

# **SHALER AREA HIGH SCHOOL**



## **STUDENT HANDBOOK**

Welcome to Shaler Area High School!

On behalf of the Shaler Area High School, we would like to extend a warm welcome to you. The beginning of each new academic year is filled with promise and excitement. The staff will set high expectations for all students and provide dynamic lessons to help you reach your highest potential. As you will discover, your high school teachers are caring instructors who make Shaler Area an enjoyable place for students to learn and grow. We invite you to participate in the many wonderful activities that we have to offer. We are excited about our school and look forward to helping you succeed this year.

Best wishes,

SAHS Administrative Team

## **SHALER AREA HIGH SCHOOL - ALMA MATER**

***We all stand together  
one in love and in peace and brotherhood  
We will always aid our  
common good***

***And in all our skills employed  
may our lives be pure and true  
Bring much honor unto you  
O, Shaler Area Alma Mater  
our Red, White, and Blue***

### **TITAN MASCOT CONCEPT**

The entire mascot symbol is formed by the letters S.A.H. The back part of the Helmet is the letter (S) for Shaler. The front top part of the Helmet is the letter (A) for Area and the side of the cheek guard is the letter (H) for High. The Plume on top is sectioned into three parts, symbolizing the merger of three schools into one.



The Administration, Faculty, Coaches, Students and Athletes at **SHALER AREA HIGH SCHOOL** stress the following pledge as ***Positive Titan Fans:***

- We enforce the fundamental principles of fair play.
- We realize the "winning at any cost" is never acceptable.
- We respect the opposing team, cheerleaders, fans, and the officials.
- We realize that name-calling, taunting, finger pointing or any other form of verbal or physical confrontation has no place in our arenas.
- We realize that degrading or insulting cheers and signs, no matter who they are directed towards, do not make us look "big".
- We realize that our desire is to cheer *for* our team and not against our opponents.

All of our teams need your support, but only if you are a.....

***Positive Titan Fan***

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## BELL SCHEDULES



### REGULAR SCHEDULE

WARNING BELL	7:14	
PERIOD 1/ Pledge of Allegiance	7:18	- 8:02
PERIOD 2	8:06	- 8:48
PERIOD 3	8:52	- 9:34
PERIOD 4	9:38	- 10:20
Announcements	10:20	- 10:34
	(AM Beattie arrival 10:30)	
PERIOD 5 (Lunch A)	10:38	- 11:20
PERIOD 6 (Lunch B)	11:24	- 12:06
PERIOD 7 (Lunch C)	12:10	- 12:52
	(PM Beattie depart 12:10)	
PERIOD 8	12:56	- 1:38
PERIOD 9	1:42	- 2:25

### EARLY DISMISSAL SCHEDULE

WARNING BELL	7:14	
PERIOD 1/ A.M. Announcements	7:18	- 7:53
PERIOD 2	7:57	- 8:22
PERIOD 3	8:26	- 8:51
PERIOD 4	8:55	- 9:20
PERIOD 5 (Lunch A)	9:24	- 9:49
PERIOD 6 (Lunch B)	9:53	- 10:18
	(AM Beattie arrival 10:30)	
PERIOD 7 (Lunch C)	10:22	- 10:47
PERIOD 8	10:51	- 11:16
PERIOD 9	11:20	- 11:45
	(PM Beattie depart 12:10)	

### TWO HOUR DELAY SCHEDULE

WARNING BELL	9:14	
PERIOD 1/Announcements	9:18	- 9:50
PERIOD 2	9:54	- 10:24
PERIOD 3	10:28	- 10:58
	(AM Beattie arrival 10:30)	
PERIOD 4	11:02	- 11:32
PERIOD 5 (Lunch A)	11:36	- 12:06
PERIOD 6 (Lunch B)	12:10	- 12:40
	(PM Beattie depart 12:10)	
PERIOD 7 (Lunch C)	12:44	- 1:14
PERIOD 8	1:18	- 1:48
PERIOD 9	1:52	- 2:25

## BELL SCHEDULES



### HOMEROOM FIRST SCHEDULE

WARNING BELL	7:14		
H.R./ Pledge of Allegiance	7:18	-	7:30
PERIOD 1	7:34	-	8:16
PERIOD 2	8:20	-	9:02
PERIOD 3	9:06	-	9:48
PERIOD 4	9:52	-	10:34
	(AM Beattie arrival 10:30)		
PERIOD 5 (Lunch A)	10:38	-	11:20
PERIOD 6 (Lunch B)	11:24	-	12:06
PERIOD 7 (Lunch C)	12:10	-	12:52
	(PM Beattie depart 12:10)		
PERIOD 8	12:56	-	1:38
PERIOD 9	1:42	-	2:25

### EXTENDED MIDDAY HOMEROOM SCHEDULE

WARNING BELL	7:14		
PERIOD 1/ Announcements	7:18	-	7:59
PERIOD 2	8:03	-	8:42
PERIOD 3	8:46	-	9:25
PERIOD 4	9:29	-	10:08
H.R./Announcements	10:12	-	10:48
	(AM Beattie arrival 10:30)		
PERIOD 5 (Lunch A)	10:52	-	11:31
PERIOD 6 (Lunch B)	11:35	-	12:14
	(PM Beattie depart 12:10)		
PERIOD 7 (Lunch C)	12:18	-	12:57
PERIOD 8	1:01	-	1:40
PERIOD 9	1:44	-	2:25

### MIDDAY HOMEROOM SCHEDULE

WARNING BELL	7:14		
PERIOD 1/ Pledge of Allegiance	7:18	-	8:02
PERIOD 2	8:06	-	8:48
PERIOD 3	8:52	-	9:34
PERIOD 4	9:38	-	10:20
H.R. /Announcements	10:24	-	10:34
	(AM Beattie arrival 10:30)		
PERIOD 5 (Lunch A)	10:38	-	11:20
PERIOD 6 (Lunch B)	11:24	-	12:06
PERIOD 7 (Lunch C)	12:10	-	12:52
	(PM Beattie depart 12:10)		
PERIOD 8	12:56	-	1:38
PERIOD 9	1:42	-	2:25

**BUILDING MAPS**

**THIRD FLOOR**

## SECOND FLOOR

**FIRST FLOOR**



## HIGH SCHOOL ADMINISTRATION



Dr. Timothy J. Royall  
*Principal, Ext. 1500*  
12<sup>th</sup> Grade



Mrs. JoAnne M. Townsend  
*Asst. Principal, Ext. 1501*  
11<sup>th</sup> Grade



Mr. Thomas M. Misko  
*Asst. Principal, Ext. 1501*  
10<sup>th</sup> Grade



Ms. Heather L. Berney  
*Asst. Principal, Ext. 1501*  
9<sup>th</sup> Grade

## TELEPHONE EXTENSIONS

All calls must first be placed to the main number (412) 492-1200

1 <sup>st</sup> FLOOR	
Cafeteria .....	1580
2 <sup>nd</sup> FLOOR	
Main Office .....	Ext. 1500, 1501
Attendance Office .....	1502
Activities Office .....	1530
Athletics Office .....	1550
Guidance Office .....	1521
Health Office .....	1510
3 <sup>rd</sup> FLOOR	
Library .....	1515

**HIGH SCHOOL DEPARTMENTS  
FACULTY w/ TELEPHONE EXTENSIONS**

Calls must first be placed to (412) 492-1200, then dial 8, then the extension #

**ART**

Mr. Boyles - 1661  
Mr. Frank - 1682  
Mr. Susa\* - 1671

**BRIDGE PROGRAM**

Mr. Ament - 1628  
Mr. Klinefelter - 1665  
Mr. Rosenwald - 1725  
Mr. Tinkey - 1638

**BUSINESS**

Ms. Klugh\* - 1656  
Mr. Sorby - 1652  
Ms. Sprys - 1632

**E.S.L./ SPEECH**

Ms. Piekarski - 1731  
Ms. Pintar - 4612

**ENG. LANG. ARTS**

Ms. Braun - 1648  
Mr. Connelly - 1621  
Mr. Dahlgren - 1703  
Ms. Domencic - 1701  
Mr. Gaul\* - 1706  
Mr. Laslavic - 1675  
Ms. Loudon - 1670  
Ms. McDonnell - 1635  
Mr. Sarkis - 1695  
Mr. Schott - 1697  
Mr. Shannon - 1698  
Mr. Sorby - 1652  
Ms. Susany - 1616

**F.A.C.S**

Ms. Garman\* - 1104  
Ms. Hugus - 1663  
Ms. Wells - 1691

**G.A.T.E.**

Mr. DiPasquale - 1266  
Ms. Elder - 1267  
Ms. Palladino\* - 1267

**GUIDANCE**

Mr. Anselmino - 1525  
Ms. Grimaldo - 1523  
Ms. Guido - 1526  
Ms. Hunt - 1524  
Ms. Miller - 1522

**HEALTH OFFICE**

Ms. Scheuer - 1510

**LIBRARY**

Ms. Jack - 1517  
Ms. Wilcox - 1516

**MATHEMATICS**

Ms. Cleary - 1712  
Mr. Kepreos - 1674  
Ms. Kutzner - 1658  
Mr. Lamphere - 1716  
Mr. McCall - 1737  
Mr. Orsini - 1713  
Ms. Ravas - 1724  
Ms. Shvach - 1669  
Ms. Siedlecki - 1611  
Mr. Stadelman\* - 1654  
Mr. Ussia - 1619  
Mr. White - 1735  
Mr. Yarnot - 1678

**MUSIC**

Ms. Rankin - 3639  
Mr. Tepshich\* - 1710  
Mrs. Tepshich - 1680

**PHYS. ED. / HEALTH**

Ms. Bayer - 1637  
Mr. D'Agostino - 1709  
Ms. Erb - 1684  
Ms. Jackley - 1659  
Mr. Kaiser - 1715  
Mr. Mosbacher - 1699  
Mr. Rosenwald\* - 1725  
Mr. Storino - 1629  
Ms. Tate - 1732  
Ms. Werderitch - 1734

**SCIENCE**

Mr. Campbell - 1618  
Ms. Chomyn - 1620  
Ms. D'Angelo - 1647  
Mr. Davis - 1625  
Mr. Dudley\* - 1636  
Mr. Krenn - 1649  
Ms. Leung - 1686  
Mr. Mason - 1627  
Ms. Mohr - 1721  
Ms. Murphy - 1639  
Ms. Nilson - 1722  
Ms. Noble - 1681  
Mr. Seybert - 1692  
Mr. Stearns - 1729  
Mr. Taylor - 1617  
Mr. Ward - 1676

*\*Department Chair*

**SOCIAL STUDIES**

Mr. Anke - 1642  
 Ms. Donini - 1653  
 Mr. Eskra - 1623  
 Mr. Haberman - 1707  
 Mr. Hiserodt\* - 1614  
 Ms. Kriston - 1615  
 Ms. McCarthy - 1687  
 Mr. McDermott - 1720  
 Mr. Mitchell - 1631  
 Mr. Pirring - 1612  
 Mr. Schaub - 1727  
 Mr. Schramm - 1643  
 Ms. Thiel - 1531  
 Mr. Williams - 1736  
 Mr. Yeckel - 1739

**SPECIAL EDUCATION**

Ms. DiCriscio - 1626  
 Ms. Howell - 1714  
 Mr. Landolina - 1726  
 Ms. Laurent - 1717  
 Ms. Mullen - 1655  
 Mr. Rech - 1689  
 Ms. Rua - 1622  
 Mr. Ryan\* - 1644  
 Mr. Schramm - 1643  
 Ms. Scott - 1738  
 Mr. Singletary - 1711  
 Ms. Stauber - 1728  
 Mr. Tinkey - 1638  
 Ms. Tomko - 1733

**TECHNOLOGY**

Mr. Fisher - 1704  
 Mr. Fucsko - 1634  
 Mr. Marree\* - 1719  
 Mr. Myers - 1111  
 Mr. Wells - 1693

**WORLD AND CLASSICAL LANGUAGES**

Ms. Alexander - 1651  
 Mr. Balsomico - 1702  
 Ms. Barie - 1664  
 Mr. Bauer - 2632  
 Ms. Gardner - 1705  
 Mr. Koller - 1673  
 Ms. Marsiglio - 1672  
 Ms. Reitenauer - 1690

*\*Department Chair*

**REPORT CARD DATES****First Report Period**

Progress Reports Due	September 23
Report Period Ends	October 28
Report Cards Posted	November 4

**Second Report Period**

Progress Reports Due	December 2
Report Period Ends	January 13
Report Cards Posted	January 20

**Third Report Period**

Progress Reports Due	February 17
Report Period Ends	March 23
Report Cards Posted	March 30

**Fourth Report Period**

Progress Reports Due	May 1
Report Period Ends	June 2
Report Cards Mailed	TBD

## GUIDANCE COUNSELORS



Ms. Miller  
A-E, Ext. 1522



Ms. Grimaldo  
F-K, Ext. 1523



Ms. Hunt  
L-Q, Ext. 1524



Mr. Anselmino  
R-Z, Ext. 1525

## SOCIAL WORKER/S.A.P. COORDINATOR



Ms. Guido  
Ext. 1526

The Student Assistance Program (S.A.P.) reaches out to students who are experiencing some type of stress in his/her life that is interfering with learning. Students may be referred by teachers, coaches, parents or a concerned peer.

## IMPORTANT TESTING DATES

Keystone Examinations	December 5 - 16	9 <sup>th</sup> - 12 <sup>th</sup> grade
AP Exams	May 1 - 12	10 <sup>th</sup> -12 <sup>th</sup> grade
Keystone Examinations	May 15 - 26	9 <sup>th</sup> - 12 <sup>th</sup> grade

## **GRADUATION REQUIREMENTS**

Students are required to earn a total of 25 credits (average 6.5 credits per school year) and successfully complete the Keystone Exams in order to participate in commencement at the conclusion of their senior year. Listed below are the requirements for graduation:

English	4 credits
Social Studies	4 credits
Math	3 credits
Science*	3 credits
Physical Education	2 credits (4 units)
Health	1 credit (2 units)
Electives*	7 ½ credits
Keystone Exams	Required

\* College/University bound students should schedule 4 credits in Math and Sciences and 2-4 credits in World Languages

## **GRADE PROMOTION REQUIREMENTS**

Grade 9 to 10 – A minimum of 6 credits earned

Grade 10 to 11 – A minimum of 12 credits earned

Grade 11 to 12 – A minimum of 18 credits earned

## **HONOR ROLL**

Honor Roll is calculated each grading period and is determined as follows:

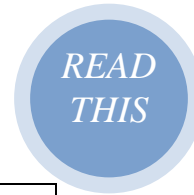
Highest Honor - 4.00 or higher

High Honor - 3.75 to 3.99

Honor - 3.50 to 3.74

## GRADING SCALE

2016-2017 SCHOOL YEAR



A+	97.50 - 100.0
A	91.50 - 97.49
B+	88.50 - 91.49
B	81.50 - 88.49
C+	78.50 - 81.49
C	71.50 - 78.49
D+	68.50 - 71.49
D	63.50 - 68.49
F	63.49 - Below 0 - LOWEST PERCENTAGE REPORTED

In addition to letter grade being recorded on report cards, the actual earned percentage grade will also be recorded. The percentages recorded will range between an absolute low of 0 and an absolute high of 100.

## PLAGIARISM POLICY

Plagiarism is defined as presenting the ideas or statements of another without crediting the original source. Even unintentional plagiarism is considered a serious matter. Plagiarized sources include, but are not limited to, the written word, pictures, photographs, music, internet sources, works of art, and the spoken word. Failure to comply with the plagiarism policy regarding academic integrity will result in the following actions, which may include, but are not limited to:

1. A mandatory conference with the student, including parents, teachers, and/or school administrators.
2. The assignment will be marked as incomplete until rewritten with proper citations.
3. Once rewritten, the "I" will be changed to a "0" grade.
4. Refusal to rewrite an assignment will result in the "I" being converted to a nine-week grade of an "F".
5. Discipline will be in accordance with student infraction guidelines (detention, suspension, etc.).
6. Instances of plagiarism will be documented in a student's record in the same manner as other infractions.

## **EDLINE**

### **Online Grades, Report Cards, Assignments, Progress Reports and Report Cards**

Edline is a tool, which will allow you to monitor your child's progress in school by providing Internet access to grades, report cards, and assignments in a secure password protected environment for families of children in grades 4-12. In addition, you will also have the option to receive email alerts when new grades and assignments are posted to the Edline system.

At the beginning of the school year, all high school parents who have not activated their student(s) accounts will receive a mailing which will include an activation code to set up a high school Screen Name and Password for accessing Edline. Edline accounts that have already been activated by parents will remain active as long as our district uses Edline as our parent portal provider. Incoming students will receive their own edline access code and returning students' codes will remain the same. If you do not receive this mailing early in the school year, you can request an Edline activation code by emailing [edline@sasd.k12.pa.us](mailto:edline@sasd.k12.pa.us).

Edline can be accessed by visiting [www.sasd.k12.pa.us](http://www.sasd.k12.pa.us) and clicking on **Edline** on the left hand side of the screen or directly at [www.edline.net](http://www.edline.net).

#### **When accessing the Edline, the following information will be beneficial:**

- Questions concerning your child's information on Edline should be *discussed with your child first* before contacting the school.
- Although a teacher may assign a date for a test or assignment on Edline, the dates are subject to change.
- The posting of test and assignment results will vary based on the time necessary for the instructor to score and post the grades.
- Class attendance is a factor in determining a student's final grade. Please refer to the attendance policy for more information.

The Edline contact e-mail address is [edline@sasd.k12.pa.us](mailto:edline@sasd.k12.pa.us)

## ACTIVITIES & ATHLETICS



Mrs. Mindy Thiel  
Activities Director  
Ext. #1531 - Hotline #1999



Mr. Clint Rauscher  
Athletic Director  
Ext. #1555 - Hotline #1991

## ELIGIBILITY REQUIREMENTS

Board policy 123.2 adopted 1/21/04

All students participating in sports and competitive extra-curricular activities (e.g., Sports, Choir, Marching Band, Gate Competitions) must maintain a 2.0 or above cumulative grade point average (GPA), or a 2.0 or above GPA for the previous nine-week grading period, or a 2.0 or above GPA for a 4.5 week interim grading period. GPA will be determined as per the district's grading policy.

**Students must report to school by 10 AM in order to be eligible for participation in that day's events.**

## INFORMATION FOR THE STUDENT-ATHLETE INITIAL ELIGIBILITY FOR NCAA DIV. I & II

**[www.ncaa.clearinghouse.net](http://www.ncaa.clearinghouse.net)**

The above site contains information on all aspects of academic eligibility for student-athletes who may have the opportunity of participating in sports at a college that has a Div. I or Div. II athletic program. These programs have additional requirements for which student-athletes must qualify. This is in addition to the standard admissions requirements of getting accepted into a particular school.



## ATHLETICS & COACHES

Baseball .....	Brian Junker	Lacrosse (G) ....	Jennifer Perestock
Basketball (B) ...	Ron Niederberger	Soccer (B) .....	Adam Hunter
Basketball (G) ....	Cornelius Nesbit	Soccer (G) .....	Chris Catanese
Bowling (B) .....	Shawn Pilyih	Softball .....	Skip Palmer
Bowling (G) .....	Dennis Reagle	Swimming .....	Keith Simmons
Cross Country .....	Justin Eskra	Tennis (B) .....	Brian Duermeyer
Football .....	Jon LeDonne	Tennis (G).....	Chuck Mura
Football (JV) .....	Corey Williams	Track (B) .....	Jim Ryan
Golf (B) .....	John Brough	Track (G) .....	Justin Eskra
Golf (G) .....	Samantha Smyers	Volleyball (B).....	Paul Stadelman
Hockey .....	TBD	Volleyball (G) ..	Amanda O'Connor
Lacrosse (B) .....	Ed Kline	Wrestling .....	Drew D'Agostino

## ACTIVITIES & SPONSORS

Asst. Act. Director .....	Holly Sabino	Mu Alpha Theta.....	Paul Stadelman
Art Honor .....	David Boyles	National Honor .....	Deb Shvach
	Jeff Frank	Oracle (Newspaper) ....	Eric Schott
Band .....	George Tepshich	Orchestra .....	Shirley Rankin
Varsity Cheer ..	Rebecca Troppman	Outdoors Club .....	Brad Susa
JV Cheer .....	Phyllis Schatz	Robotics Club .....	Zach Fisher
Choir .....	Kristin Tepshich	Science Club .....	Jeff Ward
Dance Team .....	Janelle Cugliari		David DiPasquale
	Amanda Mihalyi	School Play .....	Anne Loudon
Ecology Club.....	Kate Elder		Kristen Susany
	Christina Palladino	Senior Class .....	Bill Mitchell
French Honor.....	Andrew Koller		Tony Sarkis
Freshmen Class ....	Jim McDermott	Silk Line .....	Heather Heere
F.B.L.A. ....	Lisa Klugh	Ski Club .....	Bryan Seybert
Future Teachers .....	Jason Purring	S.P.A.C.E. ....	Jason Purring
Homecoming .....	Scott Krenn	Sophomore Class .....	
	Greg Mason	Spanish Honor .....	Rachel Anton
Japanese Honor ..	Steve Balsomico	Talent Show .....	Scott Krenn
Junior Class ....	Damian Landolina		Tony Sarkis
Key Club .....	Jason Purring		Kristen Susany
Latin Honor .....	Jessica Alexander	Titan Shop .....	Holly Sabino
	Kristen Barie	Yearbook .....	Nicole Kutzner
L.A.M.P. ....	David Boyles		Amanda Neumann
Majorettes .....	Scott Albert		Kim Piekarski
Media Specialist .....	Lee Myers	Y.A.L. ....	Gregg Dietz
Musical .....	Kristin Tepshich		(Youth Advocacy League)

## **ACTIVITIES GENERAL INFORMATION**

School activities are an important part of school life. It is through involvement in activities that students are able to learn more about the workings of the school, go deeper into one particular field of interest, promote social life through associations with others and also have a good deal of fun. Students must attend school or arrive by 10 AM in order to participate in the scheduled activity or club event per School Board Policy 204. This includes sports, plays, musicals, talent show, band and band fronts, cheerleaders and school dances. A student must be a "student in good standing" to be involved in and participate in all school sponsored activities. Students must have a minimum 2.0 GPA, meet the 12/24 attendance rule through the school year, and follow the Student Code of Conduct.

**CLASS FUNDS:** 100% of the funds raised by SAHS classes will be deposited directly into their respective class accounts, and they will not be used until entering into senior year for the expressed purposes determined by the students and approved by the Activities Director and the Principal.

**DANCE POLICY:** Dances will be held throughout the school year. Students must show ID at the door to be admitted to the dance. Students must arrive within 30 minutes of the beginning of the dance, or they will not be admitted to the dance. Also, students are NOT permitted to leave the dance until the official conclusion of the dance. All students and their belongings are subject to search as defined in School Board Policy. Ticket sales will close the day before the dance. There are two types of dances held at SAHS: open-dances and closed-dances. An open-dance permits juniors and seniors ONLY to bring in a guest who is not a SAHS student. Guests may only be one (1) year out of high school and must be under 21 years of age. A guest-registration form will need to be completed with all appropriate signatures before purchasing a ticket in the Activities Office. Senior prom is an open dance in which seniors may bring a guest who is one (1) year out of high school and must be under 21 years of age. Closed dances are limited to SAHS students only – grades 9-12; no one is permitted to bring in an outside guest.

**FLYERS & POSTERS:** All flyers and posters must be approved and stamped by the Activities Offices before they are hung in approved locations around the building. These rules apply to flyers placed in staff and faculty mailboxes as well. Unauthorized flyers will be removed.

**TITAN SHOP:** The Titan Shop is located in the Activities Center. It is open to students in the morning, after school, and in between class.

## CLUBS AND ACTIVITIES

**ART HONOR:** The National Art Honor Society is designed to recognize those students demonstrate outstanding ability in the visual arts. Its purpose is to encourage innovation and creativity, and to provide the exchange of ideas among its members. The SAHS chapter emphasizes artistic service & awareness of the visual arts in the school & community, and includes tours of both local and national arts sites & museums. Requirements are one semester of visual arts & maintaining a B average.

**BAND:** The Shaler Area High School Band offers musical participation to all students interested in instrumental music. During marching maneuvers, the band is headed by a drum major. The band provides the music for athletic events, pep rallies and many civic programs and parades.

**CHEERLEADERS:** Tryouts are held in the spring of each year with practices being held throughout the summer and afterschool.

**CHOIR:** There are several choirs in the Shaler Area High School including Concert Choir, Women's Choir and Jazz Ensemble. The choirs present several programs during the school year in addition to singing at many community events and participating in vocal competitions.

**DANCE TEAM:** The Dance Team is open to all Shaler Area High School students in grades 9-12. The Dance Team is organized to assist the band during the football season and in parades. The Dance Team also participates in local competitions during the spring in preparation for the Band trip. Practices for both football season and competition are held after school. Tryouts take place annually in the spring

**ECOLOGY CLUB:** This club is open to students in grades 9-12 who wishes to help Shaler Area High School "Go Green" and help to improve our earth's environment. Activities provide for students help to beautify S.A.H.S. both inside the building and around our campus making our students aware of how to improve our planet.

**FRENCH HONOR SOCIETY:** This club is designed to foster and provide opportunities for students excelling in French to further their experiences with the French language and culture. Membership is offered at the end of the French 2 to students who have an A average in French and a minimum 3.0 GPA in all other course. Students need to be enrolled in a French class in order to be considered active members, and only active members may wear cords at graduation.

**FBLA - FUTURE BUSINESS LEADERS OF AMERICA:** This club introduces students to the many aspects of the world of business. Students periodically meet with FBLA clubs from local school districts to participate in areas of business competitions & events.

**FUTURE TEACHERS OF AMERICA:** This club is open to any student who wishes to explore the skills necessary to become an educator. Activities provided for students to mentor and tutor students of all ages and in various classroom settings throughout the school district.

**HOMECOMING COMMITTEE:** All students are encouraged to become part of preparations for our annual Homecoming celebration. The committee begins work during the summer months with sign painting and planning for the parade, picnic and dance. Work continues after school begins with float construction.

**INTRAMURALS:** Intramural sports are available at various times during the school year for any student who wishes to participate. Frisbee is offered in the fall. Powder Puff Football is held in late fall after football season, basketball takes place during the late winter months, and street hockey is played after school in the spring,

**JAPANESE CLUB & HONOR SOCIETY:** This club is designed to further experience the Japanese language. Various activities are planned to promote a better understanding of the culture. Students need to be enrolled in a Japanese class in order to be active members, and only active members wear cords at graduation.

**KEY CLUB:** This club is sponsored by the Kiwanis Club of Glenshaw and promotes leadership. This is a continuation of the leadership club. Members are dedicated to service in their school and community while having fun as well.

**LATIN HONOR SOCIETY:** This club is designed for students to further experience the Latin language and culture. Students in Levels 3, 4 and AP Latin classes are eligible to join. Students need to maintain an A average during the course of the year and must pay their annual dues. Students need to be enrolled in a Latin class in order to be active members, and only active members wear cords at graduation.

**L.A.M.P. - LEADING ACCORDING TO MORAL PRINCIPALS:** This is a student lead, faith based club that discusses leadership through service, moral conduct, and sacrifice. Centered on student outreach to those in need of support, members are dedicated to service in their school and community. Monthly meetings offer guest speakers, fellowship and enjoyable activities.

**MAJORETTES:** The Majorettes is open to all Shaler Area High School students in grades 9-12. The Majorettes is organized to assist the band during the football season and in parades. The Majorettes may also participate in local competitions during the spring in preparation for the Band trip. Practices for both football season and competition are held after school. Tryouts take place annually in the spring for both new and returning members for the following year's squad.

**MUSICAL:** The musical is an all-school activity performed during March of each year. Tryouts for parts are held at various times during the early winter months, with practices beginning in January. Any student who likes to sing, dance or act is welcome to try out for the musical. Students having interest in stage design or direction are encouraged to get involved, as we try to include as many people as possible in this activity.

**MU ALPHA THETA (Math Honor Society):** MAT membership is open to any student having completed two years of mathematics starting with Algebra 1, providing his/her mathematical work was done with distinction, and he/she is currently enrolled in a honors mathematics class. Students must be currently enrolled in Honors Algebra 2 (or higher) to apply full membership. Once inducted, a member must remain "in good standing" by maintaining distinction in their mathematics work, help with at least one club activity, and earn the required points each year. Only members in good standing their 12th grade year will be permitted to wear a cord at graduation.

**NATIONAL HONOR:** National Honor Society membership is available to students in grades 11 and 12 who meet the high standards for qualification. Candidates must earn a minimum un-weighted quality point average of 3.50 on a 4.0 un-weighted scale. Applicants are evaluated on leadership, character and service to the school or community. Membership in the National Honor Society is both an honor and a responsibility. Members are expected to continue to demonstrate the qualities of scholarship by maintain a 3.50 un-weighted GPA, character, leadership and service throughout their remaining high school years.

**ORACLE:** The Oracle is the high school student newspaper. It is published by students enrolled in the Advanced Journalism – Newspaper class. The paper is distributed 6-8 times during the school year. Students are responsible for all aspects of the paper from story ideas to interviewing/writing to designing the pages. Students who have taken Journalism I are eligible to take the Newspaper class.

**ORCHESTRA:** The SAHS Orchestra offers musical participation to all students interested in instrumental music. They present several programs during the school year in addition to participating in competitions.

**OUTDOORS CLUB:** This club was created for students to experience new outdoor adventures. The club engages in activities such as hiking, rock climbing, cave exploring, snow tubing, kayaking, weekend backpacking trips, and other outdoor activities.

**PLAY:** The school play is another activity that is open to any student who has a desire to act on stage. Tryouts for the play are held and the performances take place at the end of the school year. The play is an excellent opportunity for students to express themselves and work with others in a dramatic setting.

**ROBOTICS CLUB:** This club is open to any student who has an interest in the field of robotics as a hobby or as a career. Students work together to build robots which will then compete in local competitions.

**SATV:** Students write, broadcast, direct and produce the daily video announcements through the video productions class. Members are asked to assist in videotaping & broadcasting athletic events, stage productions, homecoming and other school functions. SATV will broadcast daily announcements at the end of 4<sup>th</sup> period each day. All announcements must be submitted to SATV or the Activities Office by 9 AM each day.



## **GENERAL INFORMATION**

### **AGENDAS**

Students may purchase an agenda from the Activities Office for a cost of \$5.

### **ELEVATOR USE**

Students will be permitted *temporary* use of the elevator when it is physically difficult for them to walk up and down stairs. Medical documentation is required by the office before a student will be given an elevator fob for a specific period of time. A \$5 replacement fee will be charged for any fob that is lost or not returned.

### **DRILLS - FIRE**

State law requires that all public schools conduct fire drills and emergency evacuations at least once a month. Listed below are the regulations to follow:

1. Make sure all doors and windows are closed and the lights off.
2. Everyone should be familiar with the fire drill exit routes. Exit signs should be posted in each room. If they are missing, please notify the office at once.
3. Hall fire doors should be closed by the last person.
4. Evacuation should be as quick as possible with the entire building should be evacuated in under 3 minutes.
5. Students should remain with their class, and teachers have a responsibility to supervise their students leaving the building and outside. Teachers should also be sure that the students move away from the building a distance of a least 50 yards.
6. A bell will ring to signify the completion of the drill.

### **DRILLS - SEVERE WEATHER**

The alert for a tornado drill will be given over the P.A. Should an alert occur during a lunch period, students are to follow the instructions of the cafeteria supervisors. Students who are outside should follow the instructions of the teacher in charge of the class. General rules to follow during a tornado drill are to go to the predetermined area and follow procedure and directions from the classroom teacher.

### **GRADUATION PRACTICE AND CEREMONY**

All graduating seniors are encouraged to participate in the Commencement exercise. Seniors must have completed all

requirements in order to participate in commencement. If a senior chooses not to participate, they must provide a note from their parents stating so, otherwise, they will be included in the ceremony.

Commencement practices will be scheduled for three days prior to the ceremony and will be held at the Mt. Royal Stadium. Attendance is MANDATORY at all scheduled practices; therefore, failure to attend all scheduled practices may result in the graduate not participating in the commencement ceremony.

Commencement is a formal event; therefore, the established dress code will be enforced.

- Females are to wear a light colored dress, skirt, or dress pants. Shoes are to be dressy and light in color – no tennis shoes or boots.
- Males are asked to wear a white or light colored collared shirt and a tie (any color). Dark colored dress pants and dress shoes are required – no tennis shoes, boots, or flip flops.

Graduates not meeting the established dress code will be asked to secure a change of clothes before the ceremony's start in order to participate.

### HEALTH OFFICE

The School Nurses will treat students who become ill or injured during the school day. Students must report to class first and bring a signed pass from the classroom teacher. Students should come to the Health Office when they don't feel well enough to stay in school. Students **may not** make their own arrangements for dismissal when they are ill and wish to go home.

Students requiring medication during the school year must follow the SASD medication policy. Inhalers, insulin, and Epi-Pens are the only medications that students are permitted to carry and self-administer with the prior approval of the Health Office. All other medications must be delivered to the Health Office to be administered by the School Nurses; this includes Tylenol, Ibuprofen, and Tums. Medications must be in their original container and need to be accompanied by physician order and parent permission.

Height, weight, and vision screenings are state mandated yearly for all students. Hearing screening is also required for all 11<sup>th</sup> grade students.



READ  
THIS



## **LIBRARY & MEDIA CENTER**

### **How can students access the library?**

1. With a scheduled class
2. During study hall or lunch with a hall pass for the purpose for using the library
3. Monday-Friday, before school between 7:00 – 7:15 A.M.
4. Monday & Wednesday after school between 2:30 – 3:15 P.M.

### **What do students need to know about the library?**

- ☞ The library has an extensive collection of fiction, nonfiction, eBooks, and databases to meet the students' curricular needs as well as leisure reading selections.
- ☞ Nonfiction books and magazines are checked out for 5 school days. The fine charged for overdue 5-day materials is 25¢ per day. Fiction books circulate for 10 school days and carry a 10¢ per day fine. Reference books and DVDs circulate overnight and must be returned before the start of first period. The fine charged for overnight materials is 50 ¢ per day.
- ☞ Your SAHS photo ID is used to check out materials. It is best to have it with you, but if not, we can check out with your name.
- ☞ Students regularly receive notices regarding overdue materials and/or library fines. Students with overdue materials and/or outstanding fines may be subject to restrictions and/or disciplinary actions until these obligations are met. Student library accounts are accessible through the library catalog (Destiny) with a network login. All checkouts, due dates and fines are located in the "My Info" tab.
- ☞ Students utilizing the library during any lunch period are required to stay the entire period, so please bring all belongings with you.

### **What is expected when visiting the library?**

1. **SIGN-IN:** Walk-in students from lunch and study halls **MUST** have a hall pass and must follow the sign-in procedure before taking a seat. Name, period, where they are coming from (lunch, study hall or classroom teacher's name) and time must all be legible. Students are not permitted to sign in for other students. Anyone not following this policy may be restricted from library use.
2. **SIGN-OUT:** Students may sign out of the library to return to class or study hall. The time of departure must be recorded.
3. **ATMOSPHERE:** Although silence is not required, student conversations must maintain a level that is not disruptive to others utilizing the library, especially when teachers or librarians are instructing classes. Students who are disruptive will be sent back to class, and repeat offenders will be restricted from walk-in library use.
4. **FOOD:** Lunches are to be eaten in the cafeteria. Snacks and drinks are permitted, but students must clean up after themselves. No food or drinks are permitted by the computers.
5. **TECHNOLOGY:** Students must adhere to the District's Acceptable Use Policy. This includes not unplugging the keyboard or mouse and not rearranging keys. If there is an issue with a desktop or laptop, students should report it to a librarian. There is an iPad charge station in the library for student use.
6. **CLASS CUTS:** Students must have permission from their study hall teacher prior to signing into the library. Students using the library to cut class will have their walk-in privileges restricted.
7. **LEAVING THE LIBRARY:** Students should bring all needed materials with them. If it is necessary to leave for the restroom or the nurse, students must ask for permission from a librarian or tutoring teacher.

### **LOCKER AND LOCK INFORMATION**

Lockers will be assigned to the students by the homeroom teacher on the first day of school. School owned locks will also be issued to the students at this time. Students are NOT to share lockers with another student. KEEP YOUR LOCKER LOCKED AND DO NOT LET OTHERS KNOW THE COMBINATION. The school is not responsible for losses which may occur, however, all losses should be reported to the office. These rules apply to physical education lockers as well.

Students are reminded that lockers are the property of the school and are provided for students' books, clothing, or other items necessary for use in school. The school has a right to check lockers at any time for misuse or reasonable cause. School issued locks must be returned at the end of the year. A \$5.00 fee will be assessed if the lock is not returned.

### **LOST AND FOUND**

Items and books that are lost by students on the school grounds may normally be claimed in the Activities Center. Any school books that are lost must be paid for by the student; they should get a note from the teacher indicating the book's cost, and payment can be made in the Activities Office. A receipt will be issued. SAHS is not responsible for student owned items stolen while at school.

### **PARENT TEACHER ORGANIZATION (PTO)**

The SAHS Parent Teacher Organization serves as a "booster club" for academics and as a forum to keep parents up-to-date about programs, policies and procedures. Monthly meetings include presentations by staff and administration on topics of interest to parents. The association does not actively fundraise, therefore, dues of \$10 per family support students' activities, scholarships, the annual Senior Scholar and Academic Awards program. Members also represent SAHS on the District Parent Council. For information about meeting dates or activities, check the school webpage or contact the organization president.

### **STUDY HALL PROCEDURES**

All students will observe the following study hall rules:

1. Study materials must be brought for use during the entire period.
2. Students who need to report to the guidance office, health office or anywhere other than their assigned study hall must first obtain permission.
3. Students are not permitted to go to the cafeteria.
4. All High School rules and regulations for study halls will be followed by the teacher in charge.

## **OUTSIDE VISITORS**

At each entrance to the school there are signs posted stating that all visitors are to report to the security vestibule for entrance to the building between the hours of 7:18 and 2:29. A visitor is any person not currently registered as a student of SAHS or an employee of the district. No one may visit the school unless provided with a visitor's ID badge. Alumni are always welcome back to visit Shaler Area High School, but they are to do so at the end of the school day.

## **TYPES OF WORK CERTIFICATES**

- 1. Vacation Employment Certificate** – Issued upon request for employment to students 14 or 15. Students under 16 **MUST** have a job before securing a permit. Those who wish to work as golf caddies may acquire permits at the age of 12.
- 2. Transferable Work Permit** – Issued upon request to students 16 or older. Students 16-18 must have a promise of employment before applying.

## **SECURING A WORK CERTIFICATE**

The preliminary application may be secured at Shaler Area High School between the hours of 8 AM to 4 PM. The front side of the preliminary application is filled out by the secretary when the application is requested. The employer fills out the back portion.

The completed preliminary application is then returned to the High School and must be accompanied by a birth certificate, baptismal record, driver's license, learner's permit, or some form of proof of age. The parent or guardian of the student who is applying for the certificate must accompany the student when returning this preliminary application and must sign in the presence of the school secretary or a notary. This law is set up by the state of PA, not by the District. After these steps are completed, the High School secretary will issue the certificate.

## **HIGH SCHOOL POLICIES**

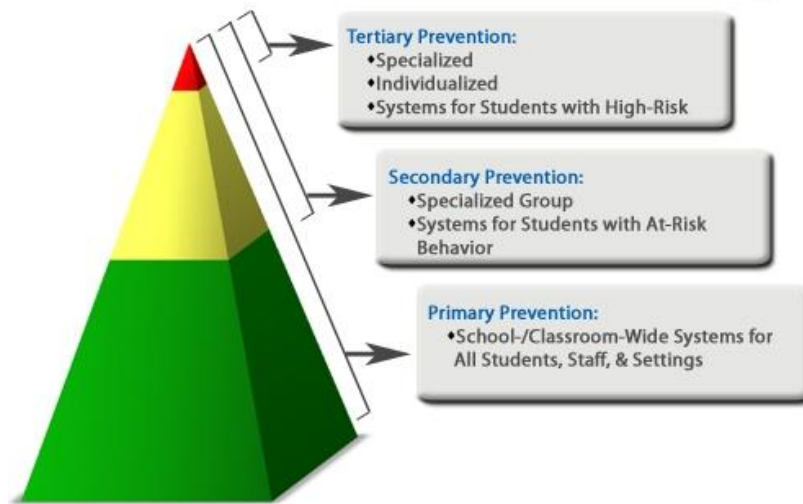
### School Wide Positive Behavior Intervention Supports

Shaler Area High School utilizes a School-Wide Positive Behavior Intervention and Support system (SWPBIS). With SPWBIS, we are able to provide a continuum of positive behavior support and deliver coordinated support to all students at all levels of interventions.










Our Core Leadership Team has led the faculty in developing and communicating the school wide expectations that are a part of SWPBIS for students in all areas of the building. The SWPBIS System includes three tiers of positive behavior supports: the primary/universal tier, the secondary tier, and the tertiary tier.

The primary prevention tier (universal prevention) is focused on making the school environment a proactive one in which we guide student behavior in both classroom and school-wide settings. The universal level of positive behavior interventions and supports is articulated in documents and revised sections of the Student Handbook, which also include a Shaler Area High School Behavioral Matrix and clearly articulated Behavior Definitions.










Continuum of School-Wide Instructional & Positive Behavior Support



## SAHS Behavioral Expectations

	<i>Hallway</i>	<i>Cafeteria</i>	<i>Restroom</i>
<p><b>Pride</b></p> <ul style="list-style-type: none"> <li> In yourself</li> <li> In your school</li> <li> In your community</li> </ul>	<ul style="list-style-type: none"> <li>• Leave it better than you found it</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Follow guidelines for posting materials</li> <li>• Dress for success</li> </ul>	<ul style="list-style-type: none"> <li>• Leave it better than you found it</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Leave it better than you found it</li> <li>• Practice good hygiene</li> <li>• Keep area clean, put trash in cans and flush toilet</li> </ul>
<p><b>Respect</b></p> <ul style="list-style-type: none"> <li> Yourself</li> <li> Others</li> <li> Property               <ul style="list-style-type: none"> <li>*Personal</li> <li>*School</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate, non-offensive language</li> <li>• Keep moving and allow others to pass.</li> <li>• Stay on right side</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate, non-offensive language</li> <li>• Be courteous to Café staff and other students</li> <li>• Use proper manners</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate, non-offensive language.</li> <li>• Be mindful of others' privacy</li> </ul>
<p><b>Honor</b></p> <ul style="list-style-type: none"> <li> Differences</li> <li> Achievements</li> <li> Positive behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of your and others' personal space</li> <li>• Set a good example</li> <li>• Be helpful to others</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently in line</li> <li>• Resolve conflicts peacefully</li> </ul>	<ul style="list-style-type: none"> <li>• Report any problems and issues</li> <li>• Use bathroom for intended purpose</li> </ul>

## SAHS Behavioral Expectations

	<b>Transportation</b>	<b>Classroom</b>	<b>Cyberspace</b>
<p><b>Pride</b></p> <ul style="list-style-type: none"> <li> In yourself</li> <li> In your school</li> <li> In your community</li> </ul>	<ul style="list-style-type: none"> <li>• Leave it better than you found it.</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Arrive and depart on time</li> </ul>	<ul style="list-style-type: none"> <li>• Leave it better than you found it</li> <li>• Make your best effort</li> <li>• Focus on instructor and actively participate</li> </ul>	<ul style="list-style-type: none"> <li>• Think before you type, text or post</li> <li>• Promote yourself and others in a positive manner</li> </ul>
<p><b>Respect</b></p> <ul style="list-style-type: none"> <li> Yourself</li> <li> Others</li> <li> Property               <ul style="list-style-type: none"> <li>*Personal</li> <li>*School</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate, non-offensive language</li> <li>• Adhere to proper traffic regulations and safety guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate, non-offensive language</li> <li>• Raise your hand to speak</li> <li>• Arrive to class on time</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate, non-offensive language</li> <li>• Be mindful of yourself and others privacy</li> <li>• Use proper netiquette</li> </ul>
<p><b>Honor</b></p> <ul style="list-style-type: none"> <li> Differences</li> <li> Achievements</li> <li> Positive behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others</li> <li>• Set a good example</li> <li>• Be compliant</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all assignments</li> <li>• Do your best work</li> <li>• Be accepting of others' opinions and differences</li> </ul>	<ul style="list-style-type: none"> <li>• Consider how you represent yourself and others'</li> <li>• Set a good example</li> </ul>

### Minor Problem Behavior Definitions

Minor Behaviors	Definition	Looks Like/Sounds Like
<b>Cheating</b>	Deliberate copying of another persons' work.	Looking on peer's paper, copying homework, using someone else's answers on a test.
<b>Disrespect</b>	Student engages in brief or low-intensity failure to respond.	Saying "No", Ignoring, Acting out
<b>Disruption</b>	Student engages in low-intensity, but inappropriate disruption.	Being out of seat, talking out of turn, interrupting others' learning environment
<b>Dress Code Violation</b>	Student wears clothing that is not within the dress code guidelines.	Violating the dress code as defined by school guidelines
<b>Drinks/Food</b>	Student engages in low-intensity misuse of drink/food policy.	Violating classroom rules on Drink/Food Policy.
<b>Inappropriate Language</b>	Student engages in low-intensity instance of inappropriate language.	Using vulgar, perverse and/or offensive language.
<b>Lying/Dishonesty</b>	Student delivers message that is untrue and/or deliberately violates rules.	Misleading another person such as being dishonest about where you were, what you were doing, who you were with, etc.
<b>Off-Task</b>	Student engages in low-intensity instances of not-engaging in classroom activities.	Doing work for another class, being out of seat, talking out of turn, interrupting others learning environment.
<b>P.D.A.</b>	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	Inappropriate public display of affection. Engaging in lengthy or uncomfortable physical contact of a sexual nature with another person.
<b>Plagiarism/ Forgery</b>	Deliberate copying of another person's work. Violation of our schools Plagiarism Policy. Falsely making or altering a written document including a person's signature.	Falsifying signatures, stealing another's work, failing to properly cite resources in a research paper, submitting someone else's work as your own.
<b>Tardy</b>	Student arrives in class after the bell.	Being not physically present in room when bell rings.
<b>Technology Violation</b>	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.	Using any electronic devices. Inappropriately accessing the Internet.
<b>Unprepared for Class</b>	Student is not ready to begin or participate in the lesson.	Repeated not having materials ready to complete class.

### Major Problem Behavior Definitions

Major Behaviors	Definition	Looks Like/Sounds Like
<b>Arson</b>	Student participates in malicious burning of property.	Purposely setting fire to objects.
<b>Class Cut</b>	Student leaves or misses class period without permission.	Not being where you are supposed to be when you are supposed to be there.
<b>Drugs/Alcohol</b>	Student is in possession of, or is under the influence of illegal drugs/substances or imitations/over the counter/prescription medications and/or alcohol.	Possessing an illegal substance as identified by local law enforcement. Possession of non-school approved medications of any kind.



<b>Fighting</b>	Student is involved in an altercation involving physical violence.	Engaging in a verbal and/or physical confrontation with someone else.
<b>Bullying</b>	Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.	<b>Verbal bullying</b> is communicating mean things and includes teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, and can include and making mean or rude hand gestures. <b>Social bullying</b> involves hurting someone's reputation or relationships and includes leaving someone out on purpose, telling others not to be friends with someone, spreading rumors about someone, and embarrassing someone in public. <b>Physical bullying</b> involves hurting a person's body or possessions and includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things.
<b>Harassment</b>	Student delivers disrespectful messages (verbal or gestural) to or about another person that includes threats and intimidation, obscene gestures, pictures, or notes. <i>Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</i>	Delivering disrespectful messages (verbally & non-verbally) intended to cause emotional and/or physical harm, either one time or frequent and over time.
<b>Insubordination</b>	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.	Refusing to follow directions of adults.
<b>Threat/ Terroristic threat</b>	Student delivers a message of possible damage and/or materials being on-campus, near campus, and/or pending explosion or that will cause physical or mental harm.	Delivering a threat, written or verbal, with intent to cause emotional and/or physical harm.
<b>Theft</b>	Student is in possession of, has passed on or is responsible for removing someone else's property or has signed a person's name without that person's permission.	Being in possession of or involved with anything that doesn't belong to you.
<b>Tobacco</b>	Student is in possession of or is using tobacco.	Possessing or using any tobacco product(s).
<b>Vandalism</b>	Student participates in an activity that results in destruction/disfigurement of property.	Deliberately or intentionally defacing school property.
<b>Weapons</b>	Student is in possession of knives or guns (real or look alike), or other objects intended to cause harm.	Possessing any object that causes bodily harm or injury.
<b>Repeated Minor/ Other Severe Offenses</b>	Continuing unmodified minor behavior violations. Any severe offense not already defined/described.	

## **BUS REGULATIONS & DISCIPLINE**

Students have a responsibility to conduct themselves in an acceptable manner and to obey the bus driver while being a passenger on the bus. Video monitoring devices may be used on the bus, and all School Board policies apply to the time spent at the bus stop and on the bus.

Student responsibilities are as follows:

1. All SASD policies apply to students using bus transportation.
2. Report to bus stop ten (10) minutes ahead of time.
3. Stand in orderly and safe groups, avoiding traffic lanes.
4. Board bus in orderly and safe manner.
5. Do not distract driver's attention from driving; avoid loud talking.
6. Keep arms and head inside of bus at all times.
7. Throwing objects inside or out of bus is prohibited.
8. Remain seated until the bus has come to complete stop at its destination or your bus stop.
9. Students may ride an unassigned bus with the proper permission from a building principal.
10. Emergency door and exit control may be used only during supervised drills or actual emergencies.
11. Students are required to identify themselves when requested by driver or school officials.

Violating rules of conduct that may jeopardize the safety of other students may be considered sufficient cause to suspend the offending student from transportation. In the event of serious misconduct or continual student misbehavior, the operator shall report such incidents in writing to the appropriate school officials. The building principal or designee will notify First Student of any disciplinary action taken. The Shaler Area School District shall not be held responsible in any way for a suspended student's safe transportation and attendance during the period of suspended bus privileges - such responsibilities rest with the parents.

## **LEAVING SCHOOL BUILDING OR GROUNDS**

Shaler Area High School is a CLOSED CAMPUS. Students are not permitted to leave the building or school grounds during the school day. Students leaving the grounds, at any time during the day, will be subjected to disciplinary action. The driver of the car taking the students off campus will lose all driving privileges for the remainder of the school year, permits will be revoked, and students will not receive a refund.

## **STUDENT DRIVING**

Student driving and parking passes are privileges granted by the school district and are NOT rights to be assumed by students and parents. Student parking space is limited and all campus parking is by permit only.

Juniors and Seniors who wish to drive to and park on campus must apply for a permit to park. Sophomores are NOT permitted to drive to or park on campus. Drivers are to follow the passenger guidelines as outlined by the PA State House and Senate in House Bill 8.

A \$45 nonrefundable fee is required when submitting a completed application for a full year permit. This fee will be prorated as the year progresses. These funds may be used for the student activities and class funds accounts at the High School.

A student must be a "student in good standing" to apply for and maintain a parking permit; this includes having a minimum 2.0 GPA, meeting the 12/24 attendance rule, and following the Student Code of Conduct.

Students who receive a parking permit may park at the Tennis Courts or Hilltop lot. These lots will be filled daily on a first come, first served basis. Once the Tennis court lot is filled, all drivers will be directed to the Hilltop Field lot. Matulevic Field will also be used in the springtime when Hilltop Field is used for JV and Varsity softball. Advance notice will be given and drivers will be directed to the appropriate lot.

ONLY those students who are involved in a school related academic program, such as Beattie, may receive permission to park in the Front Parking lot as space permits. After-school jobs, Activities, or Athletics do not entitle a student to a front parking permit.

Regardless of where a student parks, they are required to be on time for the start of the school day.

## STUDENT DRESS GUIDELINES

Students are required to wear school appropriate attire throughout the school day. Students wearing any attire that is determined by administration to be unsafe, inappropriate, or disruptive to the educational process will be given the opportunity to secure a change of clothing from their locker or from home and be subjected to discipline under the Code of Conduct.

The following items are prohibited because they interfere with the learning process and may be a hazard:

1. Head coverings such as:
  - a. Hats
  - b. Hoods
  - c. Bandana Headbands
2. Tops that inappropriately expose the chest, shoulders, and/or stomach such as:
  - a. Halter tops
  - b. Midriff tops
  - c. Spaghetti Strap
  - d. Strapless tops
3. Chains and Spiked Jewelry
4. Sunglasses
5. Apparel or jewelry that promotes
  - a. Sexual activity
  - b. Violence
  - c. The use of alcohol & drugs
6. Apparel that demeans any of the following:
  - a. Race
  - b. Sex
  - c. Religious persuasion
  - d. National origin
  - e. Disability
7. Items that expose undergarments, including:
  - a. Sagging pants
  - b. Low-cut pants
  - c. See-through clothing
8. Leggings and tights worn as pants without appropriate coverage from a shirt, top, or tunic
9. Excessively short shorts or skirts
10. Bare feet - shoes must be worn at all times

## **ELECTRONIC AND COMMUNICATION DEVICES**

The possession and use of electronic devices by students in school or on school grounds during school hours is subject to School Board policy #237. Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit, or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these devices include, but shall not be limited to laptop/desktop computer, tablet devices, cell phones, as well as any new technology developed with similar capabilities,

Electronic devices will be confiscated if they are found in unapproved use during school hours and disciplinary action will be taken. Failure to turn over an electronic device will result in increased disciplinary action. With reasonable suspicion electronic data is subject to review by an administrator. Parents will be notified to pick up the device in the office.

Students should be aware that if any electronic device is used to take photographs or record audio or video while on school property or at school events, the student may be subject to a violation according to PA state crimes code. Electronic devices brought to school shall be restricted to instructional related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for educational use.

By administrative permission, students may use personal audio players to listen to music during lunch periods. After lunch and when not in use, the device must be turned off and put away in a secure location. Any student who does not abide by these guidelines will receive the appropriate disciplinary action.

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**SASD will not be liable for the loss, damage, or misuse of any personal electronic device brought to school by a student.**



## **STUDENT DETENTION**

Assigned before school from 6:30 AM to 7:18 AM or after school on Monday – Thursday from 2:45 to 3:45 PM. Students must serve their assigned detention **prior** to the scheduled due date. All students must provide their own transportation to or from detention. Un-served detentions will result in being assigned to the In-School Suspension room. In addition, students may also be denied participation in any extracurricular activities, including activities, athletics or performances.

## **TARDINESS TO SCHOOL, CLASS, & CLASS CUTS**

Students will report to first period when the warning bell rings at 7:14 AM unless otherwise notified over the P.A. A student entering school after 7:18 AM will enter the security vestibule and will need to show ID upon arrival. Students should sign in at the attendance office after passing through the security vestibule before going to class. Two (2) tardies to class will result in a detention. Additional tardies will result in progressive discipline (ISS, out-of-school suspension). Excessive tardies to school will result in progressive disciplinary consequences. If a student cuts a class, the student will receive an "F" grade for the class period missed, and the student may be given no opportunity to make up daily work, including tests.

## **EARLY DISMISSALS**

Students are NOT permitted to leave the school without following proper procedure. Students are responsible for requesting and completing all missed class work. Include the following information on all requests:

1. Student Name and Grade
2. Date, Time, and Reason for the dismissal
3. Signature of the parent/guardian & phone number

## **FIELD TRIPS**

Field trips are offered throughout the year to students in order to enhance the curriculum offered throughout Shaler Area High School. In order to participate in a school sponsored trip, students must meet the following guidelines:

1. Students must maintain a **2.0** or above grade point average (GPA) and not have any failing or incomplete grades.
2. If a student misses more than 12 days of school, excused and/or unexcused, that student will not be allowed to participate.
3. If a student receives 2 or more incidents of In-School Suspension or if a student receives 1 or more incidents of Out-of-School Suspension they will not be approved for a field trip.
4. If a student is removed from a field trip due to their attendance, behavior, and/or grades, any monies paid will be forfeited.

## **EXCUSED ABSENCES**

Students are required by law to be in full attendance each school day unless absent for an approved reason. **State law requires that a student's parent or guardian send to school a written excuse for each absence within 3 school days.** This excuse must state the reason for the absence and the date. **Failure to provide a written excuse within 3 school days will result in the absence being recorded as an unexcused/illegal absence.**

Approved reasons for absence include:

1. Illness or physical injury
2. Death in family
3. Observance of a bona fide religious holiday
4. Health care from a licensed practitioner when it is not possible to receive such care outside of school hours

**The above reasons will count towards the excused absence total; these days are NOT counted as waived or school approved absences.**

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician or from a member of the healing arts. Students must also submit their missed work to their teachers within the established timeframe (i.e., 2 days out of school = 2 days to complete the work).

## **UNEXCUSED ABSENCES**

Reasons for absence which will not be approved are:

1. Missing the bus
2. Oversleeping
3. Automobile failure or unable to find parking
4. Leaving school grounds without approval
5. Class cuts – (classes, study hall, cafeteria, or homeroom)

Listed below are the penalties which may be applied for unexcused absences.

1. Students shall receive a failing (F) grade for each class period the student fails to attend because of an un-excused absence. That "F" grade shall be averaged with all grades for the applicable grading period.
2. Student committing unexcused absences shall not be permitted to make up any written work or take any tests missed as a result of the absence.
3. Discipline procedures will apply to unexcused absences.
4. Students who accumulate 3 unexcused absences will be considered truant, will be referred to S.A.P., and a citation will be filed with the Magistrate.

## EXCESSIVE ABSENCES



If a student is absent from any class, excused or unexcused, for more than twelve (**12**) full periods for a semester or twenty-four (**24**) periods for a full year on the last day of the semester or year, the student shall not be granted credit toward graduation or promotion in that course. The student shall receive an "F" grade for each applicable course.

## EXTENDED ABSENCES

**EDUCATIONAL TOUR OR TRIP:** SAHS will consider parental request to have their children absent to participate in an educational tour or trip provided during the school term at the expense of the parents when such a tour, or trip is so determined by the building principal, at his/her sole discretion, to serve a justifiable educational purpose. Additional details and factors determining if the absence will be approved may be found in School Board Policy 204.1. Although these days count against the absence limit they will be considered excused. Students with poor academic records, and/or attendance will not be considered.

**VACATION:** If the absence request does not qualify as an educational tour or trip, it will be considered a vacation request. These days count against the absence limit and they will be considered unexcused. Students with poor academic records, and/or poor attendance will not be considered.

Both types of absences will not be waived and will count toward the attendance policy absence limit: 12 days for a semester course, 24 days for a year-long course. It is the student's responsibility to coordinate with the teacher and complete all missed assignments in a timely manner upon administrative approval.

No trips will be approved during critical testing periods or the last two weeks of the school year. Students who miss exams during these time periods will receive a zero for those exams.



## SHALER AREA SCHOOL DISTRICT POLICIES

**Students and parents have access to the most up-to-date  
School Board policies on the School District website**

[www.sasd.k12.pa.us/BoardPolicies.aspx](http://www.sasd.k12.pa.us/BoardPolicies.aspx)

### **Board Policy and Key Topics Related to Student Issues and Programs**

<b>POLICY NUMBER</b>	<b>TOPIC</b>
101	Philosophy of Education/Goals
103/103.1	Non-Discrimination
113	Special Education
122/122.1	Extracurricular Activities & Club Sports
123	Interscholastic Athletics
130	Homework
209	Health Examinations
210	Use of Medication
213	Assessment of Student Programs
214	Class Rank
215	Promotion and Retention
216	Student Records
217	Graduation Requirements
218	Student Discipline
218.1	Weapons
222	Tobacco
226	Locker Search
227	Controlled Substances/Paraphernalia
227.1	Drug and Alcohol Awareness for Extracurricular Activities and Athletics
233	Suspension and Expulsion
236	Student Assistance Program
237	Electronic Devices
248	Unlawful Harassment
249	Bullying/Cyber-bullying
815	Acceptable Use of the Internet

## **DISCIPLINARY CONSEQUENCES**

Levels of student behavior and corresponding disciplinary consequences:

**LEVEL I** is minor misbehavior on the part of the student which impedes orderly classroom procedure or interfaces with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel.

1. Examples of LEVEL I student behavior:
  - a. Unacceptable social behavior
  - b. Disrespect
  - c. Classroom disturbances
  - d. Classroom tardiness
  - e. Cheating and lying
  - f. Abusive or offensive language
  - g. Failure to complete assignments or carry out directions.
  
2. Staff Procedures  
There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a conference with the counselor or administrator. An accurate record of the disciplinary action is maintained by the staff member.
  
3. Disciplinary options/responses:
  - a. Verbal
  - b. Special assignment
  - c. Behavioral contract
  - d. Counseling
  - e. Withdrawal of privileges
  - f. Detention

**LEVEL II** is misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

1. Examples of LEVEL II student misbehavior:
  - a. Unmodified Level I misconduct
  - b. School tardiness
  - c. Truancy
  - d. Smoking
  - e. Using forged notes or excuses
  - f. Disruptive classroom behavior
  - g. Cutting class
  - h. Leaving school grounds
  
2. Staff procedures:
  - a. The student is referred to the administrator for appropriate disciplinary action.
  - b. The administrator meets with the student and/or teacher and effects the most appropriate response.
  - c. A record of the administrator's action is available for teacher review.
  - d. An accurate record of the disciplinary action is maintained by the administrator.
  - e. Parents will be notified.
  - f. A parental conference may be held.
  
3. Disciplinary options/responses:
  - a. Continuation of Level I responses
  - b. Student behavior change
  - c. Behavior modification
  - d. Loss of social privileges
  - e. Peer counseling
  - f. Referral to outside agency
  - g. Temporary suspension
  - h. In-school suspension
  - i. Time-out procedures

**LEVEL III** are acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by disciplinary mechanism in the school.

1. Examples of Level III misbehavior:
  - a. Throwing objects
  - b. Unmodified Level II misconduct
  - c. Insubordination
  - d. Fighting (simple)
  - e. Vandalism (minor)
  - f. Theft
  - g. Threats to others which do not explicitly state or imply serious bodily injury or harm.
  - h. Violation of Policy #220 Student Expression (re: unauthorized publications such as underground newspapers).
  - j. An initial complaint of sexual harassment of a covert nature. This may include jokes with sexual overtones, suggestive behavior, obscene gestures, insulting sounds, picture(s) which are graphic, sexually explicit, degrading or humiliating, and/or comments emphasizing sexuality or the sexual identity of an individual.
  - k. Other forms of harassment which include ethnic, racial, or religious intimidation.
2. Staff procedures:
  - a. The administrator investigates the infraction and confers with the staff to determine the severity of infraction.
  - b. The administrator meets with the student and confers with the parent about the student's misconduct. A letter concerning the disciplinary action is issued to the parents.
  - c. An accurate record of offenses and disciplinary action is maintained by the administrator.
  - d. here is restitution of property and damages.
3. Disciplinary options/responses:
  - a. Continuation of Level I & II responses.
  - b. Temporary removal from class.
  - c. Temporary (1-3 days) suspension.
  - d. Full (4-10 days) suspension.
  - e. Involvement of police.

**LEVEL IV** are acts which result in violence to another's person or property or which pose a direct threat to the health or safety of persons in the school jurisdiction. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school.

Possession and/or use of tobacco products can impair the health of students and, as such, will be considered to be a threat to their individual safety and the health of others as it relates to second-hand smoke. Refer to Policy #222 (Tobacco Use) for progressive discipline as it relates to tobacco possession or use. It shall be a violation of School District Policy for any student or employee to possess, handle, transmit, keep, use, or threaten to use a weapon at any time while on School District property or while going to or returning from school or a school activity, event, or function by any form of transportation including a school bus, vehicle, or on foot.

1. Examples of LEVEL IV student misbehavior:
  - a. Unmodified LEVEL III misconduct.
  - b. Bomb threat/arson/false fire alarm/dangerous weapons(s).
  - c. Assault/battery/both with or without a weapon.
  - d. Vandalism (major).
  - e. Theft/possession/sale of stolen property.
  - f. Possession, use, distribution, attempted distribution or being under the influence of alcohol or any controlled substance (drug) while under the school jurisdiction.
  - g. Threat of the use of a weapon to inflict serious bodily injury or harm including but not limited to the use of a weapon or toxins.
  - h. Sexual harassment of an overt nature or recurring incidents of LEVEL III sexual harassment. Overt sexual harassment may include requests for sexual favors, physical touching, fondling, pinching, kissing, exposing oneself, or sexual assault.
2. Staff procedures:
  - a. The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is read his/her constitutional rights.
  - b. The student is immediately removed from the school environment. Parents are notified.
  - c. A complete and accurate report is submitted to the Superintendent.
  - d. The student is given a hearing before the Board.
3. Disciplinary options/responses:
  - a. Level III disciplinary options.
  - b. Hearing (Superintendent).
  - c. Expulsion (Board).
  - d. Other Board action which results in appropriate discipline.
  - e. Involvement of legal/police authority.