

Sharpsville Area High School



2019/2020 Student Handbook

301 BLUE DEVIL WAY
SHARPSVILLE, PA 16150

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Sharpsville Area High School

301 Blue Devil Way
Sharpsville, PA 16150

www.sharpsville.k12.pa.us

Phone: 724-962-7861

Fax: 724-962-7730

ADMINISTRATION

Superintendent:	Mr. John Vannoy	x4104
Admin. Assistant to Supt.	Mrs. Darlene Cheney	x4101
Director of Student Services	Mr. Timothy Dadich	x4110
High School Principal	Ms. Carol Houck	x1850
High School Secretary	Mrs. Deana Myers	x1001
Administrative Assistance	Mrs. Krystal Miller	x1651

SCHOOL COUNSELING DEPARTMENT

High School Counselor	Mrs. Ellen Kellar (Grades 10-12)	x1520
Middle School & 9 th Grade	Mr. Frank Galati (Grades 6-9)	x2510
Guidance Secretary	Mrs. Karen Zagger	x1000

ATHLETICS AND FACILITIES

Athletic Director	Mrs. Carla Hawthorne	x1560
Head of Maintenance	Mr. Wade Hoagland	x4105

COMMUNICATIONS

Sharpsville Area School District uses an electronic notification system and website to communicate with parents, students, and staff. Please make sure you keep your e-mail and telephone information current with your building's secretaries.

PLEASE READ THE FOLLOWING

If you are not registered to receive the electronic notices, log onto the district website at <http://www.sharpsville.k12.pa.us>. Make sure to **download this FREE App** to your iPhone, iPad, Android, Blackberry & Windows phones and tablets. Stay up to date with school news and announcements, including **TWO HOUR DELAYS, SNOW CANCELCATION OR CLOSING**. Keep track of upcoming events on the interactive calendar. Have easy access to links, documents, and forms. Help protect our campus with anonymous reporting through the Tip Line. Learn more online at <http://www.eschoolview.com>

MISSION STATEMENT

The mission of the Sharpsville Area School District, is to provide a comprehensive education, which will meet the academic, social, and emotional, needs of all students to enable them to face future challenges.

SAFE SCHOOLS ACT

Pennsylvania law requires a mandatory one-year expulsion for the possession of weapons on school property, including school buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

NON-DISCRIMINATION

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.

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 Ms. Carol Houck, High School Principal, 301 Blue Devil Way, Sharpsville, Pennsylvania 16150.

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.

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 extracurricular 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.

For further information about the evaluation procedures and provision of services to protected handicapped students contact the Sharpsville 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.

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 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.

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.

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.

REASONABLE REQUESTS

Students must comply with all reasonable requests from staff. Students who do not comply with reasonable request will receive a second opportunity to comply from the adult in charge. Failure to comply will result in a phone call home and immediate one (1) day suspension from school.

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 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.

SUPERVISION OF STUDENTS

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

- From the time they leave their house in the morning until they arrive at home after 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.

2019-2020 SCHOOL CALENDAR

First Student Day	September 3, 2019
In-Service (1/2 Act 80 Day)	September 25, 2019
In-Service (1/2 Act 80 Day)	October 18, 2019
End of 1 st Nine Weeks	November 5, 2019
Thanksgiving Break	November 27-29 – Dec. 2, 2019
In-Service (1/2 Act 80 Day)	December 12, 2019
Winter Break	December 23-January 3, 2020
In Service (No School)	January 20, 2020
End of 2 nd Nine Weeks	January 27, 2020
In-Service (1/2 Act 80 Day)	February 11, 2020
In-Service (1/2 Act 80 Day)	March 31, 2020
End of 3 rd Nine Weeks	April 1, 2020
Spring Break	April 10-13, 2020
Keystone Testing	May 11-22, 2020
Memorial Day (No School)	May 25, 2020
End of 4 th Nine weeks/ Graduation	June 9, 2020

DAILY BELL 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
11:10 a.m. - 11:40 a.m.	"A" Lunch
11:25 - Career Center Bus Leaves for afternoon classes	
11:10 a.m. - 11:53 a.m.	Period 5/6
11:43 a.m. - 12:26 p.m.	Period 6/7
11:56 a.m. - 12:26 p.m.	"B" Lunch
11:56 a.m. - 12:39 p.m.	Period 7/8
12:29 p.m. - 1:12 p.m.	Period 8/9
12:42 p.m. - 1:12 p.m.	"C" Lunch
1:15 p.m. - 1:58 p.m.	Period 10
2:01 p.m. - 2:44 p.m.	Period 11
2:44 p.m. - Students Dismissed	

TWO HOUR DELAY BELL SCHEDULE

9:43 a.m.	Doors Open
9:50 a.m.	Tardy Bell
9:50 a.m. - 10:13 a.m.	Period 1
10:16 a.m. - 10:31 a.m.	Period 2
10:34 a.m. - 10:49 a.m.	Period 3
10:52 a.m. - 11:07 a.m.	Period 4
11:10 a.m. - 11:40 a.m.	"A" Lunch
11:25 a.m. - Career Center Students leave for MCCC	
PERIOD 5/6 TO PERIOD 11 WILL BE A NORMAL BELL SCHEDULE FOR THE REST OF THE DAY.	
All Lunches (A, B, & C) are at their normal times.	
2:44 p.m.	Students Dismissed

ATTENDANCE - DAILY

Students are expected to report to school on time each day and to report to all classes and study halls on time. A written excuse, signed by a student's parent or guardian, is required for each absence or incidence of tardiness. *This excuse is required within three (3) days after the absence or tardy to school.* Tardiness or absences, which are unexcused after the three (3) days, are recorded as permanently unexcused.

Note: A parent or guardian signature on the excuse is necessary, even if the student is 18 years or older.

THE EXCESSIVE ABSENCES AND APPEAL

Excessive Absence

The following applies to class absences exclusive of those which are documented by a physician's medical excuse.

A student who has 25 or more class absences for a year course shall be ineligible for credit without attending and winning an appeal process.

Appeal

A student may individually request a waiver of the attendance provision by appealing to the building's administration. The individual case shall then be reviewed by the Appeal Committee after all records, including physician's excuses, are submitted to the appropriate grade level administrator. The Appeal Committee will consist of an administrator, guidance counselor, and a classroom teacher(s) who will determine whether the student's absences or tardies are legitimate. If the committee so determines, the student may be granted a waiver.

Early Dismissal

Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, parents should write a request for an early dismissal in pen on suitable stationery, which the student should present to the school office at the start of the school day. Electronic, scanned excuses, with parental signatures are also acceptable. The note must state: student's full name, date of dismissal, time of dismissal, reason for dismissal, signature of parent/guardian, and phone number of parent/guardian for verification. All students must check out through the school office when leaving the building for an early dismissal.

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.

Excused Absences

1. Illness
2. Health Care
3. Death in Family
4. Educational Tours and Trips with Prior Approval (Note: A completed Special Absence Request form must be submitted to the principal two weeks prior to the trip)
5. Observance of Religious Holidays

ATTENDANCE CONTINUED

Make Up Work for Excused or Approved Extended Absences

A student who misses class work and exams due to an excused absence may make up all work within a time period equal to the absence, plus one additional day, unless alternate arrangements are agreed upon between the student and the student's teachers. The school may require the parent to verify a student's illness by a written statement from a physician.

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 approved extended absences, which is defined as four (4) or more days, the completion of work must be arranged immediately upon return to school and completed within five (5) school days. If student does collect work prior to the trip, the work is expected to be submitted upon the day of the student's return to school. Failure to do so will result in a zero for all assignments.

Tardy to School

Students are expected to arrive at school on time each day prior to 7:50 AM. Entering the school building any time after the tardy bell rings constitutes a tardy. After that time, the student must report to the school office immediately upon entering the building. A valid, written excuse signed by the parent/guardian is required within three (3) days after the tardy.

CONSEQUENCES: 4TH Tardy or more Afterschool Detention will be assigned and a phone call made to the parents. Failure to attend the Afterschool Detentions will be assigned Saturday Detention by the Administrator.

Any tardy remaining as unexcused after three (3) days will be permanently recorded as 'unexcused' and will result in consequences as outlined in the [State Policy on Attendance and Truancy](#). Tardiness to school must be for valid reasons. "Sleeping in", "missing the bus" and "car problems" are not considered as valid reasons for being tardy. A late school bus is a valid excuse. *Refer to [Board Policy No.204](#), for more information related to student attendance.*

Truancy

Refer to the [State Policy on Attendance and Truancy](#). The laws of the Commonwealth of Pennsylvania allow the court to impose education classes and community service sentences upon parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. Parents and students will be notified by mail and phone after 7 days of an unexcused or excessive tardy concern. 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.

Unexcused Absences

If the reason for a school absence is outside of the above mentioned conditions, or if a student fails to submit a written excuse within three (3) school days, the absence will be recorded as unexcused. Refer to [Board Policy No. 204](#) for more information related to student attendance.

BOOK BAGS

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 standard size textbook in it.

BULLYING/CYBER BULLYING

According to Pennsylvania Statute, "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students
2. Which occurs in a school setting
3. That is severe, persistent or pervasive
4. That has the effect of doing any of the following: • Substantially interfering with a student's education; • Creating a threatening environment; or • Substantially disrupting the orderly operation of the school.

For purposes of the foregoing, "school setting" means any conduct or activity which occurs in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition includes "cyber bullying", which involves the use of electronic devices to engage in any of the conduct described above.

The district will consider all forms of bullying by district students in non-school settings and will enforce consequences provided under [Board Policy No. 249](#) to acts of bullying occurring in a non-school setting to the fullest extent permitted by law.

Administrative actions and interventions related to non-school settings will be determined based upon the incident's alignment to criteria 1, 3, and 4 listed above.

Guidelines for Recognizing and Identifying Bullying and Cyber Bullying

- **Power:** It is bullying and not just playing around, when two people are unequal in power; and the one with the greater power takes unfair advantage of the less powerful person. Power can be physical size or strength, numbers, socio-economic strata, verbal skill, level of intelligence, popularity, athletic ability, and gender, to name a few.
- **Repeated, Intentional Actions:** Negative actions are repeated, happening over and over in many different settings. Usually adults are unaware or are not present when they occur. The person doing the bullying does it on purpose, and the intent is to hurt another person.
- **Different Levels of Feeling:** You can tell that it is bullying and not just playing around when the people involved show unequal levels of feeling (affect). Instead of both people smiling or looking like they are having fun, one person is smiling or looking triumphant ("I gotcha!"), and one is crying or looking frightened, humiliated, confused, or angry.

Examples but not limited to:

BULLYING/CYBER BULLYING CONTINUED

• Taking another person's property • Hitting another person • Taunting • Persuading people to reject or exclude another person • Spreading false rumors • Name calling Writing hateful notes through email, cell phones, social media, Google Docs Reports of "bullying" should be made to the building principal, guidance counselor, or other trusted adult.

CONSEQUENCES

Please refer to Board Policy Nos. for additional information regarding Non-Discrimination, Unlawful Harassment, Hazing and Bullying/Cyber Bullying.

In addition, conduct which constitutes Bullying or Cyber Bullying may also constitute unlawful harassment, discrimination or hazing, which are also prohibited under applicable law and Board policies and may carry additional disciplinary consequences.

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:

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

CONSEQUENCES - The principal will notify the parent/guardian of the student reported.

A verbal and written 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.
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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.

Per school policy (810.2), the Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

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.

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). Keep milk cartons, food, and waste paper **on** your table **not under it!** All food and beverages **must** be consumed in the cafeteria.
- Keep tables, chairs, and floor clean in your area so the next group will also have a clean area in which to eat. Empty all debris from plates, etc. into waste containers
- **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.

Misconduct in the cafeteria can lead to removal from the cafeteria for a time until behavior improves.

DRESS AND GROOMING

All students are expected to dress in a manner that promotes school pride and enhances the school's image. Student dress and grooming must be clean, neat, modest, proper and consistent with the educational, safety and sanitary environment of the school. Dress should not be disruptive to the educational process. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination. [Board Policy No. 221](#).

Dress Code Guidelines

TOPS

PERMITTED:

Polo style shirts, button downs with or without a collar, turtle necks, mock turtle necks, sweaters (crew neck, V-neck, full length zipper, half zipper pull over, boat neck, vest/sweater, and cardigan), crew neck, hoodies, or ¾ zip up sweatshirts and T-shirts.

All shirts must have sleeves including short sleeve, cap sleeve, three quarter length and long sleeve.

All tops must cover below the waistline.

NOT PERMITTED

Revealing clothing (Examples of what **NOT** to wear: halters, thin straps, muscle shirts or tank tops, torn or cut-off shirts of any kind, tops that do not go below the waistline, tops that bare the stomach, show cleavage or have an open transparent back).

Outerwear/ outdoor jackets are not permitted in class and should be hung in students assigned locker.

DRESS AND GROOMING CONTINUED

BOTTOMS

PERMITTED

Bottoms such as jeans, cargo pants, capri pants, corduroy pants, dress pants, sweat pant, loose joggers and shorts which are not shorter than five inches from the top of the knee are permitted.

Students are not required to wear a belt with pants but ALL pants must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hip bone.

NOT PERMITTED

Holes, tears, patches, or under sewn patches of any type are not permitted in any style of pants.

Student are NOT permitted to wear yoga pants, leggings, or pajama bottoms.

Wearing bottoms which expose skin or undergarments is **strictly prohibited**.

DRESSES/JUMPERS AND SKIRTS/SKORTS

PERMITTED

All dresses and jumpers must have sleeves or be worn with an approved top.

Dresses, jumpers, skirts, and skorts must be no shorter than 5 inches from the top of the knee.

Panty hose, tights, and socks are permitted in all colors under clothing.

NOT PERMITTED

Form fitting or tight garments where undergarments can be seen are **strictly prohibited**.

Fishnet or ripped up stockings or leggings.

GENERAL

Bandannas /Chains are **NOT** to be worn from the pockets, waist, or on any part of the body including as headbands.

Sunglasses and non-prescription dark glasses are NOT permitted unless doctor ordered

Slippers are NOT to be worn for footwear.

DRESS AND GROOMING CONTINUED

Hats, headscarves, and hoods are NOT permitted.

Clothing may not display letters, symbols or images that display or contain sexual innuendos, profanity, gore, or other obscene words or images; that depict, promote or incite violence or acts of violence; or which promote, encourage or solicit the use of alcohol, drugs, or tobacco.

<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Further Offenses</u>
The student will be required to change.	The student will be required to change and will be assigned an after school detention. Refusal to change will result in in-school suspension.	The student will be required to change and will be assigned a Saturday detention. Refusal to change will result in out of school suspension.	The student will be suspended from school with the number of days at the discretion of the school administrator.

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.

DRIVING TO SCHOOL

Parking Permit

Driving in personal vehicles to and from school is by permit only. Students are strongly encouraged to utilize the district-provided bus transportation to and from school. The school district assumes no responsibility for student safety or for personal property damages. Driving privileges are limited to high school Seniors and Juniors possessing a valid Pennsylvania driver's license (not a PA Learners' Permit) and who agree to the student driving regulations. The number of driving permits issued each school year will not exceed the number of available parking spaces. Detailed information concerning student driving, student riders and loss of driving/riding privileges is available on the high school website.

Apply for a parking permit student **MUST** meet the following prerequisites:

Be in good standing and have no fines or payments that are due	NOT be failing or have failed any classes	Maintain a 2.8 GPA	Have received at least a proficient on any Keystone Exam
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Students may lose parking privileges if suspended from school

1st Suspension	2nd Suspension	3rd Suspension	4th Suspension
Warning	Loss of Driving Privileges for one week	Loss of Driving Privileges for one Semester.	Loss of Driving Privileges for one calendar year.

DRIVING TO SCHOOL CONTINUED

Students are permitted to park ONLY in the student numbered parking spots. **Students are not permitted to enter through the Middle School at any entrance.** Students are not permitted to park on Wakefield Drive. We need to work with our neighbors to ensure a positive relationship.

DRIVING TO SCHOOL CONTINUED

Registration - All vehicles driven to school and parked on school property must be registered with a parking sticker. You may obtain your pass through the High School Office. This applies also to vehicles driven only occasionally. The parking pass requires you to park in your designated spot.

Vehicles without a registered school pass displayed will be towed at the expense of the owner.

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.

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

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

DRUGS, VAPING, TOBACCO AND ALCOHOL

The Sharpsville Area School District takes a no tolerance attitude toward the use or abuse of drugs and alcohol. [District Board Policy No 222 & 227](#). prohibits the possession and/or use, mimic of use, sale, mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored curricular and extra-curricular activities or field trips, on school buses, and en route to and from school by any mode of travel. Violation of this policy include the possession, use, sale, distribution, or mimicking the possession, use, sale or distribution of chemicals or paraphernalia. Distribution of Drugs/Alcohol The consequences for distributing, sharing, or involving others in the use of drugs and/or alcohol in school include all of the consequences listed above, plus possible referral to the school board for expulsion.

Possession/Use of Drugs/Alcohol Consequences

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

Suspension (3-10 days)	Informal hearing with Parent/ guardian and student involved	Formal hearing student will need to appear before the SASD Board	Referral to the police and drug/alcohol treatment.
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DRUGS, VAPING, TOBACCO AND ALCOHOL CONTINUED

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.

Sale of Drugs/Smoking Paraphernalia/Alcohol

The sale of drugs and/or alcohol in the Sharpsville Area School District will not be tolerated. Students will be adjudicated before both the Sharpsville Area School Board and appropriate legal authorities. The school consequence is expulsion from the district. The police and district attorney will determine the legal consequences.

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.

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 as outlined above. Violation of this policy will result in the following consequences:

A fine assessed by the local magistrate.	An in-school suspension for a period of three (3) days for the first offense , five (5) days out of school for the second offense , and ten (10) day out of school for the third and subsequent offenses . In addition, a Smoking Cessation Program will be required to be completed.
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ELECTRONIC DEVICES/ CELL PHONES

The use of electronic devices/cell phones, which include but are not limited to mobile telephones and other devices that can send, receive, play or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students during instructional periods of the school day and in such other circumstances as deemed school related. Refer to [Board Policy No. 237](#).

Electronic devices may be brought to school but must be **kept turned off** and **out of sight** during **ALL** instructional periods and activities. Use of electronic devices in certain designated areas of the school, by teacher in charge, or principal. For example, during your 30-minute lunch phones may be checked, music with ear buds may be listened to. The phone will have to be put away 5 minutes prior to lunch dismissal. Students will be expected to follow the lunch monitors directive or it will be considered a consequence for violating the technology policy. See chart below.

ELECTRONIC DEVICES/ CELL PHONES CONTINUED

Use of electronic devices on school transportation is permitted to the extent that such use does not disrupt or distract other students, passengers or the operator of the vehicle, and does not otherwise pose a risk to the safe and orderly operation of the vehicle.

Electronic devices and headphones / earbuds **MAY NOT BE VISIABLE** unless explicit permission from the

classroom teacher, substitute teacher, instructional aide or other school staff in authority. Phones, headphones /ear buds etc. may not be visible once a student walks into the lobby or hallways.

In the High school, phones and headphones /earbuds should be stored /locked in student lockers. If you carry the phone it must not be seen or visible and ringer must be turned off, THIS INCLUDES HALLWAYS AND STUDY HALLS.

The use of electronic devices is a privilege, not a right.

Consequences for Violating the Technology Policy (HS)

<u>First Offense</u>	<u>Second And Further Offenses</u>
A parent/ guardian will be notified by phone from the building principal and the phone will be returned to the student at the end of the school day.	A parent/ guardian will be required to have a conference with the building principal and the PARENT / GUARDIAN MUST PICK UP THE PHONE FROM THE OFFICE. The phone will not be handed over to the student only to the parent/ guardian. This will only be done during hours that the school is open 7:30 AM-3:30PM

Links can be found on the main district website. Please refer to Board Policy for all restrictions and rules applicable to the use of electronic devices in school or on school property. Students and parents are expressly advised that use of an electronic device in a manner not permitted or authorized under Board Policy will be considered a Third Offense consequence.

FIGHTING/DISORDERLY CONDUCT/ARSON & RELATED ACTIONS

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:

FIGHTING/DISORDERLY CONDUCT/ARSON & RELATED ACTIONS CONTINUED

<u>First Offense</u> –Out of school suspension for 3-10 days and charges of disorderly conduct can be filed with the local police. Meeting with the principal and formal hearing.	<u>Second Offense</u> – Out of school suspension for 10 days with an expulsion hearing in front of the school board.
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Arson /Lighters 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.

Lighters

It is a violation of the fire code to have a lighted object in the school or to interfere with fire protection equipment, systems or procedures. A student who is found with a lighted object (cigarette, lighter, match, etc.) or who otherwise violates the fire code will be referred to the proper authorities, which could result in a fine.

FINE POLICY

Students shall be required to pay for any damages that they cause directly or indirectly to school property. Students who owe 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.

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. All teachers are expected to take roll and have an updated attendance sheet with them at all times.

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 standing and remaining quiet during the Pledge of Allegiance.

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.

HALL PASSES

Students should report to their assigned class and are not permitted in the hallways unless they have a signed teacher pass or other form of identification denoting where they are assigned. Students must utilize their time wisely, get to class on time with all materials and must have a teacher signed pass on them to be used as a hall pass. Students who are not able to present a hall pass when requested will be escorted to the office to speak with the principal. Detentions for missed classes will be assigned by the teacher / administrator that requests the pass.

HEALTH SERVICES/ ILLNESS AT SCHOOL

The Sharpsville School District Health Services staff act as a liaison between the family, school, and community in an effort to improve the health status of children and have them achieve the maximum benefit from their educational experience.

A student who becomes ill at school should ask for a pass to the main office or in an emergency situation contact the school nurse directly. A student must report to the health office rather than going to the restroom. Spending time in the restroom while ill constitutes an unexcused absence from class. 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.**

Office staff will then contact the nurse, who will decide what should be done. The School Nurse will by assess illness and injury, administering medication, providing nursing procedures, supporting students with chronic health problems, providing mandated health screenings, monitoring immunizations, and being a resource for families on available community health care programs.

Health Examinations/ Screenings

The following examinations are mandated by the state of Pennsylvania and may be performed by your child's personal physician or dentist:

- Physical examinations (kindergarten or first grade, sixth and

HEALTH SERVICES/ ILLNESS AT SCHOOL CONTINUED

eleventh grades, and any student entering school in Pennsylvania for the first time) • Dental examinations (kindergarten or first grade, third and seventh grades, and any child entering school for the first time in Pennsylvania) If you are unable to schedule these exams with your own health care provider, please contact the School Nurse

Medication

The law which regulates the administration of medication in the school is the same law that applies to hospitals and other institutions. The school cannot dispense or allow any child to take any medication without written permission from a physician and parent. This includes both prescription and over the counter drugs, including cough drops. If you anticipate or find that your child must take medication during school hours, please obtain a copy of the medication policy and a permission form. Medications must be turned into the Nurse's Office immediately upon arrival to school and must be in the original prescription bottle or the original package. For safety reasons, it is highly recommended that medications be transported to and from school by a parent or guardian. Medications must be kept in the nurse's office.

LEAVING THE SCHOOL BUILDING OR PROPERTY

Students are not permitted to go outside the school building (including the school parking lot or recess areas) or leave the school property without permission from the school office, or except when accompanied by a faculty member, coach, or school administrator. Parents wishing to pick up a student during the school day (early dismissal) must meet the student at the school office/attendance office. Identification may be requested.

Consequences for leaving the building/ grounds without permission:

First Offense	Second Offense	Third and Subsequent Offense(s)
Three (3) days AIA Truancy charges filed with magistrate	Five (5) days AIA Truancy charges filed with magistrate	Ten (10) days AIA Truancy charges filed with magistrate

PARTICIPATION IN SPECIAL EVENTS (Activities/Athletics)

Student attendance in school on the day of any extracurricular activity (athletic event, club activity, musical, concert, Homecoming, Prom or field trip) is expected. At minimum, students must attend one-half of the school day with a valid excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity. Participation in extracurricular activities and athletic events is a privilege. Students assigned to in-school or out of school suspension are prohibited from participating in activities/athletics until the day after the suspension ends.

Prom

To remain eligible to participate in all prom activities, the student agrees to:

PARTICIPATION IN SPECIAL EVENTS (Activities/Athletics) CONTINUED

Prom

- *Bring a note in the case of a necessary absence as per the Sharpsville Area School District Attendance Policy*
- *To provide a doctor's note for all absences in excess of ten (10) days.*
- *Complete all Community Service Requirements by the deadline.*
- *Not engage in any activity resulting in suspension from school (in school or out of school); suspension over 5 days (single suspension or cumulative) will result in loss of prom privileges.*
- *Not miss more than 15 days of school (unexcused)*
- *Not be late to school more than 15 days of school (unexcused)*
- *Not be failing two (2) or more subject for the year by the third marking period.*

Commencement

To remain eligible to participate in commencement activities, the student agrees to:

- *Bring a note in the case of a necessary absence as per the Sharpsville Area School District Attendance Policy.*
- *Not miss more than 25 days of school (unexcused).*
- *Not be late to school more than 20 days of school (unexcused)*
- *Complete all Community Service Requirements by deadline given.*
- *Successfully complete his/her educational program and mandatory Keystone Testing or Senior Project if not meeting the level of proficiency required by the state.*

REASONABLE REQUESTS / CLASSROOM DISRUPTIONS

Students must comply with all reasonable requests from staff. Students who do not comply with reasonable request will receive a second opportunity to comply from the adult in charge. **Failure to comply will result in a phone call home and immediate one (1) day suspension from school.**

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. **CONSEQUENCES please refer to Fighting/ Disorderly Conduct /Arson and Related Actions.**

SEARCHES

Refer to [Board Policy 226](#). Searches authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

Individualized Suspicion Searches

Individual students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on

school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

Consent and Communication

When the threshold of reasonable suspicion is met, school officials do not need consent from the

student and/or parent to conduct a search. School officials have the responsibility to share the reasons for the search and give the student an opportunity to be heard. School officials must also ensure that the scope of the search is reasonable based on the suspected violation. School officials will encourage cooperation from students. School officials shall make an effort to contact parent(s)/guardian(s) prior to a search. School officials will also contact parent(s)/guardian(s) after a search is conducted. If a student refuses to cooperate with the search process, school officials will attempt to secure cooperation and support from the parent(s)/guardian(s).

Individual Locker Inspections and Searches

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. No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing, which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter. Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them

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.

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.

General Searches Without Individualized Suspicion

When certain criteria are present, general searches of school premises, students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities (e.g., prom, homecoming, etc.), for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled

substances, explosives or other harmful materials by smell, as well as metal detectors and other

technology. School staff may also assist in searching student bags and materials in response to a threat (e.g., a bomb threat). When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

General searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school sponsored activity, or into other times and places that students are under school supervision.

Individual Vehicle Inspections and Searches

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds that make the student's consent a condition of access to the privilege. Vehicle search procedures follow the same protocol as locker searches.

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.

- The principal may deviate from the progression of consequences listed above based on the severity of the case.

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.

SCHOOL PROPERTY

Schools help students learn to respect property and develop feelings of pride in community institutions. Students are responsible for the proper care of school property and the school supplies and equipment entrusted to their use such as books, computers, desks, lockers, tables and chairs within the classroom, bathroom stall walls and mirrors. **Do not** tamper with the fire alarms, fire extinguishers, or any electrical systems. Students who willfully damage 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 parent and student. Refer to FINE POLICY

SCHOOL SPIRIT AT ALL SCHOOL SPONSERED EVENTS

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.

SCHOOL SPONSERED 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. All policies students are expected to follow while in school apply to any and all trips unless specifically stated otherwise – this includes dress code.

SMOKE-FREE CAMPUS

For the safety and well-being of our students, staff and visitors, Board authorizes the 24-hour, year-round smoke free status. The board prohibits tobacco use, smokeless tobacco or the use of vaporizers, e-cigarettes or any similar devices at any time in a building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. This includes school-sponsored activities held off school property. This policy applies to any person using or renting school facilities at

any time. Refer to [Board Policy 222&227](#).

Possession and Use of Tobacco

Students are expressly prohibited from both possessing and using tobacco products, including cigars, cigarettes, pipes, and all other tobacco and smokeless tobacco products (chew and look-alike products) in school buildings, on school buses, on school property, and at school sponsored events and activities, including travel to and from such events and activities. In addition to disciplinary consequences, Students will be issued a citation for use or possession of smoke or smokeless tobacco.

STUDENT WELLNESS POLICY

Sharpville Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to

providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. To read the entire Board Policy on Student Wellness please refer to the Sharpville Areas School District School [Board Policy No. 246](#).

TECHNOLOGY/ NETWORK ACCESS FOR STUDENTS

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 or 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 Online Resources

Several online 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>.

TELEPHONE

A public telephone **is no longer** provided for student use. However, there is a phone in the office for students to use for emergency purposes. Student may come to the office with teacher or nurse permission/pass from class if an emergency arises. *Social telephone messages are not accepted at school, nor will you be called to the phone.*

THEFT/ 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. All lockers must have a lock. Lockers without a lock (at the end of the first week of school) will be bolted shut. The office must have a copy of the key/combination on file.

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.

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.

VISTORS

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.

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; nun chuck stick; firearm, shotgun, 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.

WITHDRAWALS AND TRANSFERS

Contact the Guidance Office for specific details.

WORKING PERMITS

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.

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.)

Work Release, Independent Studies and Apprenticeships

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. Work release will only be granted for the **LAST TWO PERIODS OF THE DAY**.

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.

Students interested in completing an apprentice program or an independent study focused on a career interest may do so if they are on track to graduate, are in good academic and behavioral standing, and/or believes the experience would provide an academic benefit. Students interested in independent studies or apprenticeships should set up a meeting with the building principal. Board approval is required.

ACADEMIC INFORMATION

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.

ACADEMIC COACHING / AFTER SCHOOL TUTORING

After school tutoring is available to all students Monday –Thursday in all subject areas. Individual Teachers may post times they are available quarterly. 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 makeup 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.

Students who are not eligible to participate in a sport or activity due to academics are REQUIRED to attend after school tutoring. Teachers and coaches are asked to make sure this is monitored closely.

CLASS RANK / GRADING SYSTEM / CALCULATION OF GPA - High School

Effective Class of 2020 and Beyond

The High School is comprised of four (4) nine (9)-week grading periods. Grades are on a four-point quality point scale unless enrolled in a weighted course. See the list below for details of weighted course categories and the corresponding quality points.

GPA Calculation is as follows for all NON-WEIGHTED Courses:

PERCENT	GRADE	REGULAR COURSES
90-100	A	4
89-80	B	3
79-70	C	2
69-60	D	1
59-0	F	0

CLASS RANK / GRADING SYSTEM continued...

The following WEIGHTED courses will have a 1 added to the final GPA.

- University of Pittsburgh Courses
- AP Language & Composition
- AP Literature & Composition
- AP Biology
- AP Studio Art
- Organic Chemistry
- Dual Enrollment Courses

GPA Calculation is as follows for all WEIGHTED Courses:

PERCENT	GRADE	WEIGHTED COURSES
90-100	A	5
89-80	B	4
79-70	C	3
69-60	D	2
59-0	F	1

Class Rank

All classes taken during the normal school day / year are included in class rank/GPA calculation. (This includes dual enrollment courses, which require pre-approval from the Principal and Guidance Counselor). Class rank is determined by ordering students based upon a cumulative GPA calculated using final grades earned for courses.

COMMUNITY SERVICE

All students must participate in pre-approved community service; thirty-two (32) hours for graduation. **Additionally**, all students must participate in a school activity or sports each school year. If the student is not participating in a sport or activity they will need to add an additional 15 hours of community service per year. This would mean they are required to have 23 hours of community service per year.

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 every one of your child's classes.

FOOD SERVICES/ CAFETERIA

The Sharpsville Area School District cafeteria is maintained as a vital part of the health and wellness of our students. Well-balanced meals offering a variety of healthy items are offered daily and at a reasonable price. Menus are available on the District's website at <http://www.sharpsville.k12.pa.us/CafeteriaMenu.aspx>.

FOOD SERVICES/ CAFETERIA CONTINUED

National School Breakfast Program*:

Building the Meal--Choose 3 or 4 of the following

Grain/Protein 2 oz.

Fruit/Vegetable** 2- ½ Cup Servings

Milk Half Pint

*Breakfast is not served on two hour delay days

**Students are required to take at least ½ cup of fruit/vegetable

National School Lunch Program:

Building the Meal--Choose 3-5 of the following

Grain 2 oz.

Protein 2 oz.

Fruit* ½ Cup Serving

Vegetable* 2-½ Cup Servings

Milk Half Pint

*Students are required to take at least ½ cup of fruit or vegetable

All students may purchase one reimbursable meal per service. For Paid/Free/Reduced status pricing, students must build a reimbursable meal using the guidelines above. Any items purchased outside of that reimbursable meal such as second meals and extras are charged at a la carte prices. All a la carte items meet the Federal Smart Snacks guidelines.

Please contact the Food Service Department for all further information including but not limited to: Accommodating Special Dietary Needs, Nutritional Information, Account Inquiry, Account Requested Restrictions, and Birthday Celebrations/Catering Events at (724) 962-8300 x. 2750.

Free/Reduced Priced Meal

Free and reduced priced meals are available to eligible families. Applications for free and reduced meals are mailed to every household each year prior to the start of the school year. An online application can be found at <http://www.paschoolmeals.com>. If you are eligible for free or reduced priced meals, your status remains in effect throughout the school year and will continue for the first 30 school days of the following school year. Families must reapply each year to document proof of their eligibility. Students may be directly certified for free meals as a result of receiving or being part of a household who receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Medical Assistance (MA). Parents will be notified of their child(ren)'s eligibility status.

Contact the administrative secretary for questions regarding eligibility status at (724) 962-8300 x 4101

There may be instances where the District may use your eligibility status to provide additional benefits to your child such as the Backpack Program and/or the Success by Six Summer Reading Program, PSAT Testing, and One to One Initiative. If you choose not to have your information used to receive such benefits, please contact the high school office.

FOOD SERVICES/ CAFETERIA CONTINUED

Making payments

A computerized POS system is utilized at all schools. A finger-scanning system is in place in order to properly document both payments and purchases made to student accounts. Payments can be made at the point of sale or online. The District encourages parents who choose to pay at the point of sale to maintain a positive balance on their child's cafeteria account. It is suggested that students maintain a weekly purchasing balance instead of a daily purchasing balance. Not having to exchange money hand to hand will increase the speed at the serving line allowing students more time to enjoy their meals. Checks can be made payable to the Sharpsville Area Cafeteria Fund. Please include the student's name and/or student ID on the memo line of the check.

Payments can be made online at www.schoolcafe.com using your child's student ID. Payments can be set up automatically or funds can be added as needed. A convenience fee is charged at the time of payment that is payable to School Cafe. Payments will be updated in as little as 20 minutes, or may take up to 48 hours in certain circumstances. You can set up an alert to notify you when your student's meal account has fallen below the amount you have specified. Please note that creating an online account is FREE and can be used to monitor your child's account. No fee is charged unless an online payment is made.

Please note that student lunch account balances carry over to the next school year. In the event that your student(s) is/are withdrawing, please contact the Business Office at 724-962-8300 Ext. 4103 to request a refund. Graduating seniors are encouraged to spend down their account balance to zero. Seniors will be able to obtain a refund in the Cafeteria at the end of the school year if their account balance is less than \$10.00. Balances in excess of \$10.00 will either be transferred to a younger member of the household, or refunded to the parent/guardian. When no younger members of the household exist, small balances less than \$10.00 that remain after a senior has graduated will be considered a donation to the Cafeteria Fund.

Delinquent Account:

Parents are notified periodically of their student's lunch balance either by email or U.S. mail. In the event that you are notified that your child's account is in the negative, we encourage you to make a payment as soon as possible. Please note that the school will continue to provide your child a breakfast and/or lunch regardless of his/her account balance and their negative account balance will continue to grow. Students will not be permitted to purchase a la carte items if their account has a negative balance.

All accounts are expected to be paid in full at the conclusion of each school year. Accounts with excessive outstanding balances will be turned over to a collection agency at the end of the school year. All collection fees charged by the collection agency will be the responsibility of the parent/guardian.

Account Balances

Cafeteria account balances will transfer over from year to year. Students will begin the new school year with the account balance that they ended with the previous school year. Positive account balances will carry over for students' use as well as negative account balances that still need to be paid. If at the end of the school year, a student's account balance is negative \$50.00, and no payment schedule or payment has been made to the account, the account will be turned over to a collection agency. The

FOOD SERVICES/ CAFETERIA CONTINUED

Student's guardian will receive a final notice from the school district, via U.S. mail, with an opportunity to become current in their child's account before their account is turned over to a collection agency. Upon entering the new school year, a student's account that has been turned over to a collection agency, will be reset to a zero balance. Any payments made to Sharpsville cafeteria at this point in time will be applied to the student's current cafeteria account for the student's current use and will not be reflected in any way on the balance owed from the previous school year. Guardians will still be responsible to pay the outstanding balance from the previous school year.

Graduating Seniors with Positive Account Balances

Graduating seniors with positive account balances under \$10.00 will be given the opportunity to obtain a refund through the cafeterias cashiers during the last week of the school year. Any senior who does not use this opportunity to obtain a refund for their positive balance under \$10.00 can have their balances transferred to a younger member of their family. If there is not a family member to transfer a graduating senior's positive balance to, the balance will become nonrefundable and will be donated to the districts Angel Tree program. Any graduating senior with an account balance of \$10.00 or more, must request a refund by contacting the district's business manager at 724-962-8300 x. 4103.

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 Industrial Technology (grade 9)
- Consumer Education – One (1) planned course to include Child Care or FCS
- 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

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.

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!**

MAKE UP WORK

Students who are absent for any excused 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. Refer to page 7 for details.

Students with an **unexcused absence** will receive a zero for work missed or work expected to be submitted the day they are absent.

NATIONAL HONOR SOCIETY (NHS)

Invitation to Join

Students are invited to become members of the National Honor Society based upon their academic

record at Sharpsville Area High School.

At the spring induction ceremony, juniors with a cumulative minimum grade point average of 3.85 at the conclusion of the third quarter will be invited to join the Society. At the same ceremony, any seniors not inducted as a junior, and having earned a cumulative minimum 3.75 grade point average at the conclusion of the third quarter, will be invited to join the Society.

Induction Ceremony

An induction ceremony for new members will be held each spring after the third quarter report cards have been prepared. New Members will only be inducted one per year.

Current members, parents, guest, and the inductees are invited to attend the ceremony. Inductees must attend the ceremony to become members, unless they have been lawfully excused from school that day.

Each inductee will receive a written notice prior to the event inviting them to attend. Each inductee will receive an official letter of induction at the ceremony.

Maintaining Membership

Once inducted, a member must maintain a minimum of 3.75 cumulative grade point average through graduation to remain as a member. If a member earns less than a cumulative 3.75 grade point average at any time, they will be removed from membership.

Graduation

Members of the Society will wear blue and white honor cords at the annual graduation ceremony. They may purchase these cords by paying the established fee, or they may borrow and return the cords free of charge for use at the ceremony.

PERMIT TO DROP A COURSE OR PROGRAM CHANGE (Student Initiated)

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 (Student Initiated)

Changes can be made or a course dropped through the first two (2) weeks of classes if:

- The change will not overload a 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 two (2) 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.

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

PLAGIARISM AND /OR CHEATING

Cheating and plagiarism are **not** acceptable practices by students. Students found cheating or plagiarizing will be penalized and disciplinary action maybe 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 unpublished works, and computer disks and/or files.

Consequences for cheating or plagiarism:

<u>First Offense</u> – Student will receive zero “0” credit on the assignment. Parent will be notified. All students involved will be spoken to. Students maybe also be referred to an Administrator for further disciplinary action.	<u>Second Offense</u> – Will result in disciplinary action by an Administrator. This may include suspension from school.	<u>Third Offense</u> – Will result in the student(s) receiving a failing grade for the nine (9) week grading period.
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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.

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.

STUDY HALL / ACADEMIC COACHING PERIODS

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 is not an acceptable activity for study hall. Students may listen to music while they work as long as they have headphones, the music cannot be heard by others, and permission is provided by the adult in charge.

SUMMER SCHOOL/CREDIT RECOVERY

Summer school will be based on failure of a course for the year. The principal and guidance counselor will be in touch with the student and parent or guardian when this need occurs. The cost for credit recovery will be paid by the parent and the courses will be aligned specifically to the curriculum offered by the school district.

TECHNOLOGY: ONE TO ONE INITIATIVE

Technology Fee

All students in Grades 8 and 9 will receive a brand new Chromebook beginning the 2019-20 school year. Those students will be part of the One-to-One program and will be required to pay an annual technology fee of \$50.00 per year. If your child qualifies for the free/reduced lunch program and you submit an application that is approved on or before your Chromebook Distribution Date, the technology fee will be \$10 per year for those approved for free lunch and \$25 per year for those approved for reduced lunch. This fee will be used to cover maintenance, repair and software upgrades. Intentional laptop damage, as

determined by district staff, will not be covered. The entire cost to repair or replace intentionally damaged machines falls on the student/parent. Multiple repair claims by any one student will be reviewed and appropriate action taken. Action may include a ban on taking the computer from the building.

Repair Policy

The annual technology fee will cover all repairs to the laptop as long as there is no evidence of vandalism or misuse. In case of loss, theft, misuse or vandalism, the following approximate costs will be incurred by the parent and paid to Sharpsville Area School District. Full replacement cost of a Chromebook is \$250.00.

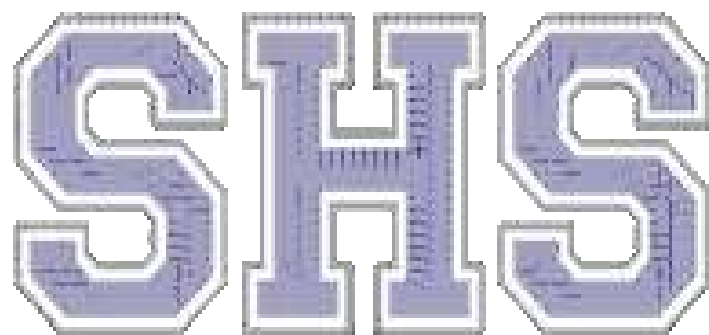
- A. Chromebook Keyboard: \$49
- B. Chromebook LCD: \$79
- C. Chromebook Case: \$29
- D. Chromebook Charger: \$39
- E. Chromebook Battery: \$79
- F. Chromebook Bezel: \$49
- G. Chromebook Touchpad: \$49
- H. Chromebook Motherboard: \$129
- I. Loss/Theft: According to Scale

Taking Chromebook Home

The Sharpsville Area School District owns the Chromebook unless the student pays the purchase price as listed above. Students will use the same device each school year for the functional life of the device. Therefore, it is very important that the device be treated with care. You are required to leave all identification and inventory tags in place. Do not write on the device or attach any stickers to it. The case provided by the district must be kept on the Chromebooks at all times. Students in grades 8 and 9 may take the device home once the Computer/Network Acceptable Use Policy and Student Chromebook Acceptance Form are signed and returned and the Technology Fee is paid. If for any reason parents do not want the device at home, students may sign them in and out each day.

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 / damaged books must be paid for before the issuance of the final report card.



Sharpsville Area High School



2019/2020 Student Handbook

DISCIPLINE CODE

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. 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.

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.

Detention

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

- All detentions will be held from 3:00 p.m. - 3:30 p.m.
- 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 makeup 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 three (3) hours. Saturday detention runs from 8:00 a.m. – 11:00 a.m.

Restriction

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

Restorative Justice

The three main goals for this option are as follows:

1. Accountability. Restorative justice strategies provide opportunities for wrongdoers to be accountable to those they have harmed and enable them to repair the harm they caused to the extent possible.
2. Community safety. Restorative justice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
3. Competency development. Restorative justice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person

Restorative justice programs allow for the reparation of harm. They have the potential to influence school climate and strengthen positive social connections between students and staff.

Common elements to school restorative justice programs include:

1. Student referrals at the discretion of teachers, administrators, or other students.
2. Service to the school or to the individual(s) affected by the violation.
3. Involving students who are willing to accept some responsibility for their actions.
4. Involving victims and others in the process, with voluntary participation.
5. Keeping proceedings confidential.
6. Direct parent involvement in the process – victim and the accused.

This option would be provided by the principal in lieu of suspension (In-School or Out-of-School) for certain violations of the student code of conduct.

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.

Make up all work REQUIRED and students' responsibility:

1. Students will receive a form upon their return to school.
2. The form must be taken to each teacher for the list of make-up work and due dates as assigned by the teacher.
3. Work must be turned in on time. The maximum points that can be earned on this work is 60%. Failure to complete the assignments will result in a zero.

Students assigned AIA – students must complete all work provided to the expectations of the teacher in order to receive credit. Work completed or expected to be turned in will receive a zero if a student absence is unexcused

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 extracurricular 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.

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.

DISRESPECT/ASSAULT OF AN EMPLOYEE

Verbal Abuse, Obscene Gestures, or Obscene Language

<u>First Offense</u> - Suspension contingent upon the degree of the offense.	<u>Second Offense</u> - Suspension with the possibility of Proceedings for Expulsion at a Formal Hearing before the Board of Education.
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Intentional Physical Contact

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