommendation for retention. The recommendation for retention will be documented on the student's permanent record.
- If retained, the principal will send a Retention Letter to the parents by the mid-point of the final grading period.
- All parent/guardian requests for retention will be processed in accordance with the above procedures.
- View [Board Policy 215 Promotion and Retention](#)

Report Card Policy

- Report cards are issued four times during the school term for grades K - 6. Your child is graded on the basis of his/her performance as compared with the general expected academic achievement of students at his/her grade level.
- Ongoing communication between the school and home are highly recommended.
- Grading Scale:
 - **A** 93-100
 - **B** 85-92
 - **C** 75-84
 - **D** 70-74
 - **E** <69

Schedule

Doors Open	8:20AM
Late Bell	8:40AM
Dismissal	3:30PM

- SCES runs on a six day cycle. Your child's classroom teacher will forward you the six day schedule of specials.
- Primary students (K-3) will receive their instruction from their homeroom classroom teacher.
- Intermediate students (4-6) are departmentalized and will rotate on a block schedule.
- Schedules have been created to optimize instructional time while at school.
- Students arriving after 8:40AM are tardy and need to be signed in by a parent/guardian.
- Students arriving after 10:30 AM, or who leave before 2:00 PM, will be considered absent for half a day.

Summer School

- Summer school will be provided at parent cost by the district if alternate funding is not available for students in grades kindergarten through six who evidence the greatest need for additional instruction to master grade-level state curriculum standards and district performance standards in core subject areas.
- **Promoted - Summer School Recommended**
 - If the student has met all promotion criteria, but assessments indicate the student is not performing consistently at grade level, scoring in the 70 - 74% range in a core subject in grades one through six, then the student will be recommended to attend summer school. If the student does not attend summer school, an academic plan will be developed at the beginning of the next school year to accelerate the student's learning.
- **Summer School Required**
 - If the student has failed to meet promotion criteria, scoring below 70% in a core subject or has failed to satisfy the elements of an academic plan for the current year, then the student will be required to attend summer school. If the student shows substantial progress in the area of substandard performance, the student will be promoted to the next grade at the end of summer school. If the student attends summer school and shows minimal or no progress in the area of substandard performance, the student will be retained and an academic plan will be developed by the school at the beginning of the next school year to accelerate the student's learning. If the student does not attend summer school, the student will be retained in the same grade for the next school year and an academic plan will be developed by the school at the beginning of the next school year to accelerate the student's learning.
- **Retention**
 - If the student has failed to meet promotion criteria, scoring below 70% in a core subject area, then the student will be encouraged to attend summer school as an academic assistance strategy to accelerate student learning, but the student will not be promoted to the next grade at the end of summer school. Progress achieved in summer school will be documented in the student's academic plan for the subsequent school year.

Testing

- State testing is conducted in grades third through six each spring. If parents find the assessments in conflict with their religious beliefs, they may request a meeting with the administration to view the test materials. After viewing the test materials, the parent/guardian must submit a letter to the superintendent requesting a religious exemption.

Admission of Students

- A child is eligible for admission to kindergarten if s/he has attained the age of five (5) on or before August 31. The superintendent or designee shall require that each student who registers for entrance to school exhibit his/her birth certificate or similar documentation as proof of age and birth date, proof of residency, and proof of required immunizations.
- View [Board Policy 201 Admission of Students](#)

Attendance

- It is important that your child be in school every day, in order to receive the maximum benefit from the educational program that the district provides. We realize that there are times that a student must be absent from school, such as: illness; medical and dental appointments; quarantine; impassable roads or inclement weather; required court attendance; death in family; family emergency - one (1) day; educational trips - ten (10) days maximum - no more than two per year - requires written pre-approval by the principal; educational tours and trips with prior approval; and religious events.
- The following reasons are illegal and unexcused: truancy (absence from school without a legal excuse), missing the bus, trips not approved in advance, shopping, hunting, fishing, attending sporting events, birthdays or other celebrations, gainful employment, and any reason not listed under legal excuses. When a student has been absent, a written excuse must be provided within three days of the return to school. Students may have one (1) day to make up work for each day missed.
- **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. An informational letter will be sent to parents after a cumulative of six (6) absences have been acquired by the student for any reason. After six (6) unexcused absences, a School Attendance Improvement Conference will be held with the parent/guardians. After ten (10) days of excused and/or unexcused, the school shall require a doctor's excuse for every future absence. If the doctor's excuse is not provided, the excuse will be considered illegal.
- **Illegal/Unexcused Absences:** After three illegal absences, the superintendent will be notified, and a notice of illegal absence be issued from the principal's office. Subsequent illegal absences will be prosecuted in accordance with the Pennsylvania School Code.

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](#)

Cell Phones/Devices

- Cell phone and smartwatch use is not permitted during school hours. Smart watches are defined as any wearable device, by wrist strap or other means, with the capability of cellular, wifi or Bluetooth connection, for the purpose of communicating by making voice calls, sending text messages, accessing emails and the internet, or for connecting to third party applications. All cell phones and smart watches need to be turned off and kept in a backpack during school hours. Violation of this policy will result in the cell phone or smart watch being confiscated and brought to the office. The cell phone or smartwatch will be returned to the child at the end of the school day. Should any future offenses occur, the device will be kept in the office until a parent/guardian can come to the school to pick up the cell phone or smart watch.
- View [Board Policy 237 Electronic Devices](#)

Computer and Internet

- It is the student's responsibility to use computer communication technology in an ethical, responsible, and legal manner for school-related tasks only. Misuse of computer communication technology will result in the user's access privilege being denied, revoked, or suspended. Misuse may also subject the user to disciplinary action under school policies. In addition, any illegal activities will be reported to the appropriate agencies.
- 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 the Internet, Computers and Network Resources](#)

Concussion

- The Sullivan County School District Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.
- View [Board Policy 123.1 Concussion Management](#)

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.

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 their child nor refuse to supply information to either parent, or prohibit either parent from picking up their child from school.

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 or 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 your school will be practicing 4 primary emergency drills each 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, 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 predetermined 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 practicable.
- Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work.

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 will be required to change and withheld from class until they can do so.
- Inappropriate dress includes, but is not limited to, the following:
 - Halter tops, strapless tops, bare midriffs, “muscle” shirts, tops with straps less than one inch wide or tops that expose cleavage when sitting or standing.
 - Shorts shorter than mid thigh
 - Bare feet.
 - Clothing that exposes any part of undergarments.
 - Heelys
 - Shoes with flashing lights
 - Shirts, patches, or slogans related to tobacco, drugs, alcohol, or messages of a suggestive or obscene nature.
- View [Board Policy 221 Dress and Grooming](#)

Drugs and Alcohol

- 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.
- View [Board Policy Controlled Substances/Paraphernalia](#)

Faculty Room and Offices

- Students are not to go into the faculty room, or any private office, unless given permission by a member of the staff.

Family Trips

- The Board recognizes the value of trips that are not a part of the school's activities. While these trips can be educationally beneficial, such trips that result in a child's absence from school shall require prior administrative approval and adhere to the following:
 - Parents must request approval at least 2 weeks prior to the trip.
 - Parents shall present an outline of activities included in the trip, which are educationally beneficial to the child.
 - Parents shall assume the responsibility of monitoring assigned school work during the absence.
 - The principal shall make recommendation for approval if:
 - The student has an attendance rate of 90%.
 - The student is passing all subjects.
 - The student is not missing special school activities such as required State testing, including the PSSAs.
 - The student accepts the responsibility of completing assigned work during the absence and the taking of quizzes and tests missed upon his/her return.
 - Upon the student's return from an approved trip, the teacher will correct assigned work, administer tests missed, and report to the parent within the general reporting policy and procedures of the school.

- All days of absence count toward the ten (10) days of non-medical absences allowed by the School Code of the Commonwealth of Pennsylvania.
- Educational trips shall be limited to no more than two (2) trips each school year and shall not exceed ten (10) days of absence during any school year. Requests beyond this limitation shall be reviewed by the Superintendent of Schools and a recommendation made to the Board of Education.

Field Trips

- A field trip is defined as “an educational experience outside the school which would supplement a unit of study or topic which is being undertaken in the classroom”.
- The greatest value of a field trip is found when it serves as a culmination to that which is being studied. The teacher and the children develop objectives to be accomplished by the trip. Students may have a guide which might contain things to watch for, questions to be answered, and suggestions for children to aid them in formulating their own questions about what is seen.
- While children are on the trip, they are subject to normal school rules for behavior and school board policy.
- Parental authorization slips are required whenever children are transported for any school activity. Authorization forms will be sent to you prior to the date of the trip and must be returned before your child can participate in the planned activities. Failure to return authorization forms will preclude your child’s participation on the field trip.
- View [Board Policy 121 Field Trips](#)

Hazing

- Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation of membership in affiliation with any organization recognized by the Board.
- If a student believes that he/she has been subject to hazing, the student shall promptly report the incident to the building principal who shall conduct a timely, thorough, impartial, and comprehensive investigation and report to the Superintendent. In addition, the principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
- View [Board Policy 247 Hazing](#)

Health Examinations/Screenings

- Each student shall receive a comprehensive health examination conducted by the school physician or private family physician upon original entry and in sixth grade.
- Each student shall receive a comprehensive dental examination conducted by the school hygienist or private family dentist upon original entry and in third grade.
- The school nurse shall administer to each student vision tests, hearing tests, other tests deemed advisable, and height and weight measurements, yearly. Height and weight measurements shall be used to calculate the student's weight-for-height ratio (body mass).
- Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification.
- Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense.
- View [Board Policy 209 Health Screenings/Wellness](#)

Inclement Weather Procedures

- If schools must be dismissed early, delayed or closed due to inclement weather or other emergencies, an announcement will be made via:
 - Parent Link 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 a 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 in the website and on the school calendar

Lockers

- A hall locker will be assigned to each student. The locker should be kept clean. The school maintains the legal right to inspect any locker and its contents.
- 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

- 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 administrator will call the ChildLine.
- 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 non prescription 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](#)

Paraprofessionals

- The use of paraprofessionals is an important support 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:
 - Monitoring small group and individual learning activities.
 - Monitoring playground and indoor recess activities.
 - Securing, setting up, and running equipment for class lessons.
 - Assisting the teacher in providing a variety of learning experiences and materials for children's use.
 - Tutoring of a review nature as planned for and directed by the teacher.

Parent-Teacher Conferences

- A parent-teacher conference is a two-way exchange of information about your child. It serves as a supplement to the report card. It provides you with an opportunity to ask the many questions which you might have concerning the school's curriculum and your child's progress, both academically and socially.
- For the teacher it is an opportunity to learn more about the needs of your child. You and the teacher can share ideas.
- In essence, both you and the teacher are working toward the same goal -- the best possible education for your child. By getting together and talking things over, reaching this goal is more likely to become a reality.
- In kindergarten an opportunity for parent-teacher conferences are planned once a year. These are usually held some time near the middle of the year. In addition, you should feel free, when a need arises, to contact the teacher to arrange any additional conferences.
- The teacher may also find it necessary to request additional conferences with you.
- Although we have not instituted formally scheduled conferences at other grade levels, you should feel free to request conferences. Teachers may also invite you to meet with them.

Parent-Teacher Organization (PTO)

- Our School PTO strives to:
 - Develop a closer connection between school and home by encouraging parent involvement in their children's lives, education, class and school.
 - Enhance the educational experience by supporting academic and enrichment activities.
 - Improve the environment at our school by providing volunteer and financial support.
 - Support the extracurricular activities of the school.
 - Coordinate, encourage, and fund programs and projects to support the curriculum.

Parties

- Parents/guardian volunteers may be called upon to aid teachers on these occasions.
- Classroom parties shall offer minimal amounts of foods (maximum 2 or 3 items) that contain added sugar as the first ingredient. Items should be offered that contain greater than 2 grams of fiber/serving, are moderate in sodium, and have minimum to no trans fatty acids. Fresh fruits and vegetables should be included. Water, 100% fruit juice, or milk should be offered as the beverage choices. Parents/caregivers are asked to refrain from bringing preschool children to these parties. Allergens should be avoided.

- Birthdays of individual children can be recognized within the guidelines of the Wellness Policy/PDE's Nutritional Standards.
- All food items must be store bought, individually wrapped, and labeled with allergen information.

School Wide Positive Behavior Interventions and Supports (SWPBIS) - S.O.A.R.

- PBIS is a district-wide system of support that utilizes proactive strategies to identify, teach and support appropriate student behavior. The purpose of PBIS is to improve our school culture, be proactive instead of reactive, and maximize academic achievement for all of our students.
- Our PBIS Mission Statement - "At Sullivan County Elementary School, we work together to unlock today's potential and empower tomorrow's leaders. Our students achieve academic and social success by exhibiting safety, ownership, acceptance, and respect."
- Griffins S.O.A.R. - At SCES we have four main expectations to help guide our students in and out of our school. When we come together with a common belief system, with common language for behavior, our students learn consistent behavior expectations which provides a safer and more positive learning culture.
 - **S**afety
 - **O**wnership
 - **A**cceptance
 - **R**espect
- Our PBIS team at SCES consists of our principal, teachers, parents, students, and paraprofessionals dedicated to being proactive and positive for the well being of our lil' griffins!

Searches

- School district personnel may lawfully search students or their belongings, including but not limited to lockers, 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 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 of 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 or the school.
- Any reported cases of sexual/unlawful harassment or bullying shall be investigated under the guidelines of Board Policy with the building principal being the first contact person. Discipline will follow the guidelines of Board Policy.
- View [Board Policy 218 Student Discipline](#)
- View [Board Policy 249 Bullying/Cyberbullying](#)

School Property

- Students are responsible for books and other instructional materials issued to them.
- Lost items should be reported to the teacher immediately. Items not recovered will be paid for by the student before the close of the school year.
- Students are also responsible for the abuse to the desks, seats, school materials, including books, and lockers which they occupy.
- Students responsible for damage to school property must pay the cost of repairing the damage.
- View [Board Policy 224 Care of Property](#)

Student Expression

- Although students have a constitutional right to freedom of speech and expression, according to *Tinker vs. Des Moines Independent Community School District*, regulation of 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.
- Materials to be distributed or posted on school property shall be submitted to the building principal for review at least three (3) days before the desired date of distribution or posting. If approved, the material will be available in the office for interested students to pick up.
- View [Board Policy 235 Student Rights and Responsibilities](#)

Student Supervision

- Employees are responsible for students during the instructional hours of the school day in school; during the instructional hours of the school day on school district property; on school district vehicles; and at school district events held before, during, or after school that are directly observed and supervised by school district staff.

Surveillance Cameras

- SCES is monitored by video cameras, both inside the building and outside the building.

Tobacco and Vaping

- Students found using and/or possessing tobacco in any form are subject to the following disciplinary procedures.
 - **1st Offense:**
 - Non-criminal complaint filed with the District Magistrate. (If found guilty, subject to fine of up to \$50.00 plus costs or alternative form of adjudication.)
 - Three (3) days of In-School Suspension. A conference with student and parent(s) will be required prior to the student's return.
 - **2nd Offense:**
 - Non-criminal complaint filed with the District Magistrate. Five (5) days of In-School Suspension with a parent conference during the five (5) days.
 - **3rd Offense:**
 - Non-criminal complaint filed with the District Magistrate.
 - Three (3) days of out-of-school suspension with a parent conference prior to the student's return.
 - **4th Offense:**
 - Hearing before the Sullivan County School Board with administration recommending expulsion for the remainder of the year.
- Our school is a tobacco-free campus. There is no use of tobacco permitted at any school function or on school property. Electronic cigarettes are also prohibited on school grounds.
- View [Board Policy 222 Tobacco and Vaping Products](#)

Visitors

- Visitors to Sullivan County School District
 - Office Hours:
 - District Office - 8:00AM-4:00PM
 - Elementary Office Entrance - 8:00AM-4:00PM
 - High School Office Entrance 8:00AM-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 Visitors Badge
- Go directly to your destination
- Visitations of other parts of the complex are not permitted without permission
- Sign the required Sign Out sheet before leaving
- View [Board Policy 907 School Visitors](#)

Weapons, Look Alike Weapons and Hazardous Substances

- Possession of a weapon including, but not limited to: a knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and other tools, instrument, or implement's capable of inflicting serious injury are prohibited in the school, on the school grounds at any time, at school- sponsored events, or on school transportation. Look-alike weapons and hazardous materials are similarly prohibited. Administration is required to report weapons violations to the State Police.
- Any student who is determined to have brought a weapon onto school property or who is in possession of a weapon on school property shall be expelled for not less than one year, unless the Superintendent recommends discipline short of expulsion on a case-by-case basis.
- Possession of a look alike weapon or hazardous substances on school property shall be handled on a case by case basis with review by the Superintendent and may include an expulsion hearing.
- Threat Assessment process will be followed.
- View [Board Policy 218.1 Weapons](#)

Student Discipline

- The disciplinary actions outlined below are minimums. The administration reserves the right to assign a more severe punishment if the actions of the student warrant doing so.
- **Level One Offenses**
 - Class Disruption
 - Dress Code Violation
 - Horseplay with No Intent to Harm
 - Inappropriate Language
 - Insubordination
 - Lying
 - Physical Contact
 - Property Misuse
- **Level One Disciplinary Actions**
 - Warning
 - Reteaching
 - Detention
 - Loss of privilege
 - Think Sheet

- **Level Two Offenses**
 - Inappropriate Language
 - Cheating/Forgery
 - Unsafe/Dangerous Behavior
 - Disrespect to adult
 - Harassment/Teasing (ability, gender, racial, religious, sexual)
 - In an unassigned area
 - Inappropriate display of affection/body parts
 - Physical Aggression
 - Technology Violation
 - Theft
 - Threat to Harm Another Individual
 - Tobacco/Vaping Product Possession/Use (fine will also be imposed)
 - Multiple offenses of Level One items
- **Level Two Disciplinary Actions**
 - Warning
 - Reteaching
 - Detention
 - Loss of privilege
 - Think Sheet
 - In-School Suspension
- **Level Three Offenses**
 - Possession or use of drugs/drug paraphernalia or alcohol
 - Combustibles
 - Fighting
 - Vandalism
 - Verbal Assault or Threat to a Teacher
 - Multiple Offenses of Level Two Items
- **Level Three Disciplinary Actions**
 - Reteaching
 - Detention
 - In-School Suspension
 - Loss of privilege
 - Out of School Suspension
- **Level Four Offenses**
 - Arson
 - Terroristic Threats including a Bomb Threat
 - Physical Assault of a Teacher
 - Possession of a weapon
 - Multiple Offenses of Level Three Items
- **Level Four Disciplinary Actions**
 - Out of School Suspension
 - Placement in alternative education
 - Recommendation to the superintendent for an expulsion hearing before the Board
- **Students with Disabilities**
 - No child with a disability shall be punished for a behavior which 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.

- **Items Not Permitted in School**
 - open beverage containers other than bottled water in clear store-bought bottles
 - gum
 - lighters/matches
 - laser pointers or any other electronic device deemed unsafe by administration
 - cards/gambling
 - toys
 - Inappropriate clothing policy 221
 - weapons
 - others items deemed disruptive or dangerous by school board policy or by the building principal
- **Items That May Not Be Used in School Building**
 - Cell phones/smart watches/devices (must be turned off and in backpack)
 - Portable gaming devices or tablets
- The administration has the right to update these lists regularly and change the lists anytime during the school year.
- All confiscated items may be picked up by the parents.
- View [Board Policy 218 Student Discipline](#)

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:**
 - Be at your stop five minutes prior to scheduled pick up time.
 - When the bus approaches, get in line.
 - Stay clear of the bus until it comes to a complete stop.
 - Let smaller children board first.
 - 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:**
 - Use the handrail.
 - Go up the steps one at a time.
 - Have a safe, calm body.
 - Remain seated unless boarding/departing.
 - Use the handrail and take one step at a time.
 - After you leave the bus, go directly to your assigned place or home.
- **Conduct On the Bus:**

- Keep a safe, calm body.
- Place books or parcels on your lap. Keep the aisle clear.
- Avoid loud talking, use of profanity, and confusion that might distract your driver.
- Ask the driver for permission before opening windows.
- Keep your body inside the bus.
- Throwing items in the bus, or out of the bus is prohibited.
- Use emergency door and exit controls only during supervised drills or actual emergencies.
- Alcohol and or tobacco products/vaping are prohibited.
- Remain seated until the bus has come to a complete stop.
- Help your drivers to keep the bus clean and in good shape.
- 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.
- **Pupil 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 Elementary 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 pupil(s) involved and the bus driver. The principal will then determine the action needed.
- **Summary of Procedures:**
 - To insure proper pupil behavior on the school bus, the following procedures will be in effect insofar as pupil offenses are concerned:
 - **1st Offense** - Pupil will be reported by the bus driver to the High School or Elementary Principal who will hold a conference with the pupil. Verbal reprimand to the pupil. Parents will be notified by the Principal of the offense and advised of the next step if misconduct persists.
 - **2nd Offense** - Pupil will be reported by the bus driver to the Principal who will hold a conference with the pupil. The parent(s) will be informed by the Principal. Disciplinary action, including suspension of transportation privileges for up to 3 days, as determined by the Principal will be taken against the pupil.
 - **3rd Offense** - Pupil will be reported to the Principal who will hold a conference with the pupil. 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 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 pupil to and from school on these days.

- If the incident is serious enough to warrant it, the administrator(s) have the discretion to by-pass 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 Elementary Principal for each offense.
- The parent of any pupil 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.

Threat Assessment

- The Sullivan County School District Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.
- **Threat Assessment** - 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.
- View [Board Policy 236.1](#)

Breakfast & Lunch Program

- Breakfast and lunch will be provided to each student free of charge this school year.
- Please be sure to complete the free/reduced lunch form and return to the school.
- Breakfast will be provided in the classroom beginning at 8:20AM.
- Your child is welcome to bring a packed lunch from home.
- In a typical school year, **PrimerioEDGE** is used to deposit money into your child's lunch account and to track and monitor their purchases. 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 the Nutrition Group Food Service Director, by email at foodservice@sulcosd.k12.pa.us or by phone at (570) 946-6020.

Special Education Program and Services

- **The Purpose of Identification Process:**
 - The Sullivan County School District is responsible for educating all children within its jurisdiction and providing a free and appropriate education. Each student has particular learning needs that can be met in either a regular education class, a special education class, or a special school. 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 program is selected. The Sullivan County School District provides a continuum of settings for its students.
- **Chapter 15/504 Services:**
 - In compliance with state and federal law, the Sullivan County School District will provide to each qualified student with disabilities 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 extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a student with disabilities, the child must be of school age with physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for qualified individuals with disabilities are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.
 - For further information on the evaluation procedures and provision of services to exceptional and qualified students with disabilities, contact the Director of Special Education at (570) 946-8200.
- **Special Education Services and Programs:**
 - The Sullivan County School District provides the following services and programs for exceptional students. These programs are administered by the Sullivan County School District, BLaST (I.U. 17), and/or by a neighboring school district. The services/programs reflect students with the following physical or mental disabilities.
 - Autism
 - Deaf-blindness
 - Deafness
 - Hearing Impairment
 - Visual Impairment
 - Intellectual Disability

- Multiple Disabilities
 - Orthopedic Impairment
 - Other Health Impairment
 - Specific Learning Disability
 - Speech or language Impairment
 - Traumatic Brain Injury
 - Emotional Disturbance
- The multidisciplinary evaluation (MDE) team determines the need for special education services 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.)
- **The following listing notes the type of service or program:**
 - **Academic Support Classes:**
Gifted Support, Life Skills Support, Emotional Support, Learning Support
 - **Sensory and Communications Support:**
Deaf and Hearing Impaired Support, Blind and Visually Impaired Support, Speech and Language Support, Occupational Therapy, and Physical Therapy.
 - **Special Classes:**
Physical Support, Autistic Support, Multiple Disability Support with regard to Chapter 15, other Qualified Students with Disabilities in State and Federal Law. The Sullivan County School District will provide to each Qualified Student with Disabilities 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 extracurricular activities to the maximum extent appropriate to the students abilities and needs. In order to qualify as a Qualified Student with Disabilities, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. The services and protections for Qualified Students with Disabilities are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in Special Education Programs.
- **Early Intervention:**
 - Early Intervention Screening and Programs are operated and administered by Intermediate Unit #17 (BLaST). For information about Early Intervention, please contact BLaST IU #17 at (570) 323-8561. BLaST IU #17 personnel, in collaboration with district staff, provide individual screening and evaluations of preschool aged children at the Kindergarten registrations held at the elementary school during February of each year. Transition to school meetings are held each spring with parents, students, Head Start, BLaST IU #17, and districts participating.
- **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 Sullivan County Elementary and Sullivan County High School. Gross motor and fine motor skills, academic skills, and social emotional skills are assessed by classroom teachers on an on-going basis. Height and weight are assessed yearly for all students.

- Screening information will be used within the student's school to meet his/her 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 classroom teacher(s) and specialist(s) 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 expectations. Parents will be notified if a child is receiving additional services. If a student does not make progress, children will be referred to the Child Study Team and Special Education Coordinator.

- **The Evaluation Process:**

- When the Child Study Team determines that a student referral needs to be made, the parents will be asked to give written permission for necessary individual professional evaluations. This written consent is called Permission to Evaluate.
- After all of the evaluations are complete, an Evaluation Report will be compiled with parent involvement and include specific recommendations for types of intervention necessary to deal with the child's specific needs.
- Parents are then invited to participate in a meeting (MDE Meeting), where the results of the multidisciplinary evaluation will be discussed. At this meeting, the MDE Team, which includes the parents, will determine if the child needs Special Education Services. If the child needs Special Education, an Individual Education 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 program being recommended, the issue may be taken to mediation or a Due Process Hearing.
- Information about parent 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 about these procedures may be obtained by calling the Director of Special Education at (570) 946-8200.

- **Privacy Rights of Parents and Students:**

- Federal and State legislation protect the rights of students. The foundation of these rights is based on their Family Education Rights and Privacy Act of 1974 and State Regulations in Chapter 12.
- Education records and personally identifiable information can not be disclosed or released without parent consent or, if the student is eighteen, without student consent.

- All information at either the elementary or high school levels related to school records are 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:
 - Elementary Principal at 570-946-7471
 - High School Principal at 570-946-7001
 - Director of Special Education at 570-946-8200
- View [Board Policy 113 Special Education](#)

Student Rights and Responsibilities

- A student will not make another student or staff member in the school feel unsafe.
- A student will not call any other student or staff member a name that will hurt them.
- A student who participates in any destructive act in school will be disciplined accordingly under the rules of the school's discipline code. In addition, any student who is involved in the planning of the act or is aware of an act of destruction that has or may take place without contacting the administration immediately will be disciplined accordingly, under the rules of the school's discipline code.
- View [Board Policy 235 Student Rights and Responsibilities](#)

SAP

- **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 depend 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 composed 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 each student and his/her family.
 - SAP is dedicated to helping students recognize potential dangers and to 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.
- View [Board Policy 236: Student Assistance Program](#)

Title I

- In 1965, the federal government passed the Elementary and Secondary Education Act which includes the Title I program. The purpose of this law is to help students at risk in basic subjects such as reading and math that may not have the resources to afford additional help or tutoring. The amount of funds that a school district receives is based on their poverty, which is determined by the number of students that receive free or reduced lunch.
- On January 8, 2002, Title I became a part of the No Child Left Behind Act. It stresses the use of standards and benchmarks to monitor the progress of all students. Every school that receives Title I funding is required to make Adequate Yearly Progress (AYP) meaning that most students are reaching the benchmarks for their grade level. This is determined by the Pennsylvania State Test or the PSSA that is given to all students in grades 3-11.
- Students in grades K-6 will be screened three times a year using DIBELS as a universal screener. Scores are reviewed and compared to national norms. Some students will receive intervention, extra instructional support, to ensure they are making progress.
- Parent permission is required for your child to receive Title I assistance.
- Student progress is monitored within the intervention group and they may be dismissed if adequate progress is made or benchmarks are reached.
- Sullivan County Elementary School Title I program is targeted assistance.
- Title I intervention teachers are reading specialists.
- A dominant feature of the Title I law is the involvement of parents in their child's education. Parents are encouraged to join and take part in their child's education.

Intramurals

- Intramural programs are provided after school for students in grades four through six. This program is designed to extend those skills presented in the physical education program. Team play and individual skill development are emphasized. Activities in our program include wrestling and basketball.
- It is expected that students who are participating in intramurals are receiving adequate grades and demonstrating SOAR behavior.
- Students participating in intramurals must be in attendance for the full school day unless the absence for that day is an excused absence and has been pre-approved by the principal.

Section VI: Annual Notification of Rights

- As parents or eligible students you retain the right to:
 - Access, inspect and review the student's education records, and
 - 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.
 - The right to consent to disclosure 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.
 - 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 what constitutes a school official and what constitutes a legitimate educational interest.
 - 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.
- View [Board Policy 216 Student Records](#)

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](#)

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 reauthorized 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); 43 U.S.C 11435 (2)): Children who Lack a Fixed, Regular, and Adequate NightTime 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 meet 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.
- View [Board Policy 251 Homeless Students](#)

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

Title IX Information and Coordinator

- 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.
- **Title IX Coordinator**
 - Any complaint of Harassment or discrimination pertaining to education should be addressed to Sullivan County School District's TITLE IX Coordinator:
 - Mr. Doug Lindner, Title IX Coordinator
 - 777 South Street, Laporte, PA 18626
 - (570)946-8200
 - titleixcoordinator@sulcosd.k12.pa.us
- View [Title IX](#) Training
- View [Title IX](#) Staff Form
- View [Title IX](#) Student Form