

SHALER AREA HIGH SCHOOL



STUDENT HANDBOOK 2023-2024

Welcome to Shaler Area High School!

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

Best wishes,

SAHS Administrative Team

SHALER AREA HIGH SCHOOL - ALMA MATER

***We all stand together
one in love and in peace and brotherhood
We will always aid our
common good
And in all our skills employed
may our lives be pure and true
Bring much honor unto you
O, Shaler Area Alma Mater
our Red, White, and Blue***

TITAN MASCOT CONCEPT

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



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

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

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

Positive Titan Fan

TABLE OF CONTENTS

BUILDING INFORMATION	pp. 1-2
Bell Schedules	pp. 1-2
ADMINISTRATION AND FACULTY.....	pp. 3-5
Important Dates	P. 5
COUNSELING INFORMATION	pp. 6-10
SAP and Homeless Education	p. 6-7
Crisis Hotlines	p. 8
Graduation Requirements, Promotion, Honor Roll	p. 9
Grading Scale, Plagiarism.....	p. 10
ACTIVITIES AND ATHLETICS	pp. 11-18
Eligibility	p. 12
Coaches and Sponsors.....	p. 13
General Information	p. 14
Clubs and Activities	pp. 15-18
GENERAL INFORMATION	pp. 19-26
Elevators, Drills	p. 19
Graduation Ceremony, Health Office	p. 20
Medication at School	p. 21
Hall Pass App.....	p. 22
Library & Media Center	pp. 23-24
Lockers, Lost and Found, PTO, Study Halls	p. 25
Outside Visitors, Work Certificates.....	p. 26
HIGH SCHOOL POLICIES	pp. 27-42
SWPBIS	pp.27-31
Bullying/Cyberbullying	p. 32
Bus Regulations, Leaving the Building.....	p. 33
Student Driving	p. 34
Student Dress	p. 35
Electronic Devices	pp. 36 - 38
Smoking/Vaping, Detention, Tardies, Dismissals,	p. 39
School Sponsored Trips.....	p. 40
Excused and Unexcused Absences.....	p. 41
Excessive and Extended Absences	p. 42
DISTRICT POLICIES	pp. 43
IDENTIFYING STUDENTS WITH DISABILITIES	PP. 44-47
STUDENT CODE OF CONDUCT	pp. 48-51

BELL SCHEDULES



REGULAR SCHEDULE

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

EARLY DISMISSAL SCHEDULE

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

TWO HOUR DELAY SCHEDULE

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

BELL SCHEDULES



HOMEROOM FIRST SCHEDULE

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

EXTENDED MIDDAY HOMEROOM SCHEDULE

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

MIDDAY HOMEROOM SCHEDULE

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

HIGH SCHOOL ADMINISTRATION



*Dr. Timothy Royall
Principal, Ext. 1500
Grade 12 & 9 (A - G)*



*Mrs. JoAnne Townsend
Asst. Principal, Ext. 1501
Grade 11 & 9 (R - Z)*



*Mr. Thomas Misko
Asst. Principal, Ext.1501
Grade 10 & 9 (H - Q)*



*Mr. Justin Eskra
Dean of Students, Ext. 1501
Grades 9-12*

TELEPHONE EXTENSIONS

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

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

HIGH SCHOOL DEPARTMENTS
FACULTY w/ TELEPHONE EXTENSIONS

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

ART

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

BRIDGE PROGRAM

Mr. Ament - 1628
Mr. Klinefelter - 1665
Mr. Rosenwald - 1725
Mr. Sorby - 1652
Ms. Wolff - 1656

BUSINESS

Mr. Sorby - 1652
Ms. Sprys* - 1632
Ms. Wolff - 1656

E.S.L./ SPEECH

Ms. Piekarski - 1731
Ms. Pintar - 4612

ENG. LANG. ARTS

Ms. Aluise - 1616
Ms. Braun - 1648
Mr. Connelly - 1621
Mr. Dahlgren - 1703
Ms. Domencic - 1701
Mr. Gaul* - 1706
Mr. Laslavic - 1675
Ms. Loudon - 1670
Ms. Karsig - 1635
Ms. Piekarski - 1731
Mr. Sarkis - 1695
Mr. Schott - 1697
Mr. Shannon - 1698

F.A.C.S

Ms. Hugus - 1663
Ms. Paul - 2647
Ms. Wells* - 1691

G.A.T.E.

Mr. Elder - 1267
Ms. Palladino* - 1267

HEALTH OFFICE

Ms. Lutz - 1510

LIBRARY

Ms. Wilcox - 1516

MATHEMATICS

Ms. Butler - 1688
Ms. Cleary - 1712
Mr. Kepreos - 1674
Ms. Kutzner - 1658
Mr. McCall - 1737
Ms. Rihn - 1696
Ms. Shvach - 1669
Ms. Siedlecki - 1611
Mr. Stadelman* - 1654
Mr. Ussia - 1619
Mr. White - 1735
Mr. Yarnot - 1678

MUSIC

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

PHYS. ED. / HEALTH

Mr. D'Agostino - 1709
Ms. B. DiPasquale - 1637
Ms. Jackley - 1659
Mr. Kaiser* - 1715
Mr. Mosbacher - 1699
Mr. Rosenwald - 1725
Ms. Tate - 1732
Ms. Verbanic - 1629

S.A. ACADEMY

Mr. D. DiPasquale - 1266

SCIENCE

Mr. Campbell - 1618
Ms. Chomyn - 1620
Ms. D'Angelo - 1647
Mr. Davis - 1625
Mr. Foster - 1633
Mr. Krenn - 1649
Ms. Leung - 1686
Mr. Mason* - 1627
Ms. Mohr - 1721
Ms. Murphy - 1639
Ms. Nilson - 1722
Ms. Noble - 1681
Mr. Stearns - 1729
Mr. T. Taylor - 1617
Mr. Ward - 1676

**Department Chair*

SOCIAL STUDIES

Mr. Anke - 1642
 Mr. Cooper - 1679
 Ms. C. DiPasquale - 1615
 Ms. Donini - 1653
 Mr. Eskra - 1623
 Mr. Haberman - 1707
 Mr. Hiserodt* - 1614
 Ms. McCarthy - 1687
 Mr. McDermott - 1720
 Mr. Mitchell - 1631
 Ms. Neumann - 1667
 Mr. Purring - 1612
 Mr. Schaub - 1727
 Ms. Thiel - 1531
 Mr. Williams - 1736
 Mr. Yeckel - 1739

SPECIAL EDUCATION

Ms. Chmielewski - 1655
 Ms. Howell - 1714
 Ms. Kealey - 1636
 Mr. Landolina - 1726
 Ms. Laurent - 1717
 Mr. Rech - 1527
 Ms. Rua* - 1622
 Mr. J. Ryan - 1644
 Mr. S. Ryan - 1711
 Mr. Schramm - 1643
 Ms. Scott - 1738
 Ms. Stauber - 1728
 Mr. R. Taylor - 1613
 Mr. Tinkey - 1638
 Ms. Tomko* - 1733
 Ms. Yacoviello - 1624

TECHNOLOGY

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

WORLD AND CLASSICAL LANG.

Ms. Alexander* - 1651
 Mr. Balsomico - 1702
 Ms. Barie - 1664
 Mr. Leiden - 1641
 Ms. Marsiglio - 1672
 Ms. Robbins - 1640

**Department Chair*

REPORT CARD DATES
First Report Period

Report Period Ends October 27

Second Report Period

Report Period Ends January 12

Third Report Period

Report Period Ends March 22

Fourth Report Period

Report Period Ends May 31

IMPORTANT TESTING DATES

Keystone Examinations	December 4 - 8	9 th - 12 th grade
AP Exams	May 6 - 16	10 th -12 th grade
Keystone Examinations	May 15 - 23	9 th - 12 th grade

SCHOOL COUNSELORS



Mrs. MaryBeth Miller
A-E, Ext. 1522



Mr. Charles Rhoads
F-L, Ext. 1523



Ms. Shauna Hunt
M-R, Ext. 1524



Mr. Mat Anselmino
S-Z, Ext. 1525

SOCIAL WORKER/S.A.P. COORDINATOR



Ms. Melissa
Demchak
Ext. 1521
(A-L)

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



Ms. LeeAnn
Guido
Ext. 1526
(M-Z)

HOMELESS EDUCATION

Homeless Education for Children and Youth Experiencing Homelessness (ECYEH)

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

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

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

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

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

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

CRISIS HOTLINES

National Suicide Prevention Lifeline

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

1 (877) 235-4525 – Talk or Text

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

1 (877) 235-4525 – Talk or Text

Resolve Crisis Network (www.upmc.com/resolvecrisis) is a local crisis response team available only to residents of Allegheny County that provides confidential phone counseling, mobile crisis teams that travel anywhere in Allegheny County, walk-in assistance with no appointment necessary and overnight/crisis residential support (up to 72 hours)

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

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

Text: HOME to 741741 – Text

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

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

PAAR (<https://paar.net/get-help/victim-response-services/>) has a helpline for sexual assault survivors and victims of sexual trafficking. They have individuals available just to talk, as well as to reach connect to additional supports. They have a mobile crisis team that can provide support in Emergency Departments and with the Police.

1 (866) END-RAPE (363-7273) – Talk

Center for Victims helpline

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

1 (866) 644-2882 - Talk

GRADUATION REQUIREMENTS

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

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

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

GRADE PROMOTION REQUIREMENTS

Grade 9 to 10 – A minimum of 6 credits earned
Grade 10 to 11 – A minimum of 12 credits earned
Grade 11 to 12 – A minimum of 18 credits earned

HONOR ROLL

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

Highest Honor - 4.00 or higher
High Honor - 3.75 to 3.99
Honor - 3.50 to 3.74

GRADING SCALE & WEIGHTING

2023-2024 SCHOOL YEAR



READ
THIS

	Letter Grade	AP/CHS	Honors	Standard
100 - 97.50	A+	5.7375	4.9725	4.25
97.49 - 91.50	A	5.4	4.68	4
91.49 - 89.50	A-	5.0625	4.3875	3.75
89.49 - 87.50	B+	4.3875	3.8025	3.25
87.49 - 81.50	B	4.05	3.51	3
81.49 - 79.50	B-	3.7125	3.2175	2.75
79.49 - 77.50	C+	3.0375	2.6325	2.25
77.49 - 71.50	C	2.7	2.34	2
71.49 - 69.50	C-	2.3625	2.0475	1.75
69.49 - 59.50	D	1.35	1.17	1
59.49 - 0	F	0	0	0

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

PLAGIARISM POLICY

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

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

ACTIVITIES & ATHLETICS



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



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

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

www.ncaa.clearinghouse.net

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

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

ELIGIBILITY REQUIREMENTS

Board policy 123.2 revised 12/6/17

The SASD Board of Directors recognizes that education is its priority and desires to ensure an appropriate balance between its educational program and sports and competitive extracurricular activities.

Athletics shall include all sports offered by the SASD which participate in PIAA sanctioned events. Competitive Extracurricular Activities shall include all academic skills teams and club sports which participate in performances and competitions where they are judged or evaluated.

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

All student-athletes' grades will be analyzed each Friday during the season. Students with grades below 69.50% in any class (for that grading period) will be listed and given to the student-athlete's respective Head Coach. Additionally, these students will be recommended for tutoring during a study hall or the after school monitored study sessions. Students with two grades below 59.49% 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 times or contests. Students with only one grade below 59.49% 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 aforementioned student-athlete raises their grade(s) above 59.49% 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 requirements of this policy.

ATHLETICS & COACHES

Baseball	Brian Junker	Soccer (B)	Tyler Schultz
Basketball (B) ...	Rob Niederberger	Soccer (G)	Bill Ament
Basketball (G) ..	Cornelious Nesbit	Softball	Tom Sorce
Bowling	Shawn Pilyih	Swimming	Maddie London
Cross Country	Shawn Ryan	Tennis (B)	Brian Duermeyer
Football	Jim Ryan	Tennis (G).....	Brian Duermeyer
Golf (B)	Chris Catenese	Track (B)	Shawn Ryan
Golf (G)	Tony Prodente	Track (G)	Tim Storino
Hockey	Nate Connolly	Volleyball (B).....	Paul Stadelman
Lacrosse (B)	Jon Monahan	Volleyball (G)	Annie Bozzo
Lacrosse (G)	Ali Nicholas	Wrestling	Drew D'Agostino

ACTIVITIES & SPONSORS

Asst. Act. Director ..	Holly Siedlecki	National Honor	Autumn Sprys
Art Honor	Jeff Frank	Oracle (Newspaper)	Eric Schott
.....	Brad Susa	Orchestra	Shirley Rankin
Band	George Tepshich	Robotics Club	
Cheerleading	Elizabeth Defide	School Play	Anne Loudon
.....	Rebecca Troppman	Senior Class	Bill Mitchell
.....	Phyllis Schatz	Alyssa Rihn
Choir	Kristin Tepshich	Color Guard	Rebecca Butler
Dance Team	Amanda Demsey	Ski Club	Brad Susa
English Honor	Anne Loudon	Craig Wells
F.C.A.	Matt White	Sophomore Class	Alyssa Rihn
French Honor.....	Beth Marsiglio	Matt White
Freshmen Class	Jim McDermott	Spanish Honor	Luke Leiden
Future Teachers	Jason Perring	Stage Crew	Anne Loudon
Global Scholars.....	Beth Marsiglio	Sustainability	Abbey Nilson
Homecoming	Tony Sarkis	Talent Show	Kristen Aluise
Japanese Honor ..	Steve Balsomico	Scott Krenn
Junior Class	Damian Landolina	Mitch Stivason
Latin Honor	Jessica Alexander	Tony Sarkis
.....	Kristen Barie	Titan Service Club	Tony Sarkis
Majorettes	Alyssa Rihn	Titan Shop	Holly Siedlecki
Media Specialist	Lee Myers	Yearbook	Nicole Kutzner
Musical	Jennifer Birch	Chris Gaul
Mu Alpha Theta.....	Rebecca Butler	Amanda Neumann

ACTIVITIES GENERAL INFORMATION

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

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

DANCE POLICY: Dances, as social events, may be held throughout the school year. Tickets sale dates will be announced, and no tickets will be sold the day before or day-of the dance. Students must be in school on the day of the dance if the dance is held on a school day or the day before the dance if held on a non-school day. Students must have a pre-purchased, assigned ticket and present ID at the door to be admitted to the dance. Students must arrive within 30 minutes of the beginning of the dance, or they will not be admitted to the dance. Also, students are NOT permitted to leave the dance until the official conclusion of the dance. All students and their belongings are subject to search as defined by School Board Policy.

There are two types of dances held at SAHS: open-dances and closed-dances. An open-dance permits juniors and seniors ONLY to bring in a guest who is not a SAHS student. Guests must be currently enrolled in high school (grades 9-12) OR a graduate one (1) year out of high school no older than 20 years of age. A guest-application form will need to be completed with all appropriate signatures before purchasing a ticket in the Activities Office. Closed dances are limited to SAHS students only (grades 9-12); therefore, no one is permitted to bring in an outside guest.

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

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

CLUBS AND ACTIVITIES

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

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

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

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

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

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

ENGLISH HONOR SOCIETY: Membership in this club encourages participation in the studies of literature, language, writing, and media. The English Honor Society promotes and awards excellence in language arts while striving to serve the Shaler Area Community. To be a member of the Shaler Area chapter, students are required to complete two semesters in an English course in the Honors or Advanced Placement level with a minimum of 80% of higher and must currently be enrolled in an English course in the Honors or Advanced Placement level while maintaining a 3.0 GPA in all other courses. Additionally, students must complete 20 hours of participation each year through service and activities. Graduation cords will be awarded to members meeting the aforementioned requirements.

F.C.A. – FELLOWSHIP OF CHRISTIAN ATHLETES - This is a student lead, faith based club that discusses leadership through service, moral conduct, and sacrifice. Centered on student outreach to those in need of support, members are dedicated to service in their school and community. Monthly meetings offer guest speakers, fellowship and enjoyable activities.

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

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

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

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

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

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

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

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

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

MUSIC HONOR SOCIETY (TRI - M): Tri-M Music Honor Society offers students in grades 9-12 enrolled in band, choir or orchestra the chance to perform, build leadership skills, and provides the opportunity to serve the community as it highlights the school's music program and helps students grow in innumerable ways.

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

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

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

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

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

SATV: Students write, broadcast, direct and produce the daily video announcements through the video productions class. Members are asked to assist in videotaping & broadcasting athletic events, stage productions, homecoming and other school functions. SATV will broadcast daily announcements at the end of 4th period each day.

SKI CLUB: The Ski Club provides an opportunity for members, at their own expense, to go on as many trips per year, as weather conditions permit, to Seven Springs Ski Resort. The club sponsors will make regular announcements regarding scheduled trips.

SPANISH HONOR SOCIETY: The Spanish Honor Society is a national Spanish Club open to students in Levels 2, 3, 4 and AP Spanish classes. Level 2 and 3 students need to achieve As during the first three grading periods. Level 4 and AP students need to achieve As or Bs during the first three grading periods. Students need to be enrolled in a Spanish class in order to be active members, and only active members wear cords at graduation. The society fosters and provides students with opportunities to further study the language and culture.

SPECTRUM YEARBOOK: The Spectrum is Shaler Area High School's yearbook. It is made up of working staffs in business, lay-out/design, photography, computer prep, ads and writing. Positions are open to students who will be in 9th thru 12th grades in the next year of school.

STUDENT SERVICES CLUB: This club is a service club. Members work in the Titan Shop, fill soda and juice machines, count coins, and perform any other service requirements of the Activities Department.

STUDENT GOVERNMENT: The Student Government consists of a Head Council (President and Vice-President), three Members-at-Large, and student representatives. The Head Council and the Members-at-Large are elected by their peers in the spring of the previous school year. Student representatives are chosen, attend the meetings and reporting back to their classes.

TALENT SHOW: The annual Talent Show takes place in the spring of each year with tryouts during the month preceding. Any student or group of students who have a specific talent in singing, dancing, gymnastics, etc. are welcome to try out for the show. Auditions are also held for the role of emcee, and senior can try out for the Mr. Shaler Area contest which is held throughout the shows each night.

TITAN SERVICE CLUB: This club is continuation of the leadership club. Members are dedicated to service in their school and community while having fun as well.

GENERAL INFORMATION

ELEVATOR USE

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

DRILLS - FIRE

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

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

DRILLS - SEVERE WEATHER

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

GRADUATION PRACTICE AND CEREMONY

All graduating seniors are encouraged to participate in Commencement. Seniors must have completed all requirements in order to participate in commencement. If a senior chooses not to participate, they must provide a note stating so, otherwise, they will be included in the ceremony.

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

All graduates should report to the Middle School Courtyard between 6:00 and 6:30 PM dressed and ready to go. Graduation is a formal, dignified ceremony; therefore, dress clothes and dress shoes are appropriate and highly recommended for the nature of this momentous event.

- Dress clothing can include but is not limited to dresses, skirts, jumpsuits, dress pants, button-down shirts, ties, etc.
- Dress shoes DO NOT include flip-flops, tennis shoes, or boots (work, combat, cowboy, etc.)
- Students should take their caps and gowns out the package prior to graduation to try on and release the wrinkles.
- Students are NOT to embellish their caps with decorations or gowns with regalia/cords not earned through SAHS.

Honor status listed in the program is based on QPA which is determined at the end of the fourth nine weeks. Students are listed in alphabetical order.

- Summa Cum laude (with Highest Honors) – Top 10%
- Magna Cum Laude (with Great Honor) – Top 11-20%
- Cum Laude (with Honor) – 21-30%

HEALTH OFFICE

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

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



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

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 prescription or over-the-counter medication on them or keep medications in lockers.**

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

1. 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.
2. Sign the parent permission statement on the Medication Procedure Form.
3. Have the student's doctor 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.

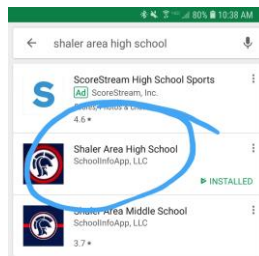
Shaler Area School Board Policy prohibits students from carrying medication in school with the exception of medications needed for potentially life-threatening conditions (such as inhalers, Epi-Pens, insulin). Students at SAMS and secondary buildings may carry life-saving medications at the discretion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

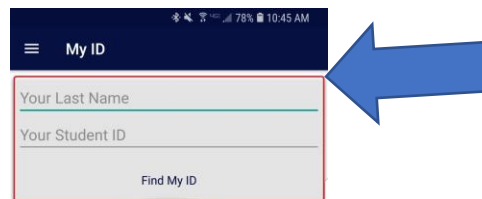
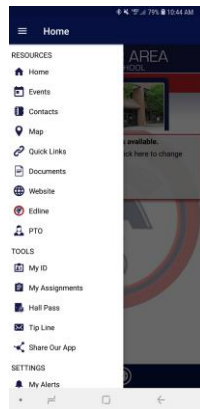
HALL PASS MySchoolInfo App

Students at Shaler Area High School are required to download the Shaler Area High School App to their school-issued iPads; the app is used for our electronic hall pass system. The may also be downloaded to any other device by the student and family members as it is also a helpful resource for accessing a wide variety of school-related information including the calendar, news, events for athletics and activities, announcement, the school handbook, absence excuse forms, and more!

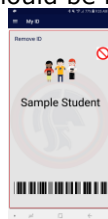
To download the app, visit either the Apple AppStore or Google PlayStore and search "Shaler Area High School". Select the app for the high school:



To set up your ID in the app, tap on the menu button and select "MyID". Enter your last name and student ID, then tap on "Find My ID".



Your ID should be ready to go



LIBRARY & MEDIA CENTER

Be responsible, respectful, and productive in the library.

- Control your own actions and balance your emotions
- Manage your time effectively and do your own work
- Consider the needs of others and create an atmosphere conducive to productivity
- Don't touch other people's belongings
- Help others without disturbing those around you

Come to the library to work, do research, work cooperatively, or read. Change your behavior if you're not being responsible, respectful, or productive.

Library basics:

1. **SIGN-IN:** Sign in on the laptops when you arrive. These are accessed by all the principals and the study hall teachers in the building. *Students must have permission from their study hall teacher or teacher prior to signing into the library.*
2. **SIGN-OUT:** Sign out the same way and return to class or study hall. Students using the library to cut class or signing out and not returning to class will be written up.
3. **FOOD:** Snacks and drinks are permitted, but no full lunches. Please clean up after yourselves and do not have food by the computers.
4. **LEAVING THE LIBRARY:** If you need to leave the library to use the restroom or go to your locker, ask one of the librarians first.
5. **TECHNOLOGY:** Students must follow the District's Acceptable Use Policy. If there is an issue with a desktop or laptop, tell one of the librarians. There are two iPad charging stations available for students.

“How and when can I come to the library?”

1. With a scheduled class
2. Monday-Friday, before school between 7:00 – 7:18am
3. During your study hall, you must have work, research, or assigned reading to do for a class. In other words, *be prepared to tell your study hall teacher what you will be working on.*
4. If you’d like to borrow books for your own personal interest or pleasure reading, come in the morning (7-7:18am), get a note from one of the librarians, or from a classroom teacher.

“What do I need to know about the library’s collection?”

- 📖 Our fiction collection is both broad and deep, covering genres such as mystery, fantasy, science fiction, historical fiction, sports fiction, romance, adventure, graphic novels, manga, classics, teen, and mystery. All fiction is easily organized by genre. The library also subscribes to magazines on a variety of topics.
- 📖 Nonfiction books and magazines are checked out for five school days. The fine charged for overdue 5-day materials is 25¢ per day. You can also borrow DVDs overnight.
- 📖 The library has an extensive collection of nonfiction, eBooks, and databases to meet your research needs, whether it relates to your classes’ research projects or your own personal interests. Plus, our nonfiction is current, curriculum related to your research, and well organized.
- 📖 Fiction books circulate for 10 school days and carry a 10¢ per day fine.

LOCKER AND LOCK INFORMATION

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

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

LOST AND FOUND

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

PARENT TEACHER ORGANIZATION (PTO)

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

STUDY HALL PROCEDURES

All students will observe the following study hall rules:

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

OUTSIDE VISITORS

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

TYPES OF WORK CERTIFICATES

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

- 2. Transferable Work Permit** – Issued upon request to students 16 or older. Students 16-18 must have a promise of employment before applying.

SECURING A WORK CERTIFICATE

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

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

HIGH SCHOOL POLICIES

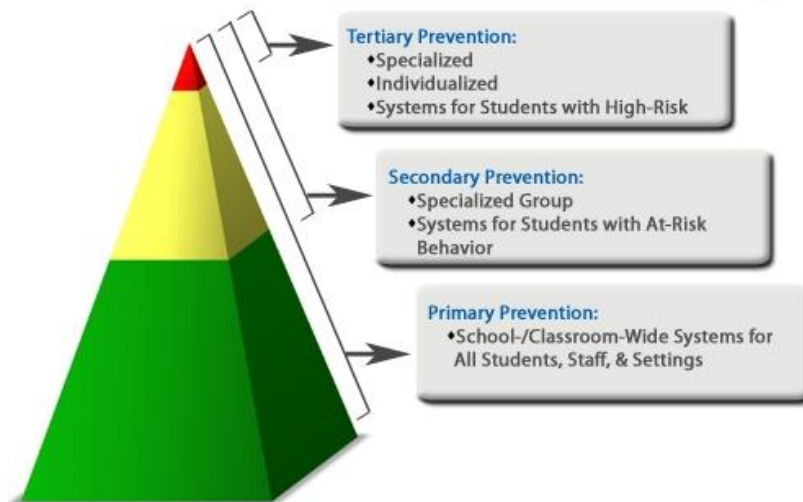
School Wide Positive Behavior Intervention & Supports

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

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

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

Continuum of School-Wide Instructional & Positive Behavior Support



SAHS Behavioral Expectations

	Hallway	Cafeteria	Restroom
PRIDE	<i>Leave It Better Than You Find It</i>		
In yourself In your school In your community	Keep hands, feet and objects to yourself Follow guidelines for posting materials Dress for success	Clean up after yourself	Practice good Hygiene Keep area clean, put trash in cans and flush toilet
RESPECT	<i>Do The Right Thing</i>		
Yourself Others Property *Personal *School	Use appropriate, non-offensive language Keep moving and allow others to pass Stay on right side	Use appropriate, non-offensive language Be courteous to café staff and other students Use proper manners	Use appropriate, non-offensive language Be mindful of others' privacy
HONOR	<i>Be Your Best Self</i>		
Differences Achievements Positive behavior	Be considerate of your & others' personal space Set a good example Be helpful to others	Wait patiently in line Resolve conflicts peacefully	Report any problems and issues Use bathroom for intended purpose

SAHS Behavioral Expectations

	Transportation	Classroom	Cyberspace
PRIDE	<i>Leave It Better Than You Find It</i>		
In yourself In your school In your community	Keep hands, feet and objects to yourself Arrive and depart on time	Make your best effort Focus on instructor & actively participate	Think before you type, text or post Promote yourself and others in a positive manner
RESPECT	<i>Do The Right Thing</i>		
Yourself Others Property *Personal *School	Use appropriate, non-offensive language Adhere to proper traffic regulations and safety guidelines	Use appropriate, non-offensive language Raise your hand to speak Arrive to class on time	Be mindful of yourself and others privacy Use proper netiquette
HONOR	<i>Be Your Best Self</i>		
Differences Achievements Positive behavior	Be considerate of others Set a good example Be compliant	Complete all assignments Do your best work Be accepting of others' opinions and differences	Consider how you represent yourself and others' Set a good example

Minor Problem Behavior Definitions

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

Major Problem Behavior Definitions

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

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

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 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 REGULATIONS & DISCIPLINE

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

Student responsibilities are as follows:

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

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

LEAVING SCHOOL BUILDING OR GROUNDS

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

STUDENT DRIVING

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

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

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

A student must be a "student in good standing" to apply for and maintain a parking permit; this includes having a minimum 2.0 GPA, meeting the 10/20 attendance rule, and following the Student Code of Conduct.

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

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

Regardless of where a student parks, they are required to be on time for the start of the school day. Students who are repeatedly late to school would gradually face escalating consequences, potentially leading to temporary or permanent loss of driving privileges, with the goal of fostering responsibility and minimizing missed class time.

STUDENT DRESS GUIDELINES

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

The following items are prohibited and post a significant disruption to the educational process:

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

Students who violate the dress code may:

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

ELECTRONIC AND COMMUNICATION DEVICES

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

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

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

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

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



OFF, OFF + AWAY!

Phones and accessories are **distracting us** and **disrupting** the learning process.

◀ When you enter class:

- Phones **should be off**
- Accessories **should be off**
- All **should be put away** during class time
- If a teacher sees a phone or accessories during class, **it may be confiscated.**



Shaler Area School Board Policy #237 states:

- *Electronic devices may not disrupt the educational process*
- *Electronic devices may not be used in locker rooms or bathrooms at any time*
- *Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device*
- *Failure to turn over an electronic device will result in increased disciplinary action*
- *Parents will be notified to pick up the device in the office*
- *The confiscated item shall not be returned until a conference has been held with a parent/guardian*

IPADS

The District has provided Apple iPads to all students. All students enrolled at Shaler Area School District will be issued an iPad. The initiative at SASD allows teachers and students to utilize technology as a tool for personalizing instruction. We strive to engage students in their learning, provide authentic ways for instruction, maximize learning opportunities, allow critical thinking and exploration, and challenge students. Students are issued:

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

Students are responsible for the iPad once it is issued to them. Student iPads, power supplies, and iPad cases must be returned at the end of each school year. This return process will take place during the final week of school so they can be checked and serviced. If a student leaves the District, the device must be returned to school on the date the student withdraws. The District reserves the right to charge the family for any and all components that are not returned or that are damaged, up to and including the full cost of replacement.

Acceptable Use

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

Device Safety & Best Practices

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

SMOKING AND VAPING

USE and/or POSSESSION OF TOBACCO, VAPES, ELECTRONIC CIGARETTES, PARAPHERNALIA, ETC: The Commonwealth of Pennsylvania has enacted laws prohibiting the use and/or possession of tobacco products (cigarettes, smokeless tobacco, paraphernalia, etc.) on school grounds. Students found violating school policy #222 – Tobacco Use and state laws concerning tobacco offenses are subject to disciplinary action and citations to appear before the magistrate.

Students in possession of and/or using vapes/paraphernalia on school property will be subject to progressive discipline in accordance with school board policy #227 – Controlled Substances/Paraphernalia.

STUDENT DETENTION

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

TARDINESS TO SCHOOL, CLASS, & CLASS CUTS

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

EARLY DISMISSALS

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

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



SCHOOL-SPONSORED TRIPS & FIELD TRIPS

School-sponsored trip and field trips are offered throughout the year to students in order to enhance the students' experience and/or the curriculum offered throughout Shaler Area High School. In order to participate in a school-sponsored trip, students must meet the following guidelines:

1. Students must maintain a **2.0** or above grade point average (GPA) and not have any failing or incomplete grades.
2. If a student misses more than 10 days of school, excused and/or unexcused, that student will not be allowed to participate.
3. If a student receives 2 or more incidents of in-school suspension, receives 1 or more incidents of out-of-school suspension, or has committed a Level 4 infraction, they will not be approved for a trip.
4. If a student is removed from a trip due to their attendance, behavior, and/or grades, any monies paid will be forfeited.

FIELD TRIP & SCHOOL SPONSORED TRIP PERMISSION SLIP NOTICE & RELEASE FORM

Field trips and school sponsored trips are offered throughout the year to students in order to enhance the students' experience and/or the curriculum offered throughout Shaler Area High School. In order to participate in a trip/activity, students must meet the guidelines below. If a student is removed from a trip/activity due to their attendance, behavior, and/or grades, any monies paid will be forfeited.

1. Students must maintain a 2.0 or above QPA and not have any failing or incomplete grades.
2. If a student misses more than 10 days of school, excused and/or unexcused, that student will not be allowed to participate.
3. If a student has received more than 2 incidents of In-School Suspension, more than 1 incident of Out-of-School Suspension, or has committed a Level 4 infraction, the student will not be approved for a field or school sponsored trip.

Student Name (PRINT): _____ HELMETSM _____

Supervising Teacher/Sponsor: _____ Date/s of Activity: _____

Class/Co-Curricular Activity: _____ Departure Time: _____

Destination: _____ Return Time: _____

Purpose (state learning outcomes): _____ Fee (if any): _____

PARENT/GUARDIAN PERMISSION:

I hereby give consent and authorize my child to participate in the school sponsored field trip/activity. I assume full responsibility for any acts of misconduct committed by my child and agree to hold harmless the Shaler Area School District and its teachers/sponsors for any consequences arising from this trip/activity. I direct my child to cooperate and conform to instructions and directions of the supervisory personnel in charge of this trip. I acknowledge that all school rules and penalties for their infractions are in effect during the entire time of this trip. In the event of a serious infraction by my child, I acknowledge that I may be called by a supervising staff member and agree that it is my responsibility to arrange for my child to be transported home at my expense.

Parent/Guardian (PRINT): _____ Signature: _____

Address: _____ Home Phone # _____

Work/Cell Phone # _____

Emergency Contact (Name): _____ Emergency Phone # _____

Allergies, Medical Conditions, or Other Comments: _____

TEACHER PERMISSION:

The above named student has my consent to participate in the requested activity and be released from regular class instruction. The student is currently in adherence with the school's attendance policy, does not have any incomplete or failing grades, and therefore, has a 2.0 in my class. The student assumes full responsibility for any missed class work and will be held to established due dates.

Period	Signature	Consent	Period	Signature	Consent
1		Y / N	6		Y / N
2		Y / N	7		Y / N
3		Y / N	8		Y / N
4		Y / N	9		Y / N
5		Y / N			

ADMINISTRATIVE PERMISSION:

ATTENDANCE # of days absent	DISCIPLINE # of suspensions	PRINCIPAL'S CONSENT Circle decision and initial
		Approved / Denied

THIS FORM WILL BE TAKEN ON THE FIELD TRIP AND SECURED BY THE SUPERVISING STAFF MEMBER

EXCUSED ABSENCES

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

Approved reasons for absence include:

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

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

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

UNEXCUSED ABSENCES

Reasons for absence which will not be approved are:

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

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

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

EXCESSIVE ABSENCES

If a student is absent from any class, excused or unexcused, for more than ten (**10**) full periods for a semester or twenty (**20**) periods for a full year on the last day of the semester or year, the student shall not be granted credit toward graduation or promotion in that course. The student shall receive an "F" grade for each applicable course.



EXTENDED ABSENCES

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

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

Both types of absences will not be waived and will count toward the attendance policy absence limit: 10 days for a semester course, 20 days for a year-long course. It is the student's responsibility to coordinate with the teacher and complete all missed assignments in a timely manner upon administrative approval.

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

SHALER AREA SCHOOL DISTRICT POLICIES

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

www.sasd.k12.pa.us/BoardPolicies.aspx

Board Policy and Key Topics Related to Student Issues and Programs

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

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):

- o Cumulative Records
- o Attendance Records
- o Health Records
- o Grade Records
- o Behavior Records
- o 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* (PTR).
- 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 PTR 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 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 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 _____;*
- or**
- *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:

- Itinerant Level – special education supports and services provided for 20% or less of the school day; *or*
- Supplemental Level – special education supports and services provided for more than 20% or less than 80% of the school day; *or*
- 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 (42) 492-1200 ext. 2815.

DISCIPLINARY CONSEQUENCES

Levels of student behavior and corresponding disciplinary consequences:

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

1. Examples of LEVEL I student behavior:
 - a. Unacceptable social behavior
 - b. Disrespect
 - c. Classroom disturbances
 - d. Classroom tardiness
 - e. Cheating and lying
 - f. Abusive or offensive language
 - g. Failure to complete assignments or carry out directions.

2. Staff Procedures
There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a conference with the counselor or administrator. An accurate record of the disciplinary action is maintained by the staff member.

3. Disciplinary options/responses:
 - a. Verbal
 - b. Special assignment
 - c. Behavioral contract
 - d. Counseling
 - e. Withdrawal of privileges
 - f. Detention

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

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

1. Examples of LEVEL II student misbehavior:
 - a. Unmodified Level I misconduct
 - b. School tardiness
 - c. Truancy
 - d. Smoking
 - e. Using forged notes or excuses
 - f. Disruptive classroom behavior
 - g. Cutting class
 - h. Leaving school grounds

2. Staff procedures:
 - a. The student is referred to the administrator for appropriate disciplinary action.
 - b. The administrator meets with the student and/or teacher and effects the most appropriate response.
 - c. A record of the administrator's action is available for teacher review.
 - d. An accurate record of the disciplinary action is maintained by the administrator.
 - e. Parents will be notified.
 - f. A parental conference may be held.

3. Disciplinary options/responses:
 - a. Continuation of Level I responses
 - b. Student behavior change
 - c. Behavior modification
 - d. Loss of social privileges
 - e. Peer counseling
 - f. Referral to outside agency
 - g. Temporary suspension
 - h. In-school suspension
 - i. Time-out procedures

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

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

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

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

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