

ACADEMY PARK

HIGH SCHOOL

300 CALCON HOOK ROAD
SHARON HILL, PA 19079

2023- 2024

HANDBOOK OF INFORMATION
AND
CODE OF CONDUCT

SCHOOL COLORS
ROYAL BLUE AND SILVER

SCHOOL MASCOT
“KNIGHT”

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PBIS MATRIX

Positive Behavior Intervention and Support (PBIS) is a model for creating positive school environments which support the needs of all students and staff. With PBIS, students are taught school-wide expectations. PBIS is a framework for maximizing desired behaviors with the use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral supports of all. Academy Park High School adopted the below matrix which will be displayed throughout the school.

KNIGHT NATION

EXPECTATIONS	CLASSROOMS	HALLWAYS	RESTROOMS	CAFETERIA	ASSEMBLY	BUS	COMMUNITY/ SCHOOL EVENTS
BE HERE	<ul style="list-style-type: none"> Have materials Here on time Prepared to learn 	<ul style="list-style-type: none"> Electronics off and away 	<ul style="list-style-type: none"> Sign in/out Return promptly to class 	<ul style="list-style-type: none"> Go directly to lunch from class Begin eating promptly Stay in assigned area 	<ul style="list-style-type: none"> Be in your assigned area Arrive on time Stay for the duration of the assembly 	<ul style="list-style-type: none"> Be at bus stop on time Be in your seat at all times 	<ul style="list-style-type: none"> Be in designated areas Arrive at start of event
BE RESPECTFUL	<ul style="list-style-type: none"> Use low voice volume Follow directions Active listen Kind words Appropriate language Eye contact 	<ul style="list-style-type: none"> Use low voice volume Awareness of appropriate personal space Trash discarded in waste baskets 	<ul style="list-style-type: none"> Keep restroom clean Mind your own business 	<ul style="list-style-type: none"> Use low voice volume Follow directions Eat & touch only your own food Be polite 	<ul style="list-style-type: none"> Use appropriate language, questions, and comments Considerate of all attendees Remain attentive 	<ul style="list-style-type: none"> Use low voice volume Follow directions Keep area clean 	<ul style="list-style-type: none"> Bring Park Pride Use appropriate language Be considerate of ALL around you Use proper cell phone etiquette
BE RESPONSIBLE	<ul style="list-style-type: none"> Wear ID Accept consequences Complete work accurately & on time Stay on task Use supplies/technology as directed Follow dress code 	<ul style="list-style-type: none"> Wear ID Accept consequences Follow directions Walk quickly to your next class Have appropriate pass 	<ul style="list-style-type: none"> Wear ID Accept consequences Go directly to & from restroom Wash hands Turn off sink & flush toilets Throw trash in trashcan 	<ul style="list-style-type: none"> Wear ID Accept consequences Throw away all trash Food stays in cafeteria Maintain place in line and at lunch table Use restroom prior to returning to class 	<ul style="list-style-type: none"> Wear ID Accept consequences Go directly to designated area and sit with your class Actively listen Enter quietly 	<ul style="list-style-type: none"> Wear ID Accept consequences 	<ul style="list-style-type: none"> Leave area better than you found it Be aware of school procedures
BE SAFE	<ul style="list-style-type: none"> Be attentive to emergency procedures Keep body to self Enter and exit in orderly manner Use materials as directed Sit properly in assigned seat Stay in assigned area 	<ul style="list-style-type: none"> Be attentive to emergency procedures Keep body to self Always walk carefully in hall and in stairwells Keep all exterior doors closed at all times 	<ul style="list-style-type: none"> Be attentive to emergency procedures Keep body to self Keep floor dry Report unsafe activity or conditions 	<ul style="list-style-type: none"> Be attentive to emergency procedures Keep body to self Enter and exit in orderly manner Always walk Follow adult direction Report spills Stay in assigned area 	<ul style="list-style-type: none"> Be attentive to emergency procedures Keep body to self Remain with assigned group Keep exterior doors closed Follow adult direction 	<ul style="list-style-type: none"> Be attentive to emergency procedures Keep body to self Show driver your ID Report unsafe activity Remain in seat Use emergency exit for emergencies Follow driver's direction 	<ul style="list-style-type: none"> Be attentive to emergency procedures using designated areas Enter and exit in an orderly manner at proper times Follow school rules and community laws Display good sportsmanship

MISSION STATEMENT

The mission of Southeast Delco School District is to nurture, educate, and challenge students to become lifelong learners, possessing knowledge, compassion, and a desire to serve the global community.

The Southeast Delco School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, or other legally protected classification. This policy is in accordance with state and federal laws, including Title IV of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1975; and the Individuals with Disabilities Education Act of 2004.

SOUTHEAST DELCO SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

Mrs. Sheree Monroe Whitsett - President

Mr. Reyshon Fowler - Vice President

MEMBERS

Mrs. Theresa Harris-Johnson

Ms. Aimee Washington

Dr. Roger Jack

Ms. Rochelle Womack

Dr. Damolla Hayward

Ms. Rebecca Perry

Ms. Cynthia Woodfolk

DISTRICT ADMINISTRATION

Dr. Brenda G. Wynder – Superintendent

Dr. Jeffrey Ryan – Assistant Superintendent

Dr. Guy Lowery – Chief Academic Officer

Mr. Craig Butler – Chief Operating and Financial Officer

TBD – Chief Human Resources and Talent Officer

Dr. Deborah Gibbs-Tapper – Director of Special Education

Mr. Jeremiah Rusnov – Director of Public Safety

Mr. Kevin Curry – Director of Building and Grounds

Mr. Sunni Jennings – Director of Technology

ACADEMY PARK HIGH SCHOOL ADMINISTRATION

Mr. Richard Sherin, Principal

Mrs. Latarsha Threadgill, Assistant Principal

Mr. Charles Baxter, Assistant Principal

Mr. Tyrone Rorie, Assistant Principal

TBD, Assistant Principal/Athletic Director

Mr. Steve Silva, Administrator for Integrated Learning and Alternative
Education (Knight Academy)

THE APHS TEAM WELCOMES YOU!

On behalf of the entire Academy Park High School team, we welcome you to the opportunity to explore and expand your horizons as a lifelong learner. It is the goal of the APHS team to work in collaboration with you and the overall learning community to prepare you for your future and career endeavors.

The APHS team will support, guide, nurture, and challenge you to reach your full potential as a life-long learner. We will collaborate and work in partnership with you! Together we can accomplish the following:

- Enhance your potential as a lifelong learner
- Set the path to accomplish all of your dreams and goals
- Make your families and friends proud of you in all that you do
- Represent your school and your community to the fullest with a sense of pride
- Prepare for your future now

The contents in this handbook represent areas that you must attend to in order to be successful in High School and does not serve to cover all situations. We encourage you to utilize all of the supports that the school has to offer via teacher mentoring, class advisors, school counselors, and the administrative staff. We are all here to collaborate and support you.

Academy Park High School is YOUR SCHOOL, one you should be proud to attend. We look forward to working with you this year to make it the best school year of your life. Knight Nation; Bring Your Park Pride!

WELCOME TO ACADEMY PARK HIGH SCHOOL!

On behalf of the APHS Team
Mr. Richard Sherin
Principal of Academy Park High School

ALMA MATER

Music: Tim Fischer
Lyrics: Thelma Morrison

We, the Knights of Academy Park,
Stand tall and proud and true of heart.
As we go our separate ways,
We shine brighter every day.

We uphold our noble school.
The knowledge learned is a valuable tool.
We have laughed and played and even cried,
Sometimes not knowing how or why.

It's time to go and conquer the world
With knowledge as our flag unfurled,
We'll never forget the silver and blue.
Dear Academy Park, we'll always be true.

ACADEMY PARK HIGH SCHOOL

2023-2024

BELL SCHEDULE

REGULAR BELL SCHEDULE

Block I	7:35 – 9:01	(86 minutes)
Homeroom	9:01 – 9:05	(4 minutes)
Block II	9:09 – 10:35	(86 minutes)
BLOCK III (LUNCH A)	10:39 – 11:07	(28 minutes)
(LUNCH B)	11:09 – 11:37	(28 minutes)
(LUNCH C)	11:39 – 12:07	(28 minutes)
(LUNCH D)	12:17 – 12:45	(28 minutes)
BLOCK IV	12:49 – 2:15	(86 minutes)

TWO-HOUR DELAY BELL SCHEDULE

Block I	9:35 – 10:24	(49 minutes)
Homeroom	10:24 – 10:28	(4 minutes)
BLOCK II	10:32 – 11:21	(49 minutes)
BLOCK III (LUNCH A)	11:25 – 11:53	(28 minutes)
(LUNCH B)	11:55 – 12:23	(28 minutes)
(LUNCH C)	12:25 – 12:53	(28 minutes)
(LUNCH D)	12:55 – 1:23	(28 minutes)
BLOCK IV	1:27 – 2:15	(48 minutes)

11 AM ARRIVAL BELL SCHEDULE

Block I (Homeroom)	11:00 – 11:05	(5 minutes)
Block II or III (LUNCH A)	11:09 – 11:36	(27 minutes)
(LUNCH B)	11:39 – 12:06	(27 minutes)
(LUNCH C)	12:09 – 12:36	(27 minutes)
(LUNCH D)	12:39 – 1:06	(27 minutes)
Block I or IV	1:10 – 2:15	(65 minutes)

11 AM DISMISSAL BELL SCHEDULE

Block I (Homeroom)	7:35 – 8:25	(50 minutes)
Block II	8:29 – 9:15	(46 minutes)
Block III (Announcements)	9:19 – 10:10	(51 minutes)
Block IV	10:14 – 11:00	(46 minutes)

ROUNDTABLE BELL SCHEDULE

Block I	7:35 – 8:53	(78 minutes)
Roundtable	8:57 – 9:29	(32 minutes)
Block II	9:33 – 10:51	(78 minutes)
BLOCK III (LUNCH A)	10:55 – 11:23	(28 minutes)
(LUNCH B)	11:25 – 11:53	(28 minutes)
(LUNCH C)	11:55 – 12:23	(28 minutes)
(LUNCH D)	12:25 – 12:53	(28 minutes)
BLOCK IV	12:57 – 2:15	(78 minutes)

2023-2024 SAT and ACT Test Dates

- Register at collegeboard.org – fee waivers can be obtained from the counselors.

Date of Test:	Type of Test:	Register By:	Obtain Online Scores Starting On:
October 7, 2023	SAT	September 7, 2023 Late Deadline with fee: September 26, 2023	October 14, 2023
October 12, 15, or 25, 2023	PSAT	Will be completed at school	
October 28, 2023	ACT	September 22, 2023 Late Deadline with fee: October 6, 2023	November 1, 2023
November 4, 2023	SAT	October 5, 2023 Late Deadline with fee: October 24, 2023	November 18, 2023
December 2, 2023	SAT	November 2, 2023 Late Deadline with fee: November 21, 2023	December 16, 2023
December 9, 2023	ACT	November 3, 2023 Late deadline with fee: November 17, 2023	December 20, 2023
February 10, 2024	ACT	January 5, 2024 Late Deadline with fee: January 19, 2024	February 21, 2024
March 9, 2024	SAT	February 23, 2024 Late deadline with fee: February 28, 2024	March 24, 2024
April 13, 2024	ACT	March 8, 2024 Late deadline with fee: March 22, 2024	April 25, 2024
May 4, 2024	SAT	April 19, 2024 Late deadline with fee: April 25, 2024	May 19, 2024
June 8, 2024	ACT	May 3, 2024 Late deadline with fee: May 17, 2024	July 16, 2024
July 13, 2024	ACT	June 7, 2024 Late deadline with fee: June 21, 2024	June 20, 2024

GENERAL INFORMATION

ATTENDANCE REGULATIONS

Academy Park High School is a great place to learn! Students are expected by law to attend school 180 days per school year. Data across the board show that students that attend school regularly have increased academic success. It is important that students be in regular attendance because academic progress suffers as a result of absence. Absence is the most prevalent cause of academic failure or poor academic performance.

Students who have been absent from school will be required to present an **absence note within 3 days** of their return to school. This note must be given to the attendance office staff immediately upon your arrival to the school. All notes must contain the following information:

- Date the note was written
- Student's name and grade
- Date(s) student was absent
- Reason for absence
- Parent/Guardian up to date phone number (to reach with any questions)
- Parent's/Guardian's signature (and name spelled out clearly)

Failure to submit a note will result in the absence being declared illegal/unexcused and the student is subject to the same penalty as truancy. Any absence after 9 in a semester requires a doctor's note in order to be excused.

Students with an excused absence of 0 to 4 days will be granted 1 makeup day for each individual day absent (this does not include the day they return to school). However, in the case of excused absences of 5 or more days in duration, the student shall be granted 2 days for makeup for every day absent. In the case of excused absences of up to two weeks in duration, the student and teacher shall agree on a reasonable length of time for the completion of the work. In the case of excused absences that exceed two weeks, the student, teacher, and assistant principal shall agree upon a reasonable length of time to complete the work.

UNEXCUSED ABSENCES will be treated in the following manner:

1. Compulsory school-age students - 18 years of age or younger

- a. One day of illegal absence or its equivalent: Parent will be notified.
- b. The third day of illegal absence or its equivalent: The parent(s) will be served with a "Notice of Illegal Absence" in compliance with the state laws. A student attendance intervention conference (SAIC) will be scheduled in order to create a student attendance intervention plan (SAIP).
- c. The fourth day and subsequent days of illegal absence or equivalent: Parent(s) will be sent a summons for a court appearance and truancy fines may be levied.

2. Non-compulsory school-age students - 18 years of age or older

- a. All unexcused absences or their equivalent: Parent will be notified of the absence.
- b. Unexcused absences of ten consecutive days: This will be considered a withdrawal from school. Further attendance at Academy Park High School will require a conference with the building administration and the parent/student to re-register at the district office.

ATTENDANCE REGULATIONS FOR PARTICIPATION IN ACTIVITIES

Academy Park High School opens its cafeteria doors to students at 7:00 am so students are able to enjoy breakfast free of charge. The main doors open to the rest of the building by 7:15 am. In order to participate in any school-sponsored activity, a student must be in attendance by 10:00 am the day of the activity (afternoon or evening). If the event takes place during the weekend, the student must attend a **FULL DAY** of school on Friday. If there are extenuating, documented reasons for missing school, permission to participate can be granted by a building administrator.

With the exception of a documented injury, a student **MAY NOT** use participation in an evening school-related event as an excuse for being late or absent the following day.

Students may not participate in or attend any activities during the time they are on out-of-school suspension.

MCKINNEY-VENTO ACT

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity. If you believe you or your child are experiencing homelessness, please contact the guidance counselor at your child's school.

LATENESS

The first Block of the school day begins at **7:35 am**. To avoid lateness, students must report and be **IN** their class by 7:35 am. Students who are not in their class by 7:35 am will be marked unexcused late. Lateness will only be excused if the student has a doctor's note, dentist's note, paperwork indicating they were at court that day, or if the principal gives pre-approval for a specific reason. **STUDENTS THAT ARRIVE LATE TO SCHOOL OR CLASS WILL FACE DISCIPLINARY CONSEQUENCES, WHICH MAY INCLUDE PROGRESSIVE DISCIPLINE RANGING FROM DETENTIONS TO SUSPENSIONS BEING ISSUED. THE FINAL AUTHORITY FOR THE DETERMINATION OF DISCIPLINE RESTS WITH THE BUILDING ADMINISTRATORS.** Students who arrive to class on time, but leave to get something because they are unprepared, may receive consequences for being late to class. Similarly, if a student arrives to class with a non-clear book bag, the teacher will tell the student to put the bag in their locker. If the student returns to class after the bell, they will be considered late. Students need to arrive to their class on time and be prepared to be considered on time.

Students late to any class will receive the following disciplinary action:

5x per marking period – detention

Any lateness after 5 times will be referred to the administrative team to determine disciplinary action. Disciplinary action can include further detentions, in-school suspension, out of school suspension, or referral to Alternative Education placement.

CLASS CUTS

The student may receive partial credit for the work that has been missed and consequences including detention(s) and/or suspension(s) may be administered. The student must coordinate with the teacher to attend an after-school session in order to complete the missing work.

AFTER SCHOOL ACADEMIC SESSIONS

Teachers offer students after-school sessions for extra academic help or for making up missed work. Students are encouraged to take advantage of opportunities to receive additional academic support. Please see the schedule below:

Time	2:15-2:55	2:15-2:55	2:15-2:55	2:15-2:55
Department	Monday	Tuesday	Wednesday	Thursday
Art	Extra Help	Extra Help	PLC	Extra Help
Music	Extra Help	Extra Help	Extra Help	PLC
Foreign Language	Extra Help	PLC	Extra Help	Extra Help
Business	Extra Help	Extra Help	Extra Help	PLC
Phys. Ed.	Extra Help	PLC	Extra Help	Extra Help
English	Extra Help	Extra Help	PLC	Extra Help
Math	Extra Help	Extra Help	Extra Help	PLC
Social Studies	PLC	Extra Help	Extra Help	Extra Help
Science	Extra Help	PLC	Extra Help	Extra Help
ES Rotation/ Self-Contained	Extra Help	PLC	Extra Help	Extra Help
LS Rotation	Extra Help	Extra Help	PLC	Extra Help
ILS Rotation/ Life Skills	Extra Help	Extra Help	Extra Help	PLC

AFTER SCHOOL DETENTION

AFTER SCHOOL DETENTION - TEACHER

Teachers may assign students to after-school teacher detention for disciplinary reasons. The student is obligated to report and fulfill requirements as assigned by the teacher. A student's failure to attend will result in further disciplinary action, such as the assignment of a general detention or suspension.

AFTER SCHOOL DETENTION – GENERAL

Detention Rules and Regulations:

1. Students must report to the auditorium before 2:25 PM on the day assigned.
2. Students are expected to come to detention with work to complete. Cellphones are not permitted in detention.
3. Students are responsible for transportation home after detention.
4. Students are expected to gather their belongings from their locker before detention starts. Students will not be permitted in the building after detention ends and are expected to leave immediately exiting the auditorium doors when dismissed

ASSEMBLY PROGRAMS

Assembly programs are planned to provide cultural or educational information based on the interests and needs of students. Assemblies are a privilege. Student behavior at assemblies is a reflection of the school. It is expected that guests and assembly participants will be accorded your respectful attention during all assemblies.

BUS REGULATIONS

School bus transportation is a privilege that can and will be withdrawn temporarily or permanently when it is abused. Any conduct reflecting discredit on the school or endangering safety on the highway, will not be tolerated. Students should wear school-issued ID and remember that **SMOKING, STANDING, VERBAL or PHYSICAL ALTERCATIONS, AND CURSING IS PROHIBITED ON ALL SCHOOL BUSES.**

WHILE ON THE BUS, THE FOLLOWING RULES MUST BE FOLLOWED:

- Remain in a seat at all times
- Keep all body parts inside doors and windows
- No eating, drinking, spitting, or smoking
- Use the emergency exit **ONLY** for emergencies
- No obscene language or gestures
- No objects will be thrown in or out of the bus
- The Code of Conduct is in effect during all bus rides

CAFETERIA REGULATIONS

It is expected that students display courtesy and good manners in the cafeteria. Students may be required to sit in assigned seats. Students are required to empty trays, dishes, and other trash to the proper trash cans provided. Failure to do so will result in disciplinary action. Food is not permitted in any other part of the building except the cafeteria. Students are not permitted to leave school property at any time during the school day, including during the assigned lunch period. Discipline may be issued if a student is late to lunch or late to class upon returning to class from lunch. Once a student has reported to the cafeteria, they are not permitted to leave the cafeteria unless they have a pass from a teacher or staff member. Additionally, students may only attend a lunch period assigned to them. Students are not allowed to have food ordered and/or delivered to the school. This includes Uber Eats, Door Dash, or any other delivery service.

CELL PHONE USE/HEADPHONES/SPEAKERS

The use, by students, of cell phones or electronic equipment during school hours is not permitted. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!** If the student has their electronic device out in class, the teacher will ask the student to turn it off and put it away. If the student is caught with the electronic device out again or does not turn it off/put it away, the teacher will write a referral and submit it to the appropriate administrator for disciplinary action. Repeated offenses will result in confiscation of the device by the administration and a parent/guardian will have to come to retrieve the device.

*All use shall also be in compliance with the Code of Student Conduct or as designated in an IEP or 504 Service Agreement.

**The Board prohibits the use of electronic devices in locker rooms, bathrooms, health suites, and other changing areas at any time.

CHANGE IN RESIDENCE/TELEPHONE NUMBER

Whenever a student changes residence, within or outside the school district, the new address must be properly reported, in person, to Mrs. Maggie Contrisciani at the Educational Services Center (District Administrative Office). Proper reporting requires that parents show appropriate proof of any change in address. New telephone numbers should be reported to the Main Office of the school attended.

CLASS DUES

Class dues are recommended by the class council and approved by the class. All members of the class are subject to this obligation.

DRESS CODE

It is the expectation that students will use sound judgment and wear the appropriate dress to school. **PLEASE**

NOTE: Students' attire must not cause substantial disruption to the school and learning environments. Students are asked to dress for the classroom and not recreation. Appropriate dress and the dress code are to prepare students for work-life situations in an effort to help students be successful and free from distractions.

IT IS THE RESPONSIBILITY OF THE TEACHER TO REFER A STUDENT'S DRESS VIOLATION TO THE ADMINISTRATION FOR FINAL APPROVAL. Students who exceed the boundaries of the dress code will be provided the opportunity to contact their parents to bring appropriate clothing to the school so that the student may continue with their educational day. If appropriate replacement clothing cannot be attained, students may be provided with appropriate clothing. Students will be placed in the In-School Suspension room until they can be provided appropriate clothing.

2022-2023 DRESS CODE FOR SOUTHEAST DELCO STUDENTS IN GRADES K-12

Shirts/Tops

1. Shirts must fit properly. Midriff or undergarments should not be visible.
2. Strapless tops are not permitted.
3. Hooded sweatshirts are permissible as long as the hood is not pulled over the head while inside the school.

Pants

1. Pants must fit properly and be worn at the waist. Midriff or undergarments should not be visible.
2. The length of all shorts and skirts must approach the top of the knee while standing.
3. All types of pants (i.e. cargo, yoga, sweatpants, leggings) are permissible as long as they conform to the first rule in this section. No manufactured rips in pants may be above the top of the knee.

Shoes

1. Shoes must be completely secured on the feet.
2. Spiked heels are permitted.

Accessories

1. No headwear of any kind is permissible. The only exceptions to this rule are for religious dress or a medical necessity documented by a physician.
2. Ski masks are not permitted.
3. Sunglasses are not permitted to worn in the school.

Clarifications

1. Mesh sports jerseys require a separate shirt to be worn underneath.
 2. No clothing items may contain inappropriate language or images (i.e. violence, drugs/alcohol, etc...).
 3. If you are not sure if an article of clothing conforms to the dress code requirements or it may disrupt the learning environment, please do not wear it.
- i. If a student is using a school-issued clear school bag they will be allowed to carry their bag throughout the building.

EARLY DISMISSAL FROM SCHOOL

Early dismissal from school will be granted when:

1. The attendance officer receives:
 - a. A **NOTE OR A TELEPHONE CALL FROM THE STUDENT'S PARENT/GUARDIAN ON RECORD** on the morning of the day the parent or guardian is requesting and authorizing their child to be dismissed from school early.
 - b. Parents may be required to pick up students from school for early dismissal from school.
 - c. Students must present an appropriate note upon returning to school or your absence will be considered unexcused.

EMERGENCY CARDS

An emergency card is to be completed by each student's parent/guardian at the beginning of the school year. This information is necessary so parents may be contacted immediately in the event the student becomes ill. **HOME, CELL, AND WORK TELEPHONE NUMBERS FOR PARENTS/GUARDIANS ARE REQUIRED. IN ORDER TO RECEIVE UPDATED INFORMATION ON SCHOOL-RELATED ACTIVITIES AND POTENTIAL PROGRAM CHANGES, IT IS IMPERATIVE FOR ALL PARENT/GUARDIAN CONTACT INFORMATION TO BE UPDATED AT ALL TIMES AND AS SOON AS POSSIBLE.**

EMERGENCY CLOSING OF SCHOOL

Our school closing number for use by the Philadelphia area radio stations is **464**. An announcement that **464** will be closed means that all schools of the Southeast Delco School District will be closed for the full day. (KYW, WCAU, WIP). A school closing will also be announced via the School Messenger phone system, on the radio, television news stations, and website.

When Southeast Delco School District is to open **TWO HOURS LATER THAN USUAL**, it too, will be announced via the School Messenger phone system, on the radio, television news channels, and website. All bus schedules will be adjusted accordingly. Please see bell schedules.

FAILURE TO LEAVE CLASSROOM WHEN ASKED

Students who fail to leave the classroom when asked by a teacher or school official may be subject to disciplinary action including an in-school suspension (ISS) or an out-of-school suspension (OSS).

FAMILY VACATIONS

Students who will be absent from school for a period of time due to a family vacation **MUST** bring in a note from the parent/guardian explaining the reason for the absence, the length of time you will be absent from school, the date you will leave and return, and there **MUST** be a daytime telephone number so we can contact them. This letter must be submitted **AT LEAST TWO WEEKS PRIOR TO THE VACATION DATE** to the appropriate building administrator. **THE STUDENT IS RESPONSIBLE FOR SEEING TEACHERS TO GET WORK TO BE COMPLETED AND FOR KNOWING THE DUE DATES.**

FIELD TRIPS

Students may have the opportunity to participate in supervised, school-sponsored field trips. They are reminded that all rules and regulations of Academy Park High School remain in effect. Field trips are a privilege.

FIRE DRILLS/EVACUATION PROCEDURES

Fire/Evacuation drills are conducted at regular intervals at the sounding of an automatically controlled bell system which gives an alarm throughout the entire building. Signs have been posted clearly and in full view to remind the student body of the proper exit from each room.

- a. Upon entering a room, look for the drill sign which gives you full directions.
- b. When the bell sounds, follow the direction of the classroom teacher for evacuation.
- c. If, upon reaching your designated exit, you discover that it is blocked by fire or signs stating **FIRE**, turn to the closest open exit.

FIRE ALARMS/DRILLS ARE A MATTER OF SAFETY AND SHOULD BE REGARDED AS A SERIOUS MATTER. STUDENTS WHO MISBEHAVE DURING A FIRE DRILL OR LOCKDOWN DRILL MAY RECEIVE DETENTIONS OR SUSPENSIONS. In addition to fire drills, other drills such as, but not limited to; Hold, Secure, Lockdown, Evacuate, and Shelter, will be scheduled and practiced as needed.

FUNDRAISING

To secure permission for any fundraising project, the applicant must submit a letter noting; 1) The type of fundraiser (what will be done to raise funds), 2) The purpose (why will the funds be raised), 3) The date and time of the fundraiser and 4) How the proceeds will be used to help the high school. The fundraiser must be approved by the Principal. Consent in any year does not necessarily mean blanket approval for future years. All fundraising projects by any school-connected group require this letter, and organizations **MUST SUBMIT IT AT LEAST TWO WEEKS PRIOR TO THE EVENT. TAG SALES ARE PROHIBITED.**

HALL PASS PROCEDURES

Students are not permitted in the halls during class periods without a school-issued pass signed by an authorized staff member. It is the student's responsibility to carry their school-issued pass at all times which should remain visual. Student must present their pass if asked. The hall pass will be color coordinated by floor. If a student is in the hallway without permission, out of their assigned area, or late to blocks 2, 3, or 4, students will receive consequences.

HEALTH SERVICES

The school Health Services Suite is in the main hallway and is staffed by a registered nurse. The school nurse conducts state-mandated health assessments and provides ongoing health counseling for students, parents, and school personnel. **A STUDENT MUST HAVE A HALL PASS FROM A TEACHER BEFORE REPORTING TO THE HEALTH SUITE. A student must have a time-stamped return pass from the school nurse in order to return to class without consequence.**

Accidents occurring at home must be cared for at home. Students should not come to school when ill or when recovering from an injury that requires medical attention.

ALL LONG-TERM MEDICATION, PRESCRIPTION OR NONPRESCRIPTION, that is to be administered in school requires written permission from the student's physician and parent. Parents are encouraged to administer all

SHORT-TERM MEDICATIONS before and/or after school hours. Students are not permitted to carry medications within the school (exception: Inhalers for Asthma (doctors note required)).

In cases of acute emergencies, a parent/emergency contact will be notified and the student will be transported to the nearest hospital. When a student needs to be sent home because of illness, a parent or guardian must come to school and pick up the student.

Southeast Delco School District has adopted a very specific policy relative to the safe administration of medication. Parents are asked to contact the school nurse for clarification should that need arise.

NOTE: STUDENTS SHALL NOT GIVE MEDICATION OR TAKE MEDICATION FROM ANOTHER STUDENT OR FROM A TEACHER. THIS IS A DANGEROUS PRACTICE AND MUST BE AVOIDED.

HOMEBOUND INSTRUCTION

Homebound instruction is available to Southeast Delco School District students in the event of prolonged convalescence. The Office of Pupil Services (610-522-4300, ext. 5311) should be contacted for details concerning the qualifications for homebound instruction.

INTERNET/COMPUTER ABUSE

Students will not misuse, abuse, or tamper inappropriately with the privilege of using the internet and/or computers. The Acceptable Use Policy (AUP) must be signed and returned to the homeroom teacher **BEFORE** using the internet. (See Code of Conduct for disciplinary consequences.)

LIBRARY SERVICES

In selecting instructional materials, the Board of School Directors of the Southeast Delco School District subscribes to the statement of policy on library philosophy as expressed in the School Library Bill of Rights of the American Association of School Libraries. Students are responsible for the care and return of any borrowed material to the library on the due date. A payment or replacement cost is required for lost books and materials.

Students who have overdue books not returned are prohibited from use of the library until all debts are cleared. The library is to be used for quiet leisure reading and research. Disruption will not be tolerated. Offenders will be asked to leave. Please note: The library is available during school hours for students with passes only.

LOCKERS

Students are assigned lockers with built-in locks to secure contents. All questions regarding locks and lockers should be directed to Mrs. Smith in the Assistant Principals' office. The school does not assume responsibility for locker contents or missing locks. Students are not permitted to share lockers.

NOTE: STUDENT LOCKERS ARE SCHOOL DISTRICT/PUBLIC PROPERTY; PERIODIC INSPECTION OF LOCKERS MAY BE CONDUCTED.

LOST AND FOUND

The Lost and Found is located in the high school's main office. Lost and found items will be kept in the high school office for a period of one month. After that period of time, items may be donated to charity.

MILITARY RECRUITING

Representatives of the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, and the Pennsylvania National Guard visit APHS several times throughout the year to provide information and answer questions concerning opportunities in military service. The Armed Services Vocational Aptitude Battery (ASVAB) test is administered in February, free of charge. To arrange a meeting with a military recruiter or to learn more about the ASVAB test,

parents and students should contact the guidance office. Pennsylvania Act 10 of 1991 and the National Defense Authorization Act require public high schools to release to military recruiters the names, addresses, and telephone numbers of high school juniors and seniors. Students may request in writing that their names be excluded. A form is provided in the guidance department. APHS sophomores are notified of this law by an announcement. Requests to have student names deleted from the list must be made at that time. For further information, relative to the exclusion process, contact the assistant principals' office or the guidance office.

IN-SCHOOL SUSPENSION (ISS)

Students who violate school rules, as explained in the Code of Conduct, may be assigned to In-School Suspension (ISS). Students who are assigned to ISS will report to the ISS Room each day at 7:35 am. They will remain in the ISS room for the remainder of the school day unless other arrangements have been made via the building administration.

- Work will be provided by the students' teachers, and the student will be expected to do that work during the day.
- ISS is an alternative to out-of-school suspension. Any student who is sent from the ISS room to an assistant principal/principal for either disciplinary reasons or failure to work may receive additional consequences, including but not limited to, an out-of-school suspension.
- Students are required to be in ISS from 7:35-2:15 regardless of modified schedules for vo-tech, study release, sports, activities, etc. Students who arrive late or leave early will be required to serve ISS again to make up any missed time.

OUT OF SCHOOL SUSPENSION (OSS)

Students will be suspended for disciplinary reasons and are excluded from school for the specified number of days. Students are to remain off school grounds and under the supervision of their parents/guardians. The suspended student may not attend or participate in school activities or be on school grounds during any activities while on suspension. Doing so will be considered trespassing and another day of suspension may be given and the student may be cited for trespassing and/or disorderly conduct. Students are expected to continue working on their assignments via Google classroom while serving their suspension.

PARENTAL VISITATION

A parent/guardian of record who wishes to observe his/her child in class must request permission two school days before the planned visit date. Permission can be given only by the building principal or an assistant principal. Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the education program. A visiting parent/guardian must sign-in in the main office where they will be given a visitor's pass and then be escorted to their child's class. No visitor may confer with a student in school without the approval of the principal. The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program, or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges. Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher, or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

VOLUNTEER CLEARANCES

Academy Park High School recognizes that parents want to be involved with the education of their children. We offer a variety of ways to participate in your child's educational experience. Chaperoning, volunteering, or helping hands may be needed. You may contact your child's teacher or call the school for additional information.

▪ Clearances Required

If you are interested in chaperoning, volunteering, or assisting with activities, you must complete background check clearances. These (2) clearances must be completed along with the Southeast Delco School District disclosure

statement for volunteers. This disclosure can be found on the district's website. The district disclosure form can only be used if you have lived in the state of Pennsylvania for the last ten years. If you are a new state resident or have lived in another state within the last 10 years, you must also complete a third FBI fingerprint clearance. Instructions for this procedure are also available on the district's website (www.sedelco.org). Please call the school office if have any questions.

Please bring all copies of your original clearance results to Academy Park High School, along with your photo ID, and the district form which asks you to list all your children and the schools they attend. The office will place your name on the parent volunteer list and will make a copy of your results.

You can access the links below for clearances:

- Child Abuse Clearance: <https://www.compass.state.pa.us/CWIS> No fee for volunteers.
- PENNSYLVANIA STATE POLICE: <https://epatch.state.pa.us> No fee for volunteers.
- Only required if you have not resided in PA for the last 10 years.
 - FBI Clearance: <https://uenroll.identogo.com> Fee \$22.60
Use Service Code: IKG6XN

POSTERS AND DISPLAYS

Posters and displays must be approved by the principal. Masking tape is the only adherent permitted; all other types damage the paint when they are removed. **THE PERSON OR ORGANIZATION RESPONSIBLE FOR DISPLAYING POSTERS IS RESPONSIBLE FOR REMOVING SUCH MATERIAL AS SOON AS IT BECOMES OUTDATED. POSTERS ARE NOT PERMITTED ON WINDOWS.**

SCHOOL IDENTIFICATION CARDS

School Identification (ID) cards are required for all school-related functions. Students are required to wear their ID on a lanyard around their necks. Students must present their ID upon request by ANY district staff member. Students are not allowed to deface their pictures on the ID. Replacement ID cards are available for \$5. Failure to wear the ID on a lanyard around their neck and/or refusal to properly identify themselves to a staff member may also result in further discipline. There are consequences for fines not being paid.

SCHOOL INSURANCE

At the beginning of each school year, students will have the opportunity to purchase insurance. Forms are made available to all students. This insurance covers the student to and from school and during school hours in case of an accident. It **DOES NOT** include illness.

SCHOOL RINGS

Juniors and seniors may place orders for their school rings in the fall. Orders will be taken by appointment and delivery will be made in the spring of that school year.

SEARCHES

Academy Park High School conducts periodic searches of the school and school grounds with the assistance of outside resources, for the purpose of determining the presence of weapons, drugs, drug paraphernalia, or items that violate school district policy. Students found in possession of either drugs or drug paraphernalia as a result of the search will be disciplined as per the Academy Park High School policy. Students who are not compliant with search procedures are considered grossly insubordinate and will be issued discipline per the school's code of conduct. Refusing to cooperate during search procedures is considered a security risk.

UNLAWFUL HARASSMENT (SEXUAL AND VERBAL)

Sexual harassment is the conduct of a sexual nature or with sexual implications that interfere with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational

environment. This conduct may include but is not limited to the following: inappropriate touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; subtle pressure for sexual activity, as well as demands for sexual favors. Sexual harassment is a serious form of abuse.

Any student who feels he/she is a victim of sexual harassment should report the incident as soon as possible to a teacher and/or an administrator. For further information, please refer to the Southeast Delco Policy on Sexual Harassment.

STUDENT ASSISTANCE PROGRAM (SAP)

Academy Park's SAP Team is made up of specially trained teachers, counselors, health professionals, and administrators. The SAP team helps students overcome the problems of drug/alcohol dependency by putting them in touch with the appropriate resources. Members of the SAP team are listed in each homeroom.

For questions or referrals to the SAP team, you can contact the school Counselors office at 610-522-4330, ext. 6240.

STUDENT PARKING

Students who drive to school are permitted to park in the lot off of Ridley Avenue adjacent to the basketball courts. Students are not permitted to park in the front or rear parking lot at any time during the school day. Students who violate this rule are subject to school discipline, including suspension and parent notification. Cars parked in the front and/or rear lots will be ticketed and/or towed. Questions and concerns should be brought to the attention of the principal. **STUDENTS MAY NOT PARK IN THE FRONT OR BACK LOTS OFF OF CALCON HOOK ROAD.** The school reserves the right to tow, at the owner's expense, any vehicle improperly or illegally parked on high school grounds.

STUDENT RECORDS POLICY AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student Record Policy, in accordance with federal and state mandates and approved by the Pennsylvania Department of Education, is available in the Guidance Office for use by students and parents. In the event that law enforcement officials request information about students, it shall be granted and distributed unless a parent requests otherwise. Parent requests must be submitted in writing to the school and will be kept on file by the school.

STUDY HALL REGULATIONS

Study periods are regularly scheduled classes. Students are to have sufficient work, books, and all necessary supplies to ensure that the study time will be spent on learning activities. A student who does not attend a designated study hall will be issued a class cut for that period.

STUDY RELEASE

Study Release is available to 12th-grade students that were assigned a Study Hall during Block 1 or 4 with written parental permission. Study Release Parent Permission forms are available during the first day of the student's assigned study hall. Students are not permitted to be on school grounds during their study release time. Students **MUST LEAVE SCHOOL GROUNDS AT THAT TIME (NO LATER THAN 5 MINUTES AFTER THEIR LAST CLASS).** Students refusing to leave school grounds or out of their assigned area will be issued discipline. Any abuse of the study release privilege will result in assignment to a regularly scheduled study hall and discipline. **UNDER NO CIRCUMSTANCES IS A STUDENT ON STUDY RELEASE TO BE IN THE BUILDING OR ON SCHOOL GROUNDS DURING THEIR STUDY RELEASE TIME UNLESS UNDER THE SUPERVISION OF A TEACHER/WITH A PASS. STUDENTS WHO HAVE STUDY RELEASE AND ARE FAILING ANY COURSE AT THE END OF THE FIRST OR THIRD MARKING PERIOD WILL HAVE THEIR STUDY RELEASE PRIVILEGES REVOKED AND BE ASSIGNED TO A STUDY HALL.** These privileges will be restored if the student improves his or her grade to a "C".

TELEPHONE USE

Students are not permitted to use any office, library, or classroom telephones without the consent of a building administrator or office secretary. ALSO, SEE CELL PHONE RULES AND DISCIPLINE PROCEDURES.

TEXTBOOKS/MATERIALS

Students are charged for obligations, which include money owed for damaged or lost books, for equipment and materials that have not been returned, and for the willful destruction of school property. If the material(s) cannot be found, the assessed cost of the material(s) must be paid. Failure to do so may result in exclusion from activities, denial of participation in activities or privileges, and/or jeopardizing the ability to receive your diploma.

VIDEOTAPING/PHOTOGRAPHY ON-PREMISES

By entering onto Southeast Delco School District property, you understand that you may be photographed, filmed, or videotaped and you hereby give the school district the unqualified right to take pictures and/or recordings of you. By entering the premises, you consent to photography, audio, and video recording, and their release or reproduction to be used for purposes of Southeast Delco School District and their representatives. Images, photos, and/or videos may be used to promote Southeast Delco School District events in the future, highlight events, and exhibit the promotion of Southeast Delco School District online or on social media. You release the district, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of photographs, computer images, video, and/or sound recordings.

VISITORS

All visitors must report to the front lobby first, present a valid picture ID which will be scanned through the RAPTOR system, and secure a visitor's pass to enter the building. **THIS PASS MUST BE VISIBLE AT ALL TIMES.** Anyone found in the building without a visitor's pass will be considered trespassing. All visitors must adhere to COVID-19 safety protocols approved by the school board.

WITHDRAWAL FROM SCHOOL

Students are required to attend school until they are 18 years of age or have obtained a proper employment certificate at age 16. Any student who is moving, transferring, taking full-time employment, etc. must report to the School Counseling Center to initiate a request for withdrawal. The student is issued a withdrawal sheet on which he/she obtains the parent's signature and the signature of each teacher in whose class he/she is enrolled. Teachers note the student's current grade and indicate if there are any outstanding financial obligations. Completed withdrawal forms are submitted to the Counseling Center. All school property must be returned and signatures of all teachers must be recorded on the checkout sheet before a transfer slip will be issued or records forwarded. **STUDENTS CANNOT WITHDRAWAL FROM SCHOOL WITHOUT A PARENT'S SIGNATURE AND/OR WITNESS TO THE WITHDRAWAL PROCESS.**

WORKING PERMIT PROCEDURE

All students between the ages of 14 and 17 are required by Pennsylvania School Law to secure a work permit. Students, who have reached 18, by state law, do not need a working permit. The school district, by state law, can deny and/or revoke a work permit if the student cannot maintain adequate academic achievement during the school year.

Work Permits are available at the public high school of the district in which the student resides. It is only valid for employment within the State of Pennsylvania. Southeast Delco School District contact information is **Academy Park High School – Main Office (610) 522-4330 Ext: 6231.**

Out of State Employment— any student seeking employment in another state must secure a Work Permit from the school district in which the employer is located.

The application process:

- The Application for Work Permit [PDE-4565 (1/13)] will be filled out by the issuing officer, Monday-Friday from 8:00 am to 3:45 pm, upon inspection of acceptable evidence as proof of the minor’s age (only applies if the student does not attend a Southeast Delco School District school). Acceptable evidence of age includes birth certificate, baptismal certificate, passport, driver’s license, or school ID as long as the form of identification lists the date of birth.
- A parent or guardian needs to accompany a student in the front office to initiate the completion of the work permit form.
- The application must include the signature of the parent/guardian before a work permit can be issued.

NOTE: GRANDPARENT OR SIBLING SIGNATURE IS NOT VALID – UNLESS PROOF OF LEGAL GUARDIANSHIP IS PROVIDED

The work-permit process:

- The issuing officer will complete Work Permit [PDE 4566 (1/13)] based on the information recorded on the Application for Work Permit.
- The issuing officer must witness the minor’s signature at “Signature of Minor”.
- The minor will be instructed that they are to keep the blue permit in their possession until their 18th birthday. The permit is transferable to any PA employer. It may be shown to the employer to be photocopied but must be returned to the student. (These instructions are on the reverse side of the blue permit.)

SOUTHEAST DELCO SCHOOL DISTRICT GRADUATION REQUIREMENTS

In general, a student graduating from the Southeast Delco School District will require the following number of credits to graduate (exceptions may apply and final discretion rests with building administration):

YEAR OF GRADUATION	CREDITS REQUIRED
2024	28
2025	28
2026	28
2027	28

Credits will be required to be in accord with the course of study outline provided in the Academy Park High School student handbook and course catalog as described below:

SUBJECT	COURSES REQUIRED
English	4
Mathematics	4
Science (including at least one lab-based course)	3
Social Studies	4
Health and Wellness/Fitness	4
School-to-Career	1
Financial Literacy (starting with Class of 2025)	1

The remaining course credits to be earned from electives include:

Art	Arts and Humanities
Band	Business Education
Chorus	Music Appreciation
Foreign Language	Integrated Computer Technology
TV/Broadcasting	

Consult your guidance counselor or Course Selection Guide for detailed information. Students the counselors advise are subject to change based on school enrollment.

Mrs. Dina Keiser	Last Name A-G
Ms. Chrisheena Boyd	Last Name H-N
TBD	Last Name O-Z

NOTE: STUDENTS ARE ENCOURAGED TO SCHEDULE MEETINGS WITH THEIR ASSIGNED GUIDANCE COUNSELOR IN ORDER TO KEEP TRACK OF THE REQUIREMENTS FOR GRADUATION. If you have any questions, please consult your Course Selection Guide or your guidance counselor.

SELECTION OF COURSES

Students will submit course selection through PowerSchool by a specified date. If students miss the deadline to complete course selection, then the guidance department will select courses for the student. Parents will be given the opportunity to review course selection through PowerSchool and provide input to the student's guidance counselor by a specified date. Parents will be notified via the School Messenger system when this process can begin and end. The student, in conjunction with parents, teachers, and the guidance counselor, should be placed in courses leveled according to his/her ability and the required prerequisites for course selections.

STUDENT WITHDRAWAL FROM A COURSE

All students select and verify their courses each spring semester for the following school year. Since students are given their first choice for electives, there is no formal student withdrawal process for a course. The building principals reserve the right to withdraw a student from a course.

2023/2024 PROMOTION REQUIREMENTS

IN ORDER TO BE PROMOTED TO THE NEXT GRADE, A STUDENT MUST HAVE MET THE FOLLOWING REQUIREMENTS:

TO BE IN:	YOU MUST HAVE EARNED:
10th Grade	7 credits
11th Grade	14 credits
12th Grade	21 credits
Graduation Eligible	28 credits

PROMOTION GUIDELINES

1. STUDENTS MAY ONLY PARTICIPATE IN ACTIVITIES FOR WHICH THEIR ASSIGNED GRADE LEVEL IS ELIGIBLE (PROM, CLASS TRIP, ETC.)
2. A PROMOTION PLAN AGREED TO BY AN IEP TEAM FROM ACADEMY PARK MAY BE USED IN PLACE OF THESE GUIDELINES.

CREDITS

Each course is given a credit value based on the number of meetings per semester.

- Courses that meet every day for one marking period or every other day for one semester are worth .5 credits.

- Courses that meet every day during a semester are worth 1.0 credit.
- Courses that meet every other day all year are worth 1.0 credit.
- Courses that meet every day during a school year are worth 2.0 credits.
- Career and Technical School Courses meet for approximately 2 blocks per day during the semester and are worth 2.0 credits for each semester.

TRANSFER CREDITS

Whenever a student transfers to Academy Park High School, please note the following three scenarios to properly understand quality points and class rank:

1. Because every student at this high school can acquire eight credits per year, transfer students can only transfer a maximum of eight (8) credits per year (applicable to students in grades 9, 10, and 11). Transfer students who are members of the Class of 2022 may be able to transfer ten (10) course credits.
2. Guidance counselors will convert any numerical score to a letter grade using the Academy Park High School grading policy.
3. Quality points derived from each class will be computed based upon documentation received on the student's transcript indicating the level of difficulty for each course, e.g., college preparatory, or honor level class. If no documentation appears, Academy Park will consider the level to be college prep. Dual enrollment courses will be weighted the same as Advanced Placement courses, pending approval of the building administration.

PA GRADUATION REQUIREMENTS-ACT 158

Students graduating in 2023 and beyond, the following five options exist to meet the statewide graduation requirement:

In accordance with Pennsylvania's Act 136 of 2020, beginning with the graduating class of 2023, students must meet statewide graduation requirements in one of five ways.

Options 1 and 2 - Keystone Pathways:

Successful completion of the three Pennsylvania Keystone Exams are an acceptable pathway for graduation:

- **Option 1 - Keystone Proficiency Pathway:** Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- **Option 2 - Keystone Composite Pathway:** Earning a composite score of 4452 on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than a basic score on the remaining two).

Option 3 - Alternate Assessment Pathway:

Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency **and** one of the following:

- Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB);
 - Scholastic Aptitude Test (SAT): score 1010
 - PSAT: score of 970
 - ACT: score of 21
 - Armed Services Vocational Aptitude Battery exam: the minimum score to gain admittance to a branch of the armed services in the year the student graduates
- Attainment of an established score on an Advanced Placement Program in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score;

- Successful completion of a college-in-high school (CHS) course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score;
- Successful completion of a pre-apprenticeship program (ex. German American Chamber of Commerce); or
- Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.

Advanced Placement (AP) exam: score of 3 on an AP exam related to one of the following courses

Algebra Equivalent	Literature Equivalent	Biology Equivalent
AP Calculus AB	AP English Language and Composition	AP Biology
AP Calculus BC	AP Literature and Composition	AP Environmental Science
AP Computer Science A		AP Chemistry
AP Computer Science Principles		AP Physics 1: Algebra Based
AP Statistics		AP Physics 2: Algebra Based
AP Physics 1: Algebra Based		AP Physics C: Electricity and Magnesium
AP Physics 2: Algebra Based		AP Physics C: Mechanics
AP Physics C: Electricity and Magnetism		
AP Physics C: Mechanics		
AP Chemistry		

Option 4 - Evidence Based Pathway: Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals and career plans, including one of the following:

- Attainment of an established score on a SAT subject test, an Advanced Placement Program Exam:
 - SAT Subject Test: score of 630
 - AP program exam: score of 3
- Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework
- Attainment of an industry-recognized credential; or
- Successful completion of a concurrent enrollment or postsecondary course; and
- Two additional pieces of evidence, including one or more of the options listed above, or: satisfactory completion of a service learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship

or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

Option 5 - CTE Pathway: For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study. For further explanation of the CTE Pathway, please see PDE's Act 6 guidance. More information can be found on the [Pennsylvania Department of Education's website](#).

CREDIT RECOVERY PROGRAM

The purpose - The Credit Recovery Program is to give students the opportunity to make up credits for courses they have previously taken and failed. Credit recovery MAY be available to Academy Park High School students after school and in summer school, potentially at a cost, if they meet eligibility requirements. Students may make up only those courses in which they have remained in attendance until the completion of the course. A student may also be enrolled in credit recovery if recommended by the teacher assigning the failing grade or by the school administration. Credit recovery may be available during the school day, if conditions permit.

Guidelines

1. A maximum of 1 course per session and 3 over the summer may be taken by each student, for an annual or academic year maximum of 6 courses.
2. Credit for the current school year will be recorded for Credit Recovery courses only if completed by August.
3. All courses successfully attempted in credit recovery, but taken as a second attempt, will be recorded as "D" for the purposes of transcripts.
4. No more than two courses may be taken in a program outside of Academy Park. Students may not take Math, English, Social Studies, or Science as a correspondence course.

GRADES/GRADE DISTRIBUTION

A passing grade of 60% or higher is required to earn credit for a course.

A+ = 97-100	B = 83-86	C = 73-76	D = 63-66
A = 93-96	B- = 80-82	C- = 70-72	D- = 60-62
A- = 90-92	C+ = 77-79	D+ = 67- 69	F = 0-59
B+ = 87-89			

Parents, Guardians, and Students will be able to access student's grades, schedules, check student discipline, and attendance records via the Power School online program. User names and passwords will be sent home at the beginning of the school year for new students. Please contact the main office if you need assistance with your user name and password.

CLASS RANK

For the purpose of ranking, each course will be assigned an academic weight. The level of achievement as represented by the student's final course grade and the academic weight of each course will determine a student's weighted GPA, quality points, and class rank. Please note that summer school grades will not be used to determine GPA or class rank. Credits/quality points/weight for the class rank of transfer students may be adjusted by the Administration to fit the Academy Park High School requirements.

FINAL EXAMINATIONS

Final examinations are a very important part of the high school grading system. Exam schedules will be published for students in advance of the testing dates. The following regulations apply:

- a. Semester courses – MP1 = 45%, MP2 = 45%, Final Exam = 10%
- b. Full-year courses – MP1 = 20%, MP2 = 20%, Mid-term exam = 10%, MP3 = 20%, MP4 = 20%, Final Exam = 10%
- c. If a student misses an exam because of an excused absence, he or she will complete the makeup exam(s) during the final exam make-up period IF A DOCTOR'S NOTE IS PROVIDED. Please speak to your principal before missing an exam.
- d. If a student is discovered to have cheated on an exam, he or she will receive a grade of 0% on the exam.

HONOR ROLL

At the close of each reporting period, the school will recognize all students who qualify for either "Distinguished Honor Roll" or "Honor Roll".

DISTINGUISHED HONOR ROLL: Students who achieve an "A" as a final grade in each course during a marking period will be placed on the Distinguished Honor Roll.

HONOR ROLL: Students who achieve an "A" and/or "B" as a final grade in each course during a marking period will be placed on the Honor Roll.

INCOMPLETE WORK

GENERAL POLICY: As a general policy, students are to be graded at the conclusion of each marking period. Students will receive the letter "I" only in the event of incomplete work due to an approved absence. Students will have two weeks to complete the incomplete work, unless approved by administration.

PROVISIONS: Students shall be granted a reasonable length of time to make up work that has not been completed due to illness, personal situations, or unusual circumstances. **IT IS A STUDENT'S RESPONSIBILITY TO APPROACH HIS/HER TEACHER FOR MAKEUP WORK UPON RETURNING FROM ANY ABSENCES.**

ABSENCES: In the case of absences of up to 5 days in duration, the student shall be granted two days to make up one day's absence. In the case of absences of up to two weeks in duration, the student and teacher shall agree on a reasonable length of time for the completion of the work. In the case of absences that exceed two weeks, the student, teacher, and Assistant Principal shall agree upon a reasonable length of time to complete the work.

A student anticipating an extended absence from school is encouraged to request course work from their classroom teachers **BEFORE THE ANTICIPATED ABSENCE**. Please allow at least one week for **STAFF** to compile the work.

FAILURE TO COMPLETE WORK: When a student fails to complete work within the period of time agreed upon, the student may then be granted a mark of ZERO (0) for the work not completed. Zeros given shall then be averaged in with the other marks to arrive at a grade for the marking period. Incomplete work for semester courses scheduled during the first semester must be completed **NO LATER THAN TWO WEEKS AFTER THE CLOSE OF THE FIRST SEMESTER. ANY EXCEPTION TO THIS PROCEDURE MUST BE APPROVED BY THE ADMINISTRATION.**

MAJOR PROJECTS: It shall be the responsibility of each teacher to inform the students of the penalty for failing to complete a major project.

EXTENDED ABSENCES AT THE END OF THE YEAR: In the case of extended absences which occur at the end of the year, students are to be provided with an opportunity to complete work that has been missed. Before leaving for the summer, teachers of these students are responsible for providing the Assistant Principal with a description of the work to be completed. This would include materials, assignments, and tests.

ADDITIONAL REASONS FOR FAILURE

A student increases the probability of failing a course if he or she fails to meet the attendance criteria set forth in the attendance section of the course syllabus. The only exceptions to this rule are a family vacation if appropriate procedures are followed and an absence due to a confining illness (a doctor's note must be submitted). Absences caused by school sponsored activities, approved college visits, out-of-school suspensions, or by appointment(s) initiated by the nurse, counselor, or administrator, are not included.

INTERIM REPORT CARDS

In an effort to keep parents advised of student progress, interim grade reports will be available electronically at approximately the halfway point of each marking period. Parents, Guardians, and Students will be able to access students' interim grades via the Power School online program. User names and passwords will be sent home at the beginning of the school year for new students. Please contact the main office if you need a printed copy of your user name and password.

REPORT CARDS

The school year is divided into two semesters with each semester having four report periods. During each reporting period, a progress report and report card will be issued online. Each reporting period is approximately one-fourth of the school year. Parents, Guardians, and Students will be able to access students' grades via the Power School online program. User names and passwords will be sent home at the beginning of the school year. Please contact the main office if you need a printed copy of your user name and password.

SUMMER SCHOOL

A student may attend summer school with teacher/administrative approval.

COUNSELING SERVICES

Counseling services are designed to assist you in recognizing and developing your potential, both as a student and as a person. Counselors may also help you to develop the skills you need to handle whatever problems you may encounter.

WHAT CAN I DISCUSS WITH MY COUNSELOR?

Anything that is important to you! There is no limit to the number or types of issues raised in counseling. Whether you are talking with your counselor individually or as part of a small group discussion, you may be encouraged to express the feelings and concerns which matter most to you. Following are some possible topics to discuss with your counselor:

- Discussing difficulties or questions about your course work, study habits, or personal problems.
- Finding out about the numerous course offerings available, and planning your school program.

- Resolving personal conflicts with respect to classmates, family members, or school personnel.
- Clarifying post-high school options (e.g. employment, college, technical school, and obtaining relevant information about them, including financial aid availability).
- Defining your career interests.
- Reviewing your school records, including results of aptitude and achievement tests taken in prior years.
- Discussing an important decision.

Counselors want to get to know you and they invite you to visit them. Please request to schedule a meeting with your assigned guidance counselor. If there is an issue that you feel needs to be discussed during the school day, please be sure to secure a pass. If there is a personal matter you wish to discuss at some length, it will be to your advantage to make an appointment with your counselor in advance. You may obtain a pass from your counselor or leave your name with the secretary. You might, also, want to arrange for a time when you, your parents, and your counselor can confer together. Counselors are available for parent conferences by appointment.

Every student has a guidance counselor to whom that student is assigned by his or her place in the alphabet. The guidance counselor has your records and it is the counselor's responsibility to help you. If, however, you have a problem that requires the special knowledge of one of the other counselors, you can consult any of the other guidance counselors.

Your assigned counselor will often refer you to the counselor best able to help you with a particular problem. They are as follows:

Mrs. Dina Keiser
 Ms. Chrisheena Boyd
 Ms. Michelle Linden
 Mr. Ryan Rieter
 Ms. Christina Carpani

TESTING PROGRAM (VOLUNTARY)

The following tests are available in the high school:

- a. **PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (GRADE 10 AND 11):** The PSAT/NMSQT is designed to aid high school sophomores and juniors in their planning for college and in their consideration for fee waivers. The PSAT is administered by the National Merit Scholarship Corporation. There is a fee for this test. NOTE: Only juniors qualify for fee waivers offered through the PSAT/NMSQT.
- b. **SCHOLASTIC APTITUDE TEST I (GRADES 11 AND 12):** Required for admission to most colleges. There is a fee for this test. The code for Academy Park High School is **394515**.
- c. **SCHOLASTIC APTITUDE TEST II (GRADES 10, 11, 12):** Many competitive colleges and universities require students to submit scores on various Achievement Tests in addition to the SAT. Generally, these colleges require the English Composition Achievement Test and two other Achievement Tests of the student's choice. The tests are one hour in length and are offered in the following subjects: Biology, Chemistry, English Composition, European History, and World Cultures, French, German, Hebrew, Latin, Literature, Math Level I, Math Level II, Physics, Russian, and Spanish. **SOPHOMORES OR JUNIORS MAY WISH TO TAKE AN ACHIEVEMENT TEST IN A SUBJECT THAT THEY ARE CURRENTLY STUDYING BUT WILL NOT CONTINUE TO STUDY IN THE ELEVENTH OR TWELFTH GRADE.** There is a fee for these tests.

d. **AMERICAN COLLEGE TESTING PROGRAM (GRADES 11 AND 12):** Some colleges, especially those located in the South, West, and Midwest, recommend or require the American College Test (ACT) **IN PLACE OF** the College Board SAT. The ACT is a test that measures a student’s ability in English usage, mathematics, social studies, and natural science. Registration forms are available in the Guidance Suite and must be sent in by students well in advance of the test date.

e. **ADVANCED PLACEMENT TESTS (GRADES 10-12):** Students have the opportunity of taking examinations in subjects for which they may qualify for advanced placement in college. Interested juniors and seniors should consult with the AP teacher or with their counselor for further information. There is a fee for these tests. A partial fee waiver may be available for students who demonstrate financial need. **SEE YOUR COUNSELOR FOR FURTHER INFORMATION AND A SCHEDULE OF TEST DATES AND FEES.**

ACTIVITIES

The faculty and staff of Academy Park High School encourage all students to join and participate in as many activities as they find valuable. If a group of students wishes to organize a new club or activity in the school, they should do the following:

1. Find a faculty member to sponsor the organization.
2. Submit a petition with the names of the charter members, the signature of the faculty sponsor, and a short description of the activity and purposes of the organization to the Principal.

CLASS COUNCILS

The purpose of the class council is to lead and support the class during their high school experiences. The responsibilities of the class council are to organize, plan, and execute activities appropriate for each specific grade level; such as fundraising, dances, homecoming, etc. The class council is open to all students interested in being a member. Students can join at any time of the year and participate at a level of their own determination.

CLASS OFFICER ELIGIBILITY REQUIREMENTS

Academy Park High School
Expectations, Guidelines, & Reminders for Class Officers of Academy Park High School

As elected class officers representing the Academy Park student body, it is expected that the class officers commit to providing services that will be of benefit to the school community and the community at large. Members of the Student Council are expected and required to participate in activities and initiatives that will lead to school-wide improvement. Student Council officers will be expected to show superior performance in the areas of leadership, citizenship, and dedication to the betterment of Academy Park High School.

Below are the expectations by which all members of Student Council leadership are expected to abide by:

- Members of the Student Council will be expected to maintain exemplary behavior both on and off-campus.
- The members of the Student Council are expected to model and uphold the behavior expectations as defined in the Academy Park High School Handbook of Information and Code of Conduct. Failure to do so can lead to a Student Council member being removed from their assigned position. It will be at the discretion of a Class Sponsor or a Building Administrator to initiate the process to consider removing a class officer from an assigned position.

- Ultimately building administration will determine if there is a need to remove a member of the Student Council from their assigned position.
- Nominees must run for their appropriate grade level as determined by credit hours.
- The academic and attendance records of the nominees must be in good standing.

CLASS COUNCIL ELECTION GUIDELINES

1. Students meeting eligibility requirements may run for President, Vice-President, Secretary, or Treasurer.
2. Class elections may not disrupt the learning environment at any time. All students are prohibited from campaigning, gathering signatures for petitions, and engaging in any election-related activities in classrooms.
3. Posters/flyers must be approved by the administration before they are affixed to walls.
4. The date for elections will be announced during morning announcements. Ballots will be counted by Class Sponsors. Winners will be announced at the end of the following day.

HOMECOMING

The purpose of the Homecoming King and Queen is to represent the student body of Academy Park High School by exemplifying the spirit and highest standards of the school.

SELECTION PROCESS

The Homecoming Court shall be chosen from each grade level class. Students may nominate themselves or may be nominated by a classmate. All students nominated must meet eligibility requirements and complete the appropriate application. Applications will be reviewed by individual class sponsors for completion. Students will be given a list of all nominees and vote to determine the Homecoming Court. The top 4 students will represent their class on the homecoming court. The Homecoming Court will be expected to participate in the homecoming parade that takes place before the Homecoming football game. The Homecoming King and Queen for each grade level will be announced at the game.

ELIGIBILITY REQUIREMENTS

- Nominees must run for their appropriate grade level as determined by credit hours.

RESPONSIBILITIES

Homecoming King and Queen will be expected to represent Academy Park High School in various school and community functions and other functions as assigned by the individual class sponsors. The Homecoming King and Queen are responsible for attending activities and upholding the above-listed attendance, academic, and conduct eligibility requirements.

THE ACADEMY PARK HIGH SCHOOL ADMINISTRATION HAS FINAL APPROVAL OF THE HOMECOMING COURT AND HAS THE RIGHT TO REMOVE ANY CANDIDATE, KING OR QUEEN, WHO DOES NOT EXEMPLIFY THE HIGHEST STANDARDS OF THE SCHOOL.

INTERACT CLUB

This club is a division of Rotary, an International Service Organization. Students belonging to the Interact Club participate in service-oriented activities during the year such as the Red Cross Blood Bank, Habitat for Humanity, Adopt a Highway (Calcon Hook Road), and the annual coat drive.

MUSIC GROUPS

ORCHESTRA, BAND, CHORUS

All students are encouraged to join any of these groups. Contact Ms. Muller for vocal information and Mrs. Cabbage for instrumental information.

NATIONAL HONOR SOCIETY

ACADEMY PARK HIGH SCHOOL CHAPTER

Academy Park High School has been granted a charter for participation in the National Honor Society. Membership in this chapter is based on scholarship, service, leadership, and character. Nomination guidelines for National Honor Society induction are available in the Guidance Office. Questions regarding the National Honor Society may be directed to Ms. Reutter.

RISING SCHOLARS

Rising Scholars is Academy Park High School's college bridge program. Membership in this program is based on scholarship, leadership, and the strong desire to gain acceptance in and persist through a program of post-secondary study.

THE STUDENT LEADERSHIP FORUM

An action team comprised of five students (10th and 11th grade) who works with the DCIU, Administrators, and Students as they engage in learning, goal-setting, and joint projects to benefit schools in Delaware County PA.

THE FUTURE EDUCATORS FORM

This forum consists of 1-3 students in the 10th or 11th grade who are interested in working in schools in the future, in any school capacity/position.

GIRLS LEAD

A leadership and protective life skills program that the Women's Resource Center initiated in 1999 and continues today. They focus on four protective factors that foster leadership ability: communication skills, conflict resolution, decision-making, and problem-solving. It also incorporates elements of Diversity, Equity, and Inclusion as well as today's social media dilemmas and pressures in guided skills and scenarios. This program is dependent upon funding.

ATHLETICS

INTERSCHOLASTIC ATHLETICS

Academy Park High School offers a wide variety of interscholastic sports for both boys and girls. Students of all skill levels are urged to participate.

FALL

Cheerleading, Field Hockey, Football (Varsity, Junior Varsity and Freshman), Soccer (Girls and Boys), Tennis, Cross Country, and Volleyball.

WINTER

Boys & Girls Basketball, Freshman Basketball, Winter Track, and Wrestling.

SPRING

Baseball, Softball, Tennis, Lacrosse, and Boys & Girls Track.

ELIGIBILITY

ACADEMICS AND ELIGIBILITY

In accordance with PIAA and Academy Park High School regulations, student-athletes are expected to maintain an acceptable level of academic performance. Eligibility is checked on a weekly basis by the Athletics Department. Students, who are ineligible at the end of a week, **MAY NOT** participate in contests during the following week. In order to be eligible, a student must maintain passing grades in 2 credits or its equivalent per semester and meeting attendance and report time requirements per marking period.

In order to be eligible, a student must maintain passing grades in at least 2 credits or its equivalent per semester. A student also may not fail any 2 subjects – either ½ credit course, 1 or 2 credit course. Students who are **INELIGIBLE** at the end of a reporting period will be considered ineligible for the **FIRST 10 SCHOOL DAYS** of the next report period. This regulation is carried from year to year.

SUPPORTING PARENT ASSOCIATIONS

HOME AND SCHOOL

Academy Park High School Home & School Association was formed in an effort to give parents and school officials a common forum in working toward a constant improvement in our school. We invite each parent to join the Home & School Association and take an active role in the education of his or her children.

**The APHS Home & School Association is currently being established. Please contact Principal Vogt at 610.522.4330 for additional information pertaining to a Home & School Association at APHS.*

BAND PARENTS

This group is comprised of all parents of the High School Band and Orchestra who are interested in supporting and encouraging the instrumental music program at Academy Park High School.

MUSIC BOOSTERS

This group is comprised of parents who are interested in supporting and encouraging the choral music program at Academy Park High School.

LADY KNIGHTS

This group is comprised of parents and friends of our female students who participate in the athletic program at Academy Park High School. This organization supports the athletic program through a variety of activities.

TOUCHDOWN CLUB

This group is comprised of parents of students who participate in the Academy Park High School football program. The club is dedicated to helping the program grow in the quality and number of students.

T.O.P.S. (THEATRICALY ORGANIZED PEOPLE OF SOUTHEAST DELCO)

This group has open membership to anyone who wishes to foster the fine arts as they relate to theater productions. T.O.P.S. members are active in fundraising for an annual banquet for the purpose of public recognition of students involved with the District Musical.

ASBESTOS MANAGEMENT

As a part of our mandated asbestos management program Academy Park High School has undergone an asbestos audit. The audit found Academy Park to be in compliance with all requirements. Details of the asbestos management plan are available in the office.

PESTICIDES - RIGHT TO KNOW

"The Pennsylvania Department of Education requires notification on the use of pesticides to staff, students, and parents. Information regarding the use of pesticides is maintained in each building and the district's maintenance office. Parents/guardians, upon written request, will be placed on a notification list and contacted prior to the application/use of any pesticide within the building. If additional information is required, please contact the Business Manager, at 610-522-4300, Ext. 5393.

NOTIFICATION GUIDELINES

PESTICIDE USE ON SCHOOL PROPERTY

Following are recommendations for schools to use as guidelines when establishing a mechanism for notifying parents/guardians prior to a pesticide being applied on school property:

1. Districts should utilize existing communication mechanisms already established, e.g. medical testing, early dismissal, school insurance, etc.
2. Parents/guardians should be informed of the availability of the notification system when it is first implemented and at the beginning of each school year. Parents/guardians should be given the opportunity to sign up for notification.
3. A telephone number should be provided to the parent/guardian for use in obtaining additional information. Routine use of disinfectants and sanitizers (e.g. pool chemicals, bathroom and shower disinfectants) do not have to be part of the notification system.
4. Notification should be made to the requesting parent/guardian at least 12 hours, but no more than 72 hours, prior to the pesticide application.
5. Notification can be provided through normal school communication channels to parents/guardians.
6. The following information should be included in the notice: date, time, and location of the application; brand name, EPA number, and active ingredient (common name) of pesticides to be used; name, telephone number, and license number of the applicator business.
7. A provision/mechanism for the emergency use of pesticides in the event of an immediate threat to the health and safety of students should be established. Parents/guardians on the notification list should be made aware of the provisions for emergency applications.
8. A notice should be posted in the school in addition to notifying parents/guardians. This would provide school employees and visitors with information regarding pesticide use.

PESTICIDES - RIGHT TO KNOW NOTICE SOUTHEAST DELCO SCHOOL DISTRICT

APPLICATION OF THE REGISTERED PESTICIDES THAT ARE/WILL BE USED IN ACCORDANCE WITH ITS LABEL.

<u>TRADE NAME</u>	<u>EPA #</u>	<u>ACTIVE INGREDIENT</u>
Baygon 2%	3125-121	Phenol Methylcarbamate
Borid	9444-129	Orthoboric Acid
Drione Dust	4816-353	Pyrethrins

Drax	9444-131	Orthoboric Acid
Drax PF	9444-135	Othoboric Acid
Maxforce Roach	64248-1	Hydramethylnon Pyrimidinone
Maxforce Ant	64248-2	Hydramethylnon Pyrimidinone
Niban	64405-2	Orthoboric Acid
Niban FG	64405-2	Orthoboric Acid
Pro Control Ant	11540-20	N-ethyl Perfluorooctanesulfonamide
Tempo WP	3125-396	N-ethyl Perfluorooctanesulfonamide
Contrac Rodent Bait	12455-36	Benzopyran
PT 565 XLO	499-290	Pyrethins, Piperonyl Butoxide, N-octyl Bicycloneptene Dicarboximide
PT 270 Dursban	499-147	Chlorpyrifos Phosphorothioate
PT 280 Orthene	499-230	Acephate
PT 170A Exclude	499-235	Pyrethrins, Piperonyl Butoxide N-octyl Bicycloheptene Dicarboximide

CODE OF CONDUCT

2023 – 2024

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INTRODUCTION

In order to ensure the greatest opportunity for learning, as well as providing a safe environment for the entire school community, certain behavior guidelines must be recognized by all students. The Academy Park High School Code of Conduct has been established to maintain an orderly atmosphere and to help provide such an environment.

SPECIAL EDUCATION STUDENTS

Special education students are subject to parts of the Student Code of Conduct. When a Special Education student has violated the Code of Conduct and a suspension is indicated, the administrator must consider the student's disability and the impact of the suspension on the student's disability. Before a building administrator may exclude a Special Education student from school for more than 15 days cumulatively or 10 consecutive days during a school year, it is required that a Manifestation Determination Meeting is held to determine the next appropriate level of support that is required for the exceptional learner to make meaningful progress within the curriculum.

DEFINITIONS

DETENTION TRANSPORTATION: Students are responsible for their own transportation when assigned detentions.

TEACHER DETENTION: The student must report to the appropriate teacher at the time stated by the teacher for the required number of minutes.

GENERAL DETENTION: The student must report to the designated area from 2:25 pm to 2:55 pm.

IN-SCHOOL SUSPENSION (ISS): Students are excluded from regular classes for the specified number of days. Students are to report to ISS before 7:35 and are expected to stay until 2:15. Students do not attend vo-tech or leave early/come late for study release if they have been assigned a day of ISS.

OUT-OF-SCHOOL SUSPENSION (OSS): Students are excluded from school for the specified number of days. Students are to remain off school grounds and under the supervision of their parents/guardians. The suspended student may not attend or participate in school activities or be on school grounds during those activities from the time the suspension is given until reinstatement on the day following the suspension without the permission of a school administrator. Doing so will be considered trespassing and another day of suspension will be given. 10 Days of Out-of-School Suspension in a school year may result in an Alternative Education Placement.

EXPULSION: Students are excluded from school for a period of more than ten (10) days. The expelled student may not attend or participate in school activities or be on school grounds during those activities without the permission of a school administrator. Doing so will be considered trespassing and another day of suspension will be given.

ATTENDANCE POLICY

Attendance to school is mandatory; the state threshold is 90% attendance. A student increases the probability of failing a course if he or she fails to meet the attendance criteria set forth in the attendance section of the course syllabus. The only exceptions to this rule are a family vacation if appropriate procedures are followed and an absence due to a confining illness (a doctor's note must be submitted), or the death of a parent/guardian.

Absences caused by school-sponsored activities, approved college visits, out-of-school suspensions, or by appointment(s) initiated by the nurse, counselor, or administrator, are not included.

EXPECTATION

APHS students who wish to visit a college must bring a note from home, obtain the counselor's signature, and submit the note to the Attendance Office **IN ADVANCE**.

APHS students who wish to be excused for educational and family travel must submit request in writing to the Assistant Principal at least one week in advance. A maximum of 5 days per school year are permitted.

After permission has been granted by an administrator, the student must request work from the student's assigned teachers three (3) days prior to departure. APHS students will attend scheduled classes, lunch, assigned study halls, and assemblies
CLASSWORK MISSED DUE TO CUTS MAY NOT BE MADE UP. CLASSWORK MISSED DUE TO SUSPENSION MAY BE MADE UP.

APHS students who are absent from school or who are suspended from school are not permitted on school grounds and are not permitted to attend any school activity, day or evening, for the duration of the suspension.

APHS students will not be late for school. Students arriving at school late will receive progressive discipline. Lateness will be tallied per marking period.

EXPECTATION

APHS students who wish to attend a school sponsored field trip or activity must obtain the permission from all their teachers prior to attending the trip.
unexcused.

CONSEQUENCE OF NOT MEETING EXPECTATION

Failure to follow proper procedure may result in an unexcused absence.

Failure to follow proper procedure may result in permission being denied for function, and being marked unexcused.

Failure to make up the missed work will result in zeros.

For **ALL CUTS** students **WILL RECEIVE A ZERO** until made up with the teacher, after school, for partial credit and discipline could be as follows:

Cut 1: Detention

Cut 2: ISS

Cut 3: OSS (reinstatement meeting with parent required)

Violators will be asked to leave the grounds and are subject to further disciplinary procedures and fines.

Consequences for lateness per marking period could be: 5th late=detention

Any additional will be up to the administrative team.

CONSEQUENCE OF NOT MEETING EXPECTATION

Failure to obtain teachers' signatures will result in the student not being permitted to attend function. If the student attends without prior teacher permission, the absence will be marked

APHS STUDENTS MAY NOT BE TRUANT FROM SCHOOL

1st OFFENSE: Parental contact made.

2nd OFFENSE: Parental contact made.

3rd OFFENSE: First notice of illegal absence from school sent to parents. Student Attendance Improvement Conference (SAIC) will be scheduled to create a Student Attendance Improvement Plan (SAIP).

4th OFFENSE: Second notice of illegal absence from school, and appearance before the magistrate.

5th OFFENSE: Elimination of various privileges for the student.

NOTE: TRUANCIES ARE CUMULATIVE FOR THE SCHOOL YEAR AND MAKE-UP WORK WILL NOT BE ACCEPTED.

● **REPEATED CUTTING OF CLASSES IS AN INSUBORDINATE ACT. ACCUMULATED CUTS MAY RESULT IN DISCIPLINE, TRUANCY, AND COURT ACTION.**

● **FOUR (4) CLASS CUTS ARE EQUIVALENT TO ONE (1) DAY'S ILLEGAL/UNEXCUSED ABSENCE.**

● **AN ACCUMULATION OF FOUR (4) DAYS UNEXCUSED/ILLEGAL ABSENCE MAY RESULT IN COURT ACTION.**

BEHAVIOR GUIDELINES

1. AFTER-SCHOOL ACTIVITIES: School activities are an important part of the total school program. Appropriate behavior is expected for all in attendance. The Code of Conduct is in effect during all events.

2. ARSON: Any burning of school property, district buildings or their contents, or the personal property of others is considered arson. Arson is a serious breach of the Code of Conduct.

3. ASSAULT: A verbal assault is a threat to injure another person physically. It is considered an extreme form of intimidation and harassment. Physical assault is the intentional infliction of bodily harm to another person.

a. **VERBAL/STUDENT:** No student or group will verbally assault another person by threatening him/her.

b. **VERBAL/TEACHER:** No student or group will verbally assault a staff member.

c. **PHYSICAL/STUDENT:** No student or group will physically attack another student.

d. **PHYSICAL/TEACHER:** No student or group will physically attack a staff member.

4. ASSEMBLIES & PEP RALLIES: Assembly programs are held to be cultural, educational, or informational in nature. Attendance is mandatory. These programs are held in the auditorium or gymnasium. Appropriate student behavior is expected. It is also expected that guests will be shown respectful attention during all programs. The Code of Conduct is in effect at all times.

5. CELL PHONE, & ELECTRONIC EQUIPMENT: The use by students of cell phones, or electronic equipment during school hours is not permitted. Approved student volunteer firemen must register their beepers in the office. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** If the student has their electronic device out in class, the teacher will ask the student to turn it off, put it away. If the student is caught with the electronic device out again or does not turn it off/put it away, the teacher will call security to have the student escorted to an administrator. If the student gives the electronic device, headphones or ear buds to the administrator, that student will receive it back at the end of the day and the student will finish the block in the In-School Suspension room. Repeated offenses will result in confiscation of the device by the administration and a parent/guardian will have to come to retrieve the device.

6. BULLYING/CYBERBULLYING: Bullying is an intentional electronic, written, verbal, physical act or 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; or substantial disruption of the orderly operation of the school. Bullying, as defined in this policy, includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

7. BUS CONDUCT: The district maintains responsibility for providing safe transportation to and from school, and school activities. This transportation is a privilege that can and will be withdrawn temporarily when a student conducts him/herself in a way that could endanger the safety of anyone. Bus safety demands that students cooperate with and be respectful of the driver.

WHILE ON THE BUS, THE FOLLOWING RULES MUST BE FOLLOWED:

- Remain in the seat at all times.
- Keep all body parts inside doors and windows.
- No eating, drinking, spitting, or smoking.
- Use the emergency exit **ONLY** for emergencies or for bus evacuation practice drills.
- No obscene language or gestures.
- No objects will be thrown in or out of the bus.
- The Code of Conduct is in effect during all bus rides.

8. CAFETERIA CONDUCT: Students are expected to follow the entire Code of Conduct while in the cafeteria.

WHILE IN THE CAFETERIA, THE FOLLOWING RULES MUST BE FOLLOWED:

- Students must report to the cafeteria during their assigned lunch period.
- Students will throw away their own trash and return their own tray to the proper area.
- When waiting to receive food, the student will go to the **END** of the line.
- Students are **NOT** to remove food/beverage from the cafeteria. They may **NOT** place it in their pockets for later use.
- Students are permitted in the cafeteria only during their assigned lunch period.
- The cafeteria is a part of the entire school facility and appropriate behavior is expected.

9. CHEATING/PLAGIARISM: CHEATING is defined as the giving or receiving of illegal help on anything that

has been determined by the teacher to require an individual effort.

PLAGIARISM is defined as the act of presenting someone else's ideas, words, or work as one's own. Plagiarism has occurred when a student does at least one of the following:

- Copied someone else's words without using quotation marks, mentioning the author's name, or citing the source using some form of documentation (in-text citations).
- Done research and written a paper or completed some other project (such as a power point presentation) without providing a complete bibliography.
- Omitted sources of information from a bibliography.
- Mentioned statistics, facts, or utilized information from charts and/or graphs without indicating the source.
- Had someone else do the work (or part of the work) for him/her.
- Merely paraphrases another individual's ideas without also citing the source, either in the text of the paper or in the bibliography.

Students who cheat or plagiarize will not receive credit for their work, cannot make up that assignment, and may be issued a disciplinary response by administration.

10. CLASS DISRUPTIONS: Any behavior, that, in the judgment of the teacher, disrupts the quality of the learning environment, will not be permitted.

11. CLASS DISRUPTIONS FROM OUTSIDE THE CLASSROOM: Students will not interrupt a class to which they are not assigned. To protect classes in session from any disruptions, students are not to enter the classroom or communicate verbally or nonverbally with students in the classroom, unless directed to do so by a staff member.

12. DRESS: Academy Park High School students will dress according to the School District dress code in an effort to promote an educated and professional setting.

13. DRUG/ALCOHOL: Students will not possess, use or sell drugs or alcohol on school property or at school activities. Additionally, they will not attend school under the influence of unauthorized/illegal drugs or alcohol. Students that possess, use, or sell drugs or alcohol on school property or at school activities will be subject to criminal citations and/or the possibility of expulsion.

14. EMERGENCY EQUIPMENT: The tampering with emergency equipment (fire alarms, extinguishers, exit doors, elevator signs, etc.) is strictly prohibited. Tampering includes touching the item as well as activating, disabling or dialing it. Students who tamper with emergency equipment will be subject to criminal citations and/or the possibility of expulsion.

15. FAILURE TO PROPERLY ID ANY SELF: Students must always identify themselves when requested to do so by school personnel. **STUDENTS ARE REQUIRED TO CARRY THEIR SCHOOL-ISSUED IDS ON A LANYARD AT ALL TIMES! FAILURE TO ID MAY RESULT IN AN OUT-OF-SCHOOL SUSPENSION.**

16. FIELD TRIPS: Field trips or school-sponsored activities are a privilege and not a right. In order to be eligible to attend such events, the student must have parental and teacher permission forms completed **IN ADVANCE OF THE EVENT**. A teacher has the right to deny a student permission to attend such events for reasons such as poor attendance, failure to complete work, and misconduct. Permission forms will **NOT** be signed on the day of the trip.

17. FIGHTING: Fighting is illegal and a citable offense. The police will be notified immediately. School personnel are available to help students resolve problems in a peaceful, non-threatening manner. Fighting will **NOT** be tolerated at school, at school activities, or while students are on their way to or from school. A student's decision to fight is also his/her decision to accept the consequences of fighting regardless of the cause of the dispute or the extent of the student's

involvement. Students are expected to stop fighting upon staff intervention. **FAILURE TO STOP MAY RESULT IN MORE SERIOUS CONSEQUENCES.**

18. FOOD/DRINK OUTSIDE THE CAFETERIA: Food and beverages are **NOT** permitted anywhere in the school building except in the cafeteria. The student must keep all food/beverage closed until reaching the cafeteria for lunch. Every staff member has the right to confiscate the food/beverage that the student has visible in halls or classrooms.

19. FORGERY (IMPERSONATION): The forging of a note, pass, school form, absence note, or other document is prohibited and students may be issued a suspension.

20. GAMBLING: No form of gambling is permitted in school or while students are involved in school activities. Card playing for money, betting on sports, other games of chance are prohibited.

21. GRAFFITI: Students may **NOT** draw or write anything on the walls or doors of the school building, or any school property.

22. HARASSMENT: Harassment is the continued act (physically or verbally) that appears to be abusive, insulting, disturbing, threatening, or intimidating.

23. HEADWEAR: Headwear must be secured in student lockers as soon as you enter the building and must remain there for the school day. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!** The exceptions to this rule are for religious beliefs or medical necessity.

24. INSUBORDINATION: Students are expected to comply with the directives of all school personnel in a timely, cooperative manner. Failure to do so is considered disrespectful and insubordinate.

25. INTERNET/COMPUTER ABUSE: Students will not misuse, abuse, or tamper inappropriately with the privilege of using the internet and/or the computers. The Acceptable Use Policy (AUP) must be signed and returned to the homeroom teacher **BEFORE** using the internet.

26. LEAVING SCHOOL GROUNDS: Students may **NOT** leave school grounds without **PRIOR** administrative approval. This approval must be obtained in writing through the attendance office and be verified by a phone call. A note or phone call **AFTER THE FACT WILL NOT** excuse a student leaving school grounds.

27. LOCKS/LOCKERS: Student lockers are the property of the school district and are assigned to students for legitimate purposes. They are not to be vandalized or damaged in any way. Problems with lockers are to be reported immediately to the Assistant Principal's office. **LOCKERS ARE SUBJECTED TO SCHOOL SEARCH AT ANY TIME DURING THE SCHOOL DAY.** In an effort to ease hall congestion and lateness to class, it is recommended that students use lockers before school, before lunch, and after the school day. Going to one's locker in between classes does **NOT** excuse a student from being late to class. Students should never share lockers. Money and valuables are **NOT** to be kept in lockers. The school **DOES NOT** assume responsibility for locker content.

28. LYING: A student may not make an untrue statement with the intent to mislead staff.

29. NEIGHBORS: Our school is in a residential neighborhood. Students must respect the property rights and privacy rights of the neighbors. Loitering and cutting through private property is not permitted.

30. NUISANCE ITEMS: The school will be free of items that have the potential to disrupt the learning environment. Objects that have the potential to inflict harm are not permitted. A student's refusal to relinquish the item will be considered insubordinate behavior.

31. OBSCENE GESTURES: The use of vulgar, obscene gestures that violate school standards or cause embarrassment to the school and its community is not permitted.

32. OFFICE WORKERS: Students who have been selected to work in one of the offices during study hall or lunch are expected to exhibit appropriate, respectful behavior. The students will run errands when asked to do so by the staff and they are to do so without disrupting the learning environment. Workers are not to loiter or make noises in the hall or talk to students in classrooms. Workers are to wear their identification badge while working for the office.

33. PASSES: Classroom attendance is the most critical factor for success, especially in intensive scheduling. Students should make every effort to attend school every day and miss as little time as possible. In a continuing effort to help every student achieve academic success, the following procedures have been instituted:

- Student passes are not to be used for the library. The pink library pass must be used to gain access to the library.
- Students are not permitted to use the telephone except with permission from the main office (principal or designee).
- In order to leave a classroom, a student is required to get permission and a pass from his/her teacher.

34. PERSONAL AUDIO/VIDEO: The use of personal audio or video equipment can be a distraction to the learning environment and therefore is prohibited in classrooms, especially for the unauthorized (by school) recording of classroom activity. The theft or damage of such items is also a possibility. The possession of such items is not permissible during the school day.

35. PROFANITY: The use of profane or vulgar language, gestures, written language, or symbols that violate the community's standards is not permitted. The standard for appropriate school language is more restrictive than the language normally found in TV programming or movies.

a. IN HALLS/CLASSES: A student is not to use profane language in the halls or classrooms as part of their conversation.

b. TOWARD ANOTHER STUDENT: A student may not use profane language to threaten another student.

c. TOWARD A STAFF MEMBER: A student may not use profane or threatening language when speaking to any staff member.

36. PUBLIC DISPLAYS OF AFFECTION: Students are not to engage in public displays in affection within the school building or on school grounds.

37. SEARCHES: Any search of a student's locker, pocketbook, book bag, wallet, or person shall be done only by the building administration and must be reasonable under all circumstances. Under ordinary circumstances, a search will be justified when there are reasonable grounds for suspecting that the student has violated or is violating either the law or the rules of the school district. The search should be conducted according to the dictates of reason and common sense and its scope should be no more than is necessary to achieve the purpose of preserving order in the school.

38. SEXUAL HARASSMENT: Sexual harassment is the conduct of a sexual nature or with sexual implication, which interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. This conduct may include, but is not limited to, the following: inappropriate touching, the display of sexually explicit or suggestive materials, the use of sexually explicit or suggestive language or gestures; subtle pressure

for sexual activity, written sexually suggestive notes, as well as demands for sexual favors or physical assault. Sexual harassment is a serious form of abuse. Any student who feels they are a victim of sexual harassment should report the incident as soon as possible.

39. SPORTING EVENTS: Interscholastic sports are an important part of the total school program. Good sportsmanship is expected for spectators as well as for participants. PIAA and DEL VAL guidelines are to be observed by all spectators.

40. STAFF AREAS: Certain areas of the building are for **STAFF** members only. Students are permitted to enter such areas only if invited or accompanied by a staff member. Such areas include, but are not limited to, the teachers' cafeterias, faculty rooms, and faculty bathrooms.

41. STUDY RELEASE: Students who are assigned study hall during the first or last period may, with parental permission, and completion of necessary forms, be allowed to leave school grounds during this time. Students who decide to exercise the study release privilege must leave the building within 7 minutes after the bell. Students must have a pass from a teacher to be in the hall beyond this 7-minute period. This includes the need to have a pass to go to one's locker, to complete makeup work and to go to the library. It is the student's responsibility to obtain this pass **AHEAD OF TIME**.

42. TELEPHONE USE: Office, classroom, and library phones are **NEVER** to be used by students. A student may use the phone in the main office for emergencies **ONLY** during their lunch break **ONLY WITH** a pass from an administrator or office secretary. Phone calls will be limited to 2 minutes.

43. TERRORISTIC THREATS: The threat to commit bodily harm or cause severe emotional distress to a student, a group of students, or staff member(s) is prohibited. Threats of violence or vandalism to the school, such as bomb threats, are also prohibited.

44. THEFT: Students are discouraged from bringing valuable items or large amounts of money to the school because of the potential of theft or damage. Students who bring such items to school must realize that they are responsible for their security. **STUDENTS ARE NOT TO KEEP VALUABLES IN THEIR LOCKERS. THE SCHOOL IS NOT LIABLE FOR LOSS OR THEFT OF THESE ITEMS.** The theft or attempt to steal any private or public property is a serious offense. All incidents of theft must be reported to the administration.

45. TOBACCO/VAPING: Students may not possess, use, purchase or sell tobacco or vaping products while on school district property; on school buses or other vehicles that are owned, leased or controlled by the district; on property owned, leased or controlled by the district; or at school-sponsored activities that are held on or off school property. The possession of tobacco/vaping products inside or outside of the school building is prohibited by the school district and by state law.

46. UNSUPERVISED AREAS: As a matter of personal safety, students are not to loiter in any areas of the school building that are not supervised. Such areas include but are not limited to hallways, stairwells, lavatories, locker rooms, the gym, auditorium, classrooms, and parking lots.

47. VANDALISM: Our community has provided excellent facilities for learning. It is everyone's responsibility to use the building, furniture, equipment and instructional materials in ways that will preserve their appearance and function. Actions that diminishes the quality of school district property detracts from the ability of others to teach and learn. Students may **NOT** willfully or maliciously deface or destroy anything belonging to the school or on school property.

48. WEAPONS: Students may not be in possession of a weapon at any time, including school activities, as defined by the Southeast Delco School District's weapons policy. The Southeast Delco School District weapons policy is in the Main Office and listed online through the district website in accordance with the school board policy.

DISCIPLINE PROCEDURES, LEVELS AND CONSEQUENCES

INTRODUCTION

Discipline may take many forms. What is important is that the disciplinary response is appropriate to the infraction and that it be designed to eliminate any disruption within the school and to adjust any personal problem involved.

POSITIVES

We have worked very hard to create and maintain a positive school climate. Students are rewarded for positive behavior and attitudes in a variety of ways. All adult staff members are encouraged to submit names of students on our Positive Referral forms.

TYPES OF DISCIPLINE

1. Direct contact with pupil and parent to work out a problem, contact with the home may frequently be the most helpful response to an offense. A simple written warning or reprimand to a student and parents may be an appropriate approach. In some cases, where it is felt appropriate, school counselors and other school personnel or outside social agencies may be called in for help in this procedure.
2. **DETENTION**
In certain cases, a student may be required to remain after the conclusion of the normal school day for teacher detention or school detention.
3. **DISCIPLINARY MEASURES FOR VANDALISM**
When an offense involves vandalism, a student may be asked to rectify the problem by related service to the school. The student will also be required to make restitution.
4. **REMOVAL OF PRIVILEGES/DISCIPLINARY PROBATION**
School privileges may be withdrawn for a designated period of time. These may involve removal from extra-curricular activities (both athletic and non-athletic) and school social events as well as restrictions applied to other school privileges.
5. **IN-SCHOOL SUSPENSION**
A student may be removed from the normal classroom situation and assigned to a special area under the direct supervision of a staff member. A student is not permitted to participate in any school-related activity on the day of an In-School Suspension.
6. **OUT-OF-SCHOOL SUSPENSION**
The school principal or assistant principal may temporarily suspend any student for disobedience, misconduct, or infraction of school rules upon informing the student of the reasons. Students involved in disciplinary action which warrants an out-of-school suspension will be suspended in conformance with the procedures outlined in the student handbook.
7. **REFERRAL TO POLICE OR DISTRICT JUSTICE**
If an offense is of a serious nature, the school has the authority to refer the matter to the police in addition to the normal school penalties. Referral to the police for legal charges will generally occur for possession of narcotics or alcohol, underage drinking, disorderly conduct, theft, assault, and other serious

offenses. Additionally, students may be referred directly to the District Justice for smoking or illegal absences.

8. EXCLUSION

- No student may receive a temporary suspension unless the student has been informed of the reasons for suspension and has been given an opportunity to respond before the suspension becomes effective. All full suspensions require a prior informal hearing and all expulsions require a prior formal hearing.
- The maximum period a student may be suspended for an offense shall not exceed ten school days. A temporary suspension may be followed by a full suspension for the same offense provided that the ten-school day limitation is not exceeded. Temporary or full suspensions may not be cumulated or made to run consecutively beyond this ten school day limitation.
- Students shall be permitted to make up, without penalty, exams, and work missed while being disciplined by a temporary or full suspension.
- If, when expulsion proceedings are initiated, it is determined, after an informal hearing, that a student's presence in his or her normal class would constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within the period of "full suspension," the student may be excluded from school for more than ten school days. This exclusion is based on the provision that the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.
- Students who are less than eighteen years of age are still subject to the compulsory school attendance law even though expelled and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to attend another public school, cannot afford to attend, or is unable to be accepted at a private school, the school district has the responsibility to make some provision for the child's education, either through instruction in the home or by readmitting the child.

9. EXPULSION

Expulsion means the removal of a student from the school for a period of more than ten days. It is a very serious step that should only be ordered for the most serious offense and follow strict adherence to the requirements of due process of law. Only the Board of School Directors can permanently expel a student.

DEFINITIONS

DISCIPLINARY CHANGE IN EDUCATIONAL PLACEMENT:

An exclusion of an exceptional student from the educational environment for more than ten (10) consecutive school days or more than fifteen (15) cumulative school days in a school year.

EXCEPTIONAL STUDENT:

The definition adopted by the State Board of Education and is set forth in 22 PA. Code 14.1.

FIREARM:

For the purpose of this Code, the term firearm means:

- a. Any weapon (including a starter gun) which will be or is designed to or may readily be converted to expel a projectile by the action of an explosive;

- b. The frame or receiver of any such weapon or a replica of a weapon;
- c. Any firearm muffler or firearm silencer, or
- d. Any destructive device, which means any explosive, incendiary, or poisonous gas bomb, grenade, rocket, mine, or similar device.

FORMAL HEARING:

A formal hearing is a hearing held before the School Board under the provisions of 22 Pa. Code, Section 12.8. A formal hearing is required in all expulsion actions and requires formal due-process requirements as enumerated in the Pennsylvania Code.

HOMEBOUND INSTRUCTION:

Homebound instruction is individual instruction to students excluded from school for medical reasons.

INFORMAL HEARING:

An informal hearing is a hearing held either pursuant to 22 Pa. Code, Section 12.6 for students excluded from school for more than three (3) days but less than ten (10) days, or for students subject to in-school suspension for a period of time in excess of ten (10) consecutive days. Informal hearings for students excluded from class for a period of time in excess of ten (10) consecutive school days must be offered to the student and the student's parent or guardian prior to the eleventh (11th) school day of an exclusion. Informal hearings for students excluded from school for more than three (3) days and no more than ten (10) days must be offered to the student and the student's parent or guardian prior to the fifth (5th) school day of an exclusion. If an informal hearing is requested, it must conform to the procedures outlined in 22 Pa. Code, Section 12.8 for formal hearings.

PRINCIPAL:

The term principal as used in this Code, refers to the chief administrator in any of the schools in the School District, or an individual appointed to act in such capacity under this Code, by either the Superintendent or a principal.

ASSISTANT PRINCIPAL:

The term principal as used in this Code, refers to an administrator under the supervision of a principal. In the absence of the principal, an assistant principal will serve in place of the principal.

REMOVAL OF PRIVILEGES:

Removal of privileges is a disciplinary action that, if invoked, prevents the student from participating in those activities which are privileged, such as extra-curricular activities, attendance at social school events, and other functions.

SPECIAL EDUCATION:

Designed instruction to meet the needs of an exceptional student who is not gifted.

UNAUTHORIZED SUBSTANCE:

Any substance included in the definition of the word "drugs" as defined in the Controlled Substance Device and Cosmetic Act of the Commonwealth of Pennsylvania, or represented to be such a substance.

WEAPON:

For the purposes of this Code, weapon includes, but is not limited to, firearms or replicas of firearms, knives or replicas of knives, metal knuckles or replicas of metal knuckles, straight razors or razors of any type, razor blades, cutting instruments of any nature, including those individually fabricated, explosives, mace, noxious and/or irritating or poisonous gasses, poisons or drugs. Also considered to be weapons are other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents or guardians, or others legally upon School District premises.

CODE OF STUDENT CONDUCT AND DISCIPLINE

Students, parents, teachers, and the School Board share the responsibility to develop a climate within the school that is conducive to wholesome learning and teaching. Every student has the right to learn while every teacher has the right to teach. Appropriate conduct encourages interaction with others, which is beneficial to the learning and teaching process. Inappropriate conduct is detrimental to the individual involved and others.

Important to any effective discipline system is having students and staff aware that certain student conduct has been determined to be misconduct and the prescribed disciplinary responses associated with each act of misconduct. In this manner, students, staff, and parents may realize which types of student conduct are unacceptable and understand the consequences of such conduct, which knowledge will improve student behavior.

The Board of School Directors has adopted a Code of Student Conduct and Discipline which applies to conduct that occurs while students are in attendance at school, while students are going to school from home and from school to home, and to conduct at other times which impacts on the School District. The following is a summary of that Code of Student Conduct and Discipline. A copy of the full Code is available in the library of each school and in the Principal's Office of each school. A copy of the Code may be obtained from the Superintendent's Office.

The Code is divided into two parts, the first of which pertains to regular education students, and the second of which pertains to special education students. Under each part, six levels of student misconduct are set forth, and under each level of misconduct, the various disciplinary responses available are also set forth.

A summary of the Code is as follows:

LEVEL ONE MISCONDUCT

Level One misconduct on the part of the student is misconduct which: (1) impedes orderly classroom procedures, (2) infringes upon the rights of others to learn or teach, or (3) interferes with the orderly operation of the classroom or school. Level One misconduct may occur outside of the classroom and school. This misconduct usually will be handled by the individual staff member but at times may require the intervention of an administrator.

TYPES OF LEVEL ONE STUDENT MISCONDUCT

101. Disruptive Classroom Behavior
102. Failure to complete assignments
103. Unprepared for class
104. Failure to follow rules in the cafeteria/hallways field trips
105. Failure to follow rules at extracurricular activities
106. Horseplay
107. Failure to follow reasonable directions
108. Inappropriate speech or behavior in hallways/cafeteria
109. Any form of distraction
110. Inappropriate use of a computer or computer network.
111. Failure to serve a teacher's detention
112. Other offenses not listed, but fitting the definition of Level One Misconduct.
113. Tardiness to class

DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL ONE STUDENT MISCONDUCT

- Verbal reprimand
- Personal conference

- Telephone call to a parent or guardian
- Behavioral contract
- Involvement with a counselor
- Withdrawal of privileges within the classroom
- Detention assigned by a teacher

PROCEDURES FOR LEVEL ONE STUDENT MISCONDUCT

In the event of Level One student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct.

- Repeated misconduct requires a conference with the teacher and student which may involve the principal.
 - A proper and accurate written record of the misconduct and disciplinary actions for each student must be prepared by the staff member involved and kept by the staff member to be used in the event that the misconduct continues and move to Level Two misconduct consideration.
 - The disciplinary progression is as follows:
 - Parental notification by phone or letter
 - Warning
 - Detention and phone call
 - Detention or Suspension

LEVEL TWO MISCONDUCT

Level Two misconduct on the part of the student is misconduct whose frequency or seriousness disrupts the learning climate of the classroom and/or school. Level Two misconduct may also occur outside of the classroom and school.

TYPES OF LEVEL TWO STUDENT MISCONDUCT

201. Continuation of Level One misconduct
202. Profane and/or obscene language (For the purposes of this code obscene is defined as “offensive to feelings of modesty or sense of decency of the school community; lewd”)
203. Disrespectful speech or action
204. Obscene gestures or action
205. School tardiness
206. Truancy
207. Classroom Disturbance
208. Cutting class or being out of an assigned area
209. Failure to cooperate with substitute
210. Failure to identify oneself correctly
211. Leaving school or an assigned area without permission
212. Misconduct going to and from school
213. Failure to serve a school detention
214. Loitering
215. Lying
216. Abusive language
217. Possession of inappropriate material at school or during school-related activities.
218. Unauthorized possession of a cell phone, paging device, beeper, scanner, laser, or any other electronic device

219. Disruptive hallway behavior of a physical nature
220. Throwing food and/or other items
221. Installation of games, programs, or other files not owned or authorized by the district on computers or networks.
222. Using data networks for lobbying and non-school-related activities.
223. Other offenses not listed but fitting the definition of Level Two Misconduct

DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL TWO STUDENT MISCONDUCT

- Any appropriate disciplinary option or response from Level One:
- Withdrawal of privileges
- Class schedule change
- In-school suspension
- Out-of-School Suspension
- Parental conference
- Suspension from student activities

PROCEDURES FOR LEVEL TWO MISCONDUCT

In the event of Level Two student misconduct, there is an immediate intervention by the staff member who is supervising the students or who observes the misconduct. The student is referred to the Administrator for appropriate disciplinary action.

If a suspension is being considered as an appropriate discipline, the student shall be advised of the reasons for the suspension and be given the opportunity to respond before the suspension becomes effective.

A proper and accurate written record of the misconduct and the disciplinary actions for each student must be maintained by the staff member and forwarded to the Administrator.

LEVEL THREE MISCONDUCT

Level Three misconduct on the part of the student is misconduct that is directed against persons or property or whose consequences may seriously endanger the health or safety of others. These acts are considered serious and may result in the intervention of the law enforcement authorities.

TYPES OF LEVEL THREE STUDENT MISCONDUCT

301. Continuation of Level Two misconduct
302. Defiant or insubordinate behavior
303. Fighting
304. Stealing
305. Threat to others
306. Turning in false alarms
307. Obscene and/or threatening calls, letters, e-mail, or social media posts (For the purposes of this code obscene is defined as “offensive to feelings of modesty or sense of decency of the school community; lewd”)
308. Using and/or supplying forged notes or illegal excuses
309. Using or supplying plagiarized materials
310. Cheating
311. Vandalism
312. Alteration or use of school documents with intent to defraud
313. Smoking/vaping or possession of tobacco or tobacco product paraphernalia.
314. Trespassing
315. Possession/use of firecrackers, smoke/stink bombs, etc.

- 316. Disrespectful speech or action to a staff member
- 317. Transmitting or receiving offensive materials, obscene or pornographic materials, on the internet, computer network, or a single computer.
- 318. Modifying files or other data on a computer or on the data network.
- 319. Changing passwords belonging to other users or misrepresent other users on any computer or data network.
- 320. Using the data network to disrupt the work of others.
- 321. Modifying computer hardware or software
- 322. Violence/Force
- 323. Intimidation
- 324. Coercion
- 325. Other offenses violating Pennsylvania Crimes Code.
- 326. Bullying
- 327. Failure to serve an ISS
- 328. Recording (or attempting) activity that violates school policy on using an electronic device
- 329. Student Tardiness
- 330. Other offenses not listed but fitting the definition of Level Three Misconduct

DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL THREE STUDENT MISCONDUCT

- Any appropriate disciplinary option from Level Two
- Temporary removal from class
- Homebound instruction
- Alternative Education placement
- Out-of-school suspension

PROCEDURES FOR LEVEL THREE MISCONDUCT

In the event of Level Three student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely. The Principal initiates disciplinary action by investigating the infraction and conferring with the appropriate staff of agencies on the extent of the consequences.

If a suspension is being considered as an appropriate discipline, the student shall be advised of the reasons for the suspension and be given the opportunity to respond before the suspension becomes effective.

The Administrator meets with the student and confers with the parent or guardian about the student’s misconduct and the resulting disciplinary action.

A proper and accurate written record of offenses and disciplinary actions is maintained by the Principal.

There is consideration of restitution of property and damages and possible referral to law enforcement officials.

LEVEL FOUR MISCONDUCT

Level Four misconduct on the part of the student is misconduct that results in violence to another's person or property or which poses a direct threat to the safety of others.

These acts may be criminal and always require administrative action which may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

TYPES OF LEVEL FOUR STUDENT MISCONDUCT

- 401. Continuation of Level Three misconduct
- 402. Extortion

- 403. Bomb threat
- 404. A conspiracy involving dangerous weapons
- 405. Assault/Battery
- 406. Sexual Harassment
- 407. Institutional vandalism
- 408. Theft/possession/sale of stolen property, and/or conspiracy to commit theft
- 409. Arson
- 410. Disruptions resulting in endangerment
- 411. Harassment
- 412. Illegal distribution, reproduction, and/or use of copyrighted software.
- 413. Using the data networks for illegal activity, commercial or profit-making purposes.
- 414. Theft of computer hardware or software.
- 415. Abusing or destroying computer hardware or software.
- 416. Using, furnishing, selling, or possession of over-the-counter medications. (Please note that all medication must be dispensed by the school nurse.)
- 417. Other offenses violating Pennsylvania Crimes Code
- 418. Other offenses not listed but fitting the definition of Level Four Misconduct

DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL FOUR STUDENT MISCONDUCT

- Any appropriate disciplinary option or response from Level Three
- Expulsion
- Alternative Education placement
- Other Board action which results in appropriate placement

PROCEDURES FOR LEVEL FOUR MISCONDUCT

In the event of Level Four student misconduct, there is immediate intervention by the staff member who is supervising the students who observe the misconduct, provided such intervention can take place safely.

The administrator verifies the offense, confers with the appropriate staff or agency, and meets with the student.

The student is immediately removed from the school environment. Parents or Guardians are notified. Law enforcement officials are contacted, unless the discipline is based on the continuation of Level Three Misconduct, in which event the Administrator determines if such referral is appropriate.

A complete and accurate written report is submitted to the Superintendent who will consider recommending expulsion.

The Student is given a full due-process hearing before the School Board if expulsion is recommended.

LEVEL FIVE MISCONDUCT

Level Five misconduct on the part of a student is misconduct that involves the possession, sale, furnishings, use, or involvement of any nature with an unauthorized substance.

These acts may be criminal and always require administrative action which may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

TYPES OF LEVEL FIVE STUDENT MISCONDUCT

- 501. Use of an unauthorized substance
- 502. Furnishing an unauthorized substance to others
- 503. Selling an unauthorized substance
- 504. Possession of an unauthorized substance
- 505. Involvement of any nature with an unauthorized substance

DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL FIVE STUDENT MISCONDUCT

- Student Assistance Program (SAP) Referral
- Expulsion
- Alternative Education placement
- Other Board action which results in appropriate alternative placement

PROCEDURES FOR LEVEL FIVE MISCONDUCT

In the event of Level Five student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely.

An employee who is not a member of the teaching staff who believes a student is guilty of Level Five misconduct must take reasonable steps to prevent the continuance of such conduct and immediately notify the employee's immediate supervisor and the Principal of the building attended by the student in question.

The Principal must immediately verify the offense, and if appropriate, meet with the student. The Principal is to immediately remove the student from the school environment and suspend the student. The student's parents or guardians and law enforcement officials are to be notified immediately.

The Principal is to prepare a complete and accurate written report to be submitted to the Superintendent of Schools within twenty-four (24) hours.

The Superintendent is to file a report with the Board.

LEVEL SIX MISCONDUCT

Level Six misconduct on the part of a student is misconduct that involves the act of bringing a weapon to school, on school property, to any school-sponsored activity, or upon any conveyance providing transportation to a school or a school-sponsored activity.

Such an act is criminal and will always require administrative action which may result in the immediate removal of the student from school, the intervention of the law enforcement authorities, and action by the Board of School Directors.

TYPES OF LEVEL SIX STUDENT MISCONDUCT

- 601. Possession of a weapon in school
- 602. Bringing a weapon to school or on school property.
- 603. Bringing a weapon to any school-sponsored activity or upon any conveyance providing transportation to a school or a school-sponsored activity.

DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL SIX STUDENT MISCONDUCT

One year or longer mandatory expulsion, unless the superintendent determines on a case by case basis, that there are extenuating circumstances in a particular case, under which circumstances the superintendent has determined that a lesser discipline should be imposed.

PROCEDURES FOR LEVEL SIX MISCONDUCT

In the event of Level Six student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely.

An employee, not a member of the teaching staff, who believes a student is guilty of Level Six misconduct must take reasonable steps to prevent the continuance of such conduct and immediately notify the employee's immediate supervisor and the Principal of the building attended by the student in question.

The Principal must immediately verify the offense, and if appropriate, meet with the student. The Principal is to immediately remove the student from the school environment and suspend the student. The student's parents or guardians and law enforcement officials are to be notified immediately.

The Principal is to prepare a complete and accurate written report to be submitted to the Assistant Superintendent of Schools within twenty-four (24) hours.

The Superintendent is to file a report with the Board.

MUNICIPAL POLICE AND THE SOUTHEAST DELCO SCHOOL DISTRICT: ACT 26 OF 1995

Act 26 of 1995, commonly referred to as the Possession of Weapons Act amends Pennsylvania School Code and implemented the Federal Gun-Free Legislation. In addition to creating the Pennsylvania Office of Safe Schools and many other initiatives such as transfer of student disciplinary records, a subsection of Act 26 required "all school entities to develop a Memorandum of Understanding with local law enforcement which sets forth procedures to be followed when an incident involving an act of violence or possession of a weapon by any person occurs on school property."

The Southeast Delco School District complied with Act 26 by creating a Memorandum of Understanding with our four municipal police departments: Collingdale, Darby Township, Folcroft, and Sharon Hill. The Memorandum of Understanding is signed by both the Superintendent of Schools and the Chief of Police for each municipality. Three priorities are contained in the memorandum and address investigation of crimes protocol, identification of persons responsible for the commission of crimes, and assisting school personnel in the prevention of crimes of violence and crimes involving the possession of weapons through a variety of preventative measures including education and deterrence.

SPECIAL EDUCATION STUDENTS

The Code addresses certain steps that must be taken if a special education student is determined to be guilty or involved in misconduct, including the involvement of the student's IEP team and the possibility of the involvement of the multi-disciplinary team, and additional rights to a hearing.

SMOKING POLICY

The Southeast Delco School District, in Accordance with township ordinances and the Pennsylvania State Law, Act 128, has adopted prohibiting the use of tobacco on school property and on school buses for all individuals. Tobacco shall be defined to include the following:

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or

ingested by any other means, including, but not limited to a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff, and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe, and a hookah.
3. Any product containing, made, or derived from either tobacco, whether in its natural or synthetic form; or, nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part, or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Any person violating this policy shall be guilty of a summary offense and shall be subject to prosecution initiated by the district and shall, upon conviction, be sentenced to pay a fine plus court fees.

DISCIPLINARY PROVISIONS:

Students who violate this policy could be subject to the following: disciplinary action determined by the administrative team which could include a suspension, a citation of no more than \$50, and a possible referral to SAP.

ACADEMY PARK HIGH SCHOOL FAMILY ENGAGEMENT (TITLE I)

Clearances Required: (More information can be found on the school website @ www.sedelco.org)

PA Criminal Record Check (Act 34)

PA Child Abuse History (Act 151)

FBI Criminal Check (Act 114) - If you have not resided in PA for ten consecutive years.

The school district recognizes that family engagement contributes to academic standards by students participating in Title I programs. In compliance with federal law, the district and parents/guardians of students participating in Title I programs must develop and agree upon a family engagement policy. The district and Academy Park High School agrees to:

1. Involve parents/guardians in the development of the district's plan and the process of school review and improvement. (At Academy Park High School the following opportunities exist to support this item: Board Meetings; Summer meetings with Leadership Team; Back-to-School Night Questions, Answer, and Revision Breakout Session).
2. Provide coordination, assistance, and support in implementing effective family engagement activities that support academic achievement and school performance. (At Academy Park High School the following opportunities exist to support this item: Parent Conferences; English Language Learners' Night; Field Trips; Multi-Tiered Systems of Supports (MTSS)).
3. Develop activities that promote the schools' and parents'/guardians' capacity for strong family engagement. (At Academy Park High School the following opportunities exist to support this item: Home and School activities and/or membership; School Store; Fundraisers; Field Trips)
4. Coordinate and integrate family engagement strategies with appropriate programs, as provided by law (At Academy Park High School the following opportunities exist to support this item: Monthly School Board Meetings; Summer meetings with Leadership Team; Back-to-School Night Questions, Answer, and Revision Breakout Session; Multi-Tiered Systems of Supports (MTSS); Parent Meetings)
5. Involve parents/guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I. (At Academy Park High School the following opportunities exist to support this item: Board Meetings; Summer meetings with the Leadership Team; Back-to-School Night Questions, Answer, and Revision Breakout Session)
6. Identify barriers to participation by parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority. (At Academy Park High School the following barriers have been identified to support this item: Personal Work Schedules; Alternate Family Commitments; Differing Needs of Children; Appropriate Language Acquisition and Understanding; Lack of Support System; Lack of consistent attendance at parent functions)
7. Use findings of annual evaluations to design strategies for more effective family engagement. (Parent Surveys; Parent Conferences; Night Events: Seminars/Sessions; Suggestion Box)
8. Involve parents/guardians in the activities of schools served under Title I. (Home and School activities and/or membership; Parent Conferences; English Language Learners' Night)

The Board shall adopt and distribute the family engagement policy, which shall be incorporated into the district's Title I plan and shall be evaluated annually, with parent engagement.

The Superintendent or designee shall ensure that the district's Title I family engagement policy, plan, and programs comply with requirements of federal law.

The building principal and/or Title I staff shall provide to parents/guardians of students participating in Title I programs the following:

1. Explanation of the reasons supporting their child's selection for the program. (Through Parent Meetings)
2. Set of objectives to be addressed. (Combination of Parent and Staff Feedback)
3. Description of the services to be addressed. (Addressed using a team approach with the assistance of Guidance; General Education; Special Education; Administrative; Multi-Tiered Systems of Supports Process)

The Superintendent or designee shall ensure that information and reports provided to parents/guardians are in an understandable and uniform format and in a language the parents/guardians can understand. An annual meeting of parents/guardians of participating Title I students shall be held to explain the goals and purposes of the Title I program. Parents/guardians shall be given the opportunity to participate in the design, development, operation, and evaluation of the program. Parents/guardians shall be encouraged to participate in planning activities, offer suggestions, and to ask questions regarding policies and programs.

In addition to the required annual meeting, additional parent/guardian meetings shall be held at various times of the day and evening. At these meetings, parents/guardians shall be provided:

1. Information about programs provided under Title I. (Night Events; Back-to-School Night; English Language Learner Night)
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. (Night Events; Parent Conferences; Parent Meetings; State Reporting Documentation)
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. (Surveys, Suggestion Box, Scheduled Meetings, Night Events)
4. Opportunities to submit parent/guardian comments about the program to the district level. (Board Meetings; Suggestion Box; Surveys; Parent/Teacher Conferences)

If sufficient, Title I funding may be used to facilitate parent/guardian attendance at meetings through payment of transportation and child care costs. Opportunities shall be provided for parents/guardians to meet with the classroom and Title I teachers to discuss their child's progress. (Parent/Teacher Report Card Conferences; Back-to-School Night; AM or PM Conferences)

Parents/guardians may be given guidance as to how they can assist at home in the education of their child. (PowerSchool; Homework Policy; Open and consistent Parent communication via phone or email; Study Island)

School-Parental Compact

Each school in the district receiving Title I funds shall jointly develop with parents/guardians of students served in the program a School-Parental Compact outlining the manner in which parents/guardians, school staff, and students share responsibility for improved student achievement in meeting academic standards. The compact shall:

1. Describe the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards.
2. Indicate the ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.

3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents/guardians, and reasonable access to staff.

ACADEMY PARK HIGH SCHOOL 2023/2024 HOME & SCHOOL AGREEMENT

STUDENT RESPONSIBILITY:

As a member of the Academy Park High School Community, I agree to:

- Understand and follow school rules.
- Communicate, be a team player, be responsible and be respectful.
- Arrive at school on time each day prepared to learn.
- Respect all other students and adults.
- Accept responsibility for all schoolwork and homework.
- Accept the consequences of my actions.
- Accept responsibility for informing my parents of important meetings and conferences.
- Strive to achieve my personal best.

PARENT RESPONSIBILITY:

As a member of the Academy Park School Community, I agree to:

- Accept the responsibility of sending my child to school daily, well-fed, and prepared to learn.
- Express interest and support for my child’s progress and growth as a student.
- Encourage my child’s efforts, praise his/her work, and assist in homework as needed.
- Provide opportunities for reading experiences, including reading to my child on a regular basis.
- Support the school citizenship policy.

SCHOOL RESPONSIBILITY:

As a school, the administration, faculty, and staff agree to:

- Strive to provide a safe and secure learning environment for all children.
- Provide challenging and meaningful educational experiences.
- Encourage students to work to their highest level of potential.
- Provide a climate that encourages ongoing communication between home and school, provide information on the student’s progress, and develop a strong parent partnership.

Parent/Guardian: Please complete and return the bottom portion of this agreement to your child’s homeroom teacher.

I/we have reviewed and discussed the rules, and regulations handbook with my son/daughter. I/we have read, understand, and agree to fulfill my student/parent responsibility as a member of the Academy Park School Community, which also includes Internet usage.

Student’s Signature: _____

Grade: _____

Parent/Guardian’s Signature: _____

Date: _____

Please return to your child’s 1st block teacher by Friday, September 15, 2023