

Summary- Changes to SLHS handbook (Page down for detailed changes):

Replacements – Old – New

1. SAP description – wording change
2. Graduation Project description – program change

Updates

1. Locker Price – price increase
2. Hall Pass – delete wording
3. Graduation requirements table – update courses/delete Applied Technologies
4. Student automobile regulations – update provided by Attorney Bartholomew
5. Alternative Suspension Program – TRIAD – result of discontinuing program

REPLACEMENTS

OLD

Student Assistance Program (SAP)

The SAP Team is composed of a group of specially trained school staff and community agency liaisons that work together to remove possible barriers to student success and learning. These may include but are not limited to:

- Divorce, separation and family issues
- Stressful situations and life pressures
- Death and grief issues
- Absence of coping skills due to poor communication, a low self-image
- Alcohol or drug use or experimentation
- Depression or other mental health problems

It is the parents' rights to be involved in all phases of the student assistance program. The SAP Team is designed to assist students and parents by making in- school resources available and providing information about community resources. The SAP Team does not provide therapy or implement disciplinary consequences.

Anyone who is concerned with a student and has observed any of the preceding barriers can refer that student to any team member or faculty member. Here are a few examples:

- Staff members may notice a decline in school performance, (attendance, grades, conduct) that may indicate that a student is experiencing difficulty. These behavior changes are reported to a SAP team member.
- Self-referrals are accepted. Students may seek information or help by contacting SAP team members.
- Peers who are concerned about a friend's problems are encouraged to discuss these concerns with a SAP team member.
- Family members are encouraged to communicate with the SAP team for information or assistance.

The SAP Team collects observable information about the student's performance and behavior from a variety of sources: teachers, counselors, nurses, administrators and other staff members as needed.

Parental notification, involvement and contact are required and necessary. The team analyzes this information, along with input from the student and parent, in order to determine the best course of action for the student.

Support services available to the student include: educational support groups, individual counseling, referral to other school professional and/or referral to outside agencies.

All of the information is **confidential** and separate from the students' school file.

NEW

Student Assistance Program (SAP)

Student Assistance Programs are mandated by the Pennsylvania Department of Education. The purpose of these programs is to identify students who may be experiencing barriers to learning. Once identified, the Student Assistance Program is designed to help these students overcome those barriers that may be keeping them from being successful students.

Southern Lehigh High School has a Student Assistance Program (SAP) Team that meets on a regular basis during the school year. The SAP Team is composed of a group of specially trained school staff and community agency liaisons that work together to remove possible barriers to student success and learning.

Referrals are made to SAP when someone is concerned about a student's behavior and the impact it may be having on their learning. Anyone who is concerned can refer that student to SAP. Referrals can be made by school staff, peers, family members, and community members. Self-referrals are also accepted.

Some behaviors that are appropriate for referral to the SAP Team include, but are not limited to...academic decline, disciplinary problems, observable expressions of anger and sadness, frequent visits to the School Nurse and/or Guidance Office, observable disruptive behaviors, open discussion/writing about drug and/or alcohol use, and observable self destructing behaviors.

There are two ways that referrals can be made to the SAP Team:

1. Contact any school staff member and request to speak to a member of the SAP Team.
2. Fill out a confidential SAP referral form and hand it in to any staff member.

Referral forms are located in each classroom, main office, nurse's office, guidance office, and on the Southern Lehigh High School website.

After receiving a SAP referral, the SAP Team collects observable information about the student's performance and behavior from a variety of sources: teachers, counselors, nurses, administrators, and other staff members as needed. Parental notification, involvement, and contact are required and necessary for the SAP process to be successful.

The Student Assistance Program does not provide therapy or implement disciplinary consequences. In-school resources that are available to students through the SAP Team include: SAP Team mentoring, individual counseling, and/or referral to other school professionals. Out-of-school resources that are available to students include referral for a comprehensive behavioral health assessment and/or referral to other outside agencies.

The SAP process is strictly confidential. All information that is collected by the SAP Team is kept separate from the students' school file.

OLD

Graduation Project

The Pennsylvania Department of Education requires all students to complete a graduation project. The graduation project at Southern Lehigh High School is a formal paper and an oral presentation. The purpose of this project is to ensure that students are able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding of a topic. The student's 11th grade English teacher will guide the student through the process. Students will receive a guideline booklet that describes the steps necessary to complete the project, a timeline, and evaluation and remediation procedures. It is expected that the graduation project will be completed in the spring of the junior year.

NEW

Culminating Project for Graduation

The Pennsylvania Department of Education requires all students to complete a culminating project in order to graduate. The SLHS Culminating Project is a learning process with student-centered research revolving around Pennsylvania Career Education and Work Standards, job shadowing, college visitation and ending with a formal presentation and written paper. The student's 10th grade CTA teacher will guide the student through the process. Students will receive a guideline booklet that describes the steps necessary to complete the project, a timeline, and evaluation and remediation procedures. Projects will provide an avenue for creativity and demonstration of individual talents. Students should refer to the guideline booklet for specific requirements that must be met.

UPDATES

UPDATED – Lock price from \$5.00 - \$6.00

Lockers

Every student will be assigned a locker. The student is expected to keep the locker in good condition. Any damage to the locker will be the responsibility of the student to whom the locker is assigned. Only school issued locks may be used on school lockers. All other locks will be removed; lockers without locks will be sealed shut. Locks may be purchased for **\$6.00** from homeroom teachers at the beginning of the year and from the main office all year long. When used appropriately, locks will deter theft and vandalism and provide greater protection for the student and his or her belongings. Gym lockers in the boys and girls locker room must also be locked. Gym locks may also be purchased from the school at a cost of **\$6.00**.

Students are responsible for any materials in assigned lockers. Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials. Random, periodic, or sweeping searches of all lockers may be conducted by school officials. It may also be necessary to use Upper Saucon Police Department and their resources (including the K-9 unit) with searches in the school. Locker searches will generally be done in the presence of the person who is assigned to the locker. However, the administration reserves the right to open lockers without informing the student first. The entire School District policy on Searches #226 and Use of Animals to Search School Property #227.1 may be reviewed in the High School Office and are available on the District website under Board Policies.

UPDATED -delete Hallway Passport

Hall Passes

Student passes (**Hallway Passport**) are provided in the front of this agenda book. The pass is to be used for students to go to their locker, or lavatory. One pass is designated for each marking period. Once the pass is used up for the marking period, the student loses their hallway privilege during class time. In order to receive permission to leave the classroom during class time, the pass must be signed by the teacher, and students must sign in and out of the classroom.

These passes are nontransferable.

Lost, stolen, misplaced or destroyed passes must be replaced. Replacement agenda books are available for purchase in the main office.

UPDATED – Delete Applied Technologies in table

4.0 Credits	English
4.0 Credits	Social Studies (includes one Humanities credit)
3.0 Credits or 4.0 Credits	Mathematics
3.0 Credits or 4.0 Credits	Science
0.8 Credit	Health
0.8 Credit	Physical Education
0.4 Credit	Health
1.0 Credit	Second Arts/Humanities Credit
2.0 Credits	Applied Technologies/Foundations of Technology/ Computer Applications
6.0 Credits	Courses from among those approved for credit toward graduation by the School District, including approved Vocational Education courses
26.0 Total Credits	Including successful completion of a Graduation Project

UPDATED – As per James Bartholomew - #13

Student Automobile Regulations

1. The Southern Lehigh School District prohibits student parking in areas other than those authorized and/or approved by the administration and assumes no responsibility for any damages or injury which result from violations of this policy.
2. Any student desiring to park or to operate a motor vehicle on the property of Southern Lehigh School District must file a completed application with the parking lot supervisor prior to driving.
3. Parking spaces will be issued on a first come, first served basis. Once all spots have been assigned, no further applications will be issued or assigned.
4. To obtain a parking space students must give the Assistant Principal a completed application, a valid registration card, a valid insurance card, a valid driver's license, and \$25 fee per semester.
5. Students must have a driver's license and be covered by insurance as required by the Pennsylvania Motor Vehicle Code.
6. Students and their parents or guardians shall agree by their signature on the application form to be financially responsible for any damage done to School District property by their vehicle.
7. The Assistant Principal shall have the right to refuse to issue a parking space unless sufficient need has been shown.
8. The motor vehicle shall be licensed, inspected, and insured.
9. Any car that is parked illegally may be towed at the owner's expense.
10. The parking space shall apply only to the approved applicant and vehicle and may not be shared with any other student.
11. Students who need to drive to school for one day only because of a scheduled appointment may obtain temporary parking permission in the main office.
12. All drivers shall carefully observe the following traffic regulations:
 - a. The maximum speed limit on school property is 15 miles per hour.
 - b. All stop signs and other related traffic signs must be observed.
 - c. There shall be no passing of moving vehicles on any roadway or driveway on school property.
 - d. Students are not to interrupt and/or enter the bus traffic pattern once school buses have begun to move in the main parking lot.
 - e. Students are to park only in those spaces reserved for students. These include the main (gym) lot except for the row closest to the

school, the new lot, and the lot by the maintenance building. In addition to the areas listed above, students are not permitted to park at the Middle School, at the Central Office, in front of the high school, Preston Lane, grass areas, or in any other place that is not a designated parking space for students.

f. Handicapped parking spaces are located at the end of the bus loading area. Students who need to use these spaces must satisfy and adhere to all handicapped eligibility requirements as established by the PA Department of Transportation.

g. The vehicle may not be used for any purpose during the school day except for morning arrival and after school dismissal unless permission is given by the administration.

h. All vehicles are to be parked so that the license plate is facing the roadway (students may not reverse into parking spots).

i. The same safety regulations which apply to school-hour vehicle operations shall also apply to school activities and school sponsored social, athletic, and other events during the afternoon, evening, and weekend hours.

j. In general, any operation of a motor vehicle by a student, which the principal or his properly designated representative, shall judge to be reckless in nature and dangerous to the safety of other persons, shall be forbidden.

k. Upon entering school property the vehicle shall be parked immediately and the driver and passengers are to go into the building immediately. Students are not permitted to loiter in the parking lot before or after school.

l. Each car may occupy only one parking space.

m. The driver is responsible for the behavior of all passengers. If anyone is the car violates the Code of Conduct, the driver's permit will be suspended until those responsible are identified.

n. Students are not permitted to drive through one parking space to get to another spot.

o. Parking violations at the end of the year or during finals will be carried over to the next school year.

~~12. The administration reserves the right to search automobiles when it deems this course of action necessary. Acceptance of a parking space constitutes agreement to these conditions. The entire School District policy on Searches or Use of Animals to Search School Property may be reviewed in the High School Office.~~

Replace with:

13. The administration reserves the right to conduct searches of automobiles in accordance with its Policy 227.1 – Search of Student Lockers and Vehicles Located in Student Parking Lots and Use of Animals to Search.

UPDATED – Delete - Alternative Suspension Program - TRIAD from Handbook