

STEEL VALLEY
SCHOOL DISTRICT



**Elementary
Parent/Student
Handbook**

2023 - 2024

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TELEPHONE NUMBERS

Steel Valley School District – 412.464.3600

Barrett Elementary School

Mrs. Kimberly Winters, *Principal*..... ext. 5505
Mrs. Mary Jo Votedian, *Building Secretary*..... ext. 5500
Mrs. Alyson Fisher, *Guidance Counselor*..... ext. 5521
Ms. Leigh Harper, *School Nurse* ext. 5530

Park Elementary School

Dr. Thomas Shaughnessy, *Principal* ext. 4505
Mrs. Denise Cullen, *Building Secretary*..... ext. 4500
Mrs. Brandi Chalus, *Guidance Counselor* ext. 4505
Mrs. Christie Barron, *School Nurse* ext. 4530

Central Administration

Mr. Edward Wehrer, *Superintendent*..... ext. 1505
Mr. Bryan Macuga, *Assistant Superintendent* ext. 2515
Mrs. Gale Emery, *Secretary* ext. 1500
Mrs. Renee Kozusko, *Director of Pupil Services*..... ext. 1905
Mrs. Joyce Kornacki, *Secretary* ext. 1900
Mr. Orlando Dulin, *Diversity, Equity and Inclusion Coordinator* ext. 2503
Mr. Matthew Weber, *Business Manager*..... ext. 1805
Ms. Lauren Zagorac, *Secretary* ext. 1800

Steel Valley Board of School Directors

James E. Bulger..... President
Daniel M. Rojtas Vice President
Maya L. Adams..... Member
JaQuay E. Carter Member
David J. Colasante..... Member
Robyn R. Guy, Esq. Member
Cara L. Karstetter Member
William R. McLaughlin Member
Mary Yuhas..... Member

IMPORTANT DATES to REMEMBER 2023 – 2024

August 17	“Meet the Principal Night”
August 21	In-Service Day
August 22	Act 80 Day
August 23	Clerical Day
August 24	Act 80 Day/Transition Day
August 25	All Students Report to School
September 2	FIRST DAY DOCUMENTS DUE
September 4	Labor Day Holiday
September 6	Early Dismissal/Open House
September 26	Early Dismissal/Staff Professional Development
September 27	Progress Report Distribution
October 9	Teacher In-Service/No School for Students
October 26	End of First Grading Period
November 1	Clerical Day/No School for Students
November 3	Report Card Distribution
November 8	Parent/Teacher Conferences
November 23 - 27	Thanksgiving Break
December 6	Progress Report Distribution
December 21	Act 80 Day/No School for Students
December 22 – January 1	Winter Break
January 12	End of Second Grading Period
January 15	Martin Luther King, Jr. Holiday
January 16	Clerical Day/No School for Students
January 19	Report Card Distribution
February 13	Early Dismissal/Staff Professional Development
February 19	Presidents’ Day Holiday
February 21	Progress Report Distribution
March 20	End of Third Grading Period
March 22	Clerical Day/No School for Students
March 26	Report Card Distribution
March 28 – April 1	Spring Break
April 22 - 26	Third & Fourth Grade PSSA English Language Arts Assessments
April 30	Progress Report Distribution
April 29 – May 3	Third & Fourth Grade PSSA Mathematics Assessments
April 29 – May 3	Fourth Grade PSSA Science Assessments
May 27	Memorial Day Holiday
May 29	Last Day of School for Students
May 29	Commencement
May 30	Teacher Transition Day
May 31	Clerical Day

ELEMENTARY SCHEDULE

7:45 AMStudents arrive for breakfast; breakfast is served from 7:30 – 7:50 AM only
8:00 AMStudents report to homerooms
8:10 AMStudents who arrive after this time will be marked tardy
2:45 PM.....K – 1 Student Dismissal
2:50 PM.....2 – 4 Student Dismissal

----- PLEASE NOTE -----

In order to promote the safety of students as they walk to and from **Barrett Elementary**, and in cooperation with the Borough of Homestead, the streets around Barrett will be closed to traffic (except for school staff) from 7:00 – 8:15 AM, and from 2:40 – 3:15 PM. In addition, to avoid congestion around the school, parents are asked to stand across the street from the school.

In order to promote the safety of students as they are transported to and from **Park Elementary**, and in cooperation with the Borough of Munhall, traffic from Lawrence will travel to the right from 7:30 – 8:30 AM and from 2:30 – 4:30 PM. Parents must travel as far down Cambria Street as possible when dropping off or picking up students. No parent may park or block the area in front of the breezeway. All students must cross Cambria Street at the supervised crosswalk.

**Parent note: All students should have clear plans for their after school destination.
In cases of emergency please let the school know of a delay in student pick-up.**

STEEL VALLEY SCHOOL DISTRICT MODIFIED SCHEDULES

Early dismissals and Act 80 days may be scheduled throughout the year for additional teacher training sessions. Specific dates will be announced pending Steel Valley School Board approval. All early dismissal times will be at 12:15 PM.

Delayed Start

In the event of inclement weather, school may be delayed. Please listen to local TV and/or radio broadcasts for information on delayed starts. Information may also be obtained on the District web site or by calling the Steel Valley phone system.

KDKA-TV

- News radio 1020 KDKA
- Pittsburgh's CW
- www.kdkaradio.com
- www.kdka.com

WTAE-TV

- www.thepittsburghchannel.com

KQV (1410 AM)

WPXI-TV

PCNC

- www.wpxi.com
- www.pittsburgh.com

Steel Valley Website:www.steelvalleysd.org

Steel Valley Phone System412.464.3600

**Start time for a two-hour delay is 10:00 AM.
Elementary buildings open at 9:45 AM.**

No breakfast is served on a two-hour delay schedule.

Blackboard Connect

The District has incorporated a new emergency alert phone system. This phone system enables school district officials to notify staff and parents of emergency situations via telephone. The automated system sends out mass messages to staff and or parents. **Please be sure to notify the office with any change of address or phone number. The Blackboard Connect System uses only the primary number indicated.**

If snow make-up days are needed, days will be added at the end of the school year.

Progress Reports will be issued to parents/guardians approximately four (4) weeks into each marking period.

The final report card for the school year will be mailed.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty, administration, and parents. This information has been carefully prepared and presented so that it will be of great value in helping the parents/guardians and students to serve as an integral part of the school. Please take the time to familiarize yourself with its contents.

ATTENDANCE GUIDELINES

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Parents or 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 who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students.

Attendance Philosophy

The Steel Valley School District believes that a goal of high student achievement requires that all students actively participate in each class every day. Absences from class or school detract from this function. Regular school attendance helps a student's progress academically. Attendance is part of a pupil's cumulative record. Good school attendance habits must be established for later years when pupils seek employment. Students who are frequently absent also disrupt the continuity of instruction for themselves and for others. Class cuts, school tardiness, and unexcused absences are considered violations of the Code of Student Conduct. For these reasons the home and school must be partners in order to prevent unnecessary school absence and to create a climate in which good school attendance is valued.

Excused Absences

The Steel Valley School District attendance policy specifies that the following conditions be considered excused absences and constitute a reasonable absence from school:

1. Illness
2. Quarantine
3. Death in a family
4. Family education trips: **Principal approval is required at least one month prior to vacation start date.**

No trips will be approved during your child's PSSA testing schedule(s).

All students, regardless of age, must submit a written excuse, signed by a parent or guardian, when returning from each absence. All absences are entered as unexcused and/or illegal pending receipt of an acceptable absence note. Unexcused absences prohibit your student's academic make-up opportunities and violate the compulsory attendance requirements of the Public School Code. Teachers are not obligated to provide any make-up work or examinations, or issue participation credit, if the student's absence is unexcused.

Parents should also be aware of the following:

- Every effort should be made to schedule appointments for health care outside of school hours.
- An excuse from a medical doctor is required after five (5) or more days of consecutive absence.
- Make-up work may be arranged through the classroom teacher and/or office.
- Contact the Guidance Department when your physician believes that a student will be absent beyond twenty (20) school days. This permits a timely transition to homebound instruction.
- Upon accumulation of ten (10) absences, all subsequent excuses must be accompanied by a doctor's excuse or approved by the building principal.
- A valid, signed excuse must be turned in within three (3) days of the absence. After the three (3) day grace period the absence(s) will remain unexcused.

Questionable Absences

The fact that a parent/guardian has submitted a written explanation does not automatically mean the absence is EXCUSED. Cases of erratic or patterned absences will be called QUESTIONABLE. The parent/guardian may have to supply additional supportive documentation to the building principal for review. If this is not done, the absence or absences will be called UNEXCUSED/UNLAWFUL.

Truancy

Full or partial-day, unexcused absences constitute a violation of the Compulsory Attendance Provision of the Public School Code (24 PA Statute, Section 1333 – Penalties for Violation of Compulsory Attendance Requirements).

Written notification will be sent to the student's parent/guardian from the School Office after the third, unexcused (unlawful) absence. After the sixth unexcused absence, a truancy meeting will be scheduled with the school counselor, and a copy will be placed in the student's file. Further unexcused absences will be referred to the district magistrate who will take appropriate action.

After the second written notification a school/family conference will be required to develop and implement a Truancy Elimination Plan.

For each additional unexcused (unlawful) absence, a proceeding will be initiated against you before a magisterial district judge, and a referral for general protective services made to the Office of Children, Youth and Families (CYF), without further notice from school authorities.

The District Magistrate, under Act 29, may:

1. Impose a fine
2. Require community service
3. Require parents to attend parenting classes

Tardy to School

- Any student who arrives **after 8:10 AM** will be marked tardy
- Student arrival after 11:00 AM will be marked as a ½ day absence
- Unexcused tardies are a factor with regards to truancy

Early Dismissals

- A. Early dismissals are permitted only in the following situations:
 1. Verifiable professional medical services
 2. Verifiable legal business
 3. Verifiable personal illness approved by the nurse or administrator
 4. Reasons approved in advance by an administrator
- B. The student must provide a written request signed by a parent/guardian. This note should contain:
 1. The student's full name
 2. The name of the person that will pick up the student
 3. The time and date of the early dismissal
 4. The **specific** reason for the dismissal
 5. A daytime phone number for the parent
 6. A phone number to verify any appointment
 7. The parent's signature
- C. The parent must place a confirming phone call to the main office, prior to 8:30 AM to verify the early dismissal request.
- D. At parent/guardian arrival, the student will be called to be signed out.
- E. Students returning from an early dismissal are to report to the main office and sign in. The office will issue a pass to class.
- F. If a student leaves school before 9:00 AM he/she will be marked absent one full day. If a student leaves school before 11:00 AM he/she will be marked absent ½ day.
- G. No early dismissal may occur after 2:30 PM.

Verifiable emergency exceptions to these guidelines will be considered by school administration on a case-by-case basis.

Regardless of age, all students must secure parental permission in order to be issued an early dismissal.

Parents/Guardians/Designees picking up a student for an early dismissal **MUST** be authorized by documentation on an emergency card and/or pick-up authorization form and **MUST** have a valid Photo ID. No one will be permitted to pick up a student without the above criteria. No verbal permission will be accepted.

Illness During the School Day

- Students should see their classroom teacher for direction when ill.
- Students taking medication during school hours must report to the nurse for specific instructions, including the completion of a standard district form to be completed by the student's physician. Students are not permitted to take prescription or over-the-counter medications on their own.
- Students will remain in the nurse's office until parent arrival. In cases where the nurse isn't on building property, the student will remain in main office until pick-up.

Class Work When Absent

- In the case of excused, short-duration absences (one or two days), contact subject teachers or the main office for appropriate make-up work.
- Whenever the absence may exceed twenty school days, the student's parent or guardian should contact the school to discuss the possibility of homebound instruction.
- Students who anticipate being absent from class due to hospitalization or illness should secure all assignments for the period of absence from the school.

Class Attendance

In order to maintain the health, safety and security of all students, each student must follow his/her assigned schedule.

Vacation Information

- Educational vacations may be excused after approval by the Building Principal
- A Vacation Diary, prepared by the student, must be submitted

It is the student's responsibility to complete all assignments missed during their absence within one week after their return. However, if a student takes a non-approved vacation, the absence will be unexcused, and the right to make up work may not be granted. **No vacation will be approved during your child's PSSA testing schedule(s).**

First Day Documentation

On the first day of school each student will receive a first day of school packet containing important forms. Each packet must be returned by the due date. Failure to return forms and/or keep information updated may result in your child not attending classes until the information is supplied.

Emergency Care Forms

It is important for the school to be able to contact home in case of illness or emergency. With this in mind, each parent/guardian should complete and sign an Emergency Care Card. This card gives the school the ability to contact the student's parent/guardian. On the card, one should only designate those friends/relatives/neighbors who may be trusted to make decisions on behalf of the parent/guardian when the parent/guardian cannot be reached. Such circumstances may include, but are not limited to: illness, the necessity to leave school property, or other emergency situations. Additionally, this designee may be contacted and asked to relay information to the parent/guardian on behalf of the school. The Emergency Care Card must be completed and returned to the school office **within the first week of school** by the student.

- Should any student not return a signed and completed Emergency Care Card within the allotted time period, the student may not be permitted to attend regular classes until the Emergency Care Card has been submitted to the school office. At that time all First Day documentation will be addressed.
- If there is a change in any pertinent information on the card, please notify the school IMMEDIATELY. It is mandatory that each parent/guardian provide the school with a working, current telephone number.

Change of Personal Information

It is mandatory that the schools have a working telephone number, correct address, and current, valid contact people on each student's emergency care form. If you have a change of any contact information, you must inform your child's school office. In addition, an appointment must be made with Ms. Sara Fite (412.464.3600, ext. 2700) when a change of address occurs.

Park, 412.464.3600 ext. 4500

Barrett, 412.464.3600 ext. 5500

Student Pick-up Authorization Form

The District requires a separate Parent Authorization form that lists authorized persons identified by the parent/guardian to whom their child/children may be released in case of emergencies. Please make every effort to maintain accurate and current information to help safeguard your child.

Evacuation Information

The Steel Valley School District has adopted a comprehensive Emergency/Crisis Management Plan that provides for responses to actions taken when necessary. In the event that a total community evacuation becomes necessary, your children will be transported by bus to the Elizabeth Forward School District. Should a local emergency arise, each school has evacuation sites established within the community. You may obtain information concerning the evacuation and location where you may regain custody of your children

- on the district phone line: 412.464.3600
- on the district web site: www.steelvalleypsd.org
- through local radio and/or television announcements

You will need to provide the following information upon requesting the release of your child:

- A photo ID of you or the authorized person designated on your child's "Student Pick-Up Authorization Form."
- Your signature on a student release form.

CAFETERIA INFORMATION

Breakfast/Lunch Program

Park and Barrett offer both breakfast and lunch daily. Breakfast and lunch will be provided free of charge due to the Community Eligibility Provision. A la carte items will still be available at student cost.

Cafeteria Procedures

- Students are not permitted to bring glass or breakable containers into the building.
- All food and drink must be consumed in the cafeteria.
- It is the student's responsibility to clean the area of the cafeteria he/she uses and deposit any trash in the proper receptacles.
- Respectful, appropriate table manners are expected.
- Students are not permitted to share food or to request food items from another student.

ACADEMICS

Academic Philosophy

The Steel Valley School District offers an opportunity for students to prepare for life-long learning. Students should be equipped with skills that go beyond the basics and assist our nation to compete effectively in a world governed by global competition, high technology, worker empowerment and rapid change.

Curriculum

The Elementary Schools use a comprehensive, research-based curriculum based upon the PA-Core Standards to improve student achievement and growth. The curriculum is based upon the framework utilizing concepts such as Big Ideas, Concepts, Competencies and Essential Questions.

Technology

Our mission is to provide quality education using technology as an integral tool to enhance our students' learning in grades K – 12. Technology will be integrated into the curriculum to help all students meet classroom goals and Pennsylvania State Standards more efficiently. Students, staff and community members will be able to take advantage of intra-district communications and improved records management.

Internet Etiquette

The Steel Valley School District's Internet Service is provided for educational purposes only and may not be used for accessing areas that are explicitly non-educational. Misuse would include, but not be limited to, the solicitation of pornography; other unethical or illegal sites; sites condoning violence, racism, sexism, or other vulgar content; as well as any other use that does not have an explicit educational purpose. Each student (and his/her parent/guardian) using the Internet must sign an *Internet Usage Agreement*. Please refer to Policy No. 815 and the agreement entitled, "Internet Etiquette and Required Signatures."

Standardized Testing

During enrollment in the Steel Valley School District, a series of standardized tests will be administered at different grade levels. The results of these tests provide a record for immediate and future educational planning. The test results are also an invaluable aid to teachers and counselors in identifying strengths and weaknesses of our program.

Currently, the district's standardized testing program consists of the following tests:

<u>Name of Test</u>	<u>Grade Level Administered</u>	<u>Dates of Tests</u>
Kindergarten Readiness Assessment		
DIBELS Reading	K, 1, 2, 3	September/January
MAPS (Math & ELA)	K, 1, 2, 3, 4	September/January
PSSA – English Language Arts	3, 4	April 22 – 26, 2024
PSSA – Mathematics	3, 4	April 29 – May 3, 2024
PSSA – Science	4	April 29 – May 3, 2024

Teachers, counselors, or education specialists may administer additional evaluations in order to determine an instructional level or ability level of the student. These include, but are not limited to: Peabody Picture Vocabulary Test, Visual/Aural Digit Span, Woodcock-Johnson, Woodcock Reading, Key Math, WRAT, KBIT, BASC and annual assessments for students whose primary language is not English. These tests will be used to gain information in order to help student progress.

The result of these tests, as well as scores received from academic aptitude tests taken on a voluntary basis at the secondary level, are maintained and made part of the educational record. This record also consists of grades received, academic work completed, and attendance.

If a student transfers to another school district, the student's records will be forwarded to the new school.

The district's policy on student records is in compliance with the Pennsylvania State Board of Education's regulations and with the Family Educational Rights and Privacy Act of 1974. These Acts guarantee the following rights to parents and to students:

1. The right to review, inspect and obtain a copy of the records.
2. The right to challenge the contents of the records.
3. The right not to grant individual consent where individual consent is required for the release of information.
4. The right to file complaints.

Copies of the district's student records policy are located in the principal's office of each school, or at the District Administrative Office, and are available for your inspection upon request.

Grading System

Student evaluation will be based on the following criteria in appropriate proportions.

- A. Active class participation
- B. Test and quiz grades
- C. Other projects and assignments

Each teacher will have the responsibility of establishing grading guidelines that assign point values to these criteria. Homework and other class assignments are expected to be completed as assigned. Point values will be accumulated over the grading period and converted to letter grades using the following grading scale:

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- E = 59% and below

Minimal extra-credit assignments may be offered at the discretion of the individual classroom teacher.

Advanced - This level reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania Academic Content Standards.

Proficient - Proficiency reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania Academic Content Standards.

Basic - This level reflects marginal academic performance. Basic work indicates a partial understanding and limited display of the skills included in the Pennsylvania Academic Content Standards. This work is approaching satisfactory performance, but has not been reached. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the proficient level.

Below Basic - The lowest level reflects inadequate academic performance. Below basic work indicates little understanding and minimal display of the skills included in the Pennsylvania Academic Content Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the proficient level.

Retentions

A child who demonstrates significant lack of academic progress may be retained. Parent input will be considered. The final decision to retain a child rests with the Building Principal.

Progress Reports

Report cards are issued four (4) times a year to students in 1st, 2nd, 3rd, and 4th grade; and twice a year to kindergarteners. Periodic reports of excellence or deficiencies are also shared with parents midway through each marking period. Parents/guardians having questions or concerns regarding their child's performance are encouraged to contact the appropriate teacher and/or guidance counselor.

Loan of School District Property and Responsibility

- Working materials, calculators, equipment and furniture that students use are the property of the school district. Waste, misuse, or careless treatment of these materials will not be tolerated.
- Textbooks, iPads, and library books are the property of the school district also and are issued on a loan basis to each student. These books are to be kept clean and handled carefully.

You will be required to pay replacement cost for lost, stolen, or damaged books/materials and appropriate charges will be issued. If the situation is not resolved before the end of the school year, the Steel Valley School District reserves the right to refer financial obligations to the District Magistrate for collection. Any bill that is not reconciled during the year it is incurred will follow the student to graduation, possibly preventing the issuing of a diploma.

PARENTS and GUARDIANS

Parents, guardians and the school share a basic responsibility to establish a school climate that fosters the mastery and practice of essential skills. Parental involvement includes: providing a safe, supportive home; communicating with the school; attending school events; and monitoring and assisting with homework. Teachers, counselors and principals communicate systematically and informally with students and their households. Parents are essential partners in the education of their child. Administrators, counselors and teachers contact parents about unusual attendance patterns, disciplinary infractions and exceptional student performance.

When parents/guardians have questions about the operation of the school or concerns with the education of their child, it is important that these concerns are addressed in an efficient and expedient manner.

1. Contact the teacher first and schedule a meeting or ask for a phone conference.
2. Problems not resolved at the teacher level should be taken to the principal.
3. Contact the student's guidance counselor with concerns regarding scheduling, graduation, testing, counseling, etc.
4. Concerns not resolved through the above channels should be referred to the appropriate central administrator.

Parental Custody

The determination of the custody of children is a matter established and reinforced by the courts, not by the school. Therefore, school personnel cannot deny the rights of any parent to contact or receive information about a child unless a copy of the court order denying the parent of his/her rights is in the student's permanent record file. School personnel cannot honor any verbal or written request made by a parent regarding custody unless the court order is on file. If a parent tries to defy such a court order on school grounds, the school will summon the police to enforce the court order.

Telephone Messages

Telephone calls to the school requesting that messages from home be delivered to students will be restricted to emergency situations. It is the parent's responsibility to make arrangements with their child prior to the start of the school day. Delivering messages to the student during the day creates a distraction to the learning environment. Students will be called to the office during the end of the day announcements to receive their emergency message. Please remember, these are Emergency Messages Only!

Use of School Phone

The use of the school telephone is reserved for school district employees only. Lines must be kept clear for routine messages, incoming calls, and emergencies. In certain emergency situations, however, students may be permitted to use the school phone. Permission will be granted on a case-by-case basis.

Security/Visitors to the Building

We welcome all visitors to the Elementary Schools and hope that your visit will be pleasant and informative. In order to assure the safety of our students, school district policy dictates that doors of the school buildings be kept locked at all times (doors may be opened from the inside only). In order to gain entrance when visiting the building, press the button briefly and wait for direction from security. If security is not available, please follow this procedure:

1. Press the button once on the outside intercom briefly and wait for someone to answer.
2. When asked, state your name and the reason for your visit.
3. When admitted, please proceed immediately to the reception area to sign in and receive a visitor's pass.

All visitors to the building, including parents, regardless of the purpose, must produce a valid Photo ID, report to the office and notify the personnel of their presence in the school. All visitors will sign in and receive a visitor's pass to wear while they are in the building. This pass is to be returned to building personnel before the visitor leaves. Unauthorized persons will be asked to leave the building immediately.

Volunteer Guidelines

Adults who choose to volunteer on a regular basis must be recommended to the Superintendent and the Board by the school principal prior to commencement of their duties. Every volunteer must obtain Act 34 and 151 clearances and must also complete a District 'Verification of Volunteer' form or obtain the Act 114 FBI Federal Criminal History clearance. Applications for Act 34 and 151 clearances are available online. The expense to obtain clearances is the responsibility of the parent/guardian. All clearances must be on file in the school office before you volunteer.

Homeless Students

Homeless children are provided equal access to the district's educational programs in accordance with the McKinney-Vento Act and state law. District procedures are intended to remove barriers to enrollment by homeless children. Families who may qualify for homeless services should contact their principal or the district's homeless liaison at 412.464.3600, ext. 1905.

Information on the educational rights of homeless students are posted on the district's website, www.steelvalleysd.org, and may be obtained by contacting the district's homeless liaison at 412.464.3600, ext. 1905. Students who may be eligible for homeless services may include those who are living in a shelter, motel, vehicle or campground, on the street, in an inadequate accommodation or doubled up with friends or relatives. If your living situation changes during the school year or over the summer and you and your child/children become homeless, please be sure to contact the school. We will work with you so that your child/children's education is disrupted as little as possible.

Who is considered homeless under the McKinney-Vento Act?

The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular and adequate nighttime residence. The term includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship or similar reasons
 - Living in motels, hotels, trailer parks or campgrounds
 - Living in emergency or transitional shelters
 - Abandoned in hospitals
 - Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings
- And/or:
- Migratory children living in any of the circumstances described above

Educational Rights under the McKinney-Vento Act, children (age 21 and younger) in homeless situations have the right to:

- Go to school no matter where they live or how long they have lived there
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled
- Receive transportation to and from the school of origin
- Enroll in school immediately, even if missing records and documents normally required for enrollment such as birth certificate, proof of residence, previous school records or immunization/medical records
- Enroll, attend classes and participate fully in all school activities while the school arranges for the transfer of records
- Have access to the same programs and services that are available to all other students, including transportation and supplemental educational services

For more information, or if you or someone you know is in need of assistance, please contact the Steel Valley School District Homeless Liaison, Director of Pupil Personnel and Special Services at 412.464.3600, ext. 1905.

Pennsylvania School Immunization Requirements

The Pennsylvania Department of Health regulations are intended to ensure that children attending school in the commonwealth are adequately protected against potential outbreaks of vaccine preventable diseases. The Pennsylvania Department of Health requires the following immunizations for entry into school and continued attendance.

Children in ALL grades (K-12) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after the 4th birthday)*
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- The previous regulation required only 3 doses.
- 2 doses of measles, mumps, rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, DT or Td

**Usually given as MMR

Children in 7th-grade need the following additional immunizations for attendance:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose meningococcal conjugate vaccine (MCV)

Children in 12th-grade need the following additional immunizations for attendance:

- 2nd dose of meningococcal conjugate vaccine (MCV)
First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th
If the first dose was given at 16 years of age or older, only one dose is required.

Exemptions to school laws for immunizations are:

- Medical reasons;
- Religious beliefs; and
- Philosophical/strong moral or ethical conviction

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

Medication

Medication includes all prescribed medication and any nonprescription (over the counter) medications. Parents/guardians must submit a written request to administer medication. A licensed prescriber (medical doctor, dentist, or other health care provider) must provide a written order to administer any medication during school hours.

The written order must include:

- Name of the child
- Date of prescription
- Name of the medication
- Specific time or circumstances in which the medication shall be administered
- Specific length or amount of medication prescribed
- Signature of the prescriber

Medication will not be administered unless the prescription is properly labeled and the required written orders are obtained. Written orders may be faxed to the school. Email requests to medicate students will not be accepted as permission.

Parents/guardians may come to the school to administer a medication dose to their child.

Student Assistance Program (SAP)

The SAP Team process is composed of assessment and intervention procedures that are used to ensure that students receive an effective instructional program, as well as other school support services, that will meet their learning needs. The SAP Team assists classroom teachers in planning and implementing strategies that are designed to produce success for the referred student.

Special Programs

Steel Valley provides special education support that is available within each district building, as well as outside of the district, to meet children's special needs. Areas include Speech/Language, Learning Support, Autistic Support, Emotional Support, Physical Support, Gifted Support, Vision and Hearing Support and all services defined in Chapters 14, 15 and 16. In addition, we provide a program for students whose primary language is not English.

The SVSD seeks to locate, identify, and evaluate the specialized needs of school-aged students who may require special programs, supports or services. Parents who have concerns regarding their child may contact the building principal at any time to request a screening or evaluation of their child. More information may be obtained by contacting the Director of Pupil Personnel and Special Services.

Confidential Communications

Statutes and regulations appropriate to the proceedings govern use of a student's confidential communications to school personnel in legal proceedings. See, for example, 42 PA C.S. SS 5945 (relating to confidential communications to school personnel).

Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority when the health, welfare, or safety of the student or other persons is clearly in jeopardy.

STUDENT RIGHTS and RESPONSIBILITIES

No student shall be deprived of equal treatment and equal access to the educational program. Due process, a presumption of innocence, and free expression and association in accordance with regulations of the Pennsylvania State Board of Education, Chapter 12, are guaranteed. A copy may be found in the office of each building.

Student Responsibilities

- A. 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 learning
- B. 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
- C. 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. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 - 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 not to cause substantial disruption to the educational processes.
 - Assist the school staff in operating a safe school for all students enrolled therein.
 - Comply with the local and Commonwealth laws.
 - Exercise proper care when using public facilities and equipment.
 - Attend school daily and be on time to all classes and other school functions.
 - Make up work when absent from school.
 - Pursue and attempt to complete satisfactorily the course of study prescribed by the Commonwealth and local school authorities.
 - Use appropriate language while at school or at school functions and includes not using indecent or obscene language in student newspapers or publications.

Field Trips/Special Activities

Field trips and special activities are **privileges extended to our students**. Attendance will be conditional and based upon:

- School attendance
- Grades
- Behavior
- Teacher recommendation

In the event that an evening activity is planned, the student must attend school the day of the event to be permitted to participate. A letter outlining attendance expectations and exclusions will be provided closer to the field trip date.

Freedom of Expression

- A. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker vs. Des Moines Community School District*, 383 U.S. 503 (1969).
- B. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
- C. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
- D. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
- E. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted, or distributed on school property.
- F. Bulletin Boards shall conform with the following:
 1. School authorities may restrict the use of certain bulletin boards.
 2. Bulletin board space shall be provided for the use of students and student organizations.
 3. School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- G. School newspapers and publications shall conform with the following:
 1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- H. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- I. School officials should adopt and publish guidelines for student use of school facilities and equipment.
- J. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
 1. The school has no responsibility to assist the students or to provide facilities in the publishing of such materials.
 2. The students themselves have sole responsibility for any statements published.
 3. Approval procedures must be followed prior to distribution or display of materials on school property.

Flag Salute/Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
2. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

Discrimination

It is the policy of the Steel Valley School District not to discriminate on the basis of sex, race, color, national origin, handicap, or age in its educational and vocational programs, activities, or employment as required by Title IX, Chapters 14, 15 and 16.

Before and After School Care

MUSA, Methodist Union of Social Agencies, under the direction of Ms. Hannah Sitz, Program Director, operates an after school care program at Park, and both a before and after school care program at Barrett. Should you be in need of this service, she may be reached at 412.461.1800.

Parents are asked to contact the building if they are unable to pick up student on time.
After 3:10 PM, the building will contact local authorities for assistance.

Educational Rights and Privacy

The Steel Valley School District and its employees are required by Federal Law and State and Federal Rules and Regulations to protect the rights of students. The foundation of these rights comes from Federal legislation entitled, Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the Buckley Amendments) and Health Insurance Portability and Accountability Act (HIPAA). There are State Rules and Regulations dealing with regular and special education students' rights and privacy. All students are covered by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities, which include regulations on the collection, maintenance, and dissemination of pupil records.

The basic premise of the above-mentioned laws, rules, and regulations is that information about students can not be disclosed without written parental consent except in limited instances which include disclosure from one educational agency to another when the student transfers. There are different categories of information: Educational Records consist of information related to a student, which are maintained by an educational agency. Personally Identifiable Information includes the student's name, the name of the parent or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable.

Education/Health Records and Personally Identifiable Information can not be disclosed or related without written parent consent or if a student is over eighteen without student consent, except as permitted under Federal Regulations and State Guidelines with regard to the student's transfer to another educational agency.

There is certain information that can be released without consent, which is called Directory Information. Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The School District designates what information is labeled as Directory Information. It shall include the following: Student's name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

We release Directory Information by informed consent. If you do not want your child's Directory Information released, then submit a letter to the building Principal within thirty days of receipt of this document.

Disclosure of information means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in these records, to any party, by any means, including oral, written, or electronic means. This means that information about a student cannot even be shared in conversation without permission.

This also applies to other Steel Valley personnel who do not have an educationally relevant reason to possess knowledge of a student.

Written parental consent is necessary for disclosure of personally identifiable information and education records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; and (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, Steel Valley must maintain a written record of disclosure for the parents to inspect in case information has been released.

Copies of the district's student records policy are located in the principal's office of each school or at the district's administrative office and are available upon request for your inspection upon written request.

The Steel Valley School District operates within policies governed by the Board of School Directors. These policies may be found in the Board Manual, which includes procedures for grading evaluations, evacuation plans, crisis interventions and any other procedures the Directors deem necessary. This manual may be found in the school's main office, online on our website, www.steelvalleypsd.org, and may be viewed by contacting the building principal. The rules and guidelines within this agenda are subject to change. Parents and students will be informed when changes occur.

CONDUCT GUIDELINES

Philosophy of Discipline

A school's climate must support quality teaching by instructors and effective learning by students. Good citizenship and adherence to the rules is required for student participation in the Steel Valley Community. We believe parents are essential partners in the educational process and must be properly involved as well as accountable for the achievement and behavior of their children.

Learning is closely related to student conduct. Our Code of Student Conduct seeks to promote student success through attention to behavior that is likely to interfere with the health, safety, order and welfare of all students, including those directly affected by this program.

Discipline Authority

The Board of School Directors requires all students to adhere to the rules and regulations promulgated by the administration, and they are further subject to such disciplinary measures as are assigned for infractions of those rules.

The Principal(s) and Assistant Principal(s) have the authority to specify discipline for students, subject to the policies, rules and regulations of the Board and the Superintendent. Professional Personnel have the authority to exercise control over all students in all situations anywhere in the school's jurisdiction during the school day or during school activities.

The Code of Student Conduct governs student behavior in school and during the time spent in travel to and from school (including Steel Center CTE), as well as all school sponsored activities. Such rules require that students:

- Conform to standards of socially acceptable behavior.
- Respect the rights, person and property of others.
- Preserve the necessary degree of order.
- Obey and respond to those in authority.

Code of Student Conduct

The Steel Valley School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. By law, the School Board is required to adopt a "Code of Student Conduct," and distribute it to students and parents. An administrator, guidance counselor, or teacher will personally review the "Code of Student Conduct" with the students in a classroom, office or assembly setting. Additional copies of this handbook containing the written Code of Student Conduct are also available in each school office.

The following Code of Conduct tables are not an exhaustive list of all violations. They are intended to demonstrate the kind of infractions that are subject to discipline.

If a code of conduct is to be effective in reducing behavior problems, it must organize student misbehaviors into categories from minor to major and relate these misbehaviors or infractions to appropriate disciplinary options/responses. Through publication of such information, students, parents and school staff learn which options/responses will be utilized as a consequence. By pairing these misbehaviors with sound disciplinary responses, the school insures that its disciplinary procedures are fair, firm, reasonable and consistent.

Misbehaviors or infractions are categorized into three levels. In each level, examples are listed along with possible disciplinary options/responses. **The following list is to provide a guideline of applicable behavior in each of the categories. It is the building administrator's discretion to determine the appropriate discipline to be utilized.**

All examples, procedures, and disciplinary options/responses are applicable on school grounds, on school buses, during school-sponsored activities, field trips or excursions, and from the time of departure for school until arrival at home.

CODE OF CONDUCT – CLASSROOM MANAGED (LEVEL I)

DESCRIPTION	EXAMPLES	TEACHERS DISCIPLINARY OPTIONS/RESPONSES
<p><u>Misbehavior</u> on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.</p>	<ul style="list-style-type: none"> • Defiance • Eating in unauthorized areas • Loud boisterous noise or yelling in halls • Off task behavior • Physical contact – no injuries • Physical Contact/Horseplay • Running in classrooms, halls cafeteria, locker rooms, etc. • Sleeping in class • Tardiness to class • Teasing/name calling • Throwing objects (pencils, erasers, snowballs, shoes, etc.) • Violation of classroom procedures established by teacher • Violation of the Dress Code 	<ul style="list-style-type: none"> A. Activity ends with alternative assignment given B. Confiscation of non-instructional property C. Detention D. Guidance referral E. Make-up instructional time F. Mediation G. Move student within room H. Non-verbal prompt I. Note sent home with Parent signature required J. Parental conference K. Personal conference L. Physical proximity prompt M. Prohibit participation in social activities within the classroom N. Student apology O. Student writes action plan P. Telephone call and written communication to parent Q. Time-out within classroom R. Verbal warning S. Withdrawal of privileges T. Loss of recess
<p align="center">PROCEDURES</p> <ol style="list-style-type: none"> 1. There is immediate and consistent intervention by the teacher who is supervising the student or observes the misbehavior. 2. The teacher maintains an anecdotal record of the offenses and disciplinary action. 3. The teacher should discuss the misbehavior with the parent/guardian within 24 hours. 4. Multiple occurrences of Classroom Managed offenses will result in an office-managed referral. 	<p align="center">NOTE: CLASSROOM MANAGED EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED.</p>	

CODE OF CONDUCT – OFFICE (LEVEL II)

DESCRIPTION	EXAMPLES	TEACHERS/ ADMINISTRATIVE DISCIPLINARY OPTIONS/RESPONSES
<p>Included in this level are <u>misbehaviors</u> that tend to disrupt the orderly climate and conduct of the school. They are serious enough to require corrective action on the part of <u>administrative personnel</u>.</p>	<ul style="list-style-type: none"> • Acting in an insubordinate or disrespectful manner • Bus disturbance • Cutting class • Deliberate destruction of property • Failure to complete assigned detentions • Gambling/extortion • Leaving class without permission • Leaving school grounds without permission • Misbehavior at a school sponsored activity • Physical aggression/fighting • Possession of obscene materials • Promoting drug/alcohol use or violence, unauthorized signs, posters, emblems, or other means • Repeated violations of the Dress Code • Showing flagrant disrespect/threat • Spitting • Theft • Vandalism 	<ul style="list-style-type: none"> A. Charges under criminal code B. Confiscation of non-instructional property C. Detention D. Discipline review board hearing (DRB) E. Guidance referral F. In-school/out-of-school suspension G. Mediation H. Lunch in office I. Parental conference J. Personal conference K. Procedures of district attendance/tardy policy L. Prohibit participation in social activities within the classroom M. Referral to sap team N. Restitution O. Special assignment P. Student writes action plan Q. Telephone call or written communication to parent R. Temporary removal from class/time out S. Verbal/non-verbal warning T. Withdrawal of privileges U. Loss of recess
<p>PROCEDURES</p>	<p>NOTE: OFFICE EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED.</p>	
<ol style="list-style-type: none"> 1. Referral to administrator. 2. The administrator meets with student and/or teacher to establish the most appropriate response. 3. The teacher is informed of the administrator’s action. 4. Parents are notified of the student’s misbehavior by teacher/administrator. 5. The administrator maintains a proper and accurate record of the offenses and disciplinary action. 		

CODE OF CONDUCT – OFFICE (LEVEL III)

DESCRIPTION	EXAMPLE	ADMINISTRATIVE DISCIPLINARY OPTIONS/RESPONSES
<p>Included is any act that results in <u>violence to another person(s)</u> or <u>property</u> that poses a direct <u>threat to the safety</u> of self or others in the school. These acts are clearly defiant and are so serious that they always require administrative action resulting in the immediate removal of the student from the school. The intervention of law enforcement authorities and/or action by the Board of School Directors may also be required.</p>	<ul style="list-style-type: none"> • Arson/bomb threat • Assault and/or battery • Continuation of or multiple level I, II and/or III offenses • Engaging in any other conduct contrary to the criminal code or ordinances of the Commonwealth/Community on school grounds or at school sponsored activities • Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which create a clear and present danger to the health, safety or welfare of students, staff, and school community • Possession of weapons, explosives or chemical protective devices (knives, mace, pepper spray, cutting instruments or tools, nun chuck sticks, Tasers, razor blades, brass knuckles, acid, metal pipes, sharpened wood, stun guns, firearms, “look alike” weapons, or any other tool, instrument, or implement capable of inflicting serious injury) • Sale, use, possession, or procurement of narcotics, marijuana, restricted drugs, or alcoholic beverages or drug related or “look alike” items • Setting off incendiary devices (firecrackers, smoke bombs, etc.) • Terrorist threats to students or school personnel • Unwarranted pulling of a fire alarm • Use or possession of tobacco products 	<ul style="list-style-type: none"> A. Alternative education plan B. BOCA basic fire prevention code C. Charges under criminal code D. Disciplinary review board hearing (DRB) E. Expulsion F. Guidance referral G. In-school/out-of-school suspension H. Procedures of Smoking Policy (#222) and Drug & Alcohol Policy (#227) I. Referral to appropriate law enforcement agencies J. Referral to SAP team K. Restitution L. Withdrawal of privileges <p>* Refer to Drug and Alcohol Policy for disciplinary options/responses.</p>
PROCEDURES		
<ol style="list-style-type: none"> 1. The administrator verifies the offense and, if necessary, confers with the teacher involved before meeting with the student. 2. The student is <u>immediately suspended from school</u> and parents are notified. Law enforcement officials may also be contacted. 3. The administrator submits a complete and accurate report to the Superintendent for possible action by the Board of School Directors. 		

BEHAVIOR DEFINITIONS

MAJORS (Office Managed)	Elementary Definitions	Examples
<ul style="list-style-type: none"> • Abusive/Obscene Language • Profanity • Possession of Obscene Materials 	<ul style="list-style-type: none"> – Delivering verbal messages that include: <ul style="list-style-type: none"> · Swearing · Name-calling · Use of words in an inappropriate tone or context, excessive, high intensity volume/quantity – Possession of obscene materials in print 	<ul style="list-style-type: none"> – Inappropriate magazines, pictures, drawings – Racial comments – Sexual comments – Swearing
<ul style="list-style-type: none"> • Fighting 	<ul style="list-style-type: none"> – Two or more students actively involved in <i>serious</i> physical contact where injury may occur and both parties are actively involved 	<ul style="list-style-type: none"> – Hair pulling – Hitting – Kicking – Punching – Scratching – Striking with object
<ul style="list-style-type: none"> • Insubordination 	<ul style="list-style-type: none"> – Engaging in <i>continual</i> refusal to follow directions – Repeatedly talking back and/or delivering socially rude interactions 	<ul style="list-style-type: none"> – Negative attitude – Refusal to do work – Refusal to follow directions – Refusal to leave the room or transition to the next area – Talking back
<ul style="list-style-type: none"> • Cheating • Lying • Plagiarism 	<ul style="list-style-type: none"> – Delivering a message that is untrue and/or utilizes work that is not their own – Using copyrighted work that is not their own 	<ul style="list-style-type: none"> – Copying from someone else’s work/paper – Putting your name on someone else’s work – Unauthorized access of another person’s technology accounts
<ul style="list-style-type: none"> • Harassment 	<ul style="list-style-type: none"> – Delivering disrespectful messages (verbal, gestural, written or through technology) to other people including: <ul style="list-style-type: none"> · Threats · Intimidation · Obscene gestures · Pictures 	<ul style="list-style-type: none"> – Derogatory comments about family (living or deceased) or other personal matters (skin tone, race, religion, gender, age, national origin, disability) – Describing someone as gay
<ul style="list-style-type: none"> • Bullying 	<ul style="list-style-type: none"> – <i>Repeatedly</i> delivering disrespectful messages (verbal, gestural, written or through technology) to other people including: <ul style="list-style-type: none"> · Threats · Intimidation · Obscene gestures · Pictures 	<ul style="list-style-type: none"> – <i>Repeatedly</i> delivering derogatory comments about family (living or deceased) or other personal matters (skin tone, race, religion, gender, age, national origin, disability) – <i>Repeatedly</i> describing someone as gay

<p><i>Majors continued</i></p> <ul style="list-style-type: none"> • Disruption 	<ul style="list-style-type: none"> - Engaging in <i>excessive and frequent</i> low-intensity, but inappropriate disruption 	<ul style="list-style-type: none"> - Always asking to use bathroom - Challenging students/teacher with verbal confrontation - Dropping objects - Excessively asking for things to be repeated - Humming - Jumping down stairs - Non-school related objects in school - Out of seat - Repeated pencil sharpening - Rocking in chair - Running down hallway making noises - Taking too long in bathroom - Talking - Talking out constantly - Talking to self - Tantrums - Tapping pencil - Throwing food - Tipping chair - Verbal arguments among students - Yelling in bathroom/lunchroom
<ul style="list-style-type: none"> • Forgery • Theft • Receiving Stolen Property 	<ul style="list-style-type: none"> - Signing a person's name without permission - <i>Continually</i> taking something of less value that does not belong to you - Taking something <i>of value</i> that does not belong to you - Receiving stolen property 	
<ul style="list-style-type: none"> • Physical Aggression 	<ul style="list-style-type: none"> - One student involved in <i>serious physical contact</i> where injury may occur to another person (self, faculty or peer) 	<ul style="list-style-type: none"> - Hair pulling - Hitting - Kicking - Kicking an object - Punching - Scratching - Striking with object - Throwing an object
<ul style="list-style-type: none"> • Cutting Class • Skipping • Unauthorized Leave of Classroom/School • Inappropriate Location • Out of Bounds • Failure to Make Up Detention 	<ul style="list-style-type: none"> - Leaving designated/assigned area - Not where they are supposed to be 	<ul style="list-style-type: none"> - Hiding in the building - Leaving classroom, playground, building, field trip (chaperone) - Running through the building - Taking alternate route to their next location

<p><i>Majors continued</i></p> <ul style="list-style-type: none"> • Vandalism • Property Damage 	<ul style="list-style-type: none"> - Participating in an activity that results in destruction or disfigurement of property 	<ul style="list-style-type: none"> - Any damage that is intentional resulting in replacement - Damaging classroom/school furniture, breaking, gouging, etc. - Destruction of anything on school property - Destruction of student work or displays on school property, - Ruining books, breaking binding/covers etc. - Writing on objects that would result in custodial staff attention
<ul style="list-style-type: none"> • Technology Violation 	<ul style="list-style-type: none"> - Engaging in the inappropriate use of school technology/equipment Possessing a cell phone, music/video player, camera, tablet, laptop, IPOD, etc. 	<ul style="list-style-type: none"> - Bringing an electronic device from home to school - Logging on to sites that are non-educational/inappropriate (including email, social media, etc.) - Misuse of the technology equipment (headphones, mouse, keyboard, monitors, keyboards, wires) - Using the teacher's classroom phone without permission
<ul style="list-style-type: none"> • Threats (Verbal and Physical) 	<ul style="list-style-type: none"> - Using words or actions with intent and/or directed to harm another person or group of people 	<ul style="list-style-type: none"> - Making gestures to shoot someone - Making statements about bombing or blowing up someone/something - Raising a fist at someone - Stating that one plans to harm or kill another
<p>Other:</p> <ul style="list-style-type: none"> • Drug and Alcohol Policy Violation • Tobacco/Combustibles Policy Violation 	<ul style="list-style-type: none"> - Use/Possession of Drugs - Use/Possession of Tobacco or Combustible 	<ul style="list-style-type: none"> - Possessing or using illegal drugs/substances or imitations - Possessing or using tobacco or a combustible
<p>Other:</p> <ul style="list-style-type: none"> • Weapons Policy Violation 	<ul style="list-style-type: none"> - Using/Possessing a weapon 	<ul style="list-style-type: none"> - Possessing a knife or gun (real or look alike) - Possessing any other object readily capable of causing bodily harm
<p>Other:</p> <ul style="list-style-type: none"> • Bomb Threat/False Alarm 	<ul style="list-style-type: none"> - Student issues a verbal or written or electronic message about a bomb or terroristic threat - Student pulls the fire alarm or causes evacuation of the building without reasonable cause 	<ul style="list-style-type: none"> - Pulling the alarm at pull station or unauthorized calls to 911 - Writing a threatening message on the wall - Writing a threatening note, email, text, phone call, social media, etc.

<p><i>Majors continued</i></p> <p>Other:</p> <ul style="list-style-type: none"> • Arson 	<ul style="list-style-type: none"> - Arson 	<ul style="list-style-type: none"> - Planning and/or participating in malicious burning of property
<p>Other:</p> <ul style="list-style-type: none"> • Assault/Battery 	<ul style="list-style-type: none"> - Physical altercation causing an injury to another student <ul style="list-style-type: none"> - Injury has occurred to another student 	
<p>MINORS (Teacher Managed)</p>	<p>Elementary Definitions</p>	<p>Examples</p>
<ul style="list-style-type: none"> • Disrespect • Inappropriate Language 	<ul style="list-style-type: none"> - Engaging in <i>brief or low intensity</i>, but inappropriate interactions with peers and adults - Engaging in a low-intensity instance of inappropriate language; nondirective, non-excessive, low intensity volume/quantity 	<ul style="list-style-type: none"> - Cursing - Eye rolling - Laughing out loud - Name calling - Negative attitude (“This is stupid”, “I hate this school”, “I don’t care”) - Note writing - Saying “shut up”, “I hate this”, “I hate you”, “yo-mama”, slang, gang talk, etc. - Sexual comments - Taking pictures - Talking back to adults
<ul style="list-style-type: none"> • Defiance • Insubordination • Disobeying Teacher Instructions 	<ul style="list-style-type: none"> - Engaging in <i>brief or low intensity</i> failure to respond to adult requests 	<ul style="list-style-type: none"> - First offense for taking materials from others - Non compliance with expectations - Refusing to do work or participate - Refusing to follow directions - Refusing to take off hat/hoodie
<ul style="list-style-type: none"> • Disruption 	<ul style="list-style-type: none"> - Engaging in <i>low-intensity, but inappropriate</i> disruption 	<ul style="list-style-type: none"> - Always asking to use bathroom - Anything that interferes or interrupts with the learning process and transitions - Challenging students/teacher with verbal confrontation - Dropping objects - Excessively asking for things to be repeated - Humming - Jumping down stairs - Non-school related objects in school - Out of seat - Repeated pencil sharpening - Rocking in chairs - Running down hallway making noises - Taking too long in bathroom

<i>Minors continued</i>		<ul style="list-style-type: none"> - Talking - Talking out constantly - Talking to self - Tantrums - Tapping pencil - Tipping chair - Verbal arguments among students - Yelling in bathroom/lunchroom
<ul style="list-style-type: none"> • Tech Violation • Internet Violation 	- Engaging <i>in non-serious-inappropriate</i> use of computers, school technology/equipment	<ul style="list-style-type: none"> - Facilitating others to get on a site where they are not supposed to be - Misuse of equipment (dangling the mouse, unplugging headphones) - Using technology when not allowed (on computer without teacher permission) Not on the assigned site
<ul style="list-style-type: none"> • Property Misuse • Vandalism 	- Engaging <i>in low-intensity</i> misuse of property	<ul style="list-style-type: none"> - Classroom decoration abuse - Deliberately wasting paper - Overstepping classroom boundaries - Repairable damage to a book with minor adjustments (taping a torn page) - Using an object for something other than its designed purpose, re: sword fighting with rulers - Writing on a desk that can be removed by basic cleaning - Writing on walls
<ul style="list-style-type: none"> • Physical Contact • Horseplay 	- Engaging <i>in non-serious, but inappropriate physical contact</i>	<ul style="list-style-type: none"> - Cutting in line - Mild horseplay - Not keeping hands to self - Pushing or shoving in line (brushing against others) - Throwing objects (crayons, erasers, paper balls, pencils) - Tripping in line or as one walks past your desk
<ul style="list-style-type: none"> • Tardy 	- Not coming to class/school on time with an excuse	- 5 unexcused tardies equal a minor referral
<ul style="list-style-type: none"> • Dress Code Violation 	- Wearing clothing that does not fit within the dress code guidelines practiced by the school/district.	<ul style="list-style-type: none"> - The student may come to the office to borrow clothing or call home for the first 3 violations - After school detention will be issued for each additional violation

Detention

Teachers have the authority to assign detentions in order to maintain proper classroom management. These detentions are to be served in the teacher's room and the individual classroom teacher determines the duration of the session. Whenever teacher-assigned detentions are issued, the teacher will contact the student's parents/guardian. If the detention assignment is not completed in accordance with the agreement between the teacher and the parent, the student will be referred to the office for disciplinary action. At the principal's discretion, detention may be assigned during the after school program.

Exclusion from School

- A. Exclusion of certain exceptional students shall be governed under 22 Pennsylvania School Code, Chapters 14, 15 and 16.
- B. Exclusion from school may take the form of suspension or expulsion.
 1. Suspension is exclusion from school for a period of 1 to 10 consecutive school days, and may be given by the principal or the assistant principal.
 - a. No student shall be suspended until the student has been informed of the reason for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when the health, safety, or welfare of the school community is threatened.
 - b. The parents shall be notified immediately by phone and by mail when the student is out of school suspended.
 - c. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section 12.8(C) of state regulations governing exclusion from school.
 - d. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board of School Directors.
 - e. A parent or guardian must be a part of the student's readmission.
 2. Expulsion is exclusion from school by the Board of Education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.
 - a. During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (b).
 - b. If it is determined after an informal hearing that a student's safety, morals, or welfare of others is threatened and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education that may include home study.
- C. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
 1. The initial responsibility for providing the required education rests with the student's parents or guardian through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's Superintendent.
 2. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student it must re-contact the parent and pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.
 3. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA C.S. SS 6301-6308), to ensure that the child will receive a proper education. See SS 12.1 (b) (relating to free education and attendance).

Disciplinary Review Board

The purpose of the Disciplinary Review Board (DRB) is to provide a forum for a pre-expulsion hearing. The Review Board may be composed of the building Administrator, Guidance Counselor, and other personnel or witnesses as deemed necessary. Parents/Guardians will receive advanced notice of the time and date of this due process hearing. Parents/Guardians and the student are encouraged to attend; however, the DRB will proceed regardless of the parents' and/or student's attendance.

SCHOOL DISTRICT POLICIES AND PROCEDURES

Cellular Phones

The possession by students of unauthorized cell phones is prohibited on school property during school hours. (School Code 24 P.S. §13-1317.1).

First Violation:

- The device will be confiscated and the parent will be notified.
- The student may take the device home at the end of the day.

Second Violation:

- Parent notified.
- The device will be confiscated and retained in the office until the parent can pick up the device.

Third Violation:

- Parent notified.
- The device will be confiscated and retained in the office until the parent can pick up the device.
- Building Principal may assign additional disciplinary consequence.

Possession of Electronic Devices

The possession by students of electronic devices shall be prohibited on school grounds and on buses or other vehicles provided by the school district during the regular school day. A student who is found in possession of an electronic device will have the device confiscated and will be subject to discipline procedures:

First Violation:

- The device will be confiscated and the parent will be notified.
- The student may take the device home at the end of the day.

Second Violation:

- Parent notified.
- The device will be confiscated and retained in the office until the parent can pick up the device.

Third Violation:

- Parent notified.
- The device will be confiscated and retained in the office until the parent can pick up the device.
- Building Principal may assign additional disciplinary consequence.

Elevator Use

The elevator is to be used for cargo and accommodating those needing assistance. The individual who requires the use of the elevator must receive authorization from the building principal or submit a **medical excuse** to certify the use of the elevator. All individuals who receive authorization will be expected to:

- Always demonstrate safe and responsible behavior when using the elevator.
- Not leave the area until the door is completely closed.
- Not allow unauthorized individuals in the elevator. In the event of another individual entering it is the individual's responsibility to immediately inform the building principal. If the principal is unavailable, a message must be left with the building secretary. Unauthorized users are subject to discipline. Failure to report unauthorized users may jeopardize the individual's privilege to use the elevator.

Drug and Alcohol Policy

The possession, sale and/or use of alcohol, drugs, look-a-like drugs or paraphernalia is strictly forbidden. A student who sells, uses, possesses, distributes, is under the influence of, and/or aids in the procurement of alcohol, restricted drugs (including marijuana), any material purported to be such (look-a-like drugs) or drug paraphernalia shall be subject to school discipline:

1. While on school grounds during and immediately before or immediately after school hours.
2. While on school grounds at any time when the school is being used by any school group.
3. While utilizing school transportation (on the school bus or at a school bus stop).
4. While off school grounds at any school activity, function, or event.
5. While off the school grounds going to or from school, any school activity, function or event.

Discipline procedure may include a minimum of three (3) days Out-of-School Suspension and a Disciplinary Review Board Hearing and the maximum may be expulsion.

"Drugs" include opiates, hallucinogens, marijuana, barbiturates, heroin, morphine, tranquilizers, amphetamines, anabolic steroids, glue and other solvent-containing substances, and all those substances defined as "controlled substances" and prohibited by the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, as amended, or any comparable or related state or federal statute or regulation. "Drug Paraphernalia" shall include those items listed in the Controlled Substance, Drug, Device, and Cosmetic Act, and shall also include a physician prescription order pad or tablet. Such restricted materials found in a student's locker is equivalent to possession.

Smoking Policy

In order to promote the physical and mental health of its students and employees, the Steel Valley School District will:

1. Promote student health education in its schools through the study of the hazards represented by smoking and other forms of tobacco use.
2. Counteract the influence of peers and adult role models who smoke or use other forms of tobacco.
3. Prohibit smoking and/or the possession of tobacco products in any form within any building, school bus, property owned or under the control of the School District, including, but not limited to, students in attendance at school-sponsored activities whether on or off Steel Valley school property.
4. Create a dialogue regarding smoking and related health issues.

This policy prohibits smoking and/or the use or possession of tobacco in any form including, but not limited to, lighted or unlighted cigarettes, cigars, pipes, or other lighted or unlighted smoking product and smokeless tobacco in any form including, but not limited to, snuff and chewing tobacco by students at any time in any building, school bus, property owned or under the control of the School District, including, but not limited to, the student's attendance at school-sponsored activities whether on or off of Steel Valley school property.

Adults are to adhere to this smoking policy while on school property.

Weapons Policy

The Steel Valley School District has an established policy on weapons in the district. It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. As such, students are prohibited from possessing a weapon:

1. In any Steel Valley School District building
2. On any grounds of the Steel Valley School District
3. In any conveyance (including private) providing transportation to or from Steel Valley School District
4. At any school function, activity or event whether or not held on Steel Valley School District grounds
5. While the student is on his/her way to or from school

Definitions:

Weapon shall include but is not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, brass or metal knuckles, firearm, shotgun, rifle, chemical agent such as mace, explosive device including but not limited to pipe bombs, and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon possessed and used in conjunction with a lawful supervised school activity or course shall be permitted (e.g. rifles for rifle team, starting pistol for track team). The term "Firearm" includes actual firearms of any type whatsoever, pellet guns, BB guns, and look-alike or toy firearms,

whether they be capable of operation and whether they be loaded or unloaded. Possession means being on the person of the student, in the student's locker, or otherwise directly or indirectly under his or her control.

Violation of this policy carries consequences and can include suspension and expulsion. All violations will include a Disciplinary Review Board Hearing. A complete copy of the policy may be viewed at each administrative office.

Bullying

The Steel Valley School District prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and to achieve high academic standards. Harassment, intimidation or bullying are conducts that disrupt both a student's ability to learn and a school's ability to educate the students in a safe environment.

Harassment

Harassment is a form of discrimination and violates Section 703 of Title VII of the Civil Rights Act of 1964. It is the policy of the Steel Valley School District to maintain a learning and working environment that is free from discrimination including, but not limited to, sexual harassment. The Steel Valley School District prohibits any form of harassment, sexual or otherwise, to any student or employee, male or female. It shall be a violation of this policy for any student or employee of the Steel Valley School District to harass a student or an employee through conduct or communication of a sexual nature as defined by the policy. There is a procedure that will be followed with the school district that is outlined in detail in School Board policy when there is an accusation of sexual harassment. A student or employee can report suspicion of sexual harassment to any employee with the school district. That employee then must report the accusation to one of the following three people: District Superintendent, Building Principal, or the Director of Pupil Services. The complete policy may be viewed at any district office.

Harassment, intimidation or bullying means any gesture or written, or verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus that:

- Is motivated by an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability.
- Knowledge that under the circumstances their action will negatively affect or harm a student, damage a student's property, or place a student in fear of harm to his person or belongings.
- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption or interference with the orderly operation of the school.

Searches

A school desk or locker is the property of the Steel Valley School District and is provided to the student for storing school-related items and clothing. Desks and lockers are considered to be school property. School authorities may search a student's desk or locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a desk or locker search students shall be notified and given an opportunity to be present. However, if school authorities have reasonable suspicion material that poses a threat to the health, welfare, and safety of students in the school is present in the school, student lockers may be searched without prior warning. If a lock prohibits access, in such a manner that requires the locker to be dismantled, students and parents will be required to pay to restore the locker to its original condition. *Articles of value should be left at home.*

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies to come upon Steel Valley school property with dogs trained for the purpose of finding illegal substances or weapons. All school district facilities may be searched including lockers, the parking lot and vehicles on the property. Dogs will not be used in the physical search of individuals.

Any item seized by the Administration whose possession may also be an indication of a violation of the criminal laws of the Commonwealth of PA or of the U.S.A. will be turned over to police agencies and/or legal authorities, and such unauthorized items upon school grounds shall also subject the student to disciplinary action which may include expulsion from the School District.

Reasonable Force

Teachers and school authorities under any of the following circumstances may use reasonable force:

1. To quell a disturbance, or establish reasonable control.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.
5. To protect the health, welfare and safety of all students.

Supervisory Responsibility

The Steel Valley School District is responsible for students during the following times:

- During the instructional hours of the school day within the school buildings.
- During the instructional hours of the school day on school district property.
- On school district owned, rented, or leased vehicles.
- Before, during, and after school at events that are directly observed and supervised by school district staff.
- Students are expected to conduct themselves in a respectable manner to and from school. Any deviation will result in disciplinary action by the school administrator.

Dress and Language

Purpose

The purpose for implementing this student uniform policy is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; prevent distraction to students, staff and the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the community. While requiring a specific type of clothing, it is not the district's purpose to interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objective of the district. This uniform policy shall be in effect during the regular school year. (22 §12.11)

Authority

Male Students

1. Shirts must have a collar and sleeves and be in a solid color of White, Maroon, Yellow, Gold, Black, Gray or Blue only. Pictures, patterns, designs or wording on the shirts are prohibited. Polo shirts and button-down dress shirts, long sleeve or short sleeve, are permitted.
2. Solid color sweatshirts and sweaters including crew neck, V-neck, full-length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit worn with a collared shirt (which must be visible at all times). All should be in solid colors stated above. No more than two (2) buttons may be unbuttoned on any style of a collared shirt as listed above.
3. All shirts must have finished seams, including sleeves, collars, and shirt sides.
4. Small (approximately one (1) square inch) brand logos are acceptable.
5. It is recommended that students "tuck-in" tops. All tops must go to at least the waist and must not go below the mid-thigh area in length.
6. Pants are permitted in solid colors of Tan, Navy or Black only. The length of the pants should not extend beyond the bottom of the shoe and should not drag on the floor.
7. The width of the pant bottom should be no larger than the shoe size.
8. Shorts are also permitted in solid colors of Tan, Navy or Black only. The hemline must be no more than two (2) inches above the knee.
9. It is recommended that a belt be worn with bottoms.
10. All bottoms must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hipbone

11. All bottoms must have a finished hem.
12. Dress shoes, boots, and sneakers (without wheels) are the only shoes permitted. Shoes must have non-skid soles, and any laces must be tied.
13. All clothing must be sized appropriately; therefore clothing must be no more than one (1) regular size larger or smaller than the student actually measures. No clothing is to be torn, revealing, or tight.

Female Students

1. Shirts must have a collar and sleeves and be in a solid color of White, Maroon, Yellow, Gold, Black, Gray or Blue only. Pictures, patterns, designs or wording on the shirts are prohibited.
2. Polo shirts, blouses and button-down dress shirts, long sleeve or short sleeve, are permitted.
3. Tops that expose cleavage, undergarments, or waist/belly button/stomach area are prohibited.
4. Solid color sweatshirts and sweaters including crew neck, V-neck, full-length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit worn with a collared shirt (which must be visible at all times). All should be in solid colors stated above. No more than two (2) buttons may be unbuttoned on any style of a collared shirt as listed above.
5. All shirts must have finished seams, including sleeves, collars, and shirt sides.
6. Small (approximately one (1) square inch) brand logos are acceptable.
7. It is recommended that students “tuck-in” tops. All tops must go to at least the waist and must not go below the mid-thigh area in length.
8. Pants are permitted in solid colors of Tan, Navy or Black only. The length of the pants should not extend beyond the bottom of the shoe and should not drag on the floor. The width of the pant bottom should be no larger than the shoe size.
9. Jumpers, skirts, shorts, capris and skorts are also permitted in solid colors of Tan, Navy or Black only. The hemline must be no more than two (2) inches above the knee. The length of a long skirt should not extend beyond the bottom of the shoe and should not drag on the floor.
10. It is recommended that a belt be worn with bottoms.
11. All bottoms must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hipbone.
12. All bottoms must have a finished hem.
13. Dress shoes, boots, and sneakers (without wheels) are the only shoes permitted. Shoes must have non-skid soles, and any laces must be tied.
14. All clothing must be sized appropriately; therefore, clothing must be no more than one (1) regular size larger or smaller than the student actually measures. No clothing is to be torn, revealing, or tight.
15. All jumpers must be worn with an approved collared top. Jumpers must be a solid color, the appropriate length and have a finished hem.
16. Any color sock is permitted. Leggings, tights, leotards, etc., are recommended under jumpers, skirts and skorts and must be in a solid color.

Prohibited

- Hooded tops or “hoodies” – Hooded tops or “hoodies” may be worn as outerwear but must be placed in lockers upon arrival to school
- Outerwear/outdoor clothing is not permitted once classes begin, and includes North Face jackets, Columbia, etc.
- All sheer (see through) blouses
- Fringes and holes
- Cargo shorts or pants
- Clothing that is torn, revealing (including slits), or tight is considered to be inappropriate school attire
- Clothing that promotes drugs, alcohol, weapons, or is offensive either by racial or sexual reference
- Sandals, flip-flops, open toe and open back shoes
- Wearing an oversize/draping shirt hanging at the knee area, touching the knee, or below the knee
- Draping articles of clothing, towels, or other objects out of pants or shorts pockets
- Tops which expose cleavage, undergarments, or waist/belly button /stomach area
- Denim (jeans) of any type or color including denim look-alike apparel
- Leggings/jeggings worn as pants
- Pajama bottoms, yoga pants, athletic style pants and shorts, sweat pants/jogging pants or sweat shorts – The materials in these items may include, but are not limited to, fleece, stretch knits, cotton, nylon, spandex and velour
- Wearing bottoms that expose skin or undergarments
- Wearing oversized, draping baggy style pants to create a “sag” look
- Fishnet or ripped-up stockings
- Head coverings – This includes but is not limited to caps, hats, hoods, bandanas, wave caps, sweatbands, skullcaps, sunglasses, headsets, or any other head covering
- Combs, rakes, or picks worn in the hair
- Any gang attire, symbols, signs, tattoos, hairstyles, or other evidence of membership in, or affiliation with, recruitment of, or desire to be affiliated with any gang

Elementary Physical Education Class

Elementary students will be permitted to wear maroon, gold, black, white, yellow, or gray sweatpants on days they have physical education class.

Jewelry and Accessories

Jewelry or accessories that may be used as weapons are not to be worn to school. This includes but is not limited to jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, two or three finger rings that are connected, and bulky chains worn around the neck or waist.

Chains and sharp objects such as spikes are not allowed on clothing or book bags.

Students may not wear tinted glasses or sunglasses.

Religious Exemption

Requests for exemptions from the dress code based upon one's religion or religious beliefs must be made at least 72 hours in advance in writing to the Principal. The letter must include an explanation of why the religion/religious belief prevents compliance with the dress code.

Other Exemptions

Students may be exempted from the dress code if it is written into an IEP or if a doctor determines it is necessary for health reasons.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student. Sufficient time to change clothing will be allotted to students in these situations.

Elementary students may wear sweat pants in the approved school colors (White, Maroon, Yellow, Gold, Black or Gray) on days they have physical education.

An exception from the dress code may be made on Picture Day.

Sweatshirts or sweaters with the Steel Valley insignia (SV) in the approved colors may be worn over top of a collared shirt in the approved colors. These items may be customized for different school organizations, but they must include the school insignia. The Superintendent must approve all designs.

Collared shirts with the Steel Valley insignia (SV) in the approved colors may be worn. These items may be customized for different school organizations, but they must include the school insignia. The Superintendent must approve all designs.

Other exceptions will require approval from the Building Principal. Such exception requests must be made in writing at least 24 hours in advance and must include a reason/explanation for the request.

General

All clothing is to be clean and neat.

Attire not in compliance with this uniform policy is not permitted. In addition to the clothing items expressly prohibited under this policy, principals and district administration have discretion to address any attire/body art that is offensive, degrading, vulgar, contrary to the educational mission of the school, disrupting the learning environment, or infringing upon the rights of others.

Transfer Students

Transfer students must be in compliance with the dress code policy by the first day of school.

Dress Down Days

Dress down days may be announced at the discretion of administration. The previous dress code policy will be in effect on those days.

Violations

Violations of this policy are subject to disciplinary action according to the Code of Conduct within this Elementary Parent/Student Handbook.

Addendum



"Serving the Educational Needs of Munhall, Homestead and West Homestead"

Steel Valley School District

Barrett Elementary School

221 E Twelfth Avenue
Homestead PA 15120

(412) 464.3600 ext. 5500
Fax (412) 464.3632

Kevin M. Walsh
Principal

Alyson H. Fisher
Guidance Counselor

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)]
and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

June 15, 2023

Dear Parent(s)/Legal Guardian(s):

Your child attends Barrett Elementary School which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Barrett Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at Barrett Elementary School at 412-464-3600 ext. 5500 or email me at kwalsh@steelvalleypsd.org.

Sincerely,

Mr. Kevin Walsh
Principal



"Serving the Educational Needs of Munhall, Homestead and West Homestead"

Steel Valley School District

Park Elementary School

4102 Main Street
Munhall, PA 15120

(412) 464-3600 ext. 4500
Fax (412) 464-3661

Dr. Thomas Shaughnessy
Principal

Mrs. Brandi Chalus
Guidance Counselor

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)]
and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

June 15, 2023

Dear Parent(s)/Legal Guardian(s):

Your child attends Park Elementary School which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Park Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at Park Elementary School at 412-464-3600 ext. 4500 or email me at tshaughnessy@steelvalleypsd.org.

Sincerely,

Dr. Thomas Shaughnessy
Principal

ATTENTION PARENTS/GUARDIANS

Dear Parent(s)/Guardian(s):

This Student Handbook will assist you in understanding the policies and procedures established by the Steel Valley School District. These policies and procedures were developed in order to create a learning environment that protects every child's health, safety and welfare. It encourages an environment where children are provided the opportunity to reach their full potential as a learner.

We ask that you review the student handbook with your child. Please sign this form and return it to your child's homeroom teacher.

My child, _____, and I have reviewed the student handbook for the 2023 – 2024 school year.

Date _____

Parent/ Guardian Signature

Student Signature

PLEASE SIGN AND RETURN THIS PAGE BY:

FRIDAY, SEPTEMBER 1, 2023



STEEL VALLEY

SCHOOL DISTRICT

Mission Statement

The Steel Valley School District is rich in cultural diversity and unique in its heritage. The mission of the Steel Valley School District is for the school, home and community to collaborate to enable students to achieve academic standards, to encourage independent thinking and to become responsible citizens.

Vision Statement

The vision of the Steel Valley School District will continue to be viewed as community learning centers. Homes of students and residents will continue to be viewed as being part of the motivated learning community of students and adults. Academic standards and assessment anchors will function as the foundation of the educational program and students will be expected to master them. The standards and anchors will be integrated across the curriculum and students will be prepared to apply them in problematic situations. It is assumed in Steel Valley that as students acquire an understanding of the fundamental skills and content, they will display their talents as independent thinkers.