



# Shaler Area School District

## 2016-17 School Calendar

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	

October 2016						
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23	24	25	26	27	28	29
30	31					

November 2016						
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27	28	29	30			

December 2016						
S	M	T	W	T	F	S
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January 2017						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**August**

17, 18 – New Teacher In-Service  
 19, 22, 23, 24 – K-12 Teacher In-Service  
 24 – Orientation for K, 4, 7, & 9  
**25 – First Day for Students**

**September**

5 – Labor Day – School Closed  
 8 – SAMS Curriculum Night  
 13 – Grade 4 Curriculum Night  
 14 – Grades K-3 Curriculum Night  
 15 – Grades 5 & 6 Curriculum Night  
 27 – SAHS Curriculum Night

**October**

10 – Teacher In-Service – No School  
 ? – Early Dismissal K-12  
 ? – Homecoming  
 28 – End of 1<sup>st</sup> 9 weeks

**November**

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

**December**

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

**January**

2 – Holiday Break – School Closed  
 13 – End of 1<sup>st</sup> Semester  
 16, 17 – Teacher In-Service – No School  
 18 – Beginning of 2<sup>nd</sup> Semester  
 25 – K-3 Parent Conferences  
 26 – SAHS Curriculum Night

**February**

2 – SAMS Parent Conferences  
 13 – Teacher In-Service – No School

**March**

3 – Teacher In-Service – No School  
 9 – SAMS Open House  
 22 – End of 3<sup>rd</sup> 9 weeks

**April**

12-18 – Spring Break

**May**

6 – Kennywood School Picnic  
 9 – SAES Showcase Night  
 15 – Teacher In-Service  
 16 – Primary Elections (Act 80)  
 26 – Prom (Early Dismissal – High School Only)  
 29 – Memorial Day – School Closed  
 31 – Early Dismissal K-12

**June**

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

March 2017						
S	M	T	W	T	F	S
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April 2017						
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30						

May 2017						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

June 2017						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

KEY	
No School – Teachers & Students	
Teachers' In-Service – No School for Students	
Early Dismissal	

School Cancellations – Make-up days will be used in the following order:	
#1 – 4/12/17	#3 – 4/13/17
#2 – 4/18/17	#4 – 4/17/17

TESTING	
<b>PSA:</b> Grades 3-8: April 3-7 April 24-May 5, 2017  <b>Keystone Exams:</b> Winter 2016 – December 5-16, 2016 Spring 2017 – May 15-26, 2017	



Mr. Clinton Rauscher  
Shaler Area Athletic Director  
381 Wibel Run Road  
Pittsburgh, Pa 15209-1199

12/10/15

Dear Mr. Rauscher

[Rauscherc@sasd.k12.pa.us](mailto:Rauscherc@sasd.k12.pa.us) 814-573-4956 cell

ProGrass LLC would greatly appreciate the opportunity to furnish all base work and turf installation on your existing batting cage. All work will be done by ProGrass employees and supervision in accordance with our discussions and the scope of work as outlined below. We are pleased to provide you with the following proposal for your consideration.

**Provide all supervision, materials, labor, equipment and preparation for the following installation:**

**Scope of work**

- **Remove the existing turf and excavate debris/organics from the existing batting cage to create a suitable sub-grade.**
- **Furnish and Install synthetic edge detail around the inside perimeter of the batting cage**
- **Furnish and Install an aggregate layer to create a uniform surface to receive the synthetic turf.**
- **Furnish and Install ProGrass turf.**

**Total Cost .....\$ 6,975.00**

It is our pleasure to provide you with the services described above by choosing ProGrass ensures satisfaction . Thank you for considering our company. I will contact you in a few days to discuss this proposal and your thoughts.

Best Regards,

Thomas E. Rombach  
Director of Field Design, Site Development and Quality Assurance  
ProGrass LLC

**Please sign below to approve work authorization.**

\_\_\_\_\_ Date: \_\_\_\_\_ Affix your PO# (if applicable): \_\_\_\_\_

# SHALER AREA SCHOOL DISTRICT

No: 115

## SECTION: PROGRAMS

TITLE: ~~VOCATIONAL-TECHNICAL~~ CAREER AND TECHNICAL EDUCATION

ADOPTED: APRIL 15, 1998

REVISED: JUNE 16, 1999; DECEMBER 13, 2006

<p>1. Authority SC 1806, 1807 Title 22 Sec. 4.31, 12.41, 339.2</p> <p>Title 22 Sec. 4.31 Pol. 103, 103.1, 113, 138</p> <p>SC 1807, 1841 Title 22 Sec. 4.31, 339.2</p>	<p style="text-align: center;">115. <del>VOCATIONAL-TECHNICAL</del> CAREER AND TECHNICAL EDUCATION</p> <p>The Board shall provide a program of <del>vocational-technical education</del> <b>career and technical education in order to:</b></p> <ol style="list-style-type: none"><li><del>To Prepare students for gainful employment as semi-skilled workers or technicians or semiprofessionals in recognized new and emerging occupations.</del></li><li><del>To Prepare students for enrollment in advanced or skilled vocational and technical education programs.</del> <b>postsecondary education programs.</b></li><li><del>To Assist students in making informed and meaningful occupational choices.</del> <b>choosing career pathways.</b></li></ol> <p><del>For purposes of this policy, vocational-technical education programs under the public supervision and control which provide an organized process of learning experiences designed to develop integrated academic and occupational skills, knowledge, attitudes, work habits, and leadership ability for entry into and advancement within various levels of employment in occupational areas of agriculture, business, marketing and distribution, health, family and consumer sciences, trade and industry and for participation in post secondary education and training.</del></p> <p><b>The Board shall ensure that all students and parents/guardians are informed of the students' rights to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitle to services under state and federal laws and regulations.</b></p> <p><b>All students participating in career and technical programs sponsored or supervised by the Board shall be considered regularly enrolled in district schools and shall be subject to Board policies and district administrative regulations and rules.</b></p> <p>The Board shall support a program of <del>vocational-technical</del> <b>career and technical</b> education which may include:</p> <ol style="list-style-type: none"><li><b>District students attending A. W. Beattie Career Center for participation in a cooperative program of career development.</b></li></ol>
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<p>SC 1806 Title 22 Sec. 4.31, 339.2</p>	<p>2. Career and technical courses of study interwoven and articulated throughout the curriculum of district schools.</p>
<p>Title 22 Sec. 11.28</p>	<p>3. A work-study program for the employment of qualified students in public agencies and institutions.</p>
<p>SC 1801 Title 22 Sec. 4.31, 11.28, 339.29</p>	<p>4. A cooperative education program to offer students experience in private employment.</p>
<p>SC 1850.1 Title 22 Sec. 4.31, 12.41, 339.21</p>	<p>Students and parents/guardians shall be informed that admission to career and technical education programs is accessible to regularly enrolled district students, in accordance with established criteria for attendance.</p>
<p>2. Guidelines</p>	<p><u>Child Abuse Prevention Requirements</u></p>
	<p>Employers who participate in district internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with the following procedures required by the Child Protective Services Law.</p>
<p>23 Pa. C.S.A. Sec. 6303, 6344</p>	<p>When a district student under the age of eighteen (18) years old participates in an internship, externship, work study, or co-op, or similar program with an outside employer, the district and the employer shall, prior to commencing participation, identify an adult(s) who will be the student’s supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child’s welfare.</p>
<p>23 Pa. C.S.A. Sec. 6303, 6344</p>	<p>The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. Immediate vicinity shall mean an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.</p>
<p>23 Pa. C.S.A. Sec. 6344</p>	<p>Prior to commencement of the program, the identified adult shall submit the following information to the Superintendent or designee:</p>
	<ol style="list-style-type: none"> <li>1. PA Child Abuse History Clearance – which must be less than sixty (60) months old.</li> <li>2. PA State Police Criminal History Record Information – which must be less than sixty (60) months old.</li> <li>3. Federal Criminal History Report – which must be less than sixty (60) months old.</li> </ol>
<p>23 Pa. C.S.A. Sec. 6344.3</p>	<ol style="list-style-type: none"> <li>4. Disclosure Statement – which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.</li> </ol>

	<p>The Superintendent or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child’s welfare.</p> <p>Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.</p> <p><i>Arrest or Conviction Reporting Requirements:</i></p> <p>23 Pa. C.S.A. Sec. 6344.3 An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law.</p> <p>23 Pa. C.S.A. Sec. 6344.3 An identified adult shall also report to the employer, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.</p> <p>23 Pa. C.S.A. Sec. 6344.3 Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution.</p> <p>23 Pa. C.S.A. Sec. 6344.3 The employer shall immediately require an identified adult to submit new certifications when there is a reasonable belief that the identified adult was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.</p> <p>23 Pa. C.S.A. Sec. 6344.3 If the employer receives notice of such occurrences from either the adult or a third party, the employer shall immediately report that information to the Superintendent or designee in writing.</p> <p>23 Pa. C.S.A. Sec. 6311 Pol. 806 Identified adults who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with the Child Protective Services Law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1106, 1212, 1801, 1806, 1807, 1808, 1809, 1841, 1842, 1847, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.31, 4.33, 4.34, 4.35, 11.28, 12.41, 339.2, 339.13, 339.14, 339.21, 339.22, 339.29, 339.41</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 103, 103.1, 113, 138, 806</p>
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**SECTION: PROGRAMS**  
**TITLE: TUTORING**  
**ADOPTED: APRIL 15, 1998**  
**REVISED: MAY 18, 2005**

116. TUTORING	
1. Purpose	The Board recognizes that some students may require special help beyond the regular classroom program.
2. Guidelines Title 22 Sec. 4.12, 4.52	<p>Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.</p> <p>In cases where extra help is desired and the parents/guardians request such assistance, the building principal or designee may recommend that the parents/guardians secure tutorial services for the student from a list of available tutors maintained by the school.</p> <p><u>Excusal from School</u></p> <p>Title 22 Sec. 11.22</p> <p>Upon the written request of the parent/guardian, a student may be excused during school hours for tutoring in a field not offered in the District curriculum if such excusal does not interfere with the student's regular program of studies.</p> <p>Title 22 Sec. 11.22</p> <p>The tutor's qualifications must be approved by the Superintendent.</p> <p>Title 22 Sec. 11.22</p> <p>The District may establish reasonable conditions for excusal of a student for such tutoring.</p> <p><u>Private Tutoring</u></p> <p>SC 1327 Title 22 Sec 11.31</p> <p>The instructional program for students not enrolled in public schools due to private tutoring by a <b>properly</b> qualified <b>private</b> tutor shall comply with state law and regulations.</p> <p>SC 1327</p> <p>A properly qualified private tutor shall mean a person who is certified by the Commonwealth to teach in Pennsylvania public schools; who is teaching one (1) or more children who are members of a single family; who provides the majority of instruction to such child or children; and who is receiving a fee or other consideration for instructional services.</p> <p>SC 111, 1327 23 Pa. C.S.A. Sec. 6344</p> <p>Each private tutor shall file with the Superintendent a copy of his/her Pennsylvania certification, state and federal criminal history information and child abuse history clearance. No person who would be disqualified from school employment by the provisions of 24 P.S. § 1-111(e) may be a private tutor.</p>

Title 22  
Sec. 11.31

Annually, the parent/guardian shall provide written assurance to the Superintendent that all instructional requirements are being met.

When the Superintendent receives a complaint that a student is not being provided the required instruction or that a student is not making satisfactory progress, the Superintendent may request evidence of the student's academic progress and documentation that instruction is being provided for the required number of days and hours.

Title 22  
Sec. 11.31

Evidence of satisfactory progress may include samples of student work, assignments assessments, progress reports, report cards and evaluations. Documentation of instructional time may include logs maintained by the tutor or parent/guardian, attendance records, or other records indicating the dates and time instruction was provided.

References:

School Code – 24 P.S. Sec. 111, 1205.1, 1327, 1332, 1333

State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.52, 11.22, 11.31, 11.33

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

# SHALER AREA SCHOOL DISTRICT

No: 137

SECTION: PROGRAMS

TITLE: HOME EDUCATION PROGRAMS

ADOPTED: APRIL 15, 1998

REVISED: JUNE 16, 1999; MAY 12, 2004; MAY 18, 2005

137. HOME EDUCATION PROGRAMS	
1. Authority SC 1327 Act 169 of 1988 Title 22 Sec. 11.31a	Home Education programs for students residing in the School District shall be conducted in accordance with state law and regulations.
2. Definitions SC 1327.1	<p><b>Appropriate education</b> - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.</p> <p><b>Hearing examiner</b> - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.</p> <p><b>Home education program</b> - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.</p> <p><b>Supervisor</b> - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.</p>
3. Delegation of Responsibility	The Superintendent or designee shall develop and distribute administrative regulations for registering and monitoring home education programs.
<b>4. Guidelines</b>	<p><b><u>Notarized Affidavit</u></b></p> <p><b>Prior to the commencement of the home education program, and annually thereafter on August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent setting forth the information required by law.</b></p> <p><b><u>Instructional Program</u></b></p> <p><b>The instructional program for home education students shall include such courses as required by law.</b></p> <p><b><u>Loan of Instructional Materials</u></b></p> <p><b>At the request of the supervisor, the district shall lend to the home education program copies of the school's planned courses, textbooks and curriculum</b></p>
SC 1327.1	
SC 1327.1	
SC 1327.1	



materials appropriate to the student's age and grade level.

Student Portfolio and Evaluations

SC 1327.1

For each student participating in a home education program, the supervisor shall:

1. Maintain a portfolio of records and materials.
2. Provide an annual written evaluation of the student's educational progress.

Graduation Requirements

SC 1327.1

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.

Diplomas

SC 1327.1

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.

Students With Disabilities

SC 1327.1

A home education program meets compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.

SC 1327

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.

SC 1327

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in district schools or in a private school licensed to provide such programs and services.

Appropriate Education/Compliance Determination

SC 1327.1

A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that s/he has ten (10) days to submit the certification.

<p>SC 1327.1</p>	<p>If the Superintendent has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, s/he may submit a letter to the supervisor requiring an evaluation be conducted and that an evaluator’s certification stating that an appropriate education is occurring be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent’s reasonable belief.</p>
<p>SC 1327.1</p>	<p>If the Superintendent has a reasonable belief that the home education program is out of compliance, s/he shall submit a letter to the supervisor requiring a certification be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent’s reasonable belief.</p>
<p>SC 1327.1</p>	<p>As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.</p>
<p><u>Hearings</u></p>	
<p>SC 1327.1</p>	<p>If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.</p>
<p>SC 1327.1</p>	<p>If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a district school, a nonpublic school or a licensed private academic school.</p>
<p><u>Appeal</u></p>	
<p>SC 1327.1</p>	<p>The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.</p>
<p><u>Transfers</u></p>	
<p>SC 1327.1</p>	<p>If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.</p>
<p>SC 1327.1</p>	<p>The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor’s registered mail request.</p>
<p>SC 1327.1</p>	<p>The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.</p>

**SC 1327.1**

**If a home education program is out of compliance, the Superintendent shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.**

**SC 1327.1**

**If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.**

**SC 1327.1**

**If the Superintendent is informed of pending proceedings related to a home education program relocating to the district, s/he shall continue the home education program until the appeal process is finalized.**

References:

School Code – 24 P.S. Sec. 111, 1327, 1327.1

State Board of Education Regulations – 22 PA Code Sec. 11.31a, **11.33**

Board Policy – 203, 209

# SHALER AREA SCHOOL DISTRICT

No: 138

## SECTION: PROGRAMS

TITLE: ENGLISH AS A SECOND LANGUAGE/BILINGUAL EDUCATION PROGRAM

ADOPTED: AUGUST 21, 2002

REVISED:

<p>1. Purpose <b>42 U.S.C. Sec. 2000d et seq Pol. 102, 103</b></p> <p>2. Authority Title 22 Sec. 4.26 20 U.S.C. Sec. 6801 et seq Pol. 103, 103.1</p> <p>Pol. 100, 333</p> <p>3. Delegation of Responsibility</p>	<p>138. <b>ENGLISH AS A SECOND LANGUAGE/BILINGUAL EDUCATION PROGRAM</b></p> <p>In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The goal of the program shall be to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) <b>shall</b> be identified, assessed and provided <b>instruction, and shall be provided an equal opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations.</b></p> <p>The Board shall <b>approve a written program plan</b> of educational services for students whose dominant language is not English. The program <b>plan</b> shall include English as a Second Language (ESL) or bilingual/bicultural instruction. The <b>ESL/Bilingual Education</b> program shall be based on effective research-based theory, implemented with sufficient resources and appropriately trained staff, and evaluated periodically.</p> <p>The Board <b>may address LEP students and programs in the district's comprehensive planning process, and shall include</b> appropriate training for professional staff in <b>the Professional Development Plan as necessary to provide an appropriate ESL/Bilingual Education program in compliance with law and regulations.</b></p> <p>The Board may contract with Allegheny Intermediate Unit No. 3 for <b>ESL/Bilingual Education</b> services and programs.</p> <p>The Superintendent or designee shall implement and supervise an <b>ESL/Bilingual Education</b> program that ensures appropriate instruction in each school and complies with federal and state laws and regulations.</p> <p>The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop administrative regulations regarding the <b>ESL/Bilingual Education</b> program.</p>
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<p>4. Guidelines Title 22 Sec. 11.11 20 U.S.C. Sec. 6801 et seq Pol. 200</p>	<p>The district shall establish procedures for identifying and assessing the needs of students whose dominant language is not English. The Home Language Survey shall be completed for each student <b>upon enrollment</b> in the district, and <b>shall</b> be filed in the student's permanent record folder through graduation.</p>
<p><b>Pol. 102</b></p>	<p>The <b>ESL/Bilingual Education</b> program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.</p>
<p>Pol. 304</p>	<p>Certified employees and appropriate support staff, when necessary, shall provide the <b>ESL/Bilingual Education</b> program. <b>The district shall ensure that all teachers in the ESL/Bilingual Education program hold the appropriate certification and can demonstrate academic language proficiency both in English and in the language used for instruction in their classroom.</b></p>
<p>20 U.S.C. Sec. 6812, 6826, 6841</p>	<p>The <b>ESL/Bilingual Education</b> program shall be evaluated <b>periodically to ensure all components are aligned and working effectively to facilitate the acquisition of the English language and achievement of academic standards</b>, and shall be revised when necessary <b>to ensure greater student achievement.</b></p>
<p>Pol. <b>103.1</b>, 113</p>	<p>Students who are English Language Learners (ELL) may be eligible for special education services <b>when they have been identified as a student with a disability and it is determined that the</b> disability is not solely due to lack of instruction or proficiency in the English language.</p>
<p><b>Pol. 114</b></p>	<p><b>Students who are ELL may be eligible for gifted education services, when identified in accordance with law, regulations and Board policy. The district shall ensure that assessment of a student for gifted education services screens for intervening factors, such as LEP, that may be masking gifted abilities.</b></p>
<p>Pol. 103.1, 113, <b>114</b></p>	<p>Students participating in <b>ESL/Bilingual Education</b> programs who are eligible for special education services shall continue receiving <b>ESL/Bilingual Education</b> instruction, <b>in accordance with their Individualized Education Program (IEP) or Gifted Individualized Education Plan (GIEP)</b>, at the appropriate proficiency and developmental level.</p>
<p><b>Title 22</b> <b>Sec. 4.51, 4.51A,</b> <b>4.51B,</b> <b>4.51C, 4.52</b> 20 U.S.C. Sec. 6812, 6826, <b>6841, 6842</b> Pol. 102, <b>127</b>, 217</p>	<p>Students participating in <b>ESL/Bilingual Education</b> programs shall be required, with accommodations, to <b>participate in assessments and</b> meet established academic standards and graduation requirements adopted by the Board.</p>

<p>20 U.S.C. Sec. 1703 Pol. <b>115</b>, 122, 123</p>	<p>Students shall have access to and be encouraged to participate in all academic and extracurricular activities available to district students.</p>
<p><b>20 U.S.C. Sec. 6826</b></p>	<p><b>Students shall exit from the ESL/Bilingual Education program in accordance with state required exit criteria.</b></p>
<p><b>20 U.S.C. Sec. 6841</b></p>	<p><b>The district shall monitor ELL who exit from the ESL/Bilingual Education program.</b></p>
<p><b><u>Family Engagement and Communication</u></b></p>	
<p><b>20 U.S.C. Sec. 7012 42 U.S.C. Sec. 2000d et seq</b></p>	<p>Communications with parents/guardians shall be in the mode and language of communication preferred by the parents/guardians.</p>
<p>20 U.S.C. Sec. 7012</p>	<p>At the beginning of each school year, <b>or within fourteen (14) days of enrollment during the school year</b>, the district shall notify parents/guardians of students <b>enrolled in ESL/Bilingual Education</b> programs regarding the instructional program <b>provided to their student.</b></p>
<p><b>Pol. 127, 212</b></p>	<p>Parents/Guardians <b>shall</b> be regularly apprised of their student’s progress, <b>including achievement of academic standards and assessment results.</b></p>
<p><b>20 U.S.C. Sec. 7012</b></p>	<p><b>Parents/Guardians shall be notified of their right to opt the student out of supplemental ESL/Bilingual Education programs/opportunities provided through federal funding, in accordance with applicable law.</b></p>
<p><b>20 U.S.C. Sec. 7012</b></p>	<p><b>The district shall notify parents/guardians of students in ESL/Bilingual Education programs within thirty (30) days, or within fourteen (14) days of enrollment, if the district fails to meet annual measurable performance objectives, as required by law.</b></p>
<p>20 U.S.C. Sec. 6812, 6826, 7012</p>	<p>The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children.</p>
<p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.26, <b>4.51, 4.51A, 4.51B, 4.51C, 4.52</b>, 11.11</p> <p>Equal Education Opportunity Act, amending Educational Amendments of 1974 – 20 U.S.C. Sec. 1703</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6801 et seq.</p> <p><b>Title VI of the Civil Rights Act – 42 U.S.C. Sec. 2000d et seq.</b></p> <p>Improving Academic Achievement, Title 34, Code of Federal Regulations – 34 CFR Part 200</p> <p>Board Policy – 000, 100, 102, 103, 103.1, <b>105.1</b>, 113, <b>114, 115</b>, 122, 123, <b>127</b>, 200, <b>212</b>, 217, 304, 333</p>	

# SHALER AREA SCHOOL DISTRICT

No: 212

SECTION: PUPILS

TITLE: REPORTING STUDENT PROGRESS

ADOPTED: MAY 20, 1998

REVISED:

## 212. REPORTING STUDENT PROGRESS

1. Purpose Pol. 216	The Board <b>recognizes</b> that <b>communication</b> between school and home is a vital <b>component</b> in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress.
2. Authority <b>SC 1531, 1532</b> <b>Title 22</b> <b>Sec. 4.11</b> <b>Pol. 127</b>	<b>The Board directs that the district's instructional program shall include a system of measuring all students' academic progress.</b>  <b>The Board directs the Superintendent</b> to establish a system of reporting student progress that includes academic progress reports, <b>grade reports</b> , and parent/guardian conferences with teachers.
3. Delegation of Responsibility  <b>SC 1531, 1532</b>	The Superintendent or designee shall develop administrative regulations for reporting student progress to parents/guardians.  <b>All</b> appropriate staff members, as part of their professional responsibility, <b>shall</b> comply with <b>the systems established for measuring and reporting student progress.</b>
4. Guidelines	Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized.  Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.  Scheduling of parent-teacher conferences shall occur at times that ensure the greatest degree of participation by parents/guardians.  <b>Grade reports</b> shall be issued at intervals of not less than every 9 weeks.  Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.  References:  School Code – 24 P.S. Sec. 510, <b>1531, 1532</b>  <b>State Board of Education Regulations – 22 PA Code Sec. 4.11</b>  Board Policy – <b>102, 127, 138</b> , 216

# SHALER AREA SCHOOL DISTRICT

No: 317

SECTION: ADMINISTRATIVE EMPLOYEES  
TITLE: CONDUCT/DISCIPLINARY PROCEDURES  
ADOPTED: MARCH 18, 1998  
REVISED: JANUARY 11, 2012; MARCH 18, 2015

317. CONDUCT/DISCIPLINARY PROCEDURES	
1. Authority	<p>All administrative employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.</p>
Title 22 Sec. 235.10	<p>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</p>
SC 510, 514	<p>The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p>
SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq	<p>When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.</p>
2. Delegation of Responsibility SC 510	<p>All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Physical or verbal abuse, or threat of harm, to anyone.</li><li>• Nonprofessional relationships with students.</li><li>• Causing intentional damage to district property, facilities or equipment.</li><li>• Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.</li><li>• Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</li></ul>
Pol. 351	



317. CONDUCT/DISCIPLINARY PROCEDURES

<p>SC 1122</p> <p>SC 1122</p> <p>SC 1122</p> <p>SC 1122</p>	<ul style="list-style-type: none"> <li>• Use of profane or abusive language.</li> <li>• Breach of confidential information.</li> <li>• Failure to comply with directives of district officials, security officers, or law enforcement officers.</li> <li>• Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.</li> <li>• Violation of Board policies, administrative regulations, rules or procedures.</li> <li>• Violation of federal, state, or applicable municipal laws or regulations.</li> <li>• Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.</li> </ul> <p>The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Written warning</li> <li>• Reprimand</li> <li>• Suspension</li> <li>• Dismissal</li> <li>• Pursuit of civil and criminal sanctions.</li> </ul>
<p>SC 111</p> <p>24 P.S. Sec. 2070.9a</p> <p>23 Pa. C.S.A. Sec. 6344.3</p> <p>SC 111</p> <p><b>23 Pa. C.S.A. Sec. 6344.3</b></p>	<p><u>Arrest Or Conviction Reporting Requirements</u></p> <p>Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</p> <p>Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been <del>listed</del> <b>named</b> as a perpetrator in a <b>founded or indicated report pursuant to</b> the Statewide database, in accordance with the Child Protective Services Law.</p> <p>An employee shall be required to submit a <del>current</del> <b>new</b> criminal history background checks <del>report</del> if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.</p> <p><b>An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.</b></p>

317. CONDUCT/DISCIPLINARY PROCEDURES

**SC 111**  
**23 Pa. C.S.A.**  
**Sec. 6344.3**

Failure to accurately report such **occurrences** may subject the employee to disciplinary action up to and including termination and criminal prosecution.

References:

School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151

State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq.

Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.

Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 351, **824**

Received  
Shaler Area School District  
JAN 13 2016  
Sean C. Aiken  
Superintendent

SHALER AREA SCHOOL DISTRICT

OUT OF STATE / OVERNIGHT TRIP

Group: SAMS 8TH GRADE (BLUE) Date Submitted: 1/12/16  
 Sponsor(s): JERRY KOLLER Phone Ext. 2616  
 Destination: MOUNT VERNON ESTATE AND GARDENS - HOME OF GEORGE WASHINGTON  
 Date(s) of Trip: 4/1/16

Purpose of Trip: TO VISIT THE HOME OF OUR NATION'S 1ST PRESIDENT - GEORGE WASHINGTON... WASHINGTON IS A MAJOR FIGURE IN THE 8TH GRADE CURRICULUM.

Costs: COSTS ARE PAID BY STUDENTS

Methods of Fundraising: 

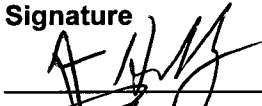
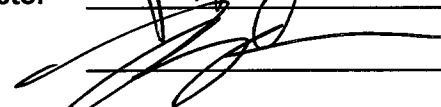
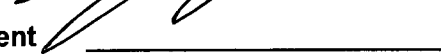
- Trip is incentive for 8th grade Blue Cultures
- 45 students will be attending
- Student: Chaperone ratio required is 5/90

Number of Teacher Substitutes Needed 5

Number of Days for Each Substitute 1

APPROVAL

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

	Signature	Date
Activities/Athletic Director		<u>1-12-16</u>
Principal		<u>1/13/2016</u>
Assistant Superintendent		

**OUT OF STATE / OVERNIGHT TRIPS**

Received  
Shaler Area School District  
JAN 20 2016  
Sean C. Aiken  
Superintendent

**SHALER AREA HIGH SCHOOL**

Group JCL (National Latin Honor Society) Date Submitted 12-23-15

Sponsor(s) Jessica Alexander + Kristin Barie Phone Ext. x1664

Destination Pennsylvania State University

Date(s) of Trip May 20-22

Purpose of Trip:

to participate in academic, artistic + athletic competitions centered around the Roman culture applicable to our Latin curriculum.

Costs:

\$225 - includes t-shirt + bus

Method of Fundraising:

pepperoni rolls

Number of Teacher Substitutes Needed ~~4~~ 4

Number of Days for Each Substitute 1

APPROVAL

<u>YES</u>	<u>NO</u>		<u>Signature</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activities / Athletic Director	<u>[Signature]</u>	<u>12/23/15</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Principal	<u>[Signature]</u>	<u>1-12-16</u>
<input type="checkbox"/>	<input type="checkbox"/>	Superintendent	_____	_____

# Shaler Area Middle School

1810 Mt. Royal Boulevard, Glenshaw, PA 15116 • 412.492.1200 • [www.sasd.k12.pa.us](http://www.sasd.k12.pa.us)

Martin J. Martynuska  
Principal



Shannon M. Howard  
Assistant Principal

Sarah Neaves  
Shaler Area Middle School  
8<sup>th</sup> Grade Science Teacher

December 14, 2015

Cyndi Greco  
Manager, Enterprise Applications  
Environment, Health & Safety  
PPG Industries, Inc.

Dear Ms. Greco,

I am writing to ask PPG Industries, Inc. for financial assistance in the purchase of scientific supplies for Shaler Area Middle School.

STEM projects and lessons are vital to the enrichment of students in the science classroom. I would like to purchase Lego kits to create more hands-on experiences for our students, which could be used for both 7th and 8th grade in various capacities. The kits come prepared with lessons in Chemistry, Biology, and Earth Science. The concepts taught with the kits can be very challenging for the students. These materials would allow the students to investigate natural processes that would otherwise be inaccessible. I would like to purchase two sets for \$800 and use the remaining \$200 to purchase replacement bricks.

Each kit costs \$400 dollars and includes the following materials:

- 14 Lego kits
- 14 laminated lab cards
- Teacher/instructional guides
- Classroom posters
- Supplemental bricks
- Management tools

The Lego kits would promote engagement and interest in scientific concepts that can be extremely challenging for students. One significant benefit of the kits is that they meet Next Generation Science Standards. If you require any additional information I can be reached at [neavess@sasd.k12.pa.us](mailto:neavess@sasd.k12.pa.us). Attached is a pamphlet with greater detail about the components of each kit. Thank you for this opportunity and appreciate your consideration for financial assistance.

Sincerely,

Sarah Neaves

RECEIVED  
SHALER AREA SCHOOL DIST

JAN 29 2016

DR. BRYAN O'BLACK



# PPG INNOVATIVE CLASSROOM GRANTS

## Application for Funding (to be completed by PPG employee)

### PLEASE COMPLETE THE FIELDS BELOW

<b>Date</b>	11/13/15
<b>School Information</b>	
<b>School Name</b>	Shaler Area Middle School
<b>School Address</b>	1810 Mount Royal Blvd. Glenshaw, PA 15116
<b>Project Director</b>	Michael LaGamba
<b>Phone</b>	412-492-1200 ext. 2662
<b>PPG Employee Information</b>	
<b>PPG Employee</b>	Cyndi J. Greco
<b>PPG Location</b>	Monroeville Chemical Center
<b>HR ID #</b>	101893
<b>PPG Access Phone</b>	724/325-5011
<b>Grant Request Information</b>	
<b>Amount Requested from PPG</b>	\$1,000
<b>Total Project Budget (may not exceed \$5,000)</b>	\$1,800
<b>Project Summary</b> Please provide 1-3 sentences that summarize the grant purpose.	Students will utilize a 3D printer to address an existing problem. They will be responsible for identifying and researching the problem and designing a new item, piece or attachment to be printed, that is able to solve the problem.
<b>Project Budget Details</b> Please list the line items, with dollar figures, for the amount of funding being requested.	3D Printer prices may vary depending on the model. \$1,800 would be the maximum amount put towards a printer, with the \$1,000 grant going entirely to that sum.
<b>Anticipated Project Outcomes</b> Please list the primary outcomes expected to occur as a result of the implementation of this project.	Students will gain measurement, research, 3D modeling, design and problem solving skills. They will also develop a new item that they (or someone else) could use for years to come.



Bringing innovation to the surface.™

# PPG INNOVATIVE CLASSROOM GRANTS

## Application for Funding (to be completed by PPG employee)

**PLEASE COMPLETE THE FIELDS BELOW**

<b>Date</b>	12/11/15
<b>School Information</b>	
<b>School Name</b>	Shaler Area Middle School
<b>School Address</b>	1810 Mount Royal Blvd. Glenshaw, PA 15116
<b>Project Director</b>	Michael LaGamba
<b>Phone</b>	412-492-1200 ext. 2662
<b>PPG Employee Information</b>	
<b>PPG Employee</b>	Cyndi J. Greco
<b>PPG Location</b>	Monroeville Chemical Center
<b>HR ID #</b>	101893
<b>PPG Access Phone</b>	724/325-5011
<b>Grant Request Information</b>	
<b>Amount Requested from PPG</b>	\$1,000
<b>Total Project Budget (may not exceed \$5,000)</b>	\$1,000
<b>Project Summary</b> Please provide 1-3 sentences that summarize the grant purpose.	Students will utilize an Arduino to invent a new electronic product that incorporates a microcontroller, buttons, lights, motors and/or sensors. The students will also be responsible for writing the code that their invention will run off of.
<b>Project Budget Details</b> Please list the line items, with dollar figures, for the amount of funding being requested.	An Arduino has a vast number of components that are compatible. The possibilities truly are endless. Below is a list of some of the basic components that I would start with to build a supply of parts. Prices listed are per unit. I would spend about \$33 per group, for 30 groups.
<b>Anticipated Project Outcomes</b> Please list the primary outcomes expected to occur as a result of the implementation of this project.	Students will learn about basic circuit building and coding. They will learn a computer language that is easily transferable to other languages in the future. They will also gain problem solving skills.

**PPG COMMUNITY ENGAGEMENT**