

SHALER AREA SCHOOL DISTRICT



PRIMARY HANDBOOK 2023-2024

SHALER AREA PRIMARY SCHOOLS

BURCHFIELD SCHOOL

1500 Burchfield Road
Allison Park, PA 15101
Jeff Rojik, Principal
Patti Helfrich, Secretary
Ext. 8-4500 Fax 412-486-7631
Audrey Gaskill, Nurse Ext. 8-4510

MARZOLF SCHOOL

101 Marzolf Road Ext.
Pittsburgh, PA 15209
Marty Martynuska, Principal
Anita DeStefano, Secretary
Ext. 8- 6500 Fax 412-486-8702
Hannah Petrell, Nurse Ext. 8-6510

RESERVE SCHOOL

2107 Lonsdale Street
Pittsburgh, PA 15212
Rick Pelkofer, Principal
Jamie Cavicini, Secretary
Ext. 8- 7500 Fax 412-321-4507
Hannah Petrell, Nurse Ext. 8-7510

SCOTT SCHOOL

705 Scott Avenue
Glenshaw, PA 15116
Cynthia Foht, Principal
Linda Robertson, Secretary
Ext. 8- 8500 Fax 412-487-0293
Audrey Gaskill, Nurse Ext. 8-4510

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WELCOME TO OUR SCHOOLS

Dear Parents and Guardians,

Welcome to the Shaler Area School District Primary Schools! This handbook will introduce you to our district primary schools' guidelines and procedures. As you read through this handbook, we hope you will find the information helpful.

In addition, the Shaler Area School District's home page is designed to serve as an information and communication resource for the district's students, staff, parents, and community. We invite you to visit our home page located at www.sasd.k12.pa.us throughout the year.

If you have any additional questions, please feel free to contact your school. We look forward to working together with you to provide a positive learning environment for your children.

Sincerely,

Shaler Area Primary Schools Staff

Responsibilities

All members of our school community play an important role. We all have responsibilities for ensuring the success of our students. **Shaler Area School Board Policy 218** identifies the responsibilities of our students and their parents.

Responsibilities of the students:

1. Obey the rules of the school.
2. Pursue the prescribed course of study.
3. Respect and respond to the authority of all school personnel.
4. Be alert and responsive to directions.
5. Be courteous to fellow students and all school personnel.
6. Respect the rights and property of others.

Responsibilities of the parents:

1. Send students to school in a proper state of health and cleanliness.
2. Encourage proper attitudes toward learning and respect for school authority.
3. Cooperate with school personnel in efforts to improve the student's attitude and behavior.
4. Assume responsibility for their student's misbehavior or damage to school property.
5. Assume full responsibility for their student's punctuality and regular attendance at school.



Shaler Area School District

2023-24 School Calendar

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
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26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

August

16, 17 – New Teacher In-Service
 18, 21, 22, 23 – K-12 Teacher In-Service
 22 – SAES Back to School Night
 23 – Orientation for K, 4, 7, & 9
 24 – First Day for Students
 31 – BUR/MAR/RES/SCOTT Curriculum Night

September

4 – Labor Day – School Closed
 7 – SAMS Back to School Night
 29 – Early Dismissal K-12
 30 – Homecoming

October

3 – SAHS Curriculum Night
 9 – Teacher In-Service No School
 27 – End of 1st 9 weeks

November

7 – Election Day (Act 80) Parent Conferences K-8
 In-Service Teachers 9-12
 22 – Early Dismissal K-12
 23-27 – Thanksgiving Break – School Closed

December

22 – Early Dismissal K-12
 25-29 – Holiday Break – School Closed

January

1, 2 – Holiday Break – School Closed
 12 – End of 1st Semester
 15, 16 – Teacher In-Service – No School
 17 – Beginning of 2nd Semester
 31 – K-3 Parent Conferences

February

19 – Teacher In-Service – No School
 22 – SAHS Curriculum Night

March

1 – Teacher In-Service – No School
 22 – End of 3rd 9 weeks
 25-29 – Spring Break

April

23 – Primary Elections (Act 80)

May

24 – Prom (Early Dismissal – High School Only)
 27 – Memorial Day – School Closed
 29, 30, 31 – Early Dismissal K-12
 31 – Last Day for Students
 31 – Graduation

June

3 – Teacher Clerical Day

March 2024						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

April 2024						
S	M	T	W	T	F	S
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28	29	30				

May 2024						
S	M	T	W	T	F	S
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June 2024						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEY

No School – Teachers & Students

Teachers' In-Service – No School for Students

Early Dismissal

School Cancellations – Make-up days will be used in the following order:

#1 – 3/25/24

#3 – 3/27/24

#2 – 3/26/24

#4 – 3/28/24

TESTING

PSSA:

Grades 3-8: April 22-May 3

Keystone Exams:

Winter 2023 – December 4-15, 2023

Spring 2024 – May 13-24, 2024

SHALER AREA SCHOOL DISTRICT
1800 Mt. Royal Blvd.
Glenshaw, PA 15116

ADMINISTRATION

Dr. Sean Aiken	Superintendent of Schools
Dr. Bryan O'Black	Deputy Superintendent
Mrs. Sherri Jaffee	Director of Business Affairs
TBD	Director of Student Services
Mrs. Eloise Milligan	Coordinator of Academic Services
Mr. Josh Palmquist	Data Information Specialist
Mr. Mitch Stivason	Coordinator of Technology
Mr. John Dolny	Network Administrator
Ms. Sue Cook	Food Service Director
Mr. John Kaib	Supervisor of Building and Grounds

BOARD OF SCHOOL DIRECTORS

Dr. April Kwiatkowski	President
Mr. James Tunstall	Vice President
Mrs. Sherri Jaffee	Secretary
Ms. Elizabeth Dunn	Board Member
Mr. James Fisher	Board Member
Mr. Tim Gapsky	Board Member
Mr. Jason Machajewski	Board Member
Mrs. Jeanne Petrovich	Board Member
Mrs. Eileen Phillips	Board Member
Mr. Edward Kress	Board Member
Mr. John Vogel, Esq	Solicitor

SHALER AREA SCHOOL DISTRICT

NOTICE OF NONDISCRIMINATION

(Board Policy #103)

The Shaler Area School District is obligated to comply with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504).

The district does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs, activities, or employment practices, as required by Title VI, Title IX, and Section 504.

The person responsible for the district's effort to meet its obligation is:

NAME:	Contact the Office of Human Resources extension 2803
TITLE:	Title IX Coordinator
OFFICE ADDRESS:	1800 Mt. Royal Boulevard Glenshaw, PA 15116



ACCESS TO STUDENT RECORDS

Federal law and state and federal regulations govern access to student education records. This law states that parents/guardians have the right to inspect, review, copy and request corrections of their child's records.

Federal regulations give both natural parents the right to access their child's education records unless there is a court order, state statute or legally binding document specifically prohibiting access. Where guardianship is an issue or where parents are separated or divorced, notice and verification of any court order denying either parent access to the records must be provided to the school district.

It is the duty of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records. Because the burden is on the parent wishing to deny access, in the absence of an order or other document, the school district must presume that the requesting parent has the authority to inspect and review the child's records.

ARRIVAL AND DEPARTURE

Students walking to school or those in carpools should not arrive before **8:45 a.m.** Students should be in their homerooms by **9:00 a.m.** The students' instructional day ends at **3:30 p.m.** On Early Dismissal Days, students will be dismissed at **1:00 p.m.**

Students are not permitted to ride a bus to which they are not assigned.

ATTENDANCE

([Board Policy #204](#))

Regular attendance in school is extremely important and should be reinforced early. Children achieve more and feel better about themselves when instruction is continuous and when a sense of belonging is established within the classroom.

Those who learn the importance of regular attendance as young children tend to stay more actively involved and do better throughout their school years than those whose attendance is poor. Being on time at school is just as important as regular attendance.

The Board recognizes that attendance is an important factor in educational success and supports a comprehensive approach to identify and address attendance issues.

The schools Laws of Pennsylvania classify absences as illegal.

Attendance shall be required of all students during the days and hours that school is in session, except that **authorized district staff** may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonable cause the student's absence.

For more information please refer to Board Policy #204.

When students return to school after an absence, they must bring with them a written excuse signed by their parent/guardian and/or a written doctor's excuse stating the reason for and the dates of the absence. This written excuse must be submitted within three days of the absence, otherwise it will be counted as unexcused. Students exceeding more than ten days absent will be required to provide medical excuses for all absences, excused or illegal.

When it is necessary for a student to be absent from school, parents/guardians should call the school secretary by 9:00 a.m. Please call each day the student is absent. By doing so, the school staff is assured that you are aware that the student is not in school. This phone call **does not** serve as an official excuse for a student's absence or tardiness. **The official excuse must be written. Excuses sent via email will not be accepted.**

When it is necessary for a student to be tardy due to a doctor appointment or illness, a parent must accompany the student into the school office to sign the student in and provide a written excuse.

SHALER AREA PRIMARY SCHOOLS BUS SAFETY

BUS RULES

Students have a responsibility to conduct themselves in an acceptable manner and to obey the bus driver while they are passengers on the bus. Student responsibilities are as follows:

1. Students should report to the bus stop at least five to ten minutes ahead of the scheduled pick-up time.
2. Students should form an orderly group while avoiding traffic lanes.
3. Students should board the bus in an orderly manner and go directly to their seats.
4. Students should never distract the driver from his/her driving; they should avoid loud talking and confusion.
5. Books and parcels should be kept on the student's lap and the aisle should be kept clear for safety sake.
6. Students should obtain permission from the driver to open windows; arms and heads must be kept inside the bus at all times.
7. Throwing objects inside or outside of the bus is prohibited.
8. Students must remain seated until the bus comes to a **complete** stop at each destination.
9. Students may ride an unassigned bus only with written permission from the building principal.
10. Emergency doors and exit controls may be used **only** during supervised drills or actual emergencies.
11. Students are required to identify themselves when requested by driver or school officials.
12. Students will use appropriate language and volume at all times. Profanity will not be tolerated.
13. Students must keep their hands to themselves. Kicking, hitting, spitting, bothering, bullying, harassing and assaulting another student are considered zero-tolerance acts. These acts will be answered with disciplinary actions.
14. Violation of rules or conduct that jeopardizes the safety of students may be considered sufficient cause to suspend the offending student(s) from school transportation privileges.

When a student acts inappropriately on a school bus, the safety of every person on the bus is jeopardized. Progressive discipline will be enforced. First time offenders may receive more than a warning from the bus driver, bus monitor, or building administrator, depending on the seriousness of the student's inappropriate behavior.

PLEASE NOTE:

Students will take the established transportation plan when dismissed except when there is written notification from a parent/guardian that changes the dismissal for a given date. Students who normally ride the bus must have written permission to walk home or be picked up by a parent/guardian or anyone else. All of these precautions are being taken out of concern for the welfare of the students. We appreciate your cooperation in these matters.

Parents/guardians are not permitted to ride to or from school with students or to board school vehicles. Parents are only authorized to enter or ride a school bus when they are chaperoning a school-sponsored trip and are approved by the corresponding school.

School bus drivers cannot hold conversations at bus stops since this can create dangerous conditions taking the driver's attention away from the safety of the children and the traffic situation. This can also cause a delay in the driver's schedule and tie up traffic.

Parents with questions or concerns about transportation must contact the school or the district transportation office at extension 8-2824. For more information on Pennsylvania law regarding school buses, please visit www.safemotorist.com/Pennsylvania/Children/school_buses.aspx. Adherence to this law will mean a safe journey to and from school for all students. Thank you for your cooperation.

BIRTHDAY INVITATIONS

Students are not permitted to hand out personal birthday or party invitations at school. This practice can sometimes cause ill feelings among the students.

BIRTHDAY/SPECIAL OCCASION TREATS

We understand the importance of being able to celebrate special occasions such as birthdays. We welcome you to do so with non-edible treats such as pencils, erasers, or stickers. Students are welcome to donate a book or game in lieu of a non-edible birthday treat. Food items should not be offered or made available for consumption by students during such events.

CHANGE OF RESIDENCE or TELEPHONE NUMBER

Any changes to your address or telephone numbers must be provided to the school district as soon as possible for your student's safety. All changes are processed through the District's Central Office and require the completion of a Change of Demographical Information Form. This requires submission of two current proofs of residency for a change of address. This form is available on the enrollment page of the Shaler Area School District web site: www.sasd.k12.pa.us.

CHILD CARE

Parents must contact the individual providers to make arrangements for childcare. Additional information is available on the Shaler Area School District website at www.sasd.k12.pa.us. Parents can contact the school office for other options.

COMMUNICATION

Shaler Area School District welcomes communication between parents/guardians and school staff. All staff members may be contacted by email or by telephone. Staff email addresses and voicemail extensions are available on the Shaler Area School District website at www.sasd.k12.pa.us. Parents/guardians are encouraged to contact the appropriate staff member with any questions or concerns.

Students may not make calls from the school office. Parents/guardians may call the office if it is necessary to get in contact with the student and a message will be delivered. Parents/guardians who have a message for a staff member that requires an immediate response must contact the school office. The staff member will make a reasonable attempt to return the call as soon as possible.

DISCIPLINE ([Board Policy #218](#) and [Board Policy #233](#))

Students need to attend school regularly, make a conscientious effort with all their schoolwork, and follow school rules. The students, faculty, and administration share a responsibility to make the school a good place in which to live and learn. As part of our continuing effort to keep Shaler Area Primary Schools safe, physical abuse or aggression, verbal abuse, harassment, extortion, blatant disrespect and disregard for school rules will not be tolerated.

All Primary Schools have implemented a School Wide Positive Behavior Plan. Each plan is designed to work within different primary schools. Each building will be sending home their plan at a later date.

The administration and faculty are conscious of the Student Bill of Rights and adhere to these rights and responsibilities as they would apply to all students.

DISMISSAL OF STUDENTS FROM SCHOOL

Students will not be excused while school is in session except for extraordinary reasons approved by the principal. When possible, medical and dental appointments should be scheduled in advance for after school hours. Requests for early dismissal must be made in writing, signed by the parent/guardian, and include the date, time and reason for the dismissal. If the student is to be picked up by someone other than the parent/guardian, that person must be listed on the dismissal request. If the dismissal is an emergency and the parent/guardian must send someone else to pick up the student, that person must have the written permission of the parents to pick up the student. All parents/guardians and others picking up students from school must report to the office and present valid photo identification. Students will be dismissed through the office.

If it is necessary for a student to leave school for health reasons, the nurse or school office personnel will make arrangements with the parent/guardian or person designated on the Emergency Card.

DISTRICT PARENT COUNCIL (DPC)

District Parent Council is helpful in supporting each individual school as well as the entire Shaler Area School District. Members from each of the seven Shaler Area School District buildings select parents/guardians to represent their school on the DPC. The District Parent Council representative then reports back to the individual building parent groups following each monthly meeting. Further information about the DPC will be distributed through the parent group at each building.

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 and post a significant disruption to the educational process:

1. Head coverings such as: Hats, Hoods and Bandana headbands.
2. **Clothing** that inappropriately expose the chest, shoulders, **buttocks** and/or stomach such as: Halter tops, Midriff tops, Muscle shirts and Strapless tops.
3. Items that expose undergarments or create a tripping hazard, including Sagging pants, Low-cut pants, See-through clothing, Excessively short or revealing clothing.
4. Chains and spiked jewelry
5. Sunglasses and any items that cover the face
6. Apparel or jewelry that promotes sexual activity, violence, weapons, use of alcohol and drugs and gang affiliation
7. Apparel that demeans any of the following: Race, Sex, Religious persuasion National origin and Disability .
8. Costumes (including costume wigs)
9. Bare feet – shoes must be worn at all times
10. Face Painting
11. Earbuds and headphones while in the hallways
12. Other items deemed inappropriate by administration

Students who violate the dress code may:

- Be asked to change their clothes or call their parent for a change of clothes.
- Receive a discipline consequence.
- Future infractions will necessitate progressive discipline

EARLY DISMISSAL DAYS FOR STAFF DEVELOPMENT

The Shaler Area School District will have several early dismissal days for students. The purpose of these early dismissals for students will be to allow staff to receive training that are important to assist our students in achieving academically. The early dismissal time is 1:00 P.M. and dates are as follows:

Friday	September 29, 2023
Wednesday	November 22, 2023
Friday	December 22, 2023
Wednesday	May 29, 2024
Thursday	May 30, 2024
Friday	May 31, 2024

EDUCATIONAL TOURS AND TRIPS

(Board Policy # 204.1)

Educational tours and trips will be considered for approval if the building principal determines that the tour/trip will be of education significance to the student. Parents/Guardians planning such a tour/trip must submit an Educational Vacation form to the principal. **A copy of this form can be obtained from the primary school office or on Shaler Area web site at www.sasd.k12.pa.us.** Any request for a tour/trip during the last two weeks of school will not be approved. This form is **necessary**. If not submitted, absences of this nature will be considered unexcused. Children are expected to complete assigned class work during absences for tours/trips.

EDUCATIONAL SUPPORT SERVICES

ENGLISH LANGUAGE LEARNERS

The district recognizes the need to provide programs and services that meet the needs of students of all racial and ethnic backgrounds. Students who, by reason of foreign birth or ancestry, speak a language other than English and who have limited English proficiency will be provided with instruction specifically designed for English language learners.

The primary goal of ELL instruction is to equip students with the language skills they need to participate successfully in grade-level classes in English Language Arts. To meet this goal, the objectives of all instruction involve the development of speaking and listening skills in English, and the development of corresponding reading and writing skills at the appropriate level of difficulty.

GIFTED AND TALENTED EDUCATION (GATE)

The Shaler Area School District is committed to a program that provides gifted students with the opportunity to develop according to their potential. Inherent in this commitment is the recognition of the unique abilities, talents, interests and needs of the intellectually gifted student. In the primary grades (K-3), the curriculum is implemented in a weekly session with a GATE teacher. Students are scheduled out of their regular classes for a period of up to one-half day. They participate in a variety of individual and group projects that include classes in research and thinking skills as well as occasional special events.

The identification and screening of potentially gifted students is done based on student performance on both standardized and non-standardized tests and also on the basis of the teachers' recommendations regarding the student's academic and social behavior. Parents/guardians who feel that their child is of superior ability have the right to request an evaluation. This evaluation may occur at any time from kindergarten through third grade.

INTERVENTION SUPPORT

The Shaler Area School District is committed to the academic success of all students, specifically in the areas of reading and mathematics. Title I Reading Support Teachers and Academic Support Teachers provide small group instruction as well as working with the classroom teachers to provide additional support for students.

SPECIAL EDUCATION

Special Education in the Shaler Area School District is a collaborative effort involving the school, family and community in developing an appropriate educational program which supports inclusionary practices and provides the opportunity for every student to maximize his/her potential and become a productive community member. A variety of special education programs and services are available to all eligible students including academic support, speech and language services, occupational therapy, physical therapy, vision, hearing, and social work services. Brochures outlining evaluation procedures and descriptions of various programs are available upon request.

SPEECH-LANGUAGE SUPPORT

Speech and Language services are provided in the Shaler Area School District by ASHA certified Speech Language Pathologists. Every public school in the district offers services in Speech-Language Support.

Speech and language screenings for all Kindergarten students are conducted in the spring of each year. New students or students referred by a teacher, parent or doctor are also screened for possible speech/language concerns in the areas of articulation, fluency, voice and language. If the screening indicates a possible symptom in any of these areas, the appropriate procedure will be initiated which may include intervention through Instructional Support. Prior to the evaluation, a Permission to Evaluate Form will be sent to the parent/guardian for approval. Eligibility for Speech-Language Support will be based on the outcomes of a comprehensive evaluation. Students qualifying for Speech-Language Support are scheduled in a variety of ways that best meet the student's needs including consultation, collaboration, or a combination of both. The Speech Pathologist coordinates these schedules with the classroom teacher, as well as any special area teachers that may be involved.

EMERGENCY CLOSINGS

(Board Policy # 805)

If it becomes necessary due to snow, water main break, etc., to close school after the day has begun, Global Connect will be used to contact all parents/guardians who have registered for the service. Announcements will also be made through the email newsletter link on the SASD Home page.

WTAE - TV & Radio

KDKA – TV

WPXI – TV

KQV (1410) – Radio

An announcement will also appear on the Shaler Area School District web page at www.sasd.k12.pa.us. Please be sure that your student knows what to do and where to go in such emergencies.

IN CASE OF A SCHOOL – BASED EMERGENCY

There are a number of key details about which parents should be informed in the unlikely event of a school-based emergency:

- First and foremost, the safety of our students and staff is our primary focus and responsibility.
- Across the District, building plans and procedures for crisis response are regularly reviewed and updated. District personnel are trained.
- Each building is staffed by a nurse or a nurse's assistant. Personnel with CPR and medical emergency certifications are identified.
- As a health/safety precaution, a school campus may be closed to all visitors except emergency and law enforcement personnel. If the school campus is closed, parents will be directed to an identified staging area.
- Parents should check the website, SATV Cable (Comcast 98, Verizon 30) and local television and radio channels for information. Parents may telephone the main switchboard at the District's Central Office, if necessary, until a staging area for communication is in place and operational. Parents should not call the school building. Any available school telephone lines should be kept open for emergency communications.
- If a student is injured during an emergency situation, every effort will be made to contact the parent/guardian as soon as possible. It is the parent/guardian's responsibility to complete and submit emergency care cards to the school office and to keep the information current.
- Every family should devise a personal plan to be put into place in the event of a community-based emergency crisis. This plan should include where to meet and the location of necessary supplies, a battery-operated flashlight, radio, etc.

FIRE, SEVERE WEATHER, AND DISASTER DRILL

(Board Policy # 805)

In an effort to prepare for the unexpected, we will carry out several drills throughout the year. We will use fire drills, severe weather drills, and school evacuations as ways to practice for emergency situations. The students will become familiar with our procedures and emergency codes.

FIRE DRILLS are held monthly to practice evacuating the building and moving to a safe distance in a timely and safe manner. Students, staff and visitors exit the building through designated doors and assemble at assigned areas to practice being a safe distance from the school.

BUS EVACUATION DRILLS are held twice a year to practice the emergency exiting of buses. Bus evacuation drills are generally held in the morning upon student arrival at school, wherein students exit the buses that morning through either the side or rear emergency doors. The bus driver and school staff assist students with this drill.

LOCKDOWN DRILLS are practiced so that all students and staff know where to go and what safety precautions to take in the event of a crisis situation or an intruder either inside or outside of the building.

SEVERE WEATHER DRILL is mandated by the state in early spring each year. Students and staff practice going to a safe location in the building and getting into a safe physical position.

FIELD TRIPS/SPECIAL EVENTS/CLEARANCES

(Board Policy #121)

The instructional staff in each primary school may plan educational field trips and special events for students. Principals approve field trips and special events when the experience is appropriate for the age and instructional needs of the children. Individual students or building parent groups assume the expenses involved. Any parent/guardian who wishes to serve as a chaperone on a field trip must obtain the appropriate clearances (Board Policy #916.1). Please refer to SASD web page for more information concerning being a chaperone and to obtain the clearance forms. **Permission slips from parents/guardians are required. All students must have a written slip; no verbal permission will be accepted.**

FOOD SERVICE

Primary/Elementary Breakfast	\$ 1.20
Reduced Breakfast	.30
Primary/Elementary Lunch	2.15
Reduced Lunch	.40
Milk (if purchased separately)	.60

PREPURCHASED MEALS

Parents/guardians are encouraged to pay for your student's meals in advance. Meal accounts are created to provide a simple, yet quick service experience. Pre-payments will be applied to your child's designated meal account. An identification number will be assigned to each individual meal account. When the student purchases a meal in the cafeteria, the meal or dollar value will be deducted from the pre-paid balance. Checks are to be made payable to "SASD Cafeteria Fund" and can be sent to the school. To manage your account online or to pay with a credit card, Shaler Area families are encouraged to utilize **SchoolCafé** - a FREE tool to manage their children's meal accounts. School ICafé is available online and as an app from the **AppStore** and Google **Play**. A small fee is applied to credit card payments.

BREAKFAST PROGRAM

(Board Policy #808.2)

SASD participates in the National School Breakfast Program (NSBP). Breakfast is available to all students daily. As in the lunch program, milk is provided with each breakfast.

FREE AND REDUCED LUNCHES

Children need healthy meals to learn. Shaler Area School District offers healthy meals every school day. Your student(s) may qualify for free or reduced-priced meals and may also qualify for other discounted or free benefits. For the fastest way to apply or see if you qualify, visit: www.compass.state.pa.us

Applications are available in each school office and on the SASD website. **All students who were previously in this program must RE-APPLY every year.** If your economic status changes during the year, you can apply at any time. Applications will remain confidential.

If you need additional information or assistance with the online application, please contact Sue McElhinny at mcelhinny@shalerarea.org or your building social worker.

GRADING SCALE

Report cards shall be issued quarterly in grades 3-12 and at the end of each semester for kindergarten – grade 2

The following grading format will be used in grades K-3 as an alternative to the “A+” through “F” system outlined in the School Board policy.

- Kindergarten – checklist format based on kindergarten standards.
- Grade 1 & 2 – Social Studies, health, science, art, music, physical education
- Grade 3 – Handwriting, art, music, physical education

Kindergarten Performance Levels – Issued in semester intervals

P - Proficient

D - Developing

B - Beginning

N - Not Yet Evident

Grades 1-3

S - Satisfactory

W - Working towards

Expectations N - Needs

Improvement

X - Area of Concern

Blank - Performing Successfully

The following grades shall be consistently used in grades 2-12:

A+	100-97.50
A	97.49-91.50
A-	91.49-89.50
B+	89.49-87.50
B	87.49-81.50
B-	81.49-79.50
C+	79.49-77.50
C	77.49-71.50
C-	71.49-69.50
D	69.49-59.50
F	59.49-0

GLOBAL CONNECT

Global Connect is an automated telephone notification system used by Shaler Area School District. This system enables the district and/or individual buildings to place an automated telephone call to a specified parent group at a particular time of the day to distribute important information. Sample calls could include open house, homecoming, commencement, and building events or changes to scheduled events.

At Shaler Area Primary Schools we use Global Connect to contact the parents/guardians of our students to verify that they are absent. Each morning Global Connect will make an automated phone call to the designated contact number to notify parents/guardians that the student was marked absent from school that day. Parents/guardians will receive this phone call whether or not they have already notified the school of the student's absence that day. The phone call helps to ensure the safety of each student in our Primary Schools.

GUIDANCE

Three primary school counselors will be available to serve Shaler Area students, parents, and staff. The guidance counselors will play an integral role in supporting students academically, behaviorally, and socially. Focus areas for the guidance department are student academic support, test administration/interpretation, pupil records, student orientation, communication and consultation with home, school, and support staff/agencies, individual group counseling, team/committee participation, and career development. The names and contact information for primary school counselors is as follows:

Scott Primary - Mrs. Maryann Swartz

412-492-1200, Extension 8-8514

Burchfield Primary - Mrs. Lezlie DelVecchio-Marks

412-492-1200, Extension 8-4503

Marzolf Primary - Mrs. Heather Kimmel

412-492-1200, Extension 8-6529

Reserve Primary – Ms. Carrie Miller

412-492-1200, Extension 8 - 7516

HEALTH INFORMATION

Emergency Treatment Card

A complete emergency treatment card is kept for each student. In the event your student has an accident or becomes ill, you will be notified immediately. It is very important that you have a designated adult who can pick up your student in the event that you are unavailable. At least two current telephone numbers are required. Please contact the secretary or school nurse immediately if this information changes. Each year we use the emergency medical card to update emergency contact information for your student. Please complete both sides of the card and return it to school as soon as possible. The card is also a means of communicating student health conditions and/or medications your child is taking at home. Please call the school nurse if any information changes during the school year.



HEALTH INFORMATION

MEDICATIONS ([Board Policy #209, #209.1, #210 and #210.1](#))

According to Shaler Area School District Policy, NO medication (prescription or over-the-counter) can be administered at school except by written order of a physician to the School Nurse. All medications are to be kept and dispensed from the health office. The exceptions to this are inhalers for asthma or lifesaving epi-pens for severe allergic reactions. Please do not send any medication with a student to school. All medications must be brought to school by the parent/guardian only.

Under the standing orders of the Shaler Area School District Physicians, and at the discretion of the school nurse, an age/weight appropriate dose of Tylenol (acetaminophen) may be given to your child for pain or discomfort. Ibuprofen may be given for pain or discomfort in grades K – 12. Tums (antacid) may be given for minor stomach complaints. Benadryl is available for moderate allergic reactions. Your written permission for each of these medications is necessary prior to administration. Please check the back of the emergency card for this information and sign on the designated line.

SICK AND INJURED STUDENTS

For the protection of your student and consideration for other students, please use the following guidelines for determining when you should keep your student at home:

- Temperature of 100 degrees or higher; should be fever free for 24 hours without the use of a fever reducing medicine such as Tylenol or Ibuprofen before returning to school.
- Vomiting or diarrhea; especially if this started the night before or upon awakening.
- Strep throat—must be on antibiotics for 24 hours before returning to school.
- Pink eye—must be on eye drops for 24 hours before returning to school.
- Head lice—notify school nurse; treatment must be completed and student must be re-checked by School Nurse before re-entry to school. Following District policy, the student must be nit-free.

First aid is available to any student who is injured at school or who becomes ill at school. You will be notified if the school nurse or health room assistant feels that further treatment is advisable. The following steps are to be followed before any student can leave the building:

- The parent or guardian will be notified by the School Nurse or health room assistant that their student is ill or injured. Please note that in the interest of your child's safety, students can only be released through the health office or principal's office for illness or injury.
- Once the parent/guardian has been contacted, the parent/guardian will need to make arrangements for transporting their student home.

SPECIAL MEDICAL/HEALTH CONDITIONS

Please call your student's school nurse prior to the start of the school year, so that accommodations can be arranged to meet the needs of your student. Please visit the Health Services area on the SASD web page <http://www.sasd.k12.pa.us> for more information and resources.

HEALTH INFORMATION

EXAMINATIONS

In compliance with the requirements of the Commonwealth of Pennsylvania each student will receive the following state mandated screenings each year:

- Vision
- Height, weight, and BMI
- Hearing (grades K-3, 7 and 11)
- Scoliosis (grades 6 and 7)

Physical examinations are required:

- Kindergarten or entry to school
- 6th and 11th grade

Physical exams may be done by the student's physician or by the school doctor with parent permission. Physical exams may be submitted up to one school grade before the grade in which they are required.

Dental examinations are required:

- Kindergarten or entry to school
- 3rd and 7th grade

Dental exams may be done by the student's dentist or by the school dentist with parent permission. Dental exams may be submitted up to one school grade before the grade in which they are required.

IMMUNIZATION REQUIREMENTS FOR 2023– 2024 SCHOOL YEAR

(As required by PA School Code 23, 83 and Board Policy #203)

Students entering kindergarten are required by the Allegheny Health Department to have a lead level test completed by their pediatrician. Any previous lead level tests are acceptable, with date and blood level. This must be submitted on or before the first day of school.

All students' grades K-12 must have the following immunizations:

- At least four doses of diphtheria/tetanus vaccine (one dose must be on or after the fourth birthday)
- At least four doses of polio vaccine (one dose must be on or after the fourth birthday and at least 6 months after previous dose)
- Three doses of hepatitis B vaccine
- Two doses of measles and mumps vaccine; First dose on or after the first birthday (MMR preferred)
- Two doses of varicella (chicken pox) or written statement from physician indicating month and year of disease

All students in grades 7-12 must have the following additional immunizations:

- 1 dose of tetanus/diphtheria/pertussis (Tdap) (for seventh grade)
- 2 doses of meningitis vaccine (MCV) (1 dose for seventh grade and one dose prior to twelfth grade or after 16th birthday)

******All required doses for each grade level must be completed within the first 5 days of school ******

HOMEBOUND INSTRUCTION

Students who are unable to attend regular school classes due to injury or illness may qualify for homebound instruction. During homebound instruction, the District may send a teacher to your home to provide instruction to your child. If your child is absent from school for an extended period of time and if a physician recommends homebound instruction, please contact the principal to inquire about this service.

HOMEWORK

Homework may be given to students on an increasing basis as they progress through school. Parents/guardians need to set aside 20-40 minutes each evening for children to read, practice spelling or math, or do assigned homework. It is important to establish these routines from the beginning of a student's school career. Parents of very young children may use this time to read to them.

Parents/guardians may call the main office to request that teachers provide homework for absences beyond one day. Homework will not be given on the first day of an absence. On the second day, parents may call the office before NOON to request homework. Upon return, students are required to make-up homework and tests in a time period equal to the same number of days absent.

INTRAMURAL PROGRAMS AND CLUBS

Each primary school organizes intramural sports programs and clubs for students. These after-school programs provide an opportunity for students to participate in games or club activities. There is no charge for District sponsored clubs, but the parent/guardian is required to provide transportation home. The intramural and club sponsors will send home specific details for each school before the program begins. All school rules, policies, and procedures apply to students during such activities. Failure to adhere to these policies and procedures may result in removal from the activity.

ITEMS OF VALUE

Students should not bring to school items of high monetary/sentimental value due to the potential **that they might be lost or stolen.** These items include, but are not restricted to: jewelry, large amounts of cash, trading cards, collectibles, electronic devices and other items deemed valuable. **The school is not responsible for the loss of any items. There will not be an investigation of these items. No replacement will be made.**

HOMELESS EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS (ECYEH)

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin.

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Shaler Area School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service or if your living situation changes during the school year and you and your children become homeless, please contact Laurie Cortazzo, School Social Worker and Homeless/Foster Liaison. She can be reached at: 412-492-1200 ext. 3508 or by email at cortazzol@shalerarea.org. We will work with you so that your child(ren)’s education is disrupted as little as possible.

SAFE2SAY SOMETHING Safety Program

S2SS is part of ACT 44, a law that was signed into effect on June 12, 2018, by the PA General Assembly that contains multiple enhanced provisions for school safety and security.

S2SS is designed to help students and school staff recognize risk factors and signals of those who may be a threat to themselves or others. From a student perspective, S2SS teaches students to treat every warning sign seriously and to act quickly to get help by talking to a trusted adult and/or by reporting it anonymously to the Pennsylvania S2SS Crisis Center via telephone, mobile device, or website. The program is based on the following three-step system:

- 1) An anonymous tip is submitted via one of the following options:
 1. Website: www.safe2saypa.org
 2. Tip Line: 1-844-SAF2SAY
 3. Mobile App
- 2) All calls and tips are received by the 24/7 S2SS Crisis Center.
 1. An S2SS Crisis Center analyst receives and reviews tip information.
 2. The tip is triaged and categorized as either life safety or non-life safety.
 3. The tip is then sent to school officials and law enforcement / 911 call center (as needed) via text, email, and/or phone call.
- 3) School officials and law enforcement intervene and/or offer assistance.
 1. School officials and law enforcement (as needed) investigate, assess, and intervene with reported at-risk individuals.
 2. School officials report their outcomes into the Safe2Say Something platform and close out the tip, ensuring accountability for every tip submitted.

The S2SS program and curriculum are fully funded and managed by the Pennsylvania Attorney General's office through a partnership with Sandy Hook Promise, a national non-profit organization working to improve school safety. The curriculum is designed to be age-appropriate and research-based.

CRISIS HOTLINES

National Suicide Prevention Lifeline

(<http://suicidepreventionlifeline.org/>) is a 24-hour, toll-free, confidential suicide prevention hotline available to anyone in suicidal crisis or emotional distress.
1 (877) 235-4525 – Talk or Text

HopeLine

(<http://www.hopeline-nc.org>) is a suicide prevention and crisis intervention hotline that can be called or texted. They operate by using active listening to support and reflect through any kind of crisis, even if not suicide related.
1 (877) 235-4525 – Talk or Text

Resolve Crisis Network

(www.upmc.com/resolvecrisis) is a local crisis response team available only to residents of Allegheny County that provides confidential phone counseling, mobile crisis teams that travel anywhere in Allegheny County, walk-in assistance with no appointment necessary and overnight/crisis residential support (up to 72 hours)
1 (888) 796-8226 – Talk via phone or in person when you request a team come to you.

Crisis Text Line

(<https://www.crisistextline.org/>) is the only 24/7, nationwide crisis-intervention text-message hotline.

Text: HOME to 741741 – Text only option

The Trevor Project

(<http://www.thetrevorproject.org/>) is a nationwide organization that provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning youth.

1 (866) 488-7368 – Talk, Text or Online Chat options

Center for Victims helpline

(<http://www.centerforvictims.org/services/victim-services/>) is a 24/7 helpline available to meet the needs of crime victims and provide linkages to support. They do not have a mobile component for most individual calls. Mostly, their phone support can help link victims to support services they may need and provide emotional support in the moment.

1 (866) 644-2882 - Talk

BULLYING / CYBERBULLYING

Bullying is an aggressive behavior which may be verbal, non-verbal, or physical which creates an imbalance of power between the aggressor and the victim.

The **Shaler Area School Board Policy #249** states:

Bullying is an aggressive behavior which may be verbal, non-verbal, or physical which creates an imbalance of power between the aggressor and the victim.

The Shaler Area School Board Policy #249 states: The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Shaler Area Code of Student Conduct, which is approved annually by the School Board. The level of discipline will be commensurate with the infraction and at the discretion of the school principal.

The US Department of Health and Human Services provides some information about bullying and how to prevent bullying: [Click here for more information.](#)

iPads

The District has provided Apple iPads to all students. All students enrolled at Shaler Area School District will be issued an iPad.

The initiative at SASD allows teachers and students to utilize technology as a tool for personalizing instruction. We strive to engage students in their learning, provide authentic ways for instruction, maximize learning opportunities, allow critical thinking and exploration, and challenge students.

Students are issued:

- iPad Device
- Charger
- Protective Case
- Preloaded, District approved apps
- Devices are Wi-Fi capable
- GPS tracking

Students are responsible for the iPad once it is issued to them. Student iPads, power supplies, and iPad cases must be returned at the end of each school year. This return process will take place during the final week of school so they can be checked and serviced. If a student leaves the District, the device must be returned to school on the date the student withdraws.

The District reserves the right to charge the family for any and all components that are not returned or that are damaged, up to and including the full cost of replacement.

Acceptable Use

The Shaler Area School District Board Policy #244 “Acceptable Use of Internet” Agreement states that students are expected to comply with ethical-use guidelines and abide by federal copyright laws. Further, students will comply at all times with Board Policies, the SASD Code of Conduct, the Responsible Use of Technology, the Internet Safety Agreement, and this Handbook.

Device Safety & Best Practices

- iPads should not be left with a student 24/7 — Encourage time away from screens.
- Charge iPads nightly in a parent/guardian’s bedroom.
- Update iPads regularly. To update an iPad, go to “Settings,” choose “General,” then tap “Software Update.”
- When properly set up, access to the app store is restricted. If a family discovers the app store is accessible on a student device, please bring it to the Main Office to correct the issue.
- Home Wi-Fi is not filtered on student devices. If desired, families should add appropriate filters to their home Wi-Fi. Please contact your internet provider for details.

LABEL ITEMS

Remember to label your child's clothing, book bags, lunch boxes and anything else that they bring to school with a permanent marker so that these items can be returned to them if lost.

LOST AND FOUND

All items found on school property will be kept in the office. To avoid the loss of personal belongings, parents/guardians are asked to mark their student's clothing and other possessions. Found items not claimed will be donated to a charitable organization. Items found on school buses will be kept at the bus garage.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled two times during the school year. Should a concern or question arise at another time of the year, parents/guardians are encouraged to get in touch with the student's teacher to arrange for an appointment. Teachers may be contacted by leaving a message with the school office, through the teacher's voice mail extension, or the teacher's e-mail.

PROMOTION & RETENTION

[\(Board Policy 215\)](#)

The promotion or retention of a student is considered on an individual basis. Parents/guardians will be involved in a conference to help determine the best placement. Promotion or retention is the ultimate responsibility of the principal.

RECESS

It is assumed that a student who is present in school will go outdoors for recess. If a student must remain indoors during recess, a note must be written by the parent/guardian explaining why the student must do so. A note from the family physician may be required if the request is for three days or more or if the requests are frequent. Please be sure that students are dressed appropriately for the weather. Students go outside when it is 32° or warmer.

RESIDENCY REQUIREMENTS

(Board Policy #200)

All parents/guardians wishing to register their child/children in the Shaler Area School District must live within the boundaries of the District. Two proofs of residency will be required at the time of registration or when a change of address occurs.

SCHOOL PICTURES

Notification concerning school pictures will be sent home very early in the school year. Some buildings may offer a second picture day in the spring.

SCHOOL SCHEDULE

8:45 A.M. Arrival/Homeroom
9:00 A.M. Final Attendance Sent to
Office/Classes 3:30 P.M. Dismissal

A 30-minute lunch period and 30-minute recess period are provided each day. Times vary per grade and building.

SIX-DAY ROTATION

Each primary school runs on a six-day rotation schedule. Each consecutive school day is assigned a number with the first day of school being Day 1, the second day being Day 2, and so forth. Students in grades K-3 have two periods of art, music and physical education instruction during this six-day rotation. Library instruction is provided for one 40-minute period during the six-day rotation.

Days on which school is closed (either scheduled or unscheduled) are not numbered. The next day that school is in session will have the next consecutive number. For example, if Monday is a Day 1 and school is closed on Tuesday, Wednesday will be Day 2.

The number of the rotation day will be printed on the monthly lunch menu and will also be available on each primary school's webpage. Further information on the six-day rotation schedule will be distributed at the beginning of the new school year. In addition, a calendar with cycle days will be sent home from each primary school monthly.

SMOKE FREE/DRUG FREE/WEAPON FREE SCHOOLS (Board Policy #222)

It is the policy of the Shaler Area School District that the use of smoking or smokeless tobacco products is prohibited at all times on school district property. School property is defined as owned, leased by, or under the control of the Shaler Area School District. Federal and state law requires public school campuses to be alcohol, tobacco, drug and weapon free. Please do your part to set an example for our students.

STUDENT ACCIDENT INSURANCE

Shaler Area School District insurance does not provide coverage for accidents which take place during the school day. Student accident insurance may be purchased at the beginning of the school year. Specific details concerning this coverage will be available upon request at your school office.

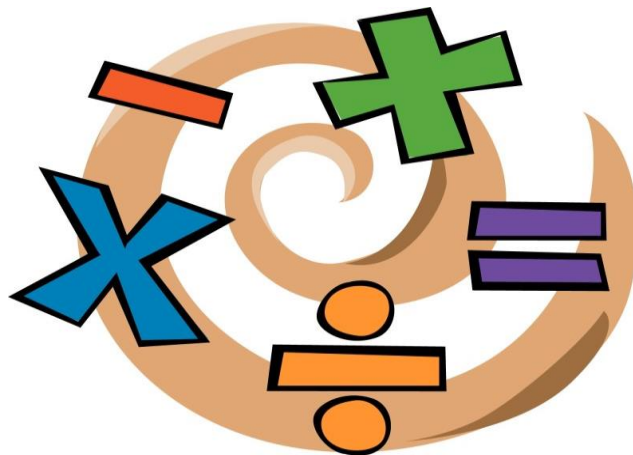
TESTING PROGRAM

(Board Policy# 105/105.2/127)

Shaler Area School district has a comprehensive testing program. The information obtained through the use of standardized assessments helps the district to counsel students in different areas and to plan and make curricular adjustments on an ongoing basis to improve the quality of education. A variety of assessments may be administered to students throughout the school year. Third grade students will take the Pennsylvania Systems of School Assessment (PSSA). These dates are as follows:

PSSA Testing Schedule: Grade 3

April 22, 2024 – May 3, 2024



VOLUNTEERS

(Board Policy # 916.1)

There are many volunteer opportunities at our primary schools. Parents, senior citizens, students, and community members are encouraged to volunteer in our schools. The use of volunteers is endorsed by the Board and subject to legal requirements and administrative procedures. All individuals who desire to donate their time must adhere to the District's School Volunteers Policy No. 916.1. Volunteers must receive and submit all clearances on the state and federal levels. Information is available on the Quick Links section on the SASD webpage.

VISITORS TO THE BUILDING

We welcome all visitors to our primary schools and hope that your visit will be informative and pleasant. It is required, however, that all visitors use the designated front door entrances. Each visitor should schedule an appointment, sign in at the office upon arrival and notify the secretary or principal of the purpose of the visit. The Shaler Area School District uses the Raptor visitor system. Each visitor must hand in their photo driver's license or ID and have a visitor's pass printed. All identification will be kept in the office during the visit. The visitor will receive their ID when they sign out and return the visitor tag.

PLEASE NOTE: School doors are kept locked at each school. This procedure is for students' safety. Security cameras are in use on our school grounds.



Federal Programs (Title I, II, III and IV)

The district receives an allotment of Federal Funds to provide supplemental service to support our K-12 learners. Determination of the use of funds is reviewed each year by the district and Federal Programs' Committee.

- Title I – Federal funds are used to provide supplemental reading services to identified students in grades K-3. Marzolf Primary and Reserve Primary are the designated Title I schools that receive this money. Burchfield Primary and Scott Primary receive Title I Like services. These programs are supported with district funds. Title I does not take the place of the regular classroom reading curriculum.
- Title II – Federal Funds are used to reduce class size in a K-3 Title I building and/or to provide professional development to the staff of these buildings specific to parent involvement or reading support.
- Title III – Federal Funds are used to provide supplemental services to our K-12 English Language Learners. Title III does not take the place of the regular classroom curriculum.
- Title IV – Federal Funds are used to support the K-12 program. These funds provide professional development to staff, support social and emotional wellness programming, and supplement other identified instructional needs.

If you would like specific information about your child’s teacher, please contact your building principal to arrange a meeting (412-492-1200). The names and extensions for the building principals at our Title I schools follows:

8-4500	Burchfield Primary	Jeff Rojik
8-6500	Marzolf Primary	Marty Martynuska
8-7500	Reserve Primary	Rick Pelkofer
8-8500	Scott Primary	Cynthia Foht

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts. If you have any questions or comments, please contact the Federal Programs Coordinator at 412-492-1200 ext. 8-2820.

**SHALER AREA SCHOOL DISTRICT
STUDENT CODE OF CONDUCT
2023-2024**

Levels of student behavior and Corresponding Disciplinary Consequences:

LEVEL I

LEVEL I is minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes 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

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 an outside agency
- g. Temporary suspension
- h. In-school suspension
- i. Time-out procedures

LEVEL III

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 student 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)
- i. 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.
- j. Other forms of harassment 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. There is restitution of property and damages.

3. Disciplinary options/responses:

- a. Continuation of Level I and Level II responses
- b. Temporary removal from class
- c. Temporary (1-3 days) suspension
- d. Full (4-10 days) suspension
- e. Involvement of the police

LEVEL IV

LEVEL IV are acts which result in violence to another 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 weapon(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. The 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 toxic agents.
 - 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

BOARD POLICY AND KEY TOPICS RELATED TO STUDENT ISSUES AND PROGRAMS

POLICIES	RELATED STUDENT TOPICS
101	Mission statement of school and/or district.
103/103.1/104	Statement of equal opportunity in employment and education.
103/103.1/248	Unlawful/Sexual harassment and discrimination policies and the name(s) and contact information of person(s) designated to receive complaints of discrimination or harassment.
103.1 /113	Child Find information and services provided under IDEA and Section 504.
105.1/105.2/127	Review and opt-out provision and procedures for curriculum and assessments.
121/121.1/121.2	Field trips and Domestic & Foreign Travel.
122	Student Organization and Equal Access.
122/123	Eligibility for extracurricular activities and interscholastic athletics.
130	Homework.
137.1	Extracurricular participation by home education students.
150	Comparability of services.
200/201/206	Enrollment/Placement of Students.
203/209/209.1/210/210.1	Health services including administration of medication/inhalers, communicable/infectious diseases, head lice, immunizations and physical examinations and screenings.
204	Attendance Policy/truancy/absence procedures/make-up procedures.
212/213/214/214.1/217	Grading system including class rank, graduation requirements, report cards and progress reports.
215	Promotion/Retention of students.
216/250	Notification of student and parental rights under FERPA and opt-out of directory information for military recruiters.
218/233	Code of Conduct/discipline/suspension/expulsion.
218/810	Transportation including conduct rules and disciplinary procedures.
218.1	Dangerous weapons and instruments.
220	Distribution of materials by students and student expression.
221	Dress Code.
222/227/227.1	Substance use and abuse policies and procedures including tobacco use.
223	Student automobile and/or bicycle use.
224	Property, lockers, and equipment including responsibility for loss or damages and care of school property by students. Textbook care and obligations.
226	Search and seizure including locker, personal possessions, and parking lot (vehicle) searches, as applicable.
236	Student Assistance Program information.
237	Use of cell phones/electronic devices.
246	Student Wellness policy and information.
249	Bullying policy and information including cyber bullying
804	Student dismissal precautions.
805	Emergency procedures including emergency drills, procedures for illness or injury, and school cancellations.
806	Child/Student Abuse.
808.1	Free/Reduced-Price lunch and/or breakfast information.
815	Computer and Internet use and user agreement form.
907	Visitors to the schools.