

# Shaler Area Middle School



## Student & Parent/Guardian Handbook **2023-2024**

1810 Mt. Royal Blvd.  
Glenshaw, PA 15116

## 2023-2024 Student & Parent/Guardian Handbook

### Shaler Area Middle School

1810 Mt. Royal Blvd.

Glenshaw, PA 15116

412-492-1200 x2500

[www.sasd.k12.pa.us](http://www.sasd.k12.pa.us) or [www.shalerarea.org](http://www.shalerarea.org)

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# Shaler Area School District

## 2022-23 School Calendar

August 2022						
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 2022						
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	

October 2022						
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					

November 2022						
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			

December 2022						
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

January 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				

February 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				

**August**  
 17, 18 – New Teacher In-Service  
 19, 22, 23, 24 – K-12 Teacher In-Service  
 23 – SAES Back to School Night  
 23 – SAMS Back to School Night  
 24 – Orientation for Grades K, 4, 7, 9  
**25 – First Day for Students**

**September**  
 1 – BUR/MAR/RES/SCOTT Curriculum Night  
 5 – Labor Day – School Closed  
 23 – Early Dismissal K-12  
 24 – Homecoming

**October**  
 4 – SAHS Curriculum Night  
 10 – Teacher In-Service No School  
 28 – End of 1<sup>st</sup> 9 weeks

**November**  
 8 – Election Day (Act 80) Parent Conferences K-6  
 In-Service Teachers 7-12  
 23 – Early Dismissal K-12  
 24-28 – Thanksgiving Break – School Closed

**December**  
 22 – Early Dismissal K-12  
 23-30 – Holiday Break – School Closed

**January**  
 2 – Holiday Break – School Closed  
 13 – End of 1<sup>st</sup> Semester  
 16, 17 – Teacher In-Service – No School  
 18 – Beginning of 2<sup>nd</sup> Semester

**February**  
 1 – K-3 Parent Conferences  
 20 – Teacher In-Service – No School  
 23 – SAHS Curriculum Night

**March**  
 3 – Teacher In-Service – No School  
 17 – End of 3<sup>rd</sup> 9 weeks

**April**  
 3-7 – Spring Break

**May**  
 11 – SAMS Open House  
 15 – SAES STEAM Showcase  
 16 – Primary Elections (Act 80)  
 26 – Prom (Early Dismissal – High School Only)  
 29 – Memorial Day – School Closed  
 31 – Early Dismissal K-12

**June**  
 1, 2 – Early Dismissal K-12  
 2 – Last Day for Students  
**2 – Graduation**  
 5 – Teacher Clerical Day

March 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	

April 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						

May 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			

June 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	

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 – 1/17/23	#3 – 4/4/23
#2 – 4/3/23	#4 – 4/5/23

TESTING	
<b>PSSA:</b>	
Grades 3-8: April 24–May 12, 2023	
<b>Keystone Exams:</b>	
Winter 2021 – December 5-16, 2022	
Spring 2022 – May 15-26, 2023	

Approved: 2/16/2022



## Academic Program

The Shaler Area Middle School academic day is divided into ten periods, each approximately 40 minutes, with a 32-minute lunch. Block periods run 83 minutes.

The academic programming for each grade level is as follows:

Grade 7	Grade 8
<p>English Language Arts 7 - 1 Course Option</p> <p><b>English Language Arts 7</b> (one period) <b>ELA WIN</b> (one period)</p> <p>Students will attend each period resulting in two ELA classes each day.</p>	<p>English Language Arts 8 - 2 Course Options</p> <p><b>English Language Arts 8</b> (one period) <b>ELA WIN</b> (one period)</p> <p>Students will attend each period resulting in two ELA classes each day.</p> <p><b>English Language Arts 8**</b> (Single Period – Must meet World Language requirements **)</p>
<p>Mathematics 7 - 3 Course Options</p> <p><b>Math 7 &amp; Math WIN</b></p> <p>Students will attend each period resulting in two Math classes each day.</p> <p><b>Accelerated Math 7</b> (Single Period)</p> <p><b>Algebra I - 7</b> (Single Period)</p>	<p>Mathematics 8 - 3 Course Options</p> <p><b>Math 8 &amp; Math WIN</b></p> <p>Students will attend each period resulting in two Math classes each day.</p> <p><b>Algebra 1 – 8</b> (Single Period)</p> <p><b>Geometry 8</b> (Single Period)</p>
<p><b>Life Science 7</b></p>	<p><b>Physical Science 8</b></p>
<p><b>Ancient Empires 7</b></p>	<p><b>American Cultures 8</b></p>
<p>Exploratory Arts Rotation: Students will meet every day for a nine-week rotation of <b>Family &amp; Consumer Science, STEM, Visual Arts and Computers.</b></p>	<p>Exploratory Arts Rotation: Students will meet every day for a nine-week rotation of <b>Family &amp; Consumer Science, Technology Education, Career Readiness, and Health.</b></p>
<p>Elective Rotation: 7<sup>th</sup> Graders will have an elective period every other day. This elective will alternate, every other day, with the Physical Education class. The 7<sup>th</sup> grade elective choices include: <b>Band, Chorus, Jazz Band, Music Exploration, Orchestra, Strings.</b></p>	<p>Elective Rotation <b>Periods:</b> 8<sup>th</sup> Graders will have a <i>daily</i> elective period. 8<sup>th</sup> Graders will have an <i>additional</i> elective period which will alternate, every other day, with the Physical Education class. The 8<sup>th</sup> grade elective choices include: <b>Band, Jazz Band, Orchestra, Instrumental, Kids &amp; You, E-Sports, Digital Media, Creative Art, Drawing &amp; Painting, 3D Art, Graphic Design/Yearbook.</b></p>
<p><i>Academics continued on the next page.</i></p>	<p><i>Academics continued on the next page.</i></p>



<p><b>Foundations</b> (full year) Every other day. *Some students <u>may</u> be assigned to skill building or academic intervention in lieu of the Foundations course.</p>	<p>**8<sup>th</sup> Grade Students who qualify for a World Language may also choose between <b>French, Latin, Spanish, or Japanese</b>. **Students who take a World Language in 8<sup>th</sup> Grade have a single-period ELA class.</p>
<p>World Language Exploration (full year) Every other day. Students will explore <b>Spanish, Latin, Japanese and French</b></p>	

### Activities, Intramurals and Clubs

The after-school activities program is intended to give all students a chance to participate in group activities according to individual interest. All activities, clubs, and intramurals are subject to approval based on the interest of the students and available funds. A staff member supervises all the activities. Upon completion of these events, students are expected to leave the building promptly. All events must be booked in the Activities Office. Any event planned without the permission of the Activities Director is subject to cancellation.

Intramurals are subject to approval based on the interest of the students and the available funds. If there is student interest in a new intramural, it must be approved by the Principal, Activities Director, and School Board.

All students must comply and sign parent/guardian/student acknowledgement of the Shaler Area School District Board Policy #227.

<b>Activity</b>	<b>Intramurals (max 10 sessions)</b>	<b>Clubs (max 7 sessions)</b>	
Band	Flag Football, co-ed	Art Club	Junior Classic League
Strings	Running	FACS	Nature/Outdoor
Chorus	Softball, co-ed	Book Club	Photography
Cheerleading	Street Hockey	Chess Club	Ski (Learn)
Musical	Volleyball, co-ed	Drama Club	Ski (Advanced)
Play	Weightlifting/	Frisbee Golf	Up2U
Newspaper	Conditioning	History Club	Writer's Workshop
Student Council		Homework Club	Youth Court
Talent Show		Japanese	
Yearbook			
<b>Other</b>			
Industrial/Fine Arts Show			
Celebration of Veterans			
Stage Managers			

Student Council - Shaler Area Middle School's Student Council is a school-based organization conducted by student leaders and it meets regularly throughout the school year. It provides a democratic forum for members to represent interests and school-related issues of the middle school student body and serves as a liaison between the student body and the school administration. Student Council is open to both 7th and 8th graders who maintain satisfactory academic standing, maintain a good standard of citizenship, and serve as a positive role model to other students. Members are involved in various school-wide and community events such as the annual Veteran's Day Breakfast and Celebration; Staff Appreciation Brunch; and other projects. Additionally, Student Council members seek to foster and strengthen our school spirit and promote civic responsibility within the student body. Mrs. Grady is the sponsor of this activity. She may be reached at the following email: [gradya@shalerarea.org](mailto:gradya@shalerarea.org).

## Access to Building

Regular school hours are from 7:40 am - 2:50 pm.

Students should not arrive to the school before 7:25 am.

Students should report to either the cafeteria (7<sup>th</sup> grade) or Gym A (8<sup>th</sup> grade) until the release bell at 7:35 am. Between 7:35 am and 7:40 am, students should report to their homerooms.

After school hours – Students are only permitted to stay after school if

- They have pre-arranged with a teacher to stay for extra help. Students will report to that teacher by 2:50 and stay with him or her until they are picked up.
- The student is participating in a scheduled activity such as a club or sport. Students will report to the coach or sponsor by 2:50 and stay with him or her until they are picked up.
- The student is staying for a pre-arranged detention. Students will report to the Main Office by 2:50 pm. Students will remain in detention until it ends at 3:50 pm and will remain with the teacher until they are picked up.

Students may not roam the school or the school grounds unsupervised after dismissal.

**\*\*\*PLEASE NOTE:** During dismissal, students may not walk to the shopping center after school. Students must use their assigned transportation home.

## Agenda / Tracker

All students will be issued an agenda / tracker each quarter. Generally, the purpose of this agenda is to track homework assignments and record student hall passes. Other additional resources are included in the agenda for student use. Students are required to maintain their agenda. Lost agendas may be purchased in the Main Office.

## Arrival, Dismissal and Parking

Arrival Procedures –

Students should arrive after 7:25 a.m.

Drop off is on the stadium side of the school.

- Please pull up to the Student Drop Off sign
- Cars must remain in the car lane and pull up to drop students off. Be aware of all traffic moving in

and out of the drop off lane as well as students crossing. Please take turns for the traffic pattern and yield to buses and students crossing. Please know that students always have the right-of-way. Students should enter through the designated stadium-side entrances and proceed to either the cafeteria or gym.

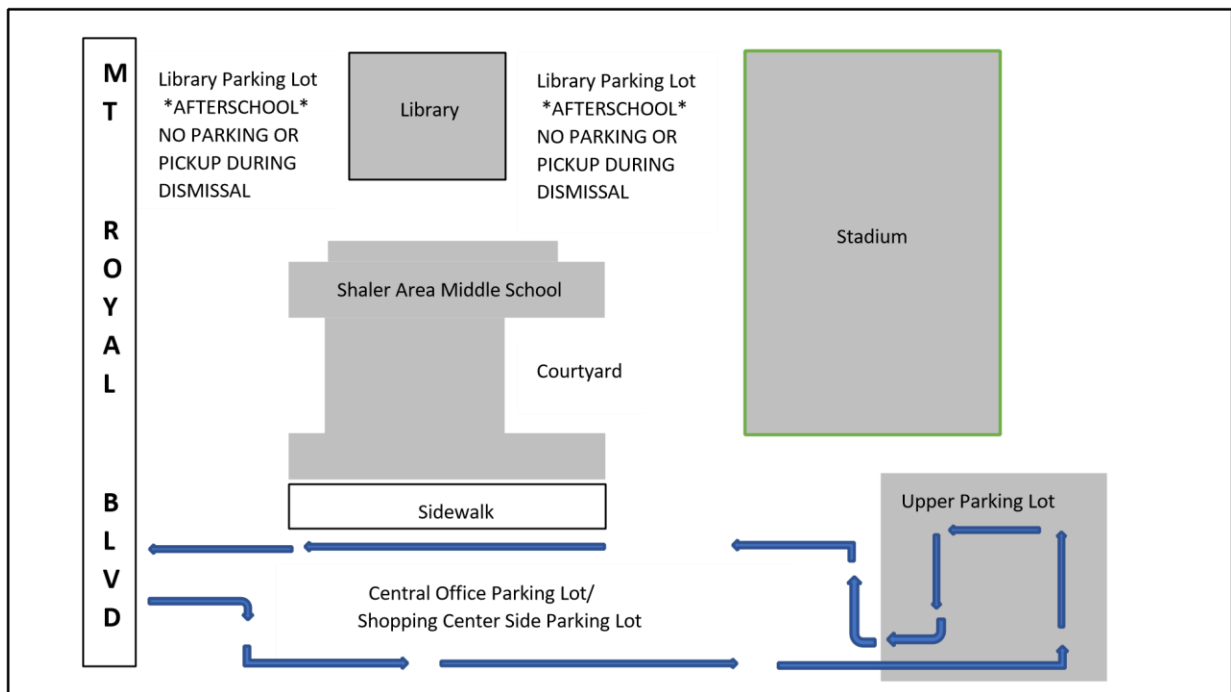
7<sup>th</sup> grade students report to the cafeteria

8<sup>th</sup> grade students report to Gym A

Parking at Dismissal – **Please do not pick up children in the library parking lot.** This matter is a safety issue to protect your child and all children leaving the building as well as community members visiting the library. If your goal is to leave before the bus traffic, then you must park in the upper lot at the stadium side ticket entrance.

### Dismissal Procedure

If you must pick up your child at the end of the school day, **please line up in the upper parking lot next to the stadium.** Your child will exit the building and walk to the Shopping Center side of the building and wait on the sidewalk for their ride. Cars will move from the upper parking lot, cross over the bus lane, and park parallel with the sidewalk along the curb. Our security guard and staff members will direct the flow of traffic from the upper lot to the curbside pick-up area. Do not block the intersection as buses will be given the right of way at the time of dismissal.



## Athletics

The Athletic Director for the Shaler Area School District, Mr. Clint Raucher, can be reached at the senior

high school, ext. 1550. Please check the sports line daily for updated information at ext. 1991.

The Middle School Sports Manager, Mr. George Alexander, is responsible for athletics at the middle school. He may be contacted at ext. 2534. Participants in interscholastic athletic competitions must meet ACADEMIC and ATTENDANCE eligibility. These regulations pertain to interscholastic sports participants, hockey players, lacrosse players, cheerleaders, crew, and any other competitive extracurricular activities.

### **Athletic / Academic Eligibility**

Competitive Extracurricular Activities shall include all academic skills teams and club sports which participate in performances or competitions where they are judged or evaluated. It shall be the policy of the Board that students not only comply with the PIAA eligibility requirements (pass four full credit courses the prior semester) but also maintain a 2.0 or above cumulative grade point average to be eligible to compete in athletic or extracurricular activities

If a student complies with the PIAA academic eligibility requirements but does not maintain a 2.0 or above cumulative grade point average, the student may compete for any current nine-week grading period if he/she achieves a 2.0 or above grade point average in the previous nine-week grading period.

If a student, who otherwise would be eligible under PIAA academic requirements, but has not maintained a cumulative GPA of 2.0 or above and has not earned a 2.0 GPA during the previous nine-week grading period, may gain eligibility to compete for the remaining 4.5 weeks of a current nine-week grading period if he/she achieves a 2.0 GPA at the 4.5-week progress review period of that current nine-week grading period.

All student-athletes' grades will be analyzed each Friday during the season. Students with grades below 70% in any class will be listed and given to the student-athlete's respective Head Coach. *Students with two grades below 60% will be determined to be ineligible for the following week of play regardless of grade point average, and must attend tutoring sessions each day, regardless of practice time or contests.* Students with only one grade below 60% will maintain their eligibility but must attend tutoring sessions throughout the entire following week, either during a study hall or the after school monitored study sessions.

If the student-athlete raises their grade(s) above 60% they do not have to attend tutoring sessions and regain their eligibility. A student who fails to raise their grade(s) will remain ineligible.

There is no warning period, and ineligibility (not allowed to participate in contests) will run congruent with the PIAA.

Sunday to Sunday - A student who is not academically eligible to compete shall be allowed to practice for competition until such time that he/she meets the requirement of this policy.

**All students must comply and sign parent/guardian/student acknowledgement of the Shaler Area School District Board Policy #227.1; Drug and Alcohol Awareness.**

SHALER AREA ATHLETIC TEAMS

<b>Fall Sports</b>	<b>Winter Sports</b>	<b>Spring Sports</b>
7 <sup>th</sup> Gr Girls Volleyball	7 <sup>th</sup> Gr Boys Basketball	MS Softball
8 <sup>th</sup> Gr Girls Volleyball	8 <sup>th</sup> Gr Boys Basketball	MS Baseball

MS Boys Soccer	7 <sup>th</sup> Gr Girls Basketball	MS Boys / Girls Track
MS Boys / Girls Cross Country	8 <sup>th</sup> Gr Girls Basketball	Jr High Boys Volleyball
MS Girls Soccer	Jr High Wrestling	
MS Football		

## Attendance

The Board requires that school-aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

### General Information Regarding Attendance:

The school laws of Pennsylvania classify absences as excused, unexcused, or illegal.

For more information, please refer to Shaler Area School Board Policy #204.

### Reporting an Absence/Tardy:

- A parent or guardian must report the absence by calling the attendance line at 412-492-1200, press 8, and ext. 2525.

### Returning to School:

- Following the absence or tardy, a written excuse signed by the parent or guardian that includes the student's name, days of absence or tardy, and the reason must be submitted to the Attendance Office. This phone call does not serve as an official excuse for a child's absence. The official excuse must be written.
- The written excuse must be submitted within three (3) days of returning to school.
- Students who miss ten (10) or more total days will require a doctor's excuse.  
Please note: It is the student's responsibility to check with his/her teachers and determine the make-up work.

**Excessive Absences:** Letters will be sent home for excessive and illegal absences. The District will take action to help reduce future absences.

The School District has a responsibility to report to appropriate authorities any truancy violations or infractions.

**Tardiness:** Students are expected to arrive at school on time. A student must report to his/her homeroom before the tardy bell rings. If the student fails to do so s/he shall then report immediately to the school Guidance/Attendance Office. Failure to do so shall result in an automatic unexcused absence being recorded for the student for the entire school day.



**PLEASE NOTE: A parent or guardian must sign out the student.**

**Early Dismissal:** When it is necessary for a student to be excused early from school for a dental, medical appointment, or other urgent reason, a parent/guardian must submit a **written excuse to the attendance office prior to the homeroom period on the day of the request.**

Students are not permitted to call or text message a parent/guardian to come to school for an early dismissal.

The last early dismissal for SAMS will be at 2:20 pm so as not to interfere with building dismissal. On the rare occasion that a dismissal must occur between 2:20-2:50, prior approval must occur through the main office. Please call 412-492-1200 x 2501 for prior approval.

**Partial Days – Representing the School:** A student who expects to represent the school or a school organization in a function at night or after school hours must be in attendance for a minimum of one-half of the scheduled school day with a valid excuse for the late arrival/early dismissal, on the day of the scheduled activity. This applies to sports, plays, assemblies, and other such activities. If the scheduled activity is on a Saturday, the student must be present all day on Friday.

Every student's absence from school or class for which a student is required to attend, which is not approved as an excused absence, shall be deemed to be an unexcused absence.

**Student Educational Tours/Vacation Requests:** Upon receipt of a written request from the parent/guardian involved, students may be excused from school attendance to participate in an educational tour or trip during the school term (at the expense of the parents/guardians). The building principal has sole discretion to determine the trip's justifiable educational purpose under the circumstances. Approval from the building principal must be sought in advance of the trip.

**PLEASE NOTE: Absences during standardized testing will be deemed to be an unexcused absence.**

**“Take Our Sons and Daughters to Work” Day:** (The fourth Thursday in April) shall not be considered an educational trip or tour unless the parent/guardian is able to provide the principal with sufficient documentation of how the activities planned during this experience will provide a justifiable educational purpose. If the day is determined to meet the qualifications as such, the day will be considered as an educational trip, and therefore all criteria specified above will be maintained.

*See the full version of the Student Educational Tours and Trips Board Policy - Policy #204.1*

**Participation in Religious Instruction:** All absences occasioned by the observance of the student's religion as a religious holiday shall be excused and no penalty shall be attached to an absence for a religious holiday. Students will be able to make up all the work missed due to this absence.

Students may, upon written request by the parents/guardians, also participate in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's

attendance record. The Board shall not provide transportation to religious instruction. No penalty shall be attached to this absence. Students will be able to make up all the work missed.

The **Automated Messaging** system will be used to contact parents/guardians regarding daily absence from Shaler Area Middle School indicating your child's absence from school. Attendance phone calls will be scheduled to begin at 9:30 a.m. The Global Connect call will be made directing you to send a written excuse when your child returns.

**Please note** – The automated system will call all parents/guardians of absent students, including those contacting the attendance line. The phone number contacted is the Primary Contact that the district has on the district computer for student record keeping. YEARLY EMERGENCY CARD UPDATES ARE FOR THE NURSE'S USE ONLY. If you would like to change your **primary** contact number, please complete the **Change of Address/Phone** form (please see district website).

*Please see the School Board Policies 204 & 204.1 for further information on Attendance.*

## Auditorium

### Auditorium Expectations:

#### Safe:

- Keep your hands, feet, and objects to yourself
- Walk to your section
- Fill in all seats in the row

#### Respectful:

- Use school appropriate language and volume
- Listen quietly and attentively to the speaker

#### Ready:

- Sit in your assigned section with feet on the floor

## Backpacks

Students are permitted to carry their backpacks, book bags, or gym bags in the classroom. Students are responsible for ensuring bags do not lie on the floor in an area which could create a tripping hazard.

## Breakfast Procedures

7<sup>th</sup> Grade students who wish to purchase breakfast must report straight to the cafeteria. 8<sup>th</sup> grade students may purchase breakfast in the Auditorium Lobby outside of Gym A. Students who choose to eat breakfast must report to their homeroom by 7:45 a.m.

## 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: 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 will be 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](#) .

## Bus Passes

Students may not request to ride another bus unless there is an emergency situation.

To receive a pass to ride another bus the student requesting to ride a different bus must submit a note to the main office at the beginning of the school day, signed by a parent/guardian explaining the reason for the request. *A note must also be submitted by the parent/guardian who is receiving the student after school.* Written permission is required as a precaution, out of concern for the welfare of our students. Passes must be submitted by lunch on that day.

Parents/guardians are urged to make other transportation arrangements for their children to visit friends. Bus passes will not be granted for any reason other than an emergency.

## Bus Transportation

District transportation is provided by ABC Transit Inc.

- Questions about bus stops: Contact the district transportation department at 412-492-1200 ext. 2824 or [businfo@shalerarea.org](mailto:businfo@shalerarea.org)
- Student-related busing issues: Contact the building principal.
- All other transportation issues: Contact the ABC Transit dispatcher on 412-821-3000.

School district students are assigned to a specific bus, both in the morning and afternoon. Students are expected to be cooperative, courteous, orderly and to obey the bus driver while a passenger is on the bus.



In addition, students are expected to act in a safe and restrained fashion while riding the school bus. Appropriate conduct is essential for the health and safety of students transported on school district vehicles.

#### Bus Expectations:

##### Safe:

- Keep hands / feet / objects inside the bus
- Cross the street 15 feet in front of the bus
- Cross only when the red lights are flashing, and traffic has stopped
- Report any situation that needs attention to the driver immediately

##### Respectful:

- Use school-appropriate language and volume
- Respect all people on the bus
- Follow the driver's directions at all times
- No smoking, alcohol, or any controlled substance

##### Ready:

- Be at your assigned stop 10 minutes before the bus is scheduled to arrive
- Only ride the bus that you are assigned to ride

If the bus arrives late to school, students MUST report to the attendance/guidance office, so they are not marked absent.

If you need to change your address, contact your school secretary, and use the [change of address form](#).

**Bus Suspensions** – The privilege of being transported shall be withdrawn in respect to any pupil who is unmanageable or who by his/her conduct endangers the safety of person or property of others. The Shaler Area School District shall not be responsible in any way for a suspended student's transportation during the period of suspended bus privileges. Such responsibilities rest with the parents/guardians of the suspended student.

## **Cafeteria**

All students must report promptly to the cafeteria at their assigned lunch period and should be seated at their assigned location upon arrival. Students may not change their seats without prior approval from a lunch monitor or the principal. Students are expected to be courteous to staff supervisors, cafeteria employees, and peers while in the cafeteria, and remain seated unless excused by a cafeteria supervisor.

**Students and parents/guardians are not permitted to order food and have it delivered to the school.**

Students who fail to comply with these simple guidelines will be subject to disciplinary action from a building administrator. This action may include:

- The loss of the privilege to use the middle school cafeteria – students who lose this privilege will be assigned a supervised, alternate place to eat
- Lunch Detention
- After School Detention
- In-school suspension
- Out-of-school suspension

- Saturday Detention

#### Cafeteria Expectations:

##### Safe:

- Walk to your table / lunch line
- Keep your hands, feet, and objects to yourself
- Follow whistle cues

##### Respectful:

- Use school appropriate language and volume
- Leave it better than you found it
- Be courteous to staff and other students

##### Ready:

- Sit at your assigned table
- Arrive on time
- Store materials
- Wait patiently for direction

## **Classroom Expectations**

##### Safe:

- Keep your hands, feet, and objects to yourself
- Walk to your seat
- Follow teacher and staff directions

##### Respectful:

- Use school appropriate language and volume
- Have a positive attitude, ready to learn
- Raise hand to be called on
- Listen quietly and attentively

##### Ready:

- Arrive on time
- Bring all needed materials

## **Communication**

Automated Phone Calls - The principals will occasionally utilize our automated phone calling system to remind families about important events and information.

Infinite Campus - Infinite Campus is a web-based system that can be accessed for information regarding individual students. Each parent/guardian will have their own unique account that can be used to gain access to student records that they have legal rights to. This portal contains information such as upcoming assignments and attendance information. Infinite Campus can be accessed via the Internet or through the Infinite Campus App, which is available for download on iPad, iPhone, and Android devices.

PeachJar – PeachJar is a digital flyer system. There is a link on the website. Please check this regularly for information about events happening in the district and at Shaler Area Middle School.

Teacher E-mail / Voicemail - All teachers and administrators can be reached by e-mail. Staff e-mails can be found on the Shaler Area Middle School website under the “Staff Directory.” This is the most effective way to communicate with teachers. Each teacher also has a voicemail. Voicemail numbers are also listed in our “Staff Directory.” Messages can be left at any time of the day, and teachers are encouraged to return calls within 1-2 business days since they may not check their voicemail until the next business day due to their teaching schedule.

Website – Announcements will be posted on the Shaler Area Middle School page at [http://www.shalerarea.org/shalerareamiddleschool\\_home.aspx](http://www.shalerarea.org/shalerareamiddleschool_home.aspx)

## Crisis Hotlines

**National Suicide Prevention Lifeline** is a 24-hour, toll-free, confidential suicide prevention hotline available to anyone in suicidal crisis or emotional distress.

<http://suicidepreventionlifeline.org/>

988 – Talk or Text

1 (877) 235-4525 – Talk or Text

**HopeLine** 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.

<http://www.hopeline-nc.org>)

1 (877) 235-4525 – Talk or Text

**Resolve Crisis Network** 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)

[www.upmc.com/resolvecrisis](http://www.upmc.com/resolvecrisis)

1 (888) 796-8226 – Talk via phone or in person when you request a team come to you.

**Crisis Text Line** is the only 24/7, nationwide crisis-intervention text-message hotline.

<https://www.crisistextline.org/>)

Text: HOME to 741741 – Text only option

**The Trevor Project** is a nationwide organization that provides crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning youth.

<http://www.thetrevorproject.org/>)

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

**Center for Victims helpline** 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.

<http://www.centerforvictims.org/services/victim-services/>

1 (866) 644-2882 – Talk

## Curriculum Night & Open House

Curriculum Night & Open House - SAMS (Shaler Area Middle School) provides several events throughout the school year to provide information about our Middle School programs and to highlight our students' accomplishments. Check the District calendar for dates.

## Daily Announcements

Announcements are made at the beginning of each day and again at the end of the day. Students are encouraged to listen carefully to this important information. Contact the Activity Office (ext. 2530) to be placed on our e-mail list to receive a copy of the daily announcements.

## Dances

Dances are scheduled for middle school students.

We will use the following procedures:

- Dances are for Shaler Area Middle School students only.
- Student I.D. may be required to enter the dance.
- All students and their belongings will be subject to search as defined in the Shaler Area School Board Policy.
- Dances are held from 7:00-9:00 p.m. The doors close at 7:30 p.m. Students are not permitted to leave until 9:00 p.m.
- Tickets are sold in the morning and during lunch periods in the Activities Office. No tickets are sold during class periods. No tickets are sold at the door.
- Dances are held for the enjoyment of all students. Students are expected to act in a responsible manner. Students who are disruptive will not be permitted to attend future dances and disciplinary action may be taken.

- Any student who is absent for the day of the dance will not be permitted to attend.
- Only students who are in good standing (i.e., not on academic or social probation) are permitted to attend school dances. Any student who has detentions that have not been served, fines or unpaid debts to the middle school, or receives a suspension in the month preceding the dance, will not be permitted to attend the dance during that semester.
- All SAMS rules and policies will be enforced during the school dance.

## Detention

After school detention is held Monday, Tuesday, and Thursday (except before holiday breaks). Detention begins at 2:50 p.m. and ends at 3:50 p.m. Saturday detentions will be held twice per month from 8:00 a.m. to 10:00 a.m. All students are required to bring schoolwork with them. Parents/guardians are responsible for the transportation of their child if assigned detention.

## Discipline at SAMS

SAMS follows the District Student Code of Conduct (see back of handbook). The examples of behavioral expectations and conduct listed in this handbook are not all-inclusive and should not be interpreted or construed as limiting the types of behaviors or conduct which may be subject to disciplinary action.

Any student who is found in violation of SASD (Shaler Area School District) Board Policy, District Rules, or any local, state, or federal laws will be subject to appropriate disciplinary action and provided due process.

## Distribution of Literature

No pamphlets, posters, flyers, or literature of any kind may be distributed or posted on the Shaler Area Middle School campus without the direct approval of the administration.

## 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:

- Head coverings such as: Hats, Hoods, and Bandana headbands
- Tops that inappropriately expose the chest, shoulders, buttocks, and/or stomach such as: Halter Tops, Midriff tops, Muscle shirts and Strapless tops.
- Items that expose undergarments or create a tripping hazard, including: Sagging pants, Low-cut pants, See-through clothing, excessively short or revealing clothing.
- Chains and spiked jewelry
- Sunglasses and any items that cover the face
- Apparel or jewelry that promotes sexual activity, violence, weapons, use of alcohol and drugs and gang affiliation.

- Apparel that demeans any of the following: Race, Sex, Religious persuasion, National origin, and Disability.
- Costumes (including costume wigs)
- Bare feet – shoes must be worn at all times
- Face Painting
- Earbuds and headphones while in the hallways
- Other items deemed inappropriate by administration

Students who violate the dress code may:

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

## Electronic Devices

If a student is found using a cell phone during regular school hours, the cell phone may be confiscated. Students are not permitted to send nor receive text messages (or the like) during the school day. Failure to turn over an electronic device will result in increased disciplinary action. If students need to call home, they may come to the main office. If a parent/guardian needs to reach a student during the day, the parent/guardian may contact the front office and the message can be relayed to the student. The school is not responsible for lost or damaged cell phones. Students may use cellular phones to communicate with parents/guardians before entering the building and after school hours.

Electronic devices may not be used in locker rooms, bathrooms, health suites and other changing areas. Electronic devices are also not permitted in any PSSA, Keystone, or other standardized testing room.

When students are on district buses or vehicles, the appropriate use of electronic devices is permitted. Students may use iPads, phones, etc. with headphones and appropriately use the text messaging feature of a cell phone only. Phone calls, taking pictures of any kind or audio components that others could hear are not permitted. The school principal has the final determination on what is deemed appropriate.

The Board prohibits the capturing, sharing, distributing, or publishing of audio, video, text, or photographic content without permission of the District, the person(s) knowledge and consent. The Board prohibits obscene, pornographic, lewd, or otherwise illegal images or photographs in all instances. All content must comply with the District's Acceptable Use Policy and Copyright / Plagiarism policies.

Lost or stolen devices **will not** be investigated by principals.

Shaler Area Middle School permits the use of phones by students during the school day **only for activities of an academic nature and when given permission by (and supervised by) teachers**. Devices should only be used in a manner that does not disrupt the educational process of the district.

Shaler Area Board Policy #237; Electronic Devices states, "violations of this policy by a student shall result in disciplinary action and may result in confiscation of the device. The confiscated item shall not be returned until a conference shall be held with a parent/guardian." Electronic devices are subject to staff confiscation for the first offense. Parents/guardians will be notified to pick up such equipment in the main

office. It will not be returned to the student. Further violations will result in increased disciplinary action. For further information, please also refer to full School Board policy #237

## Elevator

The use of the elevator is a privilege and is restricted to those students with a demonstrated need. The school nurse must approve elevator use. A fob will be loaned to a student for the period of time indicated in their support plan. The fob does not belong to the student and must be returned to the health office by the due date. The elevator is authorized for use by the student approved and one assistant. With approval, select students may accompany the user to assist with books when necessary. Misuse of this privilege will result in disciplinary action by the principal.

## Emergency Plan

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/guardians will be directed to an identified staging area.

Parents/guardians should check the SASD website, and local television and radio channels for information. Parents/guardians may telephone the main switchboard at the Central Offices, if necessary, until a staging area for communications is in place and operational. Parents/guardians should not call the school building.

Any available school telephone line should be kept open for emergency communications.

If a student is injured during an emergency situation, every effort will be made to contact the parents/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.

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.

## Field Trips, Special Events and Assemblies

It is a **privilege** for students to attend school-sponsored activities. Students who cause excessive discipline or behavioral problems in school, are negligent in paying fines, fail to maintain academic progress or do not meet attendance requirements forfeit their opportunity to participate in school-sponsored activities, trips, or team rewards.

Collaboration will occur between the sponsor/teacher and the principal to determine student eligibility. Money paid in advance may not be refunded. All students must complete and return the required forms and meet their monetary obligations by the given deadline to participate in an activity. Inappropriate behavior in an activity will result in an automatic exclusion from the next scheduled field trip for that same school year.

If a student is suspended the month prior to a field trip / special event / assembly, the student will be prohibited from attending.

## Financial Responsibilities

Students are responsible for any financial obligation incurred including (but not limited to) library books, fines, and lunch money. Students will be notified as to their obligations to the school. Obligations must be paid by the last day of the marking period/school year. Students will be responsible for any and all repair costs.

Textbooks and iPads will be collected and inspected at the end of the school year. Students will be assessed for damage caused. It is required that all textbooks be covered. If students lose their books/iPad/accessories or cannot return them to their classroom teachers at the end of the year, the student will be responsible for the replacement cost.

Any student with an outstanding balance may have their report card or schedule withheld until the fine is paid.

## Fire Drills

State law requires that all public schools conduct regularly scheduled fire drills. Other emergency preparedness drills – such as evacuations and lock-downs – will also be conducted throughout the school year. Students should follow staff instructions and act in a safe and orderly fashion throughout the drill. Any misconduct during a drill will result in disciplinary action.

## Food and Beverages

No food or beverages (open or unopened) may leave the cafeteria unless going to lunch detention. Glass bottles must never be brought to school, even as part of a packed lunch. Appropriate water bottles will be permitted for hydration purposes.

Students purchasing items from the school store may only consume them with permission from the teacher.

## Food Allergies

There are students in our school who, if exposed to peanuts/nuts, will have a severe allergy. If exposed to peanuts/nuts the student(s) may develop a life-threatening allergic reaction that requires emergency medical treatment. To reduce the risk of exposure, some classrooms and cafeteria tables may be peanut/nut free. Therefore, if the classroom is designated as nut free, please do not send or allow your child to eat nuts in the classroom or hallway and make sure that hands are washed before entering school. Since lunch is eaten in the cafeteria, the peanut-free table is where students with a peanut allergy can sit. If your child sits at this table, there can be no nut products permitted or the students will be asked to move. If your child has a food allergy, please contact the school nurse to discuss procedures.

## Fundraising

Fundraising is scheduled through the Activities Director. No organization may sponsor any type of fundraising without the written consent of the Activities Director. Students are not permitted to sell tickets or articles of any kind on school property unless associated with an approved school activity.



## Grading Scale

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

## Guidance Services

There are two grade level counselors who are concerned with making school a meaningful experience for every student. The school counselor serves as a case manager through coordinating information about students, such as: report cards, standardized testing, informational forms, and special education concerns. The counselors can help guide you and your child in the appropriate direction when assistance/ support is needed. The counselors are available to discuss the educational, motivational, social, and emotional needs of the middle school student.

## Hall Passes

Students will be expected to possess a Hall Pass in their Agenda if traveling the hallway during instructional time. If a student does not have their Hall Pass, the student will be in violation of the discipline code.

### Hallway and Stairwell Expectations:

#### Safe:

- Walk on the right-hand side
- Keep moving
- Take the most direct route
- Take your turn

#### Respectful:

- Use school appropriate language and volume
- Allow others to pass
- Be considerate of other people's space

#### Ready:

- DRL Quickly: Drink, Restrooms, Locker
- Do not loiter

## Health Services

The Shaler Area Health Office resources can be found on the SASD website – [www.sasd.k12.pa.us](http://www.sasd.k12.pa.us)

Health Office – Students injured at school or who become ill while at school should report to the health office using the following procedures:

- Report to your classroom teacher. If you are between classes, report to your next period.
- Obtain a “health office pass” from classroom teacher.
- Report directly to the health office
- Sign in at the reception desk completing your name, grade, and complaint in the daily log.
- Sit in the reception area.

**Under no circumstances are students to make their own decision to leave school because they feel ill. Students should not call, text, or e-mail their parents/guardians to pick them up from school if they feel ill. In addition, students should not remain in the restroom if they feel ill; they must report to the health office.**

**Note: All students must be assessed by the school nurse to determine if they should be sent home.**

Immunizations – In accordance with School Board policy 203: Communicable Diseases and Immunization as well as with the Allegheny County Health Department, all students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt (in writing) for religious or medical reasons.

**No student shall be admitted to school who has not been immunized against diseases enumerated by the PA Department of Health in the manner directed by the Secretary of Health.** Children entering 7th grade are required to provide documentation of specified immunizations for entry.

Medical / Health Conditions – The Shaler Area Middle School Nurse acts as a liaison between the family and school in an effort to support the health and well-being of children and have them achieve their maximum educational benefit.

Parents/Guardians should call the school nurse prior to the start of the school year (or immediately upon a new diagnosis), so that the nurse can be made aware of any students’ medical conditions and work together to develop an educational plan.

## Medication at School

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. **Students are not permitted to carry prescriptions or over-the-counter medication on them or keep medications in lockers.**

If your child needs to take medication during the school day:

- The medication must be in the original pharmacy container. The pharmacist can divide a prescription into home and school bottles if you request it. Over-the-counter medication must be in the original bottle.
- Sign the parent/guardian permission statement on the Medication Procedure Form.
- The student's doctor must sign the physician's order section of the Medication Procedure Form or

write a physician's order for the medication. Medication orders must include:

- Name of student
- Name of medication
- Dose of medication to be given
- Time(s) medication is to be given
- Side effects

Don't worry; doctors are used to providing an order for school. The doctor may also fax a medication order to the school. FAX: 412-492-1237.

Shaler Area School Board Policy prohibits students from carrying medication in school with the exception of medications needed for potentially life-threatening conditions (such as inhalers, Epi-Pens, insulin). Students at SAMS and secondary buildings may carry life-saving medications at the discretion of the school nurse.

**Please do not send any medication with a student to school. All medications must be brought to school by the parent/guardian only.** Medication may not be transported on the school bus. Failure to abide by this will be subjected to discipline under the Code of Conduct.

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 4-12. 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.

## 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](mailto:cortazzol@shalerarea.org). We will work with you so that your child(ren)'s education is disrupted as little as possible.

## Homework

Homework is an integral part of the middle school academic program. Many teachers post assignments on Google Classroom. Homework is to be done by students and not copied. If a student is absent from school more than three (3) days, a parent/guardian can request homework to be collected and picked up from school.

## 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 (includes keyboard)
- 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.

### **iPad Cameras & Microphone**

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front- and rear- facing cameras. All electronic recordings created with the device must comply with District policies and state and federal laws. **District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals.**

District policy also prohibits harassment and bullying. Users of the iPad are required to use the device in a manner that complies with these and other District policies. Use of the iPad in a manner that violates District policy may result in disciplinary consequences.

### **Internet**

Internet Access – Students are expected to act in a responsible, ethical, and legal manner in accordance with school district policy, accepted rules of network etiquette, and federal and state laws. All users of the Shaler Area School District network are required to follow Board Policy #815 regarding the Acceptable use of the Internet E-mail or District Network. To view this policy from the Shaler Area Home Page, select District Board Policy, then, Policy #815.

For computer use eligibility, a student must not have a record of any misuse or mishandling of any computer equipment or misconduct within the computer labs. Also, a student must not have a record of violating the district’s Internet policy.

### **Internet Use**

An Internet filter is maintained by the District for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. The Shaler Area School District cannot guarantee that access to all inappropriate sites will be blocked. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the Internet. The Shaler Area School District will not be responsible for any harm suffered while on the network or the Internet.

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

### **Internet Safety**

To maintain a safe online atmosphere, students shall adhere to the following rules:

- Immediately report any unauthorized activity on the network or Internet.

- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open their files or folders.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; and accurately cite sources of information.
- Protect your user account by keeping your passcode secure. **You are responsible for all activity associated with your iPad account.** Never reveal your passcode.
- Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

### **Loaning Equipment/Device to Others**

Students may not lend devices or device components to others for any reason.

### **Personal Apps, Social Networking, VPNs, and Non-Approved Websites/Games**

*Personal Apps, Social Networking, VPNs, and non-approved websites/games, and the like are not permitted. Students not adhering to this will be subject to disciplinary action.*

Any behavior that violates District policy or the SASD Code of Student Conduct will result in the student being disciplined if it is determined the student used a school device in connection with the misconduct or if the misconduct impacts the orderly and efficient operation of the school or the safety of the school environment.

### **Power Management & Conserving Battery Power Tips**

It is the student's responsibility to come to school with their iPad charged for their daily responsibilities. It is recommended that your charger remain at home in a safe place.

Uncharged devices or failure to bring the device to class will not be an acceptable excuse for late or incomplete work or the inability to participate in class activities.

Dimming the brightness of the screen will extend battery runtime.

For prolonged periods of inactivity, shut down the device.

### **Responsibilities - Student**

Your iPad is an important learning tool and is to be used for educational purposes. You must be willing to accept the following responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of Shaler Area School District, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and Federal laws.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or submitting it to extreme conditions/temperatures.
- I will keep my iPad in its school-issued protective case at all times.
- I will not lend my iPad to anyone, not even my friends or family; I will keep it in a secure spot at all times.
- I will not remove District-owned programs or files from the iPad.
- I will bring the iPad to school every day.
- I agree that email (or any electronic communication) should be used only for appropriate,

legitimate, and responsible communication.

- I will keep all accounts and passwords assigned to me secure and will not share them with anyone else.
- I will not attempt to repair the iPad.
- I will return the iPad and all components when requested and upon my withdraw from the School District.

### **Responsibilities – Parent/Guardian**

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the iPad at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the iPad and will not delete any District software.
- I will make sure my child recharges the iPad nightly.
- I will make sure my child brings the iPad to school every day.
- I understand that if my child comes to school without the iPad, I may be called to bring it to school.
- I agree to make sure that the iPad is returned to school when requested and upon my child's withdraw from Shaler Area School District.
- I understand that I am responsible if the iPad is lost or stolen.
- I agree to immediately report a stolen iPad (that occurs outside of the school day) to the Shaler Area Middle School principals and to provide them with a copy of a police report that was filed with my local police department.

### **Screen savers/Wallpapers**

If students choose to modify the standard wallpaper or screensaver, it must adhere to the standards and policies of the Shaler Area School District and the SASD Student Code of Conduct.

### **Security**

Do not leave devices unattended in unsupervised areas. Secure your device in your locker before going to an unsecure area.

Unsupervised or abandoned devices will be confiscated by staff.

Avoid using the device in areas where damage or theft is likely.

Students are expected to maintain the security of the device at all times.

Each device and case have identifying labels including the serial number and assigned student name.

Students must not modify or destroy these labels.

Theft of an iPad will be considered a Level IV offense of the Student Code of Conduct and a violation of the School District Board Policy #218 "Discipline." Please note that our iPads may be tracked using GPS technology.

### **Student Storage/Saving Files**

Students will be able to store files on Google Drive.

Students will get information from their individual teachers about how to store and submit their

assignments.

### **Taking Care of Your iPad**

Students are responsible for the general care of the iPad.

iPads that are broken or fail to work properly must be taken to the Main Office as soon as possible so that they can be taken care of properly.

Please be aware that overloading a backpack may damage the device. Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight.

Liquids, food, and other debris can damage the device. You should take caution when eating or drinking while using the device.

### **Technical Support and Help Desk**

Technical Support/Help Desk is only available during limited school hours. If a student has a technical problem, he or she should document the problem as completely as possible, record any error messages, exactly what the student was doing at the time, and the app that was being used when the problem occurred. **With the teacher's permission, the student should come to the Main Office to report any problems as soon as possible.** All repairs will be performed or managed by District personnel. Students or teachers are not allowed to attempt repairs themselves or contract with any other individuals or business to repair any school-owned device. Every effort will be made to repair or replace the iPad in a timely fashion.

## **Library**

The Shaler Area Middle School Library is situated at the front corner of the building, off the commons area, across from the cafeteria. We welcome students to become frequent users of this educational hub in our school. Students have access to books, magazines, newspapers, computers, and electronic resources in this beautiful facility, as well as access to library resources from home through the library web page. Students may visit the library as part of a class assignment or on their own with a library pass. New students are given an orientation to the library at the beginning of the school year.

## **Lockers**

Each student will be assigned a locker and is responsible for the contents of their locker. **Students are not permitted to share lockers and must use their assigned locker.** School owned locks will be issued to students at the beginning of the school year. **Students are not permitted to share their locker combination with other students.**

School-issued locks must be returned at the end of the school year. A \$5.00 replacement fee will be assessed if the lock is not returned. If you have a problem with your lock or locker, please report it to the Activities office. All students are required to keep their locker secured with a school-issued lock.

**If you wish to go to your locker during class, you must have an official hall pass issued by the teacher and sign out on your agenda.**

Lockers remain the property of the school district. Lockers are subject to random searches. Searches conducted by the administration may include but not be limited to: utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

No student may use a locker as a depository for a substance or object that is prohibited by law, Board



policy or district rules, or constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object of which is illegal, or any material that poses a threat to the health, welfare, or safety of the school population.

## Locker Rooms

Only those students scheduled for physical education classes are permitted in the locker room. Students **SHOULD NOT LEAVE MONEY OR VALUABLE ITEMS IN THE LOCKERS**. Students must use only the locker assigned to them and are expected to keep their locker locked at all times. The school is not responsible for items missing from lockers. Students must bring their own locks to use on their physical education lockers. Either combination or key locks are acceptable. Food, drink, cell phones, cameras, and music devices are not permitted. The PE teacher will direct students to a location to house electronic devices including iPads.

In an effort to be sensitive to students with allergies, we ask that students refrain from bringing heavily scented spray deodorants, body sprays, perfumes, or aerosol sprays of any kind to school.

## Lost and Found

Items that are lost by students on school grounds may be claimed on the shelving in front of the Activities Office.

## Make-up Work

After an absence, it is the student's responsibility to see each teacher and arrange to make up work. Homework requests will not be accepted unless the absence is three (3) or more days. You must allow 24 hours before picking up homework. Students should also check Google Classroom for assigned work.

Please call 412-492-1200, ext. 8 + 2520 before 10:00 a.m. to make arrangements. When a student is absent, they will have the same number of days to make up homework or tests as the number of days absent. The teacher has the discretion to extend this time for extenuating circumstances.

When a student is absent due to an educational trip, the student must ask his/her teachers prior to the trip for the homework. The homework must be completed and submitted when the student returns.

If a student has cut a class, homework or tests may not be made up. If a student is serving an out-of-school suspension and homework has been given to the student, homework must be completed and turned in upon the student's return.

## Messages / Items from Home

At times, students may forget items at home (homework, lunches, projects, PE clothes, etc.) Items should be dropped off by parents/guardians to the Security Desk. Students may stop at the Security Desk between class periods and during their lunch period to check on the arrival of or to pick up their forgotten items. *To decrease the interruption of instructional time, students will not be paged from the classroom to pick up forgotten items.*

## **Parent – Teacher Organization**

The Parent-Teacher Organization (PTO) is an active organization at the Middle School. Meetings are held regularly, both in the evenings and during the school day. The meeting schedule is determined at the beginning of each school year. Information regarding joining as well as meeting dates will be provided.

## **Parent/Guardian Conferences**

Parents/Guardians may request a conference at any time during the year as needed by contacting your child's team leader or guidance counselor.

## **Personal Property**

The Shaler Area Middle School will not accept any responsibility for students' personal property when brought to school or to school-sponsored activities.

## **Physical Education Dress Code**

Students are required to change into appropriate P.E. attire for every class. P.E. attire may be purchased at the beginning of the school year from the physical education staff. Students who do not wish to make a purchase will be required to wear the following items: short/long sleeve tees and/or hoodies, finger-length shorts or sweatpants, and tied athletic footwear. Tight-fitting clothes are NOT acceptable. All other clothing is unacceptable.

## **Physical Education Excuses**

When a student has a medical excuse from a doctor, it should be taken to the school nurse. A copy will be made for the student to give to his/her physical education teacher.

## **Plagiarism**

Plagiarism is presenting the ideas or statements of another without crediting the original source. Even unintentional plagiarism is theft. Plagiarized sources include books, pictures, photographs, music, Internet sources, works of art, and the spoken word. School Board policy prohibits all forms of plagiarism. Failure to comply with the Plagiarism Policy regarding academic integrity will result in the following disciplinary actions, which may include, but are not limited to:

- A mandatory conference with the student that may include parent/guardian, teacher, and/or school administrators.
- Requirement of the student to rewrite the assignment.
- A failing grade for the assignment.
- Disciplinary actions will be determined based on the severity of the infraction. Repeat violators of this policy will be dealt with in a progressive manner.

## **Promotion**

Grade Requirements – If a student successfully completes three (3) of the four (4) core academic subjects (ELA, math, science, and social studies) he/she will pass to the next grade. If a student fails two (2) academic subjects, at minimum, one must be made up in summer school. If a student fails three (3)

academic subjects, two (2) must be made up in summer school. If a student fails four (4) or more academic subjects, he/she may be retained without the opportunity for summer school. The maximum number of courses that a student can repeat in summer school is two (2). The building principal shall have the final responsibility for determining the promotion or retention of each student.

Attendance - If a secondary or middle school (7-12) student's excused or unexcused absences from any class total more than twelve (12) for a semester or twenty (20) for a full year on the last day of the semester or year, the student may not be granted credit toward graduation or promotion for any such semester or yearly course. (School Board Policy 204)

## **SAFE2SAY SOMETHING Safety Program**

Safe2Say Something (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:
  - Website: [www.safe2saypa.org](http://www.safe2saypa.org)
  - Tip Line: 1-844-SAF2SAY
  - Mobile App
- 2) All calls and tips are received by the 24/7 S2SS Crisis Center.
  - An S2SS Crisis Center analyst receives and reviews tip information.
  - The tip is triaged and categorized as either life safety or non-life safety.
  - 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.
  - School officials and law enforcement (as needed) investigate, assess, and intervene with reported at-risk individuals.
  - 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.

## Sale or Transactions / Trading

The selling, purchasing, or trading of items in school between students (i.e., clothing, electronics, etc.) is not permitted.

## Searches

School officials have the authority to lawfully search students or their belongings, including lockers, electronic devices, purses, backpacks, clothing and other possessions, without a warrant when in school, on school grounds or when otherwise under school supervision, if there is reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board Policy, or school rules.

The scope and extent of searches must be reasonable in relation to the nature of suspected evidence, contraband, or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. Every effort will be made to contact the parent/guardian prior to a search through the student's belongings.

## Student Assistance Program

The Student Assistance Program (SAP) is a Pennsylvania state process designed to help students overcome challenges to meeting academic goals and being successful in school. SAP does not diagnose, treat, or refer students for treatment. Instead, we work with parents/guardians and families to facilitate services for students.

What concerns does SAP help to address? Students who are experiencing difficulty with any of the following may benefit from SAP: poor academic performance, school attendance, family stress (divorce/separation), depression or changes in mood, recent move or change in housing, drug and alcohol issues, death of a loved one, relationship concerns, and overcoming trauma.

Our SAP team is specially trained to help support students. If you have any additional questions, please contact the Social Worker at 412-492-1200 x 2523.

## School Security and Visitation Procedures

The Shaler Area Middle School is equipped with a camera security system and a security guard.

Registration will include the submission of your photo identification or your vehicle keys. Your photo ID will be swiped with our RAPTOR system and an ID badge will be issued. Your ID/keys will be safely stored and returned to you upon exiting the building. This system will allow us to monitor visitors within our building.

All visitors to SAMS will enter the school only through the main entrance on the library side, proceed to the security window and report to the security officer at the vestibule window.

Meetings (ex: meeting with teacher, team, guidance, administrator, or IEP): Visitors who are coming to SAMS for a meeting will need to register with the security officer. Registration at the security window will include the submission of your photo identification. Your photo ID will be swiped with our RAPTOR system and an ID badge will be issued. Your photo ID will be safely stored and returned to you upon exiting the

building. The RAPTOR ID badge must be visible and worn the entire time the visitor is in the building. This system allows us to monitor the visitors within our building. Visitors will need to wait in the vestibule area for a staff member to escort them to their meeting. Visitors will also be escorted back to the security area at the conclusion of the meeting. For security reasons, visitors must now be escorted through the building at all times.

Early Dismissals and Nurse Dismissals: A parent or guardian must report to the security guard at the vestibule window to sign the student out of the building. The parent/guardian will be asked for photo identification to verify the parent/guardian's identity. Parents/guardians will wait in the vestibule and the student will be sent to the main entrance to meet them for the dismissal.

The last early dismissal for SAMS will be at 2:20 pm so as not to interfere with building dismissal. On the rare occasion that a dismissal must occur between 2:20-2:50, prior approval must occur through the main office. Please call 412-492-1200 x 2501 for prior approval.

Students are asked not to invite family members or visiting relatives and/or friends to visit school classes. All visitors must report to the school office before being granted permission to visit any other part of the building. A visitor's badge will be issued to each visitor and must be worn while on the school campus.

During the school day, limited visitor parking is available on the library side of the building.

## Special Education

### Process to Identify Students with Disabilities

The Shaler Area School District engages in a number of identification procedures to ensure that students with disabilities receive an appropriate educational program consisting of special education supports and services that is individualized to meet the students' needs.

### Screening Activities

To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include a review of data including (but not limited to):

- Cumulative Records
- Attendance Records
- Health Records
- Grade Records
- Behavior Records
- Ability and Achievement Test Scores such as:
  - Hearing Screening
  - Vision Screening
  - Speech/Language Screening
  - STAR Assessment Data
  - DIBELS Assessment Data
  - PSSA Data
  - Keystone Exam Data

### Evaluation Process

- When screening results suggest that a student may have a disability, the District will seek parental consent to conduct an evaluation by issuing a *Permission to Evaluate* (PTE).
- Parents who suspect that their child may have a disability may request an evaluation at any time through a written request to the school principal.
- A PTE will be issued by the District seeking permission to complete a full *Multidisciplinary Evaluation* (MDE).
- This evaluation is conducted by a certified school psychologist.
- The District has 60 calendar days from the date we receive the signed PTE to complete the *Evaluation Report* (ER).

### Students Qualifying for Special Education

Should a student qualify for special education, supports and services will be designed to meet the needs of disabled students including:

- Annual development of an *Individualized Education Plan* (IEP) **and**
- Reevaluation of the student conducted at least once every three (3) years for students with disabilities or at least once every two (2) years for students who are identified as intellectually disabled.
- The District must convene the qualifying student's IEP Team within thirty (30) calendar days from the date of the ER to develop the student's IEP.
- Required members of the IEP Team are the student's:
  - Parents/guardians
  - Special Education Teacher
  - Regular Education Teacher (minimum of one)
  - Principal
  - Student - if Age 14 or Older (must be invited to all IEP meetings)
  - Related Services Staff (Speech, OT, PT, Vision, Hearing, etc.)
  - Other members of the IEP Team can be a collection of staff who work closely with the student but are not required to attend IEP Meetings such as:
    - School Counselor
    - School Social Worker
    - School Nurse
    - Behavior Specialist
    - Transition Coordinator

A *Notice of Recommended Educational Placement* (NOREP) will be issued at the student's IEP Meeting noting the type of placement agreed upon by the IEP Team.

- The NOREP must be signed by the parent/guardian and returned within ten (10) days of the IEP Meeting noting their agreement with the recommended placement.
- Should the parent/guardian not agree with the recommended placement, they may choose one of the following options on the NOREP:
  - *I request an informal meeting with school personnel to discuss this recommendation; or*
  - *I do not approve of this recommendation. My reason for disapproval is \_\_\_\_\_*
  - *Mediation; or*
  - *Due Process*

- At the IEP Meeting, the District will present the parent/guardian with a copy of the *Procedural Safeguards Notice* describing their rights as outlined by the Pennsylvania Department of Education, Bureau of Special Education.

### **Educational Services**

The extent of special education services and the location for the delivery of such services are determined by the student's IEP team and are based on:

- assessment data included in the ER; *and*
- student's identified needs and abilities; *and*
- student's chronological age

The District is required to:

- educate disabled students in their Least Restrictive Environment (LRE) with their non-disabled peers to the maximum extent that is appropriate; *and*
- ensure that special classes, separate schools, or removal from the Regular Education class should only happen when a child's disability is such that supplementary aids and services cannot provide the child with an appropriate education while in the Regular Education setting.

### **Location of Services**

Levels of support are based on the percentage of time in a school day that the disabled student spends receiving special education supports and services. The LRE categories include:

1. Itinerant Level – special education supports and services provided for 20% or less of the school day; *or*
2. Supplemental Level – special education supports and services provided for more than 20% or less than 80% of the school day; *or*
3. Full-time Level – special education supports and services provided for 80% or more of the school day.

### **Related Services**

The District also provides related services required for the student to benefit from the special education program at no charge to the parent for such services including:

- Specialized Transportation
- Physical Therapy
- Occupational Therapy
- Speech Therapy
- Audiology Services
- Interpreting Services
- Psychological Services
- Counseling Services
- Orientation and Mobility Services
- School Nurse Services
- Social Work Services
- Parent Counseling and Training

Parents of students with disabilities should know that their children have the same rights to participate in extracurricular activities as do non-exceptional students.

The parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the student's school principal or the Student Services Department at (412) 492-1200 ext. 2815.

## Telephones

Classroom telephones are for staff use. Students may use the telephone in the Main Office in an emergency, or to communicate changes to scheduled school activities, and only after receiving the consent of a teacher or office personnel.

## Textbooks

Textbooks are provided for all students at no cost, either in hardback form or digitally. Every student is obligated to give books the best care. In the event that books are lost or damaged, students / families will be obligated to make adequate compensation for this loss or damage.

## Code of Conduct

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 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**

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/guardians 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 behavior
  - 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 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/guardian about the student's misconduct. A letter concerning the disciplinary action is issued to the parent/guardian.
  - c. An accurate record of offenses and disciplinary action is maintained by the administrator. There is restitution of property and damages
  
3. Disciplinary options/responses:
  - a. Continuation of Level I and 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. 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/guardians 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

