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**2015-2016  
STUDENT HANDBOOK  
SHARPSVILLE AREA HIGH SCHOOL  
SHARPSVILLE MIDDLE SCHOOL**

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**SHARPSVILLE AREA SCHOOL DISTRICT'S**  
**MISSION STATEMENT**

The mission of the Sharpsville Area School District, in partnership with the community, is to challenge all students to reach their potential, to be responsible citizens, and to value learning as a lifelong process by promoting excellence in a nurturing educational environment.

**NON-DISCRIMINATION**

It is the policy of the Sharpsville Area School District not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Chapter 15. For further information, contact Mr. Timothy Dadich, High School Principal, 301 Blue Devil Way, Sharpsville, Pennsylvania 16150 or Mr. John Vannoy, Middle School Principal, 303 Blue Devil Way, Sharpsville, Pennsylvania 16150.

**NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

The Board declares it to be policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school. The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal within fifteen (15) days. Please refer to District policy 103 for the appeal procedure.

**SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE EXCEPTIONAL STUDENTS**

The Sharpsville Area School District provides a free, appropriate public education to exceptional students. To qualify as an exceptional student the child must be of school age, in need of specially designed instruction and meet eligibility criteria for one or more mental and or physical disabilities as set forth in Pennsylvania State Standards.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services individualized to meet student needs. At no cost to the parents/guardians, these services are provided in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefit and student progress.

To identify students who may be eligible for special education, various screening activities are conducted at three (3) levels:

- Level I consist of a review of the student's records including; attendance, IST documentation, Student Assistance referral, report cards, cumulative information, and health needs.
- Level 2 screenings involve yearly examinations of a student's hearing. Screening is conducted in grades K-3, 7 and 11. Vision screening occurs at all grade levels, K-12. Medical examinations are conducted in grades K, 6, and 11. Dental examinations are administered in grades K, 3, and 7.
- Level 3 consist of standardized tests administered at various grade levels.

The following tests are given:

- Grade 8, 9, 10 = **Keystone Exams/End of Course Exams**  
Algebra: Algebra I or Academic Algebra I = grades 8, 9, 10  
Biology: Academic Biology = grade 9  
Literature: Literature and Composition II = grade 10
- Grade 3, 4, 5, 6, 7, 8 = **PSSAs**  
English Language Arts = grades 3, 4, 5, 6, 7, 8  
Math = grades 3, 4, 5, 6, 7, 8  
Science = grades 4, 8

Data from these tests enable counselors, principals and teachers to identify the student's strengths and weaknesses. Students who are considered "At Risk" are referred to the school psychologist for a Multidisciplinary Evaluation (MDE). The psychologist seeks parental consent to conduct the MDE. The MDE is a process to gather information that will be used to determine if a child is eligible and in need of special education services. Parents/guardians who suspect their child is in need of special education services may request a multidisciplinary evaluation at any time through a written request to the school psychologist.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Plan (IEP), biennial/triennial MDE Reevaluation, supportive intervention in the regular classroom with itinerant and/or resource services; part-time services; and full- time services. These interventions may be provided in the student's home school/home district or at a location other than the student's home school/home district. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities.

Parents/guardians may obtain additional information regarding special education services, programs and parental due process rights by contacting the Sharpsville Area School District's Special Education Department at (724) 962-7168.

### **Services for Protected Handicapped Students**

In compliance with state and federal law, Section 504 of the Rehabilitation Act of 1973, the Sharpsville Area School District will provide services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and

extra curricular activities to the maximum extent appropriate to the student's abilities. These related services are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in, or access to, an aspect of the school program.

Services and protections for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs.

For further information about the evaluation procedures and provision of services to protected handicapped students contact the Sharspsville Area School District's Special Education Department at (724) 962-7168.

### **Services for Gifted Students:**

In accordance with the Board's philosophy to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of mentally gifted pupils of school age that are in compliance with the mandate of the Commonwealth of Pennsylvania. Thus, the District shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

The framework for said programs shall encompass, at a minimum, the following objectives: expansion of academic attainments and intellectual skills; stimulation of intellectual curiosity, independence and responsibility; development of critical thinking and creativity. The curriculum and programmatic opportunities for mentally gifted students shall be designed to provide a variety of enrichment and acceleration opportunities and to ensure regulatory compliance.

Ability of candidates for this program shall be evidenced by the criteria as set forth in the Pennsylvania School Code and outlined in the District's Administrative Regulation related to this policy.

The District shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.

The District shall make the Permission to Evaluate Gifted Student Form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request. Parents who suspect that their child is gifted may request a gifted multidisciplinary evaluation of their child at any time, with a limit of one request per school term.

### **Services for Preschool Children**

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing



developmental delays or physical or mental disabilities and their families are eligible for early intervention services. At risk children are eligible for screening and tracking.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through two (2) years of age. The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three (3) through five (5). For more information about these programs, contact the Midwestern Intermediate Unit IV, 453 Maple St., Grove City, PA 16127-2399, 1-800-942-8035.

### **Confidentiality of Student Records**

The Sharpsville Area School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accordance with state and federal law and the district's student record policy.

### **RIGHT TO REQUEST TEACHER QUALIFICATIONS**

As a parent of a student at the Sharpsville Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under State regulations because of special circumstances
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications

### **PENNSYLVANIA SCHOOL ASSESSMENT PROGRAM (PSSA) TESTING DATES**

**Students should take this test seriously.** The results will become part of the student's permanent record. Students should get adequate rest on the nights before the test.

Please refrain from scheduling educational trips, field trips, and doctor's appointments during the testing windows. Your cooperation is most appreciated.

The following tests are given:

- The mandatory PSSA English Language Arts Assessment will be given to grades 6, 7, and 8 during the testing window of April 11, 2016 through April 15, 2016.
- The mandatory PSSA Math Assessment will be given to grades 6, 7, and 8 during the testing window of April 18, 2016 through April 22, 2016.
- The mandatory PSSA Science Assessment will be given to grade 8 during the testing window of April 25, 2016 through April 29, 2016.
- 7<sup>th</sup> grade Algebra I students will take the Algebra I Keystone Exam during the testing window of May 16, 2016 through May 27, 2016.
- PSSA testing make ups will be May 2, 2016 through May 6, 2016.

### **KEYSTONE EXAMS**

The Keystone Exams are end-of-course assessments that will be administered in Biology, Algebra I, and Literature/Composition 2 on the following dates:

- The testing window will be May 16, 2016 through May 27, 2016.

### **EDUCATIONAL PROGRAMS**

The Sharpsville Area School District develops and provides a planned educational program for each student with limited English proficiency. These programs enable students to meet academic standards and succeed in school.

Each program will include:

- Standards-based English as a second language instruction at the appropriate proficiency level
- Content area instruction aligned with academic standards and adapted to meet the needs of the student
- Assessment processes that reflect academic standards and instruction.

### **SCHOOL CLOSINGS/CANCELLATIONS**

Should it be necessary to **close schools** in case of inclement weather or other emergencies, an announcement will be aired over local radio stations **by 6:30 a.m.**: WPIC 790 AM; WHOT 101.1 FM; WGRP 940 AM; WYFM 102.9 FM; WKBN 98.9 FM; KDKA 1020 AM; and Channel 21 television. It will also be posted on the district website.

A delayed start of two (2) hours may be an alternative to closing. In that event, the announcement will also be broadcast over the above local radio and television stations. Students and buses will be delayed two (2) hours, if necessary.

In some instances when school is already in session, it might become necessary to initiate an early dismissal. Announcements of early dismissal will again be made over local radio and television stations.

### **PLEASE DO NOT CALL THE SCHOOL!**

### **ENTERING THE BUILDING**

Students must enter the Middle School and High School through the main entrances. All other doors will not be available for entry into the buildings.

### **DAILY TIME SCHEDULE**

7:43 a.m.	Doors Open
7:50 a.m.	Tardy Bell
7:50 a.m. - 8:49 a.m.	Period 1
8:52 a.m. - 9:35 a.m.	Period 2
9:38 a.m. - 10:21 a.m.	Period 3
10:24 a.m. - 11:07 a.m.	Period 4
11:05 a.m.	Career Center Bus Arrives
11:10 a.m. - 11:40 a.m.	Period 5 ("A Lunch")
11:43 a.m. - 11:53 a.m.	Period 6
11:56 a.m. - 12:26 p.m.	Period 7 ("B Lunch")
12:29 p.m. - 12:39 p.m.	Period 8
12:42 p.m. - 1:12 p.m.	Period 9 ("C Lunch" HS Only)
1:15 p.m. - 1:58 p.m.	Period 10
2:01 p.m. - 2:44 p.m.	Period 11
2:44 p.m.	Bus Students Dismissed
2:48 p.m.	All Other Students Dismissed

### **TWO HOUR DELAY TIME SCHEDULE**

9:43 a.m.	Doors Open
9:50 a.m.	Tardy Bell
9:50 a.m. – 10:25 a.m.	Period 1
10:28 a.m. – 10:57 a.m.	Period 2
11:00 a.m. – 11:29 a.m.	Period 3
11:32 a.m. – 12:02 p.m.	Period 5/6 & A Lunch
12:05 p.m. – 12:35 p.m.	Period 6/7-7/8 & B Lunch
12:38 p.m. – 1:08 p.m.	Period 8/9 & C Lunch
1:11 p.m. – 1:40 p.m.	Period 4
1:43 p.m. – 2:12 p.m.	Period 10
2:15 p.m. – 2:44 p.m.	Period 11
11:30 a.m.	Career Center Students Arrive to School

### **ATTENDANCE POLICY**

*Printed on the next page is a copy of the SASD attendance policy. It is our wish that you review this policy, carefully paying attention to the section "Excessive Absence".*

## **Closed Campus**

Students coming on campus in the morning are to remain on the school grounds for the remainder of the school day. Students are not permitted in parking lot areas, in the woods, or down the path. Permission from the main office **must** be obtained before a student may leave the school grounds. High school students are not permitted in the middle school classroom area and middle school students are not permitted in the high school.

## **Absence and Truancy**

Regular attendance is necessary to ensure the continuity of the educational process. Regularity of attendance is desirable in developing proper habits, the feeling of mastery through success, interest in school, a sense of responsibility, and those important character-building aspects which have a definite effect upon later life. It is essential that parents/guardians and school authorities plan for anticipated absences together whenever possible. This will assure fulfillment of the school's aim to help pupils plan responsibility for their actions.

### **Absence is defined as:**

- Non-attendance in school
- Non-attendance in an individual class
- A combination of the above mentioned

Tardiness to school and early dismissals will be counted as absences. Certain school-related activities such as field trips, main office/guidance appointments, athletic contests, etc. are exempt from these regulations.

### **Excused absences include the following:**

- Illness
- Critical family illness
- Pre-arranged doctor/dentist appointments
- Authorized school activities
- Death in the family
- Educational trips (maximum of five [5] days; **prior** administrative approval is a **must**)
- Required court attendance
- Religious holidays
- College visitations (seniors only) with **prior** administrative approval

**Illegal absence** – any absence not classified as excused for students of compulsory school age (16 years of age and under)

**Unexcused absence** – any absence not classified as excused for students not of compulsory school age (pre-school, kindergarten, and 17 years of age and over)

Truancy - being absent from class or being absent from the building during some part or all of the school day without permission from an authorized school official or the student's parent/guardian.

On the morning following an absence, the student must bring to school a written statement from his/her parent/guardian stating the exact reason for the absence. This statement should include the student's name, grade, date of absence, the specific reason for the absence, and the parent/guardian signature. If no parental excuse is given to a school official within three (3) school days, the student will be marked illegal (16 years of age and under) or unexcused (17 years of age and over).

The parents/guardians of any child 16 years of age or under that has been illegally absent from school for three (3) days, or their equivalent, shall be served an official notice of second offense action.

A criminal complaint, second offense action, will be filed with the District Magistrate on the sixth illegal absence.

The school is justified in requiring a statement from medical authorities for a claim of continued or repeated illness.

**NOTE: Make up work - it is reasonable to require student work to be completed within the number of days the student missed when the total number is three (3) or less. For extended absences, which is defined as four (4) or more days, must be arranged immediately upon return to school and completed within five (5) school days.**

### **Penalties For Truancy - Act 29**

Act 29 of Special Session #1 of 1995 extensively revises provisions for truancy. The law raises the fine placed on parents/guardians for truancy to \$300 and requires parents/guardians to pay court costs or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents/guardians would have to appear at a hearing by a district justice. If the parents/guardians show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents/guardians are not convicted and the child continues to be truant, the child will be fined up to \$300 or be assigned to an adjudication alternative program.

Other provisions allow a district justice to suspend a sentence given to the parent/guardian or child if the child is no longer habitually truant. A district justice may order the parents/guardians to perform community service for up to six (6) months. The new law also grants to state, municipal, port authority, transit authority, housing authority, or school police officers the same arrest powers as attendance officers and home and school visitors.

In addition, Act 29 removes from truant juveniles their vehicle operating privileges for ninety (90) days for a first offense and six (6) months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for ninety (90) days (first offense) and six (6) months (second offense), commencing upon their 16th birthday.

In addition to the penalties set forth in Act 29, the student will be suspended (Alternative Instructional Assignment – AIA) for a period of three (3) days for the first offense, five (5) days for the second offense, and ten (10) days for the third and subsequent offenses.

Also, as truancy from school is an unlawful absence, the student will receive a grade of "zero" (0) for all classes missed and will not be provided an opportunity to make-up work.

### **Tardy To School**

A student is determined to be tardy if he/she is late for his/her assigned homeroom. In this case, the student must sign in at the main office.

- 3 Unexcused late for school – Detention
- 7 Unexcused late for school – Saturday Detention
- 10 Unexcused late for school – Two (2) Saturday Detentions

Students are to be in school the **entire day** to be eligible to participate in activities (this includes practices; athletic events; field trips; plays/musicals; club meetings; etc.) Students are to be in school **on time**, not late.

Any student who leaves school for illness reasons during the course of the school day is not eligible to participate in any school-sponsored activity occurring that same day or evening.

### **Excusals from School During the Day – Medical/Dental Appointments**

Students who wish to be excused from school during the day **must** present a written request to the main school office signed by their parents/guardian **prior to 7:50 a.m.** Requests for an early dismissal must be left at the main office prior to leaving the building. Early dismissals are then recorded and reflected on the daily attendance report.

***NOTE: If a student is going to a medical/dental appointment, a slip from the doctor's office must be turned in to the first period teacher the following day. The medical excuse must include the parent's/guardian's name as well as the date/ time of and departure time from the appointment. The school reserves the right to confirm all early dismissal requests.***

Students reporting to school late due to a medical/dental appointment **must** bring a medical excuse to the main office with the departure time on it.

Students who become ill during the day should obtain permission from the main school office to go to the nurse's office. If the school nurse deems it necessary that an ill student be excused

from school, he/she will issue an excuse slip to any such student. Students should not go to the restroom when ill; to do so will constitute a class cut.

### **STUDENT HEALTH SERVICES**

If a student becomes ill during the school day, he/she should report to the main office. Office staff will then contact the nurse, who will decide what should be done. Students must not leave the building because of illness without authorization from the school nurse or main office personnel. Students leaving school without permission will be treated as an offender and could receive suspension for this action. Students are not permitted to contact parents via cell phone or any other personal device. **This is a violation of our student health procedures and our technology policy.**

### **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Students playing sports are requested to bring proof of insurance from home or they must buy the school insurance before they will be allowed to participate. **School insurance does not cover football.**

### **MEDICATION**

Before any prescribed medication may be dispensed to any student during school hours, **written** request of the parent/guardian is required as well as a written order of the prescribing physician. Any medication to be given during school hours must be delivered directly to the school nurse, the school principal, or his/her designee by the parent/guardian. The medication must be brought to school in the original pharmaceutical and properly labeled container.

### **BUS TRANSPORTATION**

Proper and reasonable conduct is expected from all students while being transported. The authority of the school shall continue and be respected during the time necessary to accommodate the home to school transportation phase necessary to our educational program.

Approved sequence of driver-control measures in case of pupil misconduct:

- Warning the offender that misconduct will not be tolerated
- Assignment to a seat
- Reporting names, incidents of continuing and extreme misbehavior to the principal of the school and the director of transportation attended by the offender

The principal will notify the parent/guardian of the student reported to him/her by the driver or contractor. Action shall include:

- A warning that misconduct shall cease
- A second reporting will result in a suspension of riding privileges as determined by the principal after he/she has a conference with the parent/guardian and/or student.

All bus stops are authorized by the Sharpsville Area School Board as designated by the Director of Pupil Transportation.

Students should also be aware that while you are being transported you are "on school property." This means that if you violate the discipline code, you are responsible for whatever penalty it would call for, plus the loss of your riding privileges.

**Remember, Bus Transportation To And From School Is A Privilege!!!** Should you lose your privileges, you are expected to provide your own transportation to and from school or the days you are not in attendance will be marked unexcused/illegal.

## **GENERAL INFORMATION**

### **Visitors**

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the main office. Parents/guardians are always welcome. Students are not permitted to bring guests. Visitors are expected to leave promptly when their business is completed.

### **Trespassing**

No one, including students, may be in the school building or on school grounds after school hours or on a non-school day unless that person is on official school business, is participating in a supervised school activity, is a spectator at an activity open to the public, or has been given permission by the school administration to be here. Anyone who loiters at school or upon school grounds after the close of the school day, on a non-school day or after a school activity without specific reason or supervision, or who is directed to leave and refuses to do so, may be charged with trespassing under the Pennsylvania Crimes Code.

### **Telephone**

A public telephone **is no longer** provided for student use. No one is to be excused from class to use the phone. Social telephone messages **are not accepted at school, nor will you be called to the phone.**

### **Fire Drills**

Fire drills at regular intervals are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.



## **Parking Regulations – High School Only**

In order for students to apply for a parking permit beginning in the 2014-2015 school year, they must meet the following pre-requisites:

- Students must be in good standing and have no fines or payments that are due;
- Students must have at least a 2.8 G.P.A and not have failed any classes;
- Students must have received at least a proficient on any Keystone Exam;
- If a student has not met qualifications #2 and #3 then they must be enrolled in a tutoring program and attending at least 3 days per week in order to maintain driving privileges.
- Discipline
  - 1<sup>st</sup> Suspension - Warning
  - 2<sup>nd</sup> Suspension – Loss of Driving Privileges for one week
  - 3<sup>rd</sup> Suspension – Loss of Driving Privileges for one Semester.
  - 4<sup>th</sup> Suspension – Loss of Driving Privileges for one calendar year.

Students are permitted to park in the West Lot at the far end of the Middle School. **You are not permitted to enter through the Middle School.** In the event that all parking spaces are registered, provisions will be made for overflow parking.

Students are not permitted to park on Wakefield Drive. We need to work with our neighbors to ensure a positive relationship. Parking on Wakefield Drive has caused a strained relationships with residents in previous years.

Registration - All vehicles driven to school and parked on school property must be registered with a parking sticker. You may obtain your sticker through the High School Office. This applies also to vehicles driven only occasionally. The parking sticker requires you to park in your designated spot. You may share your permit with another student as long as their car is registered as well.

All Registered Vehicles must display the appropriate proof of registration provided by the High School Office.

Faculty/Visitor Parking – The two (2) double rows of parking closest to the building as well as the side spaces from the new elementary drive to the new spiral path are for visitor use.

Student Parking – Students are permitted to park in their designated space only. Violators may be towed.

Loitering - Vehicles will be vacated immediately upon being parked. Loitering, eating, etc., in the vehicle is not acceptable. Vehicles should be locked and not entered throughout the school day without permission. **THIS IS FOR YOUR PROTECTION - The school is not responsible for any items removed from vehicles parked in the student parking lot.**

Dismissal - **Do not drive in front, between, or pass buses at any time while on school property.**

Pedestrians - Those walking have the right-of-way at all times. Avoid stopping vehicles in crosswalks.

All Rules Regarding Smoking, Weapons, Drugs, Alcohol, etc., which apply in school, also apply in the student parking lot and vehicles.

Recklessness - Speeding, reckless driving, driving over curbs, walks, or lawn will not be tolerated. Avoid overloading vehicles. Violators will lose their driving and parking privileges on our school property.

Suspension - Driving on school property and use of the student parking lot are privileges subject to suspension through violation of the above regulations. The driver's cooperation will be appreciated.

***NOTE: The School District cannot assume any responsibility for mishaps or damages to vehicles while driven to school or parked on school property.***

### **Student Valuables**

Students are cautioned not to bring large amounts of money or other valuables to school. If you wear glasses or watches keep track of them at all times. **Students**, not the school, are responsible for their personal property, including electronic devices.

### **Lost And Found**

If you should find an article, textbook, etc., please bring it to the main office to be placed in the lost and found. If you have lost an article please come to the office to look for it.

### **Work Release – High School Only**

Permission for early dismissal for work will be given to **seniors** if they meet state and local requirements for working papers and for graduation. Forms completed by both parents/guardians and employer must be on file in the Guidance Office. No student will be excused unless he/she has a work permit and signs out daily in the High School Office. Exceptions to the above will be made on a case-by-case basis.

**Students excused for work must be passing all subjects.** These students must be responsible for their own transportation to the job location and notify the guidance office if their employment is terminated or the place of employment changes. Students should check with the high school office to secure announcements, which pertain to them. Failure to follow these regulations will result in the loss of early dismissal permission.

### **Working Papers – High School Only**

If you are under 18 years of age and/or are in school, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, the hours, and under what conditions you may work. Applications and all necessary information may be obtained in the High School Guidance Office.

Good judgment must be exercised in seeking employment. A student's first responsibility is his/her schoolwork. If a job deprives a student of his/her study time and participation in school activities, he/she will not be able to maintain a satisfactory school record.

All early releases for work require students to personally sign out in the high school office each day. Due to school policy, early release for work will be granted to **seniors only** if scheduling arrangements can be made.

Exceptions to the above will be made on a case-by-case basis.

### **Locker Search Policy**

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal hearings.

The courts have held that school lockers are school property loaned to the student for the student's convenience. (School authorities may search the student's locker **without** prior warning in seeking contraband. School authorities are charged with the safety of all students under their care and supervision. Courts have reasoned that the school extends locker use to students only for legitimate purposes). Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that school officials will conduct random, periodic sweeping searches of all lockers.

Narcotic detecting dogs may also be utilized to search student's lockers.

We strongly suggest that all students put a lock on their locker. A duplicate of the key or a copy of the combination must be on file in the main office. A violation of this rule will result in the lock being cut off if the need arises.

It is the responsibility of each student to make sure that his/her own locker is kept clean and neat. Students are not permitted to double-up in another locker.

### **Physical Education**

All students must participate in physical education. In view of this it is strongly urged that the student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a **written** statement should

be presented which clearly sets forth the limitations and is signed by the family doctor. The statement will be made a part of the student's record. Students are not excused from physical education.

**Dress Code** - Because of the fact that physical education is an activity-oriented course, there are specific requirements as it relates to appropriate apparel in class.

Aside from the dress/apparel guidelines stipulated by the physical education department, there are items of apparel that are **not** permitted. These items include:

- Any and all jewelry (chains, earrings, etc.) that present a potential health/safety hazard either to the student who is wearing the said item or to others in the class.
- Any and all jewelry (hoops, etc.) in conjunction with body piercing of the ears, facial area, and/or torso.

### **Hall Passes – High School Only**

Students cannot learn unless they are in class and prepared to work. This is and should be our first priority at all times. To help support this, all students will be issued a “Pass Card” at the beginning of each Marking Period (MP). This card will provide students a fixed number of opportunities to use the restroom during the school day. Students must utilize their time wisely, get to class on time with all materials and must have this pass on them to be used as a hall pass. Students who lose their card may purchase one (1) replacement from the main office.

### **Study Halls**

Students are required to study in study hall. Study hall teachers may issue passes only to the main office, guidance office, or to the restroom in emergency cases. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass. Card/game playing; iPods/MP3 players or sleeping are not acceptable behaviors.

### **Permit To Drop A Course**

Permission to drop a course is difficult to obtain. When a student elects a course, they are expected to complete it. If a course is dropped after the **first two (2) weeks** into the course, a failing grade will be recorded on the permanent record card and no credit will be given.

### **Program Change**

Changes can be made or a course dropped through the first three (3) weeks of classes if:

- The change will not overload a particular class.
- The change results in a reasonable program of studies of the established curriculum.
- Parent/guardian, teacher, Counselor, and the principal approve the change.

After the first three (3) weeks into the course, if a course is dropped from the schedule, a failing grade will be recorded on your permanent record card and no credit will be given. No partial credits are ever given for successful completion of any quarter of the course.

### **Book Bags – Middle School AND HIGH SCHOOL**

Book bags are not permitted to be used during the school day. They may be brought to school but must be left in the student's locker. Girls' purses/handbags may not be large enough to fit a textbook in.

### **Homebound Instruction**

Whenever a student contracts a disability or an extended illness, provision can be made for homebound instruction. The requirement is that a child must be unable to attend school for a considerable period of time. Homebound instruction can then be arranged with a **maximum of five (5) hours per week**.

Requests for homebound instruction should be initiated by the parent/guardian through the principal and supported by the necessary statement from a physician. There is no charge to the parents/guardians for this service.

***NOTE: The Department of Public Instruction will approve Requests for homebound instruction on the basis of emotional, nervous, or mental disorders only when a licensed psychiatrist or psychologist issues the statement supporting the request.***

### **Withdrawal and Transfer**

Contact the Guidance Office for specific details.

## **STUDENT CONDUCT/BEHAVIOR**

### **Supervision of Students**

The school district is responsible for your students during the following times:

- During the instructional hours of the school day in school.
- During the instructional hours of the school day on school district property.
- On school district vehicles (owned, rented, leased or contracted). Bus stop activity will depend on the situation.
- At school district events held before, during or after school that are directly observed and supervised by school district staff.

### **Electronic Device Policy**

The SASD recognizes the value of electronic devices as both a tool for communication and to enhance education. The revised policy, adopted in the Fall of 2014, permits the acceptable use of technology within the school building for educational purposes. While this looks slightly different between the elementary school, middle school, and high school the general understanding is that students must first receive permission to utilize any device. For specific rules, please visit the specific school website. Links can be found on the main district website.

#### **Consequences for Violating the Technology Policy (Consistent in MS and HS)**

- **First Offense** – A parent/guardian will be required to have a conference with the building principal and the phone will be returned.
- **Second Offense** – A parent/guardian will be required to have a conference with the building principal and the student will receive a three day suspension from school.
- **Third Offense** – The phone will be held until the final day of school.

### **Student Rights**

All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migratory children and pregnant or married students. Mentally retarded children also are entitled to a public sponsored program of education and training appropriate to their learning capabilities.

Parents/guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

Students may not be asked to leave merely because they have reached 17 years of age if they are fulfilling their responsibilities as students, as defined hereafter. A student may not be excluded from the public schools or from extra-curricular activities because of being married or pregnant.

## **Student Responsibilities**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the students to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
- Dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational processes.
- Assume that until a rule is waived, altered or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time at all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of student prescribed by state and local school authorities.
- Avoid inaccuracies in student newspapers or publications and indecent or obscene language.
- Public Display of Affection - It is important that students do not display public affection in a fashion that will be interpreted as too personal or private. Consistent attention drawn to this matter could result in disciplinary action.
- **YOU** are responsible for what you say and what you write.
- Regardless of your intent, written and verbal threats to individuals or to the school will be taken seriously. All information will be shared with the police. **DO NOT** put yourself in this situation. In today's world, threats are not a joking matter.

## **Network Usage**

The use of computer and network facilities shall be consistent with the curriculum adopted by the School District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The electronic information available to students and staff does not imply endorsement of the content by the School District, nor does the District guarantee the accuracy of information received on the Internet. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

The School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The District reserves the right to log network use and to monitor fileserver space utilization by District users. The Board establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Students are not permitted to use the school district for personal use of the e-mail service; this includes sending, receiving, and/or accessing home services. The only acceptable use of e-mail is for a class-related assignment approved by the subject teacher.

*Prohibited Network Usage* - Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. The following uses are **prohibited**: use of the network to facilitate illegal activity including hate mail, discriminatory remarks, and offensive or inflammatory communication; unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials; and destruction, modification, or abuse of network hardware or software. The use of the network for commercial or for profit purposes; non-work or non-school related work; product advertisement or political lobbying; to access obscene or pornographic material; to transmit material likely to be offensive or objectionable to recipients; to intentionally obtain or modify files, passwords, and data belonging to other users; loading or use of unauthorized games, programs, files, or other electronic media is also **prohibited**. Impersonation of another user, inappropriate language or profanity, or use of the network to disrupt the work of other users **will not** be tolerated.

*Consequences For Inappropriate Use* - The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.



Illegal use of the network - intentional or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet in addition to the stipulation of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. This may include removal from any and/or all computer related courses for the remainder of the school year.

*Network Usage Consent Form* - All students and a parent/guardian are required to sign the Network Consent Form before they will be permitted access to the Internet. The forms will be kept on record. Students cannot use the network or Internet until these forms have been turned in and checked.

### **Home Use Of On-Line Resources**

Several on-line resources available within the District have recently become available to students and staff at home. These resources can be accessed via the District's web page at <http://www.sharpsville.k12.pa.us> then by following the Library Resources link. These resources include SIRS, Electric Library, Infotrac Searchbank, and The Gale Discovering Series.

### **Flag Salute and Pledge of Allegiance**

Act 157 of 2002, amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day. The legislation allows students to decline reciting the Pledge; however, the School District is required to notify, in writing, parent(s)/guardians(s) of their refusal to recite the Pledge. Students who choose to refrain from participation shall respect the rights and interests of classmates who do wish to participate by remaining quiet during the Pledge of Allegiance.

### **Conduct At Athletic Events/School Functions**

District 10 and the Sharpsville Area School District encourage and promote sportsmanship by student athletes, coaches, and spectators. Profanity, racial or ethnic comments, or other intimidating actions directed at officials, student athletes, coaches, or team representatives will **not** be tolerated and are grounds for removal from the site of competition. Your cooperation with the school personnel managing the events will be greatly appreciated and beneficial to all parties. The same code of conduct is expected at all functions of the school including assemblies, band performances, choir performances, etc.

### **Fundraising**

All fundraising must go through a SASD Board approved club or organization. Students may not sell items of their own to raise money. Fundraisers from outside groups must first be presented and approved by administration before moving forward.

Participation in school sponsored trips and/or competition is a privilege and not a right. Appropriate dress, appearance, and behavior are expected. Non-compliance will result in exclusion from such activities.

### **School Sponsored Trips/Competitions**

Participation in school sponsored trips and/or competition is a privilege and not a right. Appropriate dress, appearance, and behavior are expected. Non-compliance will result in exclusion from such activities.

### **Textbooks**

The school at the expense of the School District supplies textbooks. When books are issued at the beginning of the year, the teachers will record the number and condition of the book. Students are responsible for the loss of books or damage to them. In either case, the students should pay for and procure new books immediately. If books are later recovered, the money will be refunded. If students withdraw from school before the end of the term, they should personally return all books to the respective teachers. Lost and damaged books must be paid for before the issuance of the final report card.

### **Care Of School Property**

Students are not to mark school furniture, walls, ceiling, floor, or equipment with pen, pencil, paint, or any other instrument. **Do not** tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. All costs of replacing, repairing, or cleaning such items are the sole responsibility of the student.

### **Fine Policy**

Students shall be required to pay for any damages that they cause directly or indirectly to school property. Students who own a fine may be prohibited from participating in clubs/athletics/prom, and commencement. A diploma or report card will not be granted until payment is made.

Unpaid debts will result in charges being filed with the local magistrate's office.

### **Cafeteria Conduct**

The school operates a closed lunch period. All students are required to eat lunch in the cafeteria **only**. You are scheduled for a cafeteria period the same as being scheduled for a class. In order to provide for efficient cafeteria operation and as a guide in respecting all other students, the following rules are listed:

- Sit at a table (even if you brought your own lunch from home or did not purchase a complete lunch).
- Keep milk cartons, food, and waste paper **on** your table **not under it!**

- Empty all debris from plates, etc. into waste containers.
- Keep tables, chairs, and floor clean in your area so the next group will also have a clean area in which to eat.
- All food and beverages **must** be consumed in the cafeteria.
- Students are not permitted in any part of the building other than the cafeteria during their lunch period.
- No student is permitted to leave the school grounds during the lunch period unless it has been approved by the principal.
- The School District will provide school lunches. You are permitted to bring your own lunch and not participate in the school lunch program if you so desire. **However, you are not allowed to order out.**
- Cafeteria monitors have the right to assign seats at any time at their discretion.
- Students may not order any type of food to be delivered

### **Food in Hallways**

Food and beverages are not permitted in the hallways/classrooms unless otherwise specified by the school nurse and/or doctor's excuse. Food and beverages must be consumed prior to first period/before leaving lunch and all used containers (including coffee mugs) must remain stored in lockers until the end of the day.

### **Library Procedures**

Research permits - Research permits will be issued by the subject area teacher for students needing access to materials for specific classroom assignments.

Leisure permits - Leisure permits will be issued only by the library for students desiring recreational type activities (browsing, magazines, newspaper reading, etc.) These permits must be obtained prior to homeroom and are available in the lobby.

- Students with permits, signed in full, will report directly to the library and must sign the attendance sheet, which will be returned to their study hall. No one will be permitted without a pass!!!
- Upon entrance, all materials, other than writing implements, will be deposited on the shelving unit at the door and remain there until the student's departure.
- Students must remain in the library the entire period.
- Students will be responsible for overdue, damaged, and lost materials and compensation will be made in accordance with existing policy.
- Textbook study and other work not employing the use of the library are prohibited.

## **DISCIPLINE CODE**

Education involves many areas of learning. The classroom experience is of primary importance to everyone involved in education. However, along with knowledge, students must also develop discipline and self-control.

A school whose student body has a respect for its teachers, for its rules and regulations, and for each other will be a school that has a climate conducive to learning.

This discipline code has been prepared for the welfare and protection of every student at Sharpsville Area High School and Middle School. You are responsible for knowing and understanding this information.

Students who continuously violate the school discipline or harassment code or school policies regarding drugs, alcohol, or tobacco will be referred to the SAP team.

### **Detention**

*After School Detention* - The student is detained after school either with the assigning teacher or in a specified detention room.

- Students assigned detention will be given twenty-four (24) hours notice.
- Any student failing to serve the assigned detention will be scheduled an additional night.
- If a student fails to serve the re-assigned detention, he/she will then be assigned suspension or a Saturday detention.
- Any disciplinary infractions during detention will result in suspension and the make-up of the original detention.

*Saturday Detention* - This form of discipline is utilized in cases where students do not respond well to after-school detention. Students will be assigned to Saturday detention for up to four (4) hours.

### **Restriction**

In this case, any or all of a student's privileges are revoked. This action will be for a specified time period.

### **Suspension**

*In-School (AIA)* - This form of disciplinary action involves exclusion from classes and all activities for the duration of the suspension. Additional days can be added if the student does not cooperate with the rules and regulations governing AIA.

*Out-of-School* - In this form of disciplinary action, the student is removed from the school environment for a period of one (1) to ten (10) days.

Less than four (4) days - Suspension from school for a period of **up to** three (3) school days by the principal does not require a hearing. A student must be informed of the reasons for the suspension and given an opportunity to respond before the suspension becomes effective. A letter will be forwarded to the parent/guardian outlining the terms of the suspension with a copy forwarded to the Superintendent's Office.

Four (4) to ten (10) days - Suspension from school **beyond** three (3) days **and up to** ten (10) school days by the principal requires an informal hearing before the principal. The informal hearing must take place within the first five (5) days of the suspension. The maximum period a student may be suspended for an offense shall **not exceed** ten (10) days.

Expulsion - Expulsion from school is defined as the exclusion from school for a period **in excess of** ten (10) days. The length of the expulsion is determined by the Board of Education.

All expulsions must be after a formal hearing before the Board of School Directors or a duly authorized committee of the Board. A majority vote of the entire School Board is required for expulsion. The expelled student's progress and behavior will be reviewed one (1) time per year following the expulsion to determine if the student has made the necessary adjustments to merit re-admittance. The date for review will be established at the time of expulsion. A majority vote of the entire Board of School Directors will be required for re-admittance of expelled student.

***NOTE: Any student who is suspended, whether it is in-school, out-of-school, or an expulsion, is barred from participation in or attendance at extra-curricular activities. This includes practices and/or performances of any kind including Baccalaureate and Commencement. Work that is collected for completion must be submitted upon the student's return to school or no credit will be granted.***

## **HEARINGS**

### **Informal Hearing**

At an informal hearing the following due process requirements will be observed:

- Notification of the reason(s) for the suspension, **in writing**, given to the parents/guardians and to the student.
- Sufficient notice of time and place of the informal hearing.
- The right to cross-examine any witness(es).
- The student's right to speak and produce a witness(es) on his/her own behalf.

All hearings will be held during regular school hours so that any witness(es) involved will be readily available. The principal will be in charge of the informal hearing.

## **Formal Hearing**

At a formal hearing the following due process requirements are to be observed:

- Notification of the charges, **in writing**, sent to the parents/guardian by certified mail with a copy sent to the student.
- Sufficient notice of the time and place of hearing.
- The right to be represented by counsel.
- The right, upon request, to be presented with the name(s) of the witness(es) and copies of statements and affidavits of the witness(es).
- The right to demand that any such witness(es) appears in person and answer questions or be cross-examined.
- The student's right to testify and produce a witness(es) on his/her own behalf.
- A record must be kept of this hearing either by a stenographer or by tape recorder. The student is entitled, at the **student's** expense, to a copy of the transcript. The Superintendent shall be in charge of administering the hearing. The hearings will be private unless the parent/guardian requests, **in writing**, an open hearing.

***NOTE: As a student in the Sharpsville Area School District, you will be held accountable for your actions. It is your responsibility to be aware of the following and aforementioned information.***

## **TOBACCO POLICY**

Act 145 of 1996, prohibits the possession of, and or use of **any** tobacco product **(to include e-cigarettes, vape pens, etc...)** in all schools in the Commonwealth of Pennsylvania. It is unlawful for any student/pupil to possess and or use tobacco products while under the jurisdiction of the Sharpsville Area School District. This includes, but is not limited to:

- All school buildings.
- While on school grounds **at any time**.
- Attendance at and/or participation in school activities.
- School busses or property owned by, leased by, or under the control of the District.

Violation of this policy will result in:

- A fine assessed by the local magistrate.
- A suspension for a period of three (3) days for the first offense, five (5) days for the second offense, and ten (10) days for the third and subsequent offenses. In addition, a Smoking Cessation Program can be offered in lieu of a full suspension.

## **DRUG AND ALCOHOL POLICY**

The Sharpsville Area School District recognizes the misuse of chemicals is a serious problem confronting our youth with legal, physical and social implications for the entire community. The District prohibits the use, misuse, possession of, receiving, distributing (providing in any manner) or being under the influence of controlled substances (defined by the Pennsylvania

Controlled Substance, Drug, Device and Cosmetic Act), drug paraphernalia, "look-alikes" or alcohol (in any form) on school property or while under the District's jurisdiction. This policy also includes the possession of and/or use of those chemicals defined and referred to as "inhalants".

If a student is found to be in violation of the District's Drug and Alcohol Policy, the following punitive action will be taken:

- The student will be assigned a ten (10) day out-of-school suspension.
- The student and his/her parent/guardian will be provided an opportunity for an informal hearing within the first five (5) days of the suspension.
- The student will appear before the SASD Board of Education for a formal hearing.
- The student is required to be assessed by the Mercer County Behavioral Health Commission prior to their return to school and is required to follow all conditions specified by the Mercer County Behavioral Health Commission.
- The student may be referred to the local or state police depending on the circumstances involved in the specific incident.

A second offense/violation of the Drug and Alcohol Policy while enrolled as a student within the Sharpsville Area School District (grades K-12) will result in a recommendation for expulsion by school officials.

### **Students That Seek Assistance/Help**

A student who voluntarily and on his/her own accord approaches any faculty or staff, administrator, or refers himself/herself to the Student Assistance Team because they are seeking help for a drug and/or alcohol problem, will not be disciplined for their admission. This does not apply to those students directly involved in a drug or alcohol related incident or investigation.

### **WEAPONS POLICY**

Section 218.1 of the District's Policy Manual states: Weapons shall include, but are not limited to: any knife or cutting instrument/tool; num-chuck stick; firearm, shot gun, or rifle; or any other tool/instrument or implement capable of inflicting serious bodily injury. Anyone not legally empowered by the School Board who possesses a weapon in a school building, on school grounds, at school sponsored functions, or in any conveyance providing transportation for the school is guilty of a misdemeanor of the first degree and will be referred to the appropriate legal authorities. Such person, if a student, will also be suspended from school for a period of ten (10) days and will be referred to the School Board for an expulsion hearing, for a period of **not less** than one (1) **calendar** year.

## **SEXUAL HARASSMENT**

The Sharpsville Area School District does not condone nor will it tolerate sexual harassment, whether it is of a physical, written, graphic, or verbal nature. Sexual harassment is defined but not limited to: comments of a sexual nature, physical contact/harassment of a sexual nature, sexual jokes, personally intrusive conversations, obscene gestures, pornographic materials, obscene graffiti directed at a specific student or employee, and coercion for sexual favors.

Any incident of this nature should be reported to the Administration **immediately**. All reports will be investigated; and any student found guilty of sexual harassment will receive punishments ranging from a verbal reprimand to suspension from school depending upon the severity of the harassment and whether or not there have been prior referrals of sexual harassment regarding the offender. In addition, charges could be filed with the local magistrate.

In cases that are deemed severe by school administration, consequences are as follows:

- Three (3) day suspension for the first offense
- Five (5) day suspension for the second offense
- Ten (10) day suspension for the third offense
- Charges can be filed with the police.

## **VANDALISM**

Our school buildings and equipment cost the taxpayers a great deal of money to construct, purchase, and maintain. The Sharpsville Area School District will not tolerate willful vandalism of school property.

Students who destroy or vandalize school property will be required to pay restitution. Vandalism can also result in disciplinary action involving detention, suspension, or expulsion.

Section 777 of the Public School Code classifies vandalism as a misdemeanor. A person convicted of vandalism can be fined **not less than** \$50 and **not more than** \$1,000, pay restitution, and be sentenced up to six (6) months in jail. If you should happen to damage something by accident, you should bring it to the attention of a teacher or the administrator.

## **THEFT**

Students who are involved in the theft of personal, private, and/or school property will be subject to the following:

- Three (3) day suspension for the first offense
- Five (5) day suspension for the second offense
- Ten (10) day suspension for the third offense
- Charges can be filed with the police.



### **FIGHTING/DISORDERLY CONDUCT**

The Commonwealth of Pennsylvania now requires reports of student aggressive behavior twice a year. Such behavior would involve, but not be limited to: intimidation, extortion, ethnic intimidation, harassment, sexual harassment, fighting, assault, etc. Such offenses are taken seriously by the Sharpsville Area School District and are subject to criminal prosecution. Such offenses include name-calling and verbal teasing when it is done in a mean-spirited fashion.

Fighting is not permitted at any time in the school, on the bus, on school property, or while under school jurisdiction. Students involved in a fight or displaying aggressive behavior detrimental to the safety of other students or school personnel will be subject to the following:

- Out-of-school suspension for ten (10) days and
- Charges of disorderly conduct can be filed with the local police.

### **ARSON AND RELATED ACTIONS**

Any student who sets fire on school property shall be suspended for ten (10) day suspension, hearing before the Board of Education for expulsion, and the appropriate authorities shall be notified for legal action.

Setting false fire alarms will result in a ten (10) day suspension and the appropriate authorities shall be notified for legal action.

Bomb scares will result in a ten (10) day suspension, hearing before the Board of Education for expulsion, and the appropriate authorities shall be notified for legal action.

Incendiary devices (including lighters), possession or use, will result in suspension and depending on the circumstances, may be referred to the local authorities for legal action.

### **CLASSROOM DISRUPTIONS**

Students who chronically disrupt class with inappropriate behavior/actions will be subject to disciplinary measures, which could include disorderly conduct charges filed against them. If the student were found guilty, he/she would be fined plus court costs.

### **STUDENTS AND THE POLICE**

When the police request permission to interrogate a minor at school, the principal shall:

- Request that any person conducting such interrogation be in plain clothes where possible.
- Determine why such interrogation could not occur at the student's home.

- Attempt to inform the student's parent/guardian.

Whenever the Superintendent or delegate has determined that the police have a legitimate purpose in interrogating a minor within the confines of a school building, the principal or his/her representative shall be present throughout the proceedings.

### **DISRESPECT/ASSAULT OF AN EMPLOYEE**

#### **Verbal Abuse, Obscene Gestures, or Obscene Language**

*First Offense* - Suspension contingent upon the degree of the offense.

*Second Offense* - Suspension with the Proceedings for Expulsion at a Formal Hearing before the Board of Education.

#### **Intentional Physical Contact**

Suspension with the Proceedings for Expulsion at a Formal Hearing before the Board of Education.

### **ABSENCE FROM CLASS WITHOUT PERMISSION**

#### **First Offense (Depending on Circumstances)**

- Saturday Detention (Two Saturday Detentions if the student left the building)
- “Zero” (0) grade for the work missed
- Parent/guardian telephone conference

#### **Second Offense**

- AIA Suspension for three (3) days
- “Zero” (0) grade for the work missed
- Parent/guardian conference

#### **Third Offense and Subsequent Offense(s)**

- AIA Suspension for five (5) days
- “Zero” (0) grade for the work missed
- Removal from class with failure/no credit

### **LEAVING THE BUILDING/GROUNDS WITHOUT PERMISSION**

#### **First Offense**

- Three (3) days AIA

### **Second Offense**

- Five (5) days AIA

### **Third and Subsequent Offense(s)**

- Ten (10) days AIA

### **DRESS/WEARING APPAREL CODE**

Students are expected to dress and groom themselves according to the community's standards of decency, neatness, cleanliness, and suitability for school. Please be advised that a committee will be formed to develop a set of standards to follow for appropriate attire at all formal and semi-formal dances. The following parameters will serve as a guide for the dress code at Sharpsville Area High School and Middle School:

**Tops** - must be opaque and moderately fitted. Tops should cover from the collar to the edge of the shoulder. Tops not permitted to be worn include:

- muscle shirts or tank tops
- torn or otherwise cut-off shirts of any kind
- tops which do not go below the waistline
- tops that bare the midriff

### **Bottoms:**

- no yoga pants, tights, spandex, jeggings, leggings, or form fitting bottoms unless covered by a tunic or skirt that is no shorter than six inches above the knee
- no skirts or shorts higher than six inches above the knee.
- pants/skirts/shorts are to be at waist level
- drooping pants at the waist are prohibited
- no holes in jeans or pants

Objectionable phrases, pictures, or symbols are not permitted on any article of clothing including buttons, pins, etc. Such phrases would include obscenities, statements open to double meaning, or statements with a sexual connotation and any reference to tobacco, drugs and/or alcohol. Objectionable pictures or symbols would include advertisements for alcohol, drugs, etc.

No hats of any variety will be worn in the school building. This includes full head-cover bands or hooded apparel.

Bandannas and/or chains may not be worn from pockets, waist, or any other part of the body including as headbands.

Sunglasses and non-prescription dark glass (if prescribed, a doctor's statement must be on file with the nurse) are not permitted.

Any apparel that denotes a "gang" connotation (i.e. displaying/wearing bandannas, hats, "colors", etc.) is not permitted.

The Administrator may deem attire or grooming while in the building as inappropriate.

### **First Offense**

- The student will be asked to change or be suspended from school.

### **Second Offense**

- The student will be asked to change and will be assigned an after school detention.

### **Third Offense**

- The student will be asked to change and will be assigned a Saturday detention.

### **Continual Offenses**

- The student will be suspended from school.

***NOTE: The aforementioned discipline code is not all encompassing. We, the Administration, cannot possibly describe every occurrence that would be covered by the guidelines of the Discipline Code.***

***Those situations that are not described or outlined will be handled in a manner deemed appropriate by the Administration.***

## **ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN SCHOOL ATHLETICS/ACTIVITIES**

### **Eligibility**

Students are to be in school the **entire day** to be eligible to participate in activities (this includes practices; athletic events; field trips; plays/musicals; club meetings; etc.) Students are to be in school **on time**, not late.

Participants in interscholastic athletics, school activities, and clubs will be eligible to participate as long as they meet the eligibility requirements established by the School Board. Eligibility is defined for the first one-third of each grading period, as meeting PIAA requirements, which is passing four major subjects. For the remainder of each grading period, eligibility is defined as not having a combined total of two failing grades (F) in courses equal to two credits. For example, an “F” in English and one in Math would make the student NOT eligible. Again an “F” in English and an “F” in Physical Education would make the student eligible since Physical Education is not a full credit course. A full credit is defined as a class that meets five (5) days a week for the entire year. Tutoring is available and is highly recommended for students receiving a failing grade.

Any participant who is declared ineligible for the first time during the particular activity will be able to practice, but not play in any games etc. The second time and any other time during the season that a student is ineligible by these standards, he/she will not be able to play in games/matches and will not be permitted to practice during the period of ineligibility. Likewise, a student who is ineligible for the first time during school can go to dances, club activities, and club meetings. The second time and every time after that, the student forfeits all rights to participate; and therefore, will be barred from all activities.

Any activity, which is related to the curriculum and figures into a student’s grade, is exempt.

In the implementation of this policy there will be a weekly evaluation of each student’s eligibility based upon the failure reports due in the Principal’s Office each Friday afternoon. Students not meeting the academic requirements would not participate the following week. At the beginning of a new school year, ineligible status will be issued to students whose academic achievement was unsatisfactory according to the future standards established above for the preceding school year.

A daily activity/athletic eligibility list will be available in the high school office (for students in grades 9-12 only) after 1:00 p.m. If a student appears on the list, he/she is ineligible to participate unless the name appears with a line drawn through it.

### **Tardiness/Illness Eligibility**

Students are to be in school the **entire** day to be eligible to participate in activities (this includes practices and athletic events.) This means that students are to be in school **on time**, not late. The only time that student athletes are permitted to come in late the morning after a game would be if

the coaches have been given prior approval by the principal to tell the students that they can be late. If that is the case, a time would be established setting a deadline for students to be in school in order to be eligible to participate in that day's activities. This does not affect students who are excused from school for a normal doctor or dental appointment that had been previously scheduled and approved by the high school office.

Any student who leaves school for illness reasons during the course of the regular school day is **NOT** eligible to participate in **ANY** school-sponsored activity occurring the same day/evening. This does not affect students who are excused from school for a normal doctor or dental appointment that had been previously scheduled and approved by the high school office.

### **Philosophy**

The athletic program in the Sharpsville Area School District is designed to promote a wholesome atmosphere of good sportsmanship, teamwork, and competition among the students and to generate school spirit.

The Administration of the Sharpsville Area School District believes that the record of victories compiled by the various teams does not necessarily measure the success of the athletic program.

The Administration would never presume to dictate to any coach the methods, style of play, or procedures used in preparing his/her squad for competition. However, there are several guiding principles, which in keeping with the educational nature of coaching seem necessary to be established as an overall framework of operation for coaches.

Members of each squad will reflect the highest order of ability, behavior, actions, and attitudes. Such things as using tobacco, drugs, or profanity on the field **cannot** be tolerated, can only lead to an unsuccessful program, and will require disciplinary action. This extends to every coach, assistant, and volunteer.

Athletic programs in the elementary school are designed to expose students to the sport. The goal is to learn how to play the game and to work on acquiring the necessary skills needed to participate in the program. Emphasis needs to be on offering a learning experience that is fun and not based on win/lose competition.

Middle school programs are a continuation of the elementary programs. The emphasis is on learning how to play the game, working on skills, and teamwork.

Win/lose competition is not to be the prime incentive. Therefore, all students shall be given the opportunity to participate in every aspect of the program. Playing at this level is more important than the winning of the game.

High school varsity and junior varsity programs are designed to the maximum learned skills in competition representing our school. At this level, not all team members may get in every contest. It is our hope that when the contest has been decided that free substitution be utilized.

Effective coaching presumes efficient planning. Practice sessions as well as every phase of the entire sport activity must be planned in advance.

### **Objectives**

- To provide natural outlines for students desiring to participate on teams in competition with other teams of similar ability.
- To assist in the development of school and student morale.
- To teach good sportsmanship and teamwork.
- To help develop skills that have carry-over value in terms of leisure time.

### **Athletic Committee**

The Athletic Committee shall recommend athletic policy to the School Board. The Committee or Superintendent shall recommend to the School Board personnel for employment in the Sharpsville Athletic Department. In addition, the Athletic Department will contribute to a more effective, broader athletic program. The Athletic Committee shall be composed of the following members:

- Superintendent
- School President, Ex-Officio
- Three (3) School Board Members (selected by the Board President)
- Building Level Principal
- Athletic Director

The Athletic Committee shall meet as needed. Meetings will be called for the purpose of hiring coaches, evaluations, athletic budgets, or to discuss issues that affect athletics.

A member of the School Board will act as Chairperson of the Committee and will be appointed to this position by the School Board President. Head coaches will be invited to attend meetings concerning their sport and to participate in interviews for the purpose of hiring assistant coaches for that sport.

## **ACADEMICS**

### **Grading System**

The High School and Middle School are comprised of four (4) nine (9)-week grading periods. The grading system currently in effect is as follows:

- |                      |   |   |
|----------------------|---|---|
| • 90-100 percent     | = | A |
| • 80-89 percent      | = | B |
| • 70-79 percent      | = | C |
| • 60-69 percent      | = | D |
| • 59 percent & under | = | F |
| • Incomplete         | = | I |

## **Plagiarism and/or Cheating**

Cheating and plagiarism are **not** acceptable practices by students. Students found cheating or plagiarizing will be penalized and disciplinary action may be taken.

Cheating includes but is not limited to:

- Copying homework from another student
- Securing answers in a dishonest manner
- Allowing work to be copied by another student
- Transmitting answers from class to class

Plagiarism is using another's thoughts, writings, drawings, etc. as one's own. Plagiarism includes but is not limited to:

- Failure to document with quotation marks any material copied directly from other sources
- Failure to acknowledge paraphrased materials (from someone else's ideas)
- Failure to provide a works cited (bibliography)
- Failure to provide sources for any visual drawing, sketch, painting, etc.

The above mentioned points include works taken from the Internet, software, published or non-published works, and computer disks and/or files.

Consequences:

*First Offense* - Students found cheating/plagiarizing will receive zero "0" credit on the assignment and parents/guardians will be notified. If both students hand his/her work to another student to copy, both students will receive a zero "0". Students may also be referred to an Administrator for further disciplinary action.

*Second Offense* – Will result in disciplinary action by an Administrator. This will include suspension from school.

*Third Offense* – Will result in the student(s) receiving a failing grade for the nine (9) week grading period.

## **Report Cards**

You should expect to receive your child's report card approximately one (1) week after the last day of the grading period.

Percentages are placed on the report cards (not letter grades). The grade earned reflects class participation, homework, reports/research, tests, and quizzes.

If you have a concern about your child's performances, you should schedule a conference with the teacher.



### **Class Rank Determinants – High School – Class of 2014 and 2015 Only**

All classes taken during the normal school day and the normal school year are included in class rank determination (this includes off-campus courses which require pre-approval from the principal and guidance counselor.)

The following courses receive a weighted value by adding **ten (10)** points to the **final** percentage grade:

- Academic Algebra III/Trigonometry
- Calculus
- Chemistry
- Human Anatomy and Physiology
- Physics
- Spanish 3
- Spanish 4

The following courses receive a weighted value by adding **twenty (20)** points to the **final** percentage grade:

- Advanced Placement (AP) Courses
  - AP Biology
  - PITT Calculus
  - AP Chemistry
  - AP History
  - AP Language and Composition
  - AP Literature and Composition
  - AP Probability and Statistics

Enrichment courses, such as those offered by satellite, may also be weighted depending on content, difficulty and time requirement.

Calculation of class rank is as follows:

- Final percent (plus weighting if applicable) times course credit equals class points.
- The **TOTAL CLASS POINTS**, cumulative over the four (4) years, are used for ranking.

The Superintendent will establish a committee to evaluate course offerings for inclusion/exclusion on the weighted course list.

When calculating GPA, for courses weighted twenty (20), one (1) will be added to the final GPA (A = 5; B = 4; C = 3; D = 2)

## **Class Rank Determinants - High School – Effective Class of 2016 (Under Revision)**

All classes taken during the **normal school day** and the normal school year are included in class rank determination. (This includes off campus courses, which require pre-approval from the Principal and Guidance Counselor.)

The following **WEIGHTED** courses will have a one (1) added to the final GPA.

- University of Pittsburgh Courses
- AP *Language* & Composition
- AP *Literature* & Composition
- AP Biology
- AP Probability & Statistics
- Dual Enrollment Courses
- *Honors Physics*

Calculation of GPA and class rank is as follows - effective Class of 2016:

- When calculating GPA, only for **WEIGHTED** courses, a one (1) **will be added** to the final GPA. (A = 5, B = 4, C = 3, D = 2)
- The Superintendent will establish a committee to evaluate course offerings for inclusion/exclusion on the weighted course list.

## **Selection of Valedictorian and Salutatorian - Effective Class of 2016 – Under Revision**

The selection of Valedictorian and Salutatorian will be based on the quality points of the following classes. No weighting will be considered and you must meet ALL requirements.

- |                                |             |
|--------------------------------|-------------|
| • US History                   | 1 Credit    |
| • World History                | 1 Credit    |
| • Government                   | 1 Credit*   |
| • Psychology                   | 1 Credit    |
| • Literature and Composition 1 | 1 Credit    |
| • Literature and Composition 2 | 1 Credit    |
| • Literature and Composition 3 | 1 Credit    |
| • Literature and Composition 4 | 1 Credit*   |
| • Academic Algebra 2           | 1 Credit    |
| • Academic Geometry            | 1 Credit    |
| • Algebra 3/Trigonometry       | 1 Credit    |
| • Biology/Lab                  | 1.4 Credits |
| • Chemistry/Lab                | 1.4 Credits |
| • Physics/Lab                  | 1.4 Credits |
| • Human Anatomy                | 1 Credit    |
| • Health                       | .6 Credits  |
| • Physical Education 9         | .5 Credits  |

• Physical Education 10	.3 Credits
• Physical Education 11	.4 Credits
• Physical Education 12	.4 Credits
• Computer Skills	.5 Credits
• Spanish 1	1 Credit
• Spanish 2	1 Credit
• Spanish 3	1 Credit
• Spanish 4	<u>1 Credit</u>
	22.9 Credits

\*You must take four of the following courses:

• AP Biology	1.6 Credits
• AP Chemistry	1.6 Credits
• AP Literature	1 Credits*
• AP Language	1 Credits
• AP History	1 Credits*
• AP Statistics	1 Credits
• Pitt Calculus	1 Credits

\*You may not use a substituted AP class to meet two (2) requirements. For example, if you take AP History to substitute for Government; you must take four (4) additional AP courses.

### **Graduation Requirements – High School Only**

*High School* - The graduation requirements for Sharpsville Area High School are based on grades 9, 10, 11 and 12 in accordance with the State Board of Education regulations. Twenty-six (26) units in the following curriculum areas in grades 9, 10, 11 and 12 shall be required for graduation for all students. The required planned courses shall include the following:

- English - four (4) planned courses
- Social Studies - four (4) planned courses\*
- Mathematics - four (4) planned courses
- Science - four (4) planned courses\*
- Foreign Languages - two (2) planned courses
- Health Education - one (1) planned course
- Physical Education - a planned course in each of grades 9, 10, 11 and 12
- Basic Skills – physical education and computer technology
- Consumer Education – One (1) planned course to include child care
- Electives - the number of courses needed to earn a minimum of twenty-six (26) units (no course may fulfill a requirement in more than one (1) area).

*\*With prior approval, another course may be substituted for one (1) required planned course in this area, depending on vocational plans of student.*

Career Center Students - Follow the above criteria except:

- Social Studies – three (3) planned courses
- Science – three (3) planned courses **must** include biology, chemistry and physics (may be conceptual level classes and/or integrated science classes)

Cosmetology Students will follow the above criteria except:

- Social Studies – two (2) planned courses
- Mathematics – three (3) planned courses
- Science – three (3) planned courses **must** include biology, chemistry and physics (may be conceptual level classes and/or integrated science classes)
- Foreign Language – one (1) planned course

Community Service – All students must participate in pre-approved community service; thirty-two (32) hours for graduation.

School Activity – Every student must be involved in one (1) school sponsored activity each year. This includes clubs, student government, athletics, marching band, drama, etc. (requires pre-approval).

Student Project – Each student shall complete a student project throughout their four (4) years at Sharpville High School. This is for the Class of 2014 and Class of 2015 only. Projects will be assigned by the building Principal.

### **Academic Awards Program – High School Only**

Criteria:

- awards will be based on GPA
- grades for subjects, which meet a minimum of five (5) days per week, shall be included in the GPA students will qualify if they have achieved a GPA of 3.25 for each year.

***NOTE: GPA is done on a yearly basis and not on a cumulative year's basis.***

### **Curriculum – Middle School Only**

<b><u>Grade 6</u></b>	<b><u>Grade 7</u></b>	<b><u>Grade 8</u></b>
Pre-Algebra 6	Language Arts	Language Arts
Language Arts	Integrated Math	Algebra/Pre-Algebra
Math	Social Studies	Social Studies
Social Studies	Earth Science	Physical Science
Life Science	Art Appreciation	Art Appreciation
Art Appreciation	Music Appreciation	Music Appreciation

Music Appreciation  
Library Skills  
Computer Technology  
Physical Education  
Band  
Choir

Computer Technology  
Family/Consumer Science  
Physical Education  
Concert Band  
Choir

Family/Consumer Science  
Computer Tech & Research  
Health & Physical Education  
Concert Band  
Choir

### **Special Programs – Middle School Only**

- Learning Support
- Special Education
- Gifted Program
- Tutoring

***NOTE: At the Middle School, retention will result from failing either two (2) or more major subjects or failures in one (1) major subject combined with two (2) or more failures in minor subjects.***

### **Student Activity**

To be eligible to participate in interscholastic athletics, cheerleading, and the band, the student must be in school the **entire day** of the scheduled activity. A student who is tardy, other than a medical excuse or doctor's appointment, is prohibited from participation. A student must be in school at least one half (1/2) day in order to attend (as a spectator) any school function or activity. A student who leaves early because of illness is not permitted to return. Attending or participating in school activities including assemblies, programs, and dances is a privilege and not a right. Students in attendance at any school sponsored activity or event are expected to behave in an orderly manner, observe all school rules and regulations, and directives of all administrators, chaperones, and advisors in attendance. Behavior that is contrary to the aforementioned may result in disciplinary action resulting in the student being banned from attending and/or participation.

***NOTE: At the Middle School once a student is enrolled in band or chorus, they may not withdraw without a parent/guardian conference.***

### **Summer School/Correspondence Courses – Middle School Only**

Middle School students can attend summer school and/or complete correspondence courses to be promoted.

### **Summer School/Tutorial /Correspondence Courses – High School Only**

***Summer Courses (at Local High Schools)*** – Summer courses given at local high schools require failure as a prerequisite. These must have prior approval by the principal or guidance counselor.

*Tutorial Courses* - All other tutorial type courses will require sixty (60) hours of teaching time by an approved certified teacher. There will be a mid-term test and a final test. There must be a written request from the parent/guardian; the principal must approve it. This type of course will have very strict limitations. These types of courses cannot be substituted for a course that the school offers. These programs are for make-up work only.

*Correspondence Courses* - All correspondence courses must have prior approval of the principal or his designee. Prerequisite to take the course must be failure during the regular school year. Parents/guardians must sign for approval.

### **LEAD – Leadership for Equity, Advocacy, and the Democratic Purpose of Education**

The mission of LEAD is to identify students with the capacity for leadership and place them in a position where they can influence the culture, curriculum, and instruction of the school. Students in LEAD will work collaboratively with their peers, staff members, and the community to develop projects that will improve the school culture, school curriculum, and/or the quality of instruction that takes place at Sharpsville Area High School. They will engage in leadership development and lead leadership development workshops for their peers.

Membership is open to all students who meet the following requirements and submit to the official application and selection process:

- Complete the Application Process
- Are selected by the LEAD Team Selection Committee of Current Members
  - Applications submitted to principal
  - Principal removes all identifiable information
  - Committee reviews applications and selects qualified members
  - Principal reveals names of those selected
- Finalists selected by the LEAD Team Selection Committee are approved by staff members as students of high moral character and good academic standing.
- Students selected must:
  - Attend all scheduled meetings unless absence approved by Principal and/or officer (may only miss 3 meetings even with excuse)
  - Must maintain academic eligibility (not be failing more than one class).
  - Must maintain a standard of attendance (may not miss more than 15 days of school for the year)
  - Students suspended for any reason will be automatically removed from the LEAD Team.
  - Three or more office referrals for any offense will result in removal from the LEAD Team.
- Membership Awards
  - 1<sup>st</sup> Year – Certificate and T-Shirt
  - 2<sup>nd</sup> Year – Coffee Mug/Cinch Sack
  - 3<sup>rd</sup> Year – Recognition Plaque
  - 4<sup>th</sup> Year – Purple Cords for Graduation

## **National Honor Society (NHS) and National Junior Honor Society (NJHS)**

High School - The purpose of the NHS is to recognize scholarship and to stimulate the desire of students to render service, to promote leadership, and to develop character in the students of Sharpsville Area High School.

Enrollment is limited to students in grades 11 and 12. Seniors and Juniors who maintain a cumulative QPA of 3.75 or higher (on a 4.00 scale) are eligible. Students must maintain a 3.8 to remain an active member. Prior to invitation for application, students must be approved by a Faculty Review Committee which determines if these students also have high standards in service, leadership, and character as defined in the Bylaws of the National Honor Society approved by the National Council. NHS is an invitation only organization. No student may solicit the organization for membership. Invitations and applications will be distributed in early December. Applications are reviewed by the Faculty Council, and students are notified by early January. Incomplete and/or late applications are automatically disqualified. Once inducted, all members must attend regular meetings and participate in at least two (2) service activities yearly to maintain membership. Display of behavior lacking in character of an NHS member (in or out of the school) may be grounds for review by the Faculty Council and may lead to discipline or dismissal from membership.

Selection Criteria Other Than Scholarship:

### Leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold and maintain a loyal school attitude

### Service:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities

- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

Character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

Dismissal - Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. They should also be informed that they are allowed limited warnings during their membership, but that in the case of a flagrant violation of school rules or civil laws (i.e. cheating, suspension, police/court issues), a warning is not required. A member is never automatically dismissed without a written notification and a pre-dismissal hearing with the Faculty Council.

Middle School - The selection criteria for the NJHS are based on the pillars of scholarship, leadership, service, citizenship, and character.

With the exception of scholarship, students will not automatically be disqualified for a lack of indicators under any of the pillars. These indicators simply provide the basis upon which the Faculty Council may select candidates for induction in the NJHS.

Scholarship - Students will be considered for the NJHS if they have accumulative GPA of 94.5% or higher based on the first semester of their current grade level.



Leadership - Students will be considered for NJHS selection based on one (1) or more of the following indicators of leadership:

- Successfully holding school offices and/or positions of responsibility
- Being leaders in the classroom, at work, and in other school or community activities
- Being thoroughly dependable in any responsibility accepted
- Demonstrating mature participation and responsibility through involvement with such activities as Scouting, community organizations, school clubs, and/or athletics

Service - Students will be considered for NJHS selection based on one (1) or more of the following indicators of service:

- Participation in some service or charitable-oriented activity outside of school or mentoring persons in the community or students at other schools.
- Showing courtesy by assisting visitors, teachers, and students
- Cheerfully and enthusiastically rendering any requested service to the school
- Volunteering and providing dependable and well organized assistance, being gladly available and willing to sacrifice to offer assistance

Citizenship - Students will be considered for NJHS selection based on the following indicator of citizenship:

- Demonstrating mature participation and responsibility through involvement with such activities as Scouting, community organizations, school clubs, and/or athletics

Character - Students will be considered for NJHS selection based on one (1) or more of the following indicators of character:

Taking criticism willingly and accepting recommendations graciously:

- Consistently exemplifying desirable qualities of behavior (cheerfulness, friendliness, poise, and stability)
- Uphold principles of morality and ethics
- Cooperating by complying with school regulations concerning property, programs, offices, halls, etc.
- Regularly showing courtesy, concern, and respect for others
- Manifesting truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

Eligible students must fill out a student activity information form. This is not an application he/she have completed. Knowing this information will give the committee a better idea of a student's eligibility for membership.

Students need to complete all sections. Completion of the form does not guarantee selection. The form includes information on co-curricular activities, leadership positions, service activities, community service activities, recognition and awards, an essay on why the student should be selected, and signatures by the student and parent/guardian. The completed forms, complete with required signatures, must be turned in by the announced due date in order to be considered for induction.

### **Make Up Work**

Students who are absent for any reason will be required to make up work missed in each class. A day's absence does not excuse a student from responsibility for all recitations on the day of his/her return (see page 8 for make up work responsibility requirements).

### **In-School Suspension (AIA)**

If your son or daughter is assigned AIA, they will be provided the opportunity to complete all school work/assignments during this time with the exception of physical education.

### **Sharpsville's Operation Success (S.O.S.)**

In order to guide our students down the pathway to success, we will provide a tutoring program for every student to receive assistance to avoid academic failure. In addition, the tutoring program will be provided for any student that needs help on an as-needed basis. The philosophy of the program will be such that we can successfully teach all students and not allow them to get so far behind that there are no hopes of them passing.

#### **Schoolwide Tutoring:**

- Schoolwide tutoring will be scheduled Monday through Thursday during the entire school year and will be supervised by subject departments. All subjects will be represented on a rotating basis throughout the week.
- Every student on the failure list for a subject must attend an S.O.S. session for that subject in the library during the following week.
- Any student with excessive absences will be required to attend an S.O.S. session for the subject that is most impacted as a result of the absences.
- In exchange for attending the S.O.S. sessions, the student will receive a minimum of 60 percent for all of the makeup work completed.

#### **Parental/Guardian Involvement:**

- All parents/guardians will be notified of the S.O.S. plan at the beginning of the school year in a mailing that will encourage them to become part of the team in order to foster the growth mind-set among all.

### Consequences:

- Saturday detention will be assigned to any student who misses a scheduled S.O.S. appointment. Work, athletics, etc. will not be acceptable excuses for missing.
- One (1) day of AIA will be assigned, and the Saturday detention will be reassigned for any missed Saturday detention. Work, athletics, etc. will not be acceptable excuses for missing.

### **Tutoring Program**

After school tutoring is available via the S.O.S. program to all students. A schedule of subjects, dates, and times will be posted and all subjects will be scheduled. There will also be open library for students who need to take advantage of the library for research. Make up tests will be given at a designated time, one (1) hour each week, and will be proctored by a certified teacher. Students must notify the subject teacher of their intention to take a make-up test. Students who opt to attend the tutoring program in lieu of detention will be given detention credit for attendance. Students must be doing work for a scheduled subject and remain for the total detention time.

The SOS schedule is as follows:

- Mondays: Health, Physical Education, Social Studies
- Tuesdays: Art, Music, Science
- Wednesdays: Family/Consumer Science, Industrial Technology, Math
- Thursdays: Language Arts, Spanish

### **Homework**

The assignment of homework to students is an accepted policy of our School District. It is felt that in fulfilling such assignments, students can be helped to develop independent work habits and a sense of responsibility.

How can you help? You need to supply the basics: a desk in a quiet place (no radio or TV playing) with adequate lighting and a dictionary. Some suggestions for helping with homework:

- Plan a regular time to do homework each day (forty-five [45] minutes to one [1] hour)
- Let your child know that you are available to help.
- If your child does not have homework, use the time period for review or extra reading.
- Check to see if the assignments are completed and legible; if not, redo them.
- **BE POSITIVE!**

### **CSIU Parent Portal**

eSchoolBook is available for all students in order to help increase the flow of information between parents/guardians, teachers, and students. Please contact the school in order to receive your personal user ID in order to allow for daily updates for each and everyone of your child's classes.

### **SCHOOL GUIDANCE**

School Guidance Services are available to all students. Guidance Services are designed to meet a variety of student needs surrounding social, behavioral, academic, career, and personal issues. Students are encouraged to use their guidance counselor as a resource for each of these developmental areas. In order to prepare students for life beyond high school and to provide early exposure to a variety of careers, several career activities and resources are made available to middle and high school students.

***This student handbook represents a summary of Board Policy on various topics. The full text of the actual Board Policy should be consulted and shall be controlling in matters of interpretation, clarification, conflict, and enforcement.***

## **SHARPSVILLE ALMA MATER**

Long may we cherish our loyalty to you,

And to our colors we'll ever be true

Proudly we carry our banner of right,

We stand protecting it by day and by night,

We stand protecting it by day and by night.

Our alma mater with glory will shine

Until God's love and faith are ours divine,

Until God's love and faith are ours divine.

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## NOTES

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