

Steel Valley Secondary Schools



STUDENT HANDBOOK 2016 - 2017

Steel Valley Senior High/Middle Schools

Mrs. Lisa Duval, High School Principal

Mr. John Strom, *High School Assistant Principal*

Mr. Bryan Macuga, *Director Federal Programs/Middle School Principal*

Mr. Aaron Johnson, *Middle School Assistant Principal*

Mr. Shawn McCallister, *Director of Athletics/Activities*

This handbook is also available on the district web site: <http://steelvalleysd.org>

Dear Student:

On behalf of the entire staff, we bid you welcome. This handbook has been prepared to help you understand the total school program. It lists important dates, outlines school policies and procedures, and includes the "Guidelines for Student Behavior." We encourage you to become very familiar with this handbook and to review the contents with your parents or guardians. If you need assistance or further information, your teachers, counselors, administrators, or other personnel will be glad to help you. As you face the challenges of this school year, we wish you success and happiness. Please be reminded that students will be held directly accountable for understanding the contents of this handbook.

Sincerely,

Mrs. Lisa Duval, High School Principal

Mr. Bryan Macuga, Middle School Principal

Mr. John Strom, High School Assistant Principal

Mr. Aaron Johnson, Middle School Assistant Principal

Welcome to each of you from the Counseling Staff:

Responsibility, self-discipline and freedom are three key components of a successful high school career. We perceive each student as a unique individual who has a right to acceptance, self-development, self-fulfillment and self-direction.

Students are given a great deal of freedom in the choices they make regarding the academic programs they choose. Decision-making should be done in a calculated manner by seeking the advice of a parent, guardian, counselor and/or teacher. Once the decision is made, the student is to assume responsibility for it.

As counselors, we are trained to assist students in a variety of ways. When an academic or personal problem exists, it is the student's responsibility to make the counselor aware of the concern so that the appropriate support and assistance can be provided.

We look forward to working with you and sincerely hope you will take full advantage of the many services the Guidance Counselors can provide. Whether you are dealing with course selections, career exploration, personal or discipline problems, your counselor is here to help.

Sincerely,

Mr. Jason Novak, Senior High

Mrs. Susan Large, Middle School

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Our Mission: Steel Valley Develops Agile, Lifelong Learners

The complexity of the modern workplace demands that workers display the flexibility to learn quickly and to adapt continually. Our mission is to prepare our learners with a foundation of skills and knowledge to meet that requirement, and we instill a passion for learning that will continue throughout their lives.

Not only do we have those expectations for our students, but also we encourage our entire staff to grow professionally and personally through training and various learning opportunities. Everyone at Steel Valley, whether that person is a kindergarten student or the Superintendent, is a learner. We want to be better tomorrow than we are today!

* * * * *

Our Vision: Steel Valley Delivers Extraordinary Value to Families

By providing affordable housing, a strong educational system and a centralized location in the Pittsburgh area, the Steel Valley area is an attractive choice for families. The average home value in our community is \$68,900, and Steel Valley is only 15 minutes away from the major employment districts in Pittsburgh: Downtown and Oakland. Amenities such as the Waterfront, the Greater Allegheny Passage, Kennywood, SandCastle and the South Side are only minutes away. When you consider our location and affordability, Steel Valley does deliver extraordinary value to families.

THE BELIEFS OF THE STEEL VALLEY SCHOOL DISTRICT

We in the Steel Valley School District believe that all people are lifelong learners and therefore...

The School ...

- Believes education is important for all children and adults.
- Believes the school should provide recognition of student achievement.
- Believes high expectations are essential for student learning.
- Believes students are motivated through competitive academic challenges.
- Believes the investment in the appearance, resources and quality of the facilities is beneficial to all students and adults.
- Believes that resources need to be available to support adequate learning activities.
- Believes in a safe and secure environment in which to learn.
- Believes all students should have challenging educational opportunities.
- Technology should be integrated into the classroom and curriculum so as to become an everyday aid to teaching and learning.
- Believes a highly qualified professional staff is essential for a quality learning environment .
- Believes that the size of the district is an advantage as it delivers opportunities for academic achievement and interpersonal relations.

The Steel Valley High School Graduate...

- Believes they will be able to effectively communicate through reading, writing, listening, and speaking.
- Believes in the value of education and its link to the development of leadership skills, choice of role models, creativity in problem solving, and independence in thinking.
- Believes it is necessary to learn life skills such as independence, responsibility, respect, cooperation, tolerance, and accountability.
- Believes they will be able to recognize the importance of one's self through mental, social, and physical health.
- Believes they will be media literate through the utilization of a modern library and information technology.
- Believes they will understand basic mathematical and economic principles to possess the ability to make sound decisions.

Steel Valley Secondary Schools

Normal Daily Schedule

High School		Middle School
7:05 a.m.	Teachers Report	7:20 a.m.
7:15 a.m.	Students may enter the building	8:00 a.m.
7:48 a.m.	Tardy bell	8:25 a.m.
7:48 -8:43	Period 1	8:22 -8:43
8:46 -9:27	Period 2	8:46 -9:27
9:30 -10:11	Period 3	9:30 -10:11
10:14 -10:55	*Period 4	10:14 -10:55
10:58 -11:39	*Period 5	10:58 -11:39
11:42 -12:23	*Period 6	11:42 -12:23
12:26 -1:07	Period 7	12:26 -1:07
1:10 -1:51	Period 8	1:10 -1:51
1:54 -2:35	Period 9	1:54 -2:50

* Lunch - Periods 4 - 6

Steel Center Vo-Tech arrives at 10:30 a.m. daily

Two-Hour Delay Schedule

(The school building should be open at normal time)

High School		Middle School
7:05 a.m.	Teachers Report	7:20 a.m.
9:15 a.m.	Students may enter the building	9:40 a.m.
9:48 a.m.	Tardy bell	10:05 a.m.
9:48 - 10:11	Period 1/Keystone	10:05 - 10:11
10:14 -10:44	*Period 4	10:14 -10:44
10:47 -11:17	*Period 5	10:47 -11:17
11:20 -11:50	*Period 6	11:20 -11:50
11:53 -12:17	Period 7	11:53 -12:17
12:20 -12:44	Period 8	12:20 -12:44
12:47 -1:11	Period 9	12:47 -1:11
1:14 -1:38	Period 1	1:14 -1:38
1:41 -2:05	Period 2	1:41 -2:05
2:08 -2:35	Period 3	2:08 -2:50

* Lunch - Periods 4 - 6

STEEL VALLEY SCHOOL DISTRICT

OFFICIAL SCHOOL CALENDAR

2016 - 2017

August				
Mon	Tue	Wed	Thu	Fri
22	23	24	25	26
29	30	31		
3	Student days		3	
8	Teacher days		8	

December				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
17	Student days		79	
17	Teacher days		86	

April				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
16	Student days		154	
16	Teacher days		164	

September				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
21	Student days		24	
21	Teacher days		29	

January				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
10	Student days		98	
20	Teacher days		106	

May				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
22	Student days		176	
22	Teacher days		186	

October				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31	32	33	34	35
20	Student days		44	
21	Teacher days		50	

February				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			
18	Student days		116	
19	Teacher days		125	

June				
Mon	Tue	Wed	Thu	Fri
1	2			
5	6	7	8	9
4	Student days		180	
6	Teacher days		192	

November				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	
7	8	9	10	11
15	16			18
21	22	23	24	25
28	29	30		
18	Student days		62	
19	Teacher days		69	

March				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
22	Student days		138	
23	Teacher days		148	

25 Teacher Only Days - No students

28 Nine Weeks End

31 Grades Due for Progress Reports/Report Cards

5 Report Cards/Progress Reports Distributed

24 Vacation Days

6 Parent conferences: HS-Nov 14 MS-Nov 17

Snow Make-up Days

1st - Mon, Feb 20

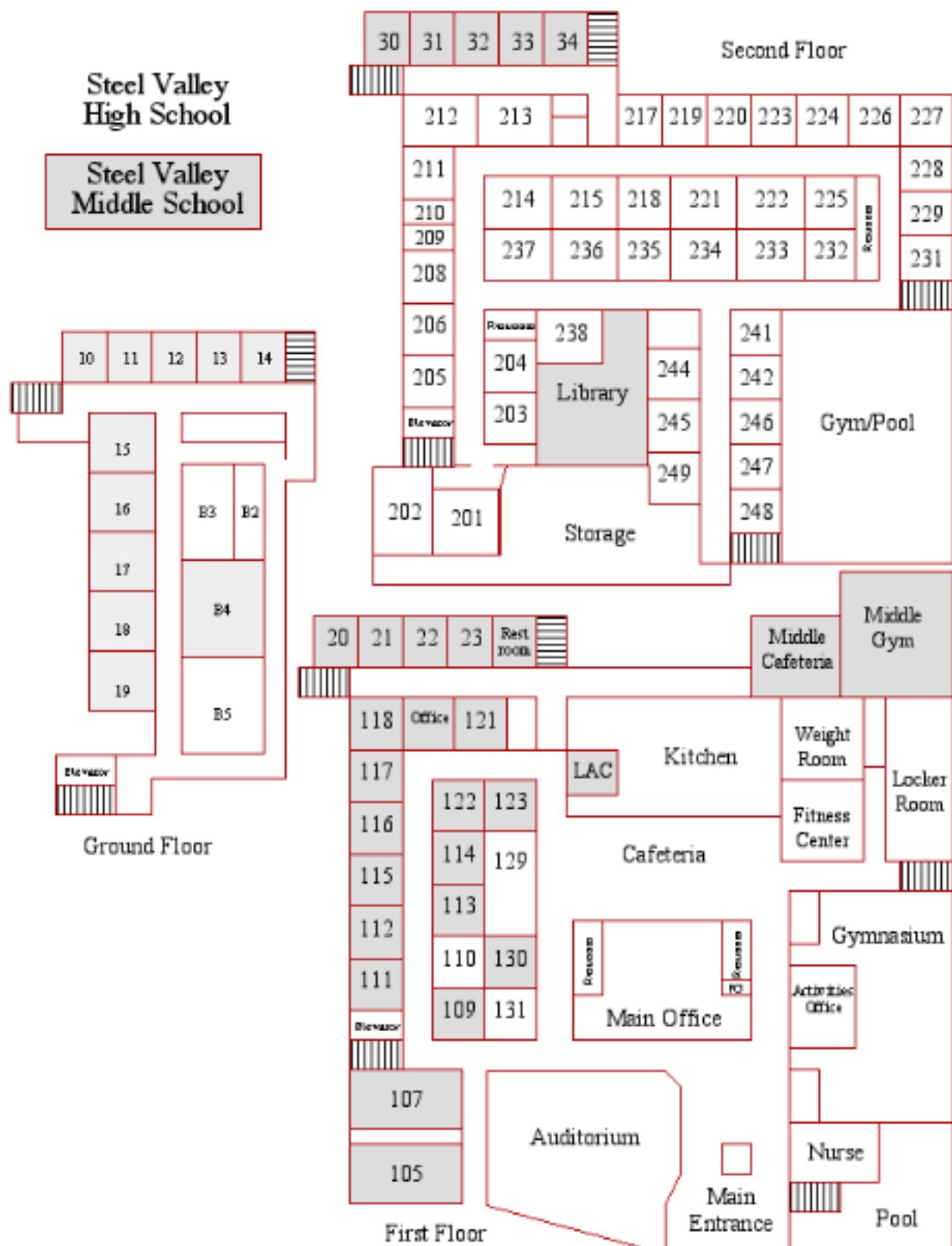
2nd - Tue, Apr 18

3rd - Thur, Apr 13

4th - Mon, Apr 17

Others added in June

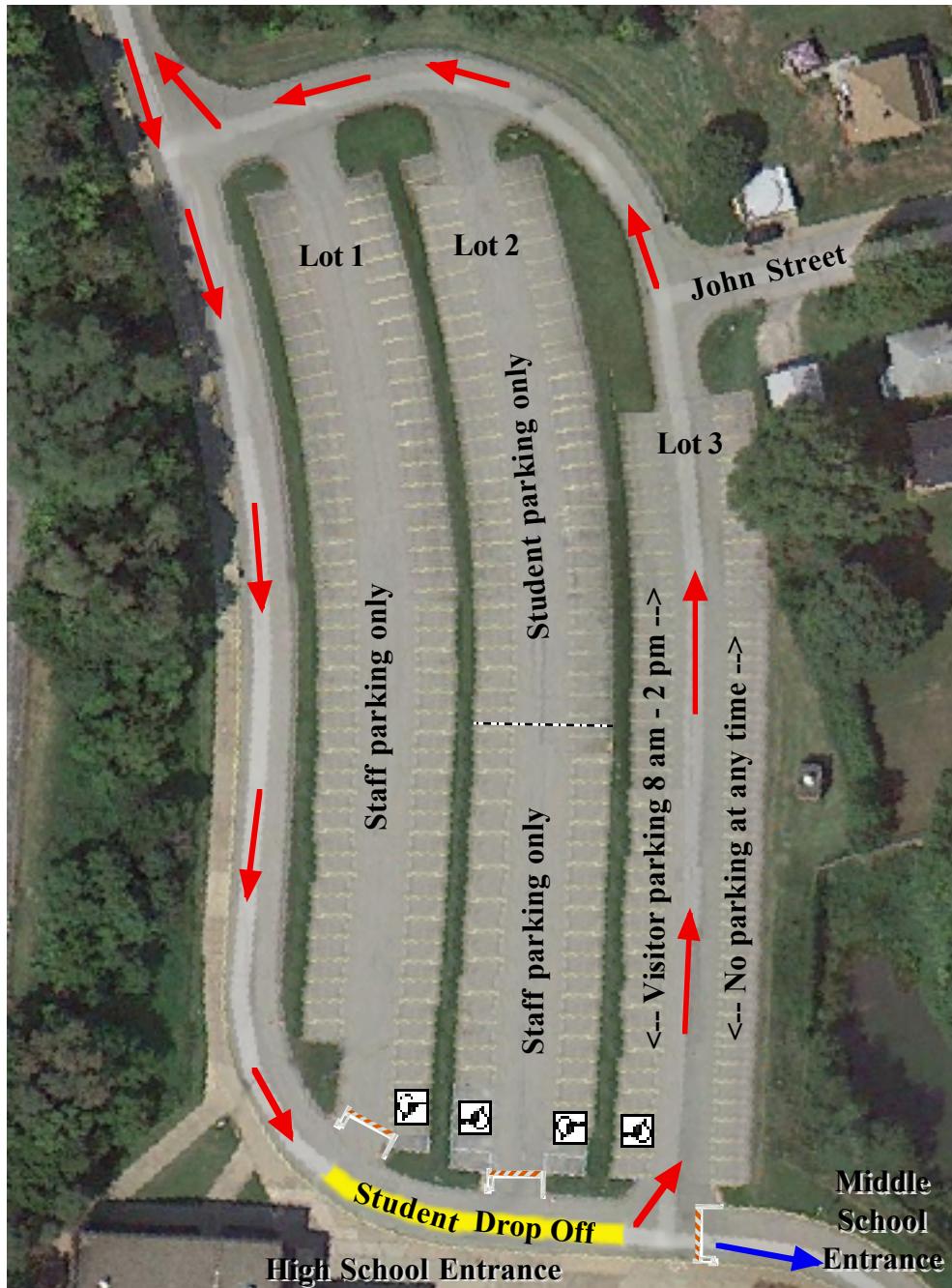
HIGH SCHOOL/MIDDLE SCHOOL FLOOR PLAN



PARKING LOTS AND TRAFFIC FLOW

All students who drive to school must have their vehicle registered in the high school office and must have current high school parking decal visible on the back of the rearview mirror. As a student at Steel Valley High School, you will have access to parking spaces in the Student Lot (Lot 2) only! Students must abide by all policies and procedures as set forth in the Student Driving and Motor Vehicle Policy (see page 14 of this handbook).

Please abide by the following traffic-flow and parking plan:



GENERAL INFORMATION

ATHLETIC EVENTS - PROPER BEHAVIOR

You are expected to behave in a sportsmanlike manner at all athletic events. Students attending or participating in any extracurricular activity are reminded that the guidelines for student behavior apply and are in effect at all school activities.

ANNOUNCEMENTS

Announcements, which are pertinent to the operation of the school day, will be read each morning during the first period and at the end of the last period on the PA system.

Other announcements concerning students may be included on the daily attendance bulletin.

It is your responsibility to know and to respond to the announcements that pertain to you.

CHANGE OF ADDRESS AND PHONE NUMBER

If you have a change of address or phone number, report it immediately to the Central Registration Office, phone number 412-464-3600 ext. 2700. **Post Office boxes are not acceptable as addresses.** Students are **required** to keep their **phone number, address, and parent/guardian names** current and up to date. Failure to comply will result in your child's exclusion from school.

ELEVATOR

Only physically handicapped students are permitted to use the elevator. The elevator key may be obtained at the Main Office before school and must be returned at the end of each day.

EMERGENCY CLOSING

In the event of severe weather conditions or other emergencies that require the closing of the Steel Valley School District, radio stations, television stations KDKA, and WTAE will announce the closing. The district will also use the Blackboard Connect system (www.blackboardconnect.com) to notify families using the phone numbers on record for our students.

Steel Center Vocational Technical students are to abide by Steel Valley High School's Emergency Closing Policy and Procedures due to inclement weather. The Charlie Batch Center will be closed on 2 hour delays.

EMERGENCY AND FIRE DRILL EXIT INFORMATION

The teacher in each of the classrooms will inform all students of the proper emergency exit information for that particular room. Also, the emergency exit information will be posted near the exit door of each room. Students are required to become familiar with this information. In the event of a drill or an emergency, students are to move quickly and quietly to the area designated by the teacher and/or the posted instructions. All rooms are to have the windows closed, blinds open, lights on, and door closed (not locked). All windows and blinds must be closed in the event of a "severe weather" warning or drill.

EMPLOYMENT CERTIFICATES

Prior to obtaining a work permit, an original birth certificate must be presented.

A. When parent, guardian, or legal custodian of a minor at least sixteen years of age appears before the issuing officer to apply for an employment certificate, the issuing officer should explain the difference between the types:

1. General Employment Certificate - Entitles a minor, sixteen to eighteen years of age, to work during the entire year; it is required for a student who is sixteen and wishes to withdraw from school. If issued, the parent must appear in person to file a new application if the minor decides to change employers.
2. Vacation Employment Certificate - Entitles a minor, twelve to fourteen years of age, to work as a caddy and a minor, fourteen to eighteen years of age, to work, as provided in the Child Labor Law, on any day except when the minor is required to attend school. If issued, the parent must appear in person to file a new application if the minor decides to change employers.
3. Transferable Work Permit (in lieu of General Employment Certificate or Vacation Employment Certificate) - Entitles a minor to work under the same circumstances as the employment certificate in lieu of which it is issued. If issued, the minor may transfer it from one employer to another. This means the parent is not required to appear in person to file a new application each time the minor changes employers. If the parent wishes to retain strict control over where the minor is employed, the parent can apply for the General Employment Certificate or Vacation Employment Certificate, both of which

require the parent to apply in person each time the minor changes employers.

- B. Complete PDE-4565, Application for Employment Certificate or Transferable Work Permit. (As supplies run out, this form will also be used in place of the PDE-4505, Promise of Vacation Employment and DEBE-57, Promise of General Employment).
- C. When the PDE-4565 is completed, the issuing officer prepares the appropriate employment certificate or PDE-4566, Transferable Work Permit, and mails it to the employer. NOTE: The law requires that the Transferable Work Permit must be mailed to the first employer; the issuing officer cannot give it to the minor.

Information About Employer Requirements

A. Per Act 152 the following is required of the employer:

1. Section 17.1 (a) Any employer receiving a transferable work permit from a minor he employs, shall, within five days of receipt of such permit, provide the school district issuing that permit with the following information:
 - (a) The name and age of the minor employee hired.
 - (b) The number of hours per day and week such minor employee will be employed.
 - (c) The character of the employment.
2. In addition, upon termination of the employment of such minor, the transferable work permit shall be returned to the minor for whom it was issued and the employer shall within five days notify the issuing school district that employment has been terminated.

B. It is recommended that the issuing officer maintain a logging system either by permit number or student name, for recording the information supplied by each employer.

HALL PASSES AND HALL CONDUCT

Students will not be excused from class unless an emergency or a health problem exists. When such emergencies arise, students are to be sent immediately to the nurse's office.

Students will have three (3) minutes between classes. Therefore, no one should be excused from classes unless a health or safety concern is evident.

Inappropriate open displays of public affection are not

acceptable school behavior, embracing, kissing, etc. are not permitted in school hallways or on school property.

Hall passes must be obtained beforehand from teachers or advisors if you must travel from one part of the building to another. Students will be given a few minutes to arrive at their destination. Students in the halls without passes will face disciplinary action. A student sent from a class by a teacher must report directly to the school office AND be logged in by the secretary. The teacher **must** complete a hall pass for the student. Any time students are excused from a classroom they must have a hall pass signed by their teacher stating the date, time & destination. All students reporting to the office or have been sent from their classroom due to inappropriate behavior are required to report to the office with a pass and register with the secretary.

FIRST PERIOD

The student should feel that the first period/homeroom teacher is very much interested in helping the student with any school-related problems. This is an opportunity for the student to become well acquainted with a number of other students, the building activities, procedures and policies.

Students who report to class without reporting to first period, the security desk or the office will be referred to the appropriate administrator for disciplinary action.

FLAG SALUTE

Every citizen has the responsibility to show proper respect for his/her country and its flag. Students (citizens) will be expected to take part in the Flag Salute and Pledge of Allegiance unless excused because of their religious convictions. These students will be asked to at least stand quietly during the flag salute. Students are required to inform their counselor during the first week of school of their religious opposition toward the flag salute.

STUDENT ATTENDANCE

The attendance policy is adopted in recognition of the relationship between attendance and learning. Real learning and development are less likely to occur when there are inadequate opportunities for interaction between students and teachers.

When a pupil has three days or equivalent of a verified unlawful absence (unexcused), a notice of unlawful absence will be sent to the parents/guardians by certified mail.

If any additional unlawful absences occur, a second offense notice will be turned over to the magistrate for each additional absence. The district will develop a truancy elimination plan. The legal and procedural policies for dealing with truant behavior are presented in detail beginning on page 41.

The school office will keep an accurate record of absences as required by the compulsory attendance laws of Pennsylvania. In order to do so, the parent/guardian **MUST SUBMIT A WRITTEN EXCUSE FOR EVERY FULL DAY OR PARTIAL DAY OF STUDENT ABSENCE.** This includes being tardy to school and early dismissals from school.

PROCEDURES

1. The Written Parent Excuse

Parents/guardians shall furnish a written explanation for the absence of a child. An unexcused absence for any pupil under the age of seventeen (17) is, by definition, an unlawful absence. A legal excuse is the parent's/guardian's only protection from arrest. In case of arrest, the burden of proof is upon the parent/guardian to show that the absence of the child was properly excused by an administrator or the Board of School Directors. In case of chronic absence, school authorities may request a physician's statement showing such absence to be justifiable. Any student not following the procedures listed below may be subject to disciplinary actions.

- The Written Parent Excuse must state the reason for the absence, must list dates of the absence, and must be completed and signed by a parent/guardian.
- The Written Parent Excuse for an absence must be submitted to the attendance office within three (3) days after returning to school. Excuses must be completed by a parent or guardian regardless of the child's age. If a child/parent fails to comply with the 3 day timeframe absences will be documented as unexcused.

- Students are not permitted to write their own excuses regardless of their age.
- Teachers will take attendance in all classes, with the official attendance for the school day taken during the first period. Teachers must keep accurate attendance by day and date for each of their assigned students.
- The school will keep an accurate record of absences as required by the compulsory attendance laws of Pennsylvania.
- If a student is classified as absent when he/she is present, he/she must notify the main office. The office will check the records and make the correction. Teachers are required to report this information to the main office.
- A student who expects to represent the school or a school organization in a function at night, or after school hours, must be present the entire day of the scheduled activity. This policy applies to sports, plays, assemblies and other such activities. If the scheduled activity is on a Saturday, the student must be present in school all day on Friday. Students are not permitted to attend school functions if they are not in school the day of the activity.

2. Doctor's Student Absence Report

A Doctor/Physician's statement will verify an illness-related absence as being excused. Illness-related absences not explained by a doctor's excuse can be called questionable.

- a. Absences that exceed 4 days must be excused by a doctor's note.
- b. **IN ALL CASES, THE WRITTEN PARENT EXCUSE MUST BE SUBMITTED WITHIN THREE (3) SCHOOL DAYS AFTER RETURNING TO SCHOOL.** Any Written Parent Excuse submitted after three (3) school days must be approved by the building principal or his/her designee.
- c. Any students with 10 or more absences must provide a doctor's note for any additional absences.

3. 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 documentation to the building principal for review. If this is not done, the absence or absences will be called **UNEXCUSED/UNLAWFUL**

ATTENDANCE

1. No Credit Attendance - HIGH SCHOOL ONLY

This policy sets forth the consequences of failing to meet acceptable attendance standards:

The Steel Valley School District has an adopted attendance policy of a maximum unexcused absences of ten (10) days per semester course or twenty (20) days per year long course.

Students will receive grades for all classes, but a student may not be awarded credit for grade advancement (and graduation for high school students) if the student exceeds ten (10) days of absence for semester courses or twenty (20) days absence for a year-long course.

- A mandatory warning letter will be sent to parents/guardians prior to loss of credit. A five (5) day notice must be sent for semester courses and a ten (10) day notice for a year-long course.

2. Excused Absence

Not Included in 10 day Absence Policy

- A. Doctor's excuse
- B. Excused for school activity
- C. Death in immediate family
- D. Religious holiday
- E. Verified long term illness
- F. Verified extenuating circumstances

Included in 10 day Absence Policy

- A. Excused - (Written Parent Excuse)
- B. Unexcused/illegal/unlawful absence including absences with no written parent excuse.

Unexcused absences cannot be appealed; credit will be lost.

TARDINESS

It is your responsibility to see that you get to school and to class on time. It is the responsibility of the school to encourage your punctuality and minimize inconvenience and possible disruption to other people in the school. To encourage responsible behavior, the following rules apply:

1. If a student is tardy to school, he/she must sign in properly at the lobby security desk. He/She will receive an admit slip and will be required to report directly to the late room. Students may NOT go to their lockers at this time. "Tardy" is defined as not being in your first period class by 7:48 a.m. (high school) or 8:25 am (middle school)
2. Students coming into school after 11:30 a.m. will not be admitted, since this constitutes more than one-

half of the school day. If extenuating circumstances prevail, the principal has the discretion to admit the student.

HIGH SCHOOL ONLY:

3. When a student has accumulated a total of three (3) TARDIES TO SCHOOL in a semester, the student will be warned and given a detention. On the fifth (5) tardy during the semester the student's parent will be contacted and the student will receive a day of ISS. If the disciplinary action fails to change the student's behavior the student may face school and legal consequences. After ten (10) days tardy, the student will be referred to the magistrate for truancy proceedings.
4. Students reporting to school during first period class must sign in and report **immediately** to their scheduled class. Failure to do so will result in disciplinary action. Students reporting to school after first period must sign in with security and report to the main office.

MAKE UP WORK

Upon your return to school from an excused absence, it is your responsibility to contact your teachers regarding assignments and tests that you have missed. Since success in current work depends upon knowledge of previous lessons, YOU SHOULD COMPLETE YOUR MAKE-UP WORK WITHIN ONE WEEK AFTER AN EXCUSED MEDICAL ABSENCE. If you are present or tardy (Excused) to school and a test is announced, you will be expected to take the test the day you return to class.

All make-up work must be completed before the close of the given grading period. If the make-up work is not completed in the allotted time, a student may receive a reduced or failing grade for the given grading period. STUDENTS WHO ARE UNEXCUSED FROM OR ABSENT WITHOUT PERMISSION FROM CLASS/SCHOOL ARE NOT PERMITTED TO MAKE UP MISSED CLASS WORK. Students excused for college tours, visitations or vacations are to have all of their assignments completed and submitted to their respective teacher on the day they return to school.

HOMEWORK REQUESTS

Those students who will be absent from school for at least a week because of medical reasons or suspension may request that homework be sent home. It normally takes at least one day to gather the assignments from teachers.

Other than for extended illness, or a long-range absence approved by the principal, requests to gather short-term assignments will not be honored.

Procedure for long-term homework:

1. Students or parents must make the request for homework by calling the main office.
2. It is the responsibility of the student to have the homework picked up and delivered.
3. It is the responsibility of the student to complete homework and have it returned to the assigning teacher by the due date.
4. It is the responsibility of the student to contact the main office if a problem occurs during the collection, return of assignments, or an assignment is not properly understood.
5. Grades will be based on the successful completion of course requirements within the time guidelines established by each course teacher.
- 6. It is the student's responsibility to be certain the homework is completed and returned to the issuing teacher upon the student's return to school.**

WITHDRAWALS

Students who are withdrawing from the Steel Valley School District should:

1. Secure a withdrawal form from the Guidance Office the day prior to leaving.
2. Have parent/guardian signature and/or parental contact with the school. **THIS IS MANDATORY.**
3. All textbooks and other school materials must be returned before these signatures can be obtained. Be certain you (the student) have cleared all obligations.
4. Return the withdrawal form to the office.
5. Upon written parent/guardian or school district request, your school records will be sent to the school you are entering.

IN-SCHOOL SUSPENSION - HIGH SCHOOL

A. PROCEDURE:

1. Students must report immediately to the In-School Suspension Room (Room 242) without delay after arriving at Steel Valley High School prior to 7:48 a.m.
2. Students must bring all of their books and any assignments they have received from their regular classroom teachers to the In-School Suspension Room.
3. Students are not permitted to walk through the building or to go to their lockers after dismissal from the In-School Suspension Room.

IN-SCHOOL SUSPENSION/LAC - MIDDLE SCHOOL

In-school suspension is assigned by an administrator. In all cases, an attempt will be made to notify parents/guardians or designees of the offense and the terms of the suspension. Any student assigned to Learning Adjustment Center will be placed in a supervised educational environment with a reduced student-teacher ratio. Students will follow a modified daily routine, and the day will be scheduled as an intense "work session" in the Learning Adjustment Center (LAC). Students will report to LAC following homeroom, and will be dismissed at the end of the regular school day. Students in LAC are not permitted to travel the building without an adult escort. If a student assigned to LAC violates the rules governing LAC, the student may receive an out-of-school suspension.

The LAC may also be used as a temporary placement for a student causing a disruption to a classroom. Because this removal is temporary, this would not be considered an exclusion from school.

B. GUIDELINES FOR BEHAVIOR:

1. Absence from the suspension room will require additional day(s) of in-school suspension. All days of suspension must be completed.
2. Suspended students will not be permitted to have any visitors.
3. A work-study atmosphere will be maintained. Students are required to complete academic assignments supplied by their regular classroom teachers or the in-school suspension teachers.
4. If the student exhibits unacceptable behavior, the student may receive additional days of suspension. Some examples of unacceptable behavior include, but are not limited to, talking, writing notes, making noises, deliberate sleeping, head down, eating, no academic study progress, loitering in the building after suspension, and other violations.
5. The student's behavior will also be documented by the In-School Suspension teacher. Disruptions, disobedience or misconduct will not be tolerated.
6. Student assignments will be supplied by the In-School Suspension teacher any time a suspended student has completed all of his/her regular classroom assignments. Students are required to complete any and all assignments given to them by the In-School Suspension teacher.
7. During the day(s) of suspension, suspended students are not permitted on school grounds or in any school building unless they are traveling directly to or from the In-School Suspension room.
8. Students are not permitted to participate in any school activities or to attend any school activities until the day following the completion of his/her

- suspension. (Athletic events, school play, musical, club activities, etc.)
9. No food or drink permitted in the In-School Suspension room.

LEAVING THE SCHOOL BUILDING AND/OR GROUNDS WITHOUT PERMISSION

The front of the school building and the side entrances are “off limits” during the school day.

No student is permitted to leave the school building and/or grounds during the school day without the knowledge and consent of the administration. The school has a responsibility to provide for the safety, welfare, and education of each student and it cannot do so if the student has left the school property without permission. Any student who violates this policy will face disciplinary action.

LIBRARY

"Information literacy - the ability to find and use information - is the keystone of lifelong learning" (Information Power, 1998, p. 1).

The mission of the Steel Valley Library is to ensure that all students and staff are effective finders and users of ideas and information. This library seeks to do this by providing intellectual and physical access to materials in all formats in order to develop each student's ability to access, evaluate, and use information effectively.

Our collection is centered on the school curriculum. It contains over 20,000 volumes and is supplemented by 32 computers that provide students with access to the automated card catalog, the internet, word processing and other software applications. Students may also use these computers to search the many ACCESS PA Power Library databases that are made available through a grant from the State of Pennsylvania. These databases provide students with information on a wide variety of subjects: art, music, biography, education, general reference, business, health, science, and literature.

All patrons and visitors are expected to show respect for the rights of others by working quietly in the library and taking care of library materials, facilities, and equipment.

ACCESSING AND EXITING THE LIBRARY

- Students should enter through the main entrance doors of the library unless there is an emergency. In the event of a fire drill students are to exit through the double doors at the rear of the library and proceed to the steps directly ahead. Students are to exit on the basement level and gather across the driveway and report in to the teacher-librarian.

APPROPRIATE LIBRARY BEHAVIOR

- Students are encouraged to ask the teacher-librarian for assistance when they are researching unfamiliar topics, citing resources, or simply looking for a good book to read.
- Students and staff may not eat or drink in the library.
- Any disruptive student will return to his/her study hall or class.
- All school rules apply to students while they are in the library.
- A student who violates these rules while in the library may lose his/her library privileges for a period of time.

USE OF LIBRARY MATERIALS

- Students may check out regular library materials for a three-week period. If a book is lost or damaged, a student will be required to pay for it.
- All materials must be returned or paid for prior to graduation.
- Current newspapers and magazines are to remain in the library. Articles can be accessed using the Power Library databases and printed.
- Reference materials and materials on Restricted Reserve may not be taken from the library. (Please ask the teacher-librarian for permission to make photocopies of needed pages.)

USE OF LIBRARY COMPUTERS

- Students may only use computers for educational purposes, such as, completion of assignments (word processing, spreadsheets, slide presentations) and school related Internet research. Before being given permission to use a computer, each student must explain his/her reason for using a computer. This is to be done after checking in with his/her teacher and returning a completed library pass to the circulation desk

LOCKER ROOM

Lockers are provided for your usage during physical education classes. It is recommended you bring your own lock to safeguard your possessions during class time. **YOU ARE ENCOURAGED TO LEAVE VALUABLE ITEMS AT HOME.** Only those students scheduled for classes are permitted in the locker room. The locker rooms are not to be used as restrooms or a place to loiter. Lockers in the locker rooms are only to be used during physical education classes. **Steel Valley does not assume the responsibility for items missing from any school locker.** If anything is missing from your "Locker Room Locker" contact your

physical education teacher immediately. Your physical education teacher will make a full report to your parents and administration. Students are not permitted to maintain a locker in the locker room. A student's locker and the contents in the locker may be searched or inspected by school personnel at any time by any means, including a K-9 search.

LUNCH ROOM PROCEDURES

Students are required to go to the cafeteria and remain there during their respective lunch periods. Lunch periods allow ample time for students to eat their lunch, relax, and socialize in the cafeteria. **NO STUDENT IS PERMITTED TO LEAVE SCHOOL GROUNDS DURING THE LUNCH PERIODS.** The following rules apply while in the cafeteria:

1. Students may not receive lunchroom credit for ala carte items. Students are responsible for keeping their lunch account current and updated. All balances will become an obligation and may prohibit a student from choosing a lunch.
 2. All students in the cafeteria should be seated in a chair at a table unless they are in transit. The aisles must be kept clear for safety and mobility.
 3. It is the student's responsibility to clear the area of the cafeteria he/she uses and deposit the trash in the proper receptacles. Students are not permitted to tap on the tables, sing, or make any other noises that would disrupt the cafeteria.
 4. **HIGH SCHOOL ONLY - No food is permitted to be taken from the cafeteria/dining area. All food must be consumed in the cafeteria.**
All beverages taken from the cafeteria must have a secure lid and are **not** permitted in the auditorium, the gym, library or any computer lab at any time.
MIDDLE SCHOOL ONLY - No food or beverages may be taken from the cafeteria.
 5. Students are not permitted to have food (pizza, cakes, etc.) or beverages delivered to the school by private vendors.
 6. Students not scheduled for lunch are not permitted in the cafeteria.
 7. Students may bring their own lunches to the cafeteria but are not permitted to bring any glass or other breakable containers.
 8. Throwing food and/or other objects is not permitted.
 9. Student lunch pins are nontransferable. Students who fraudulently use another student's lunch pin will be subject to disciplinary action as outlined in the Student Code of Conduct.
- Students who violate the rules will be subject to a range of disciplinary actions as outlined in the Student Code of Conduct. Additionally, assigned seating and an alternative eating location may be utilized as a behavior management tool at the discretion of the cafeteria monitors and/or the administration.

LUNCH IDENTIFICATION

Free lunches are issued to **all** students via their student ID numbers. Students are responsible for their ID numbers throughout the year. ID numbers are not transferable.

STUDY HALLS - HIGH SCHOOL ONLY

Study halls are mandatory assignments.

All student schedules will specify the study hall room. Study hall monitors will have a roster to check attendance each day. An unexcused absence from a study hall will be handled as a class cut. Study hall teachers and monitors will establish a seating chart for each study hall and will keep it up to date.

After attendance has been checked by the study hall teacher, students may be excused for such reasons as going to the library or keeping an appointment with a member of the professional staff providing they report to the study hall with a pass. Only a maximum of five students per day may go to the library, unless the students have a pass from a subject teacher prior to coming to the study hall. Each student must have a pass listing his/her name, date, destination, time of day and the signature of the study hall teacher. Passes are only valid for the first five (5) minutes of the class period.

All study halls will be supervised so that students have the opportunity for quiet study. Students must come to study hall with homework or a book to read.

Study halls are areas in which quiet study must occur, and distractions must be kept to a minimum.
GAMBLING, LOTTERIES, ETC., ARE PROHIBITED AT ALL TIMES. Study halls are an extension of the classroom and sleeping is not permitted at any time. Students are not permitted to consume food or beverages in any study hall.

STUDENT DRIVING AND MOTOR VEHICLE POLICY - HIGH SCHOOL ONLY

Students permitted to drive must have their vehicle registered and must have a current high school parking decal visible on the back of the rearview mirror. Students also have the responsibility to drive carefully and observe traffic laws, while driving on and off school property. Temporary permits may be issued for specific short term needs, health, safety, or family emergency at the discretion of the building principal. Steel Valley School District does not assume any liability for vehicles parked on school property or any articles contained in the vehicle. Steel Valley School District does not assume any liability for students driving to school-related activities and classes with school

permission off the campus of Steel Valley High School.

If you drive to school illegally you will be disciplined according to the Steel Valley Code of Student Conduct as outlined within this handbook. If you report to school late without the permission of the high school administration or your parents or if you leave school without permission, any driving privileges will be forfeited for the remainder of the school year.

Registration will take place in the high school office. The following items will be necessary for vehicle registration:

1. Valid operator's certificate.
2. Valid registration certificate (owner's card).
3. If the vehicle is not registered in the operator's name, a written signed statement of permission from the owner is required stating the name of the operator, type of vehicle, its make, year, and registration number.
4. Valid insurance certificate.
5. Vehicle must be properly safety inspected and maintained according to the Pennsylvania Motor Vehicle Code (Pennsylvania Consolidated Statutes - Title 75 Vehicles).
6. The parking permit issued at the time of registration must be visible at all times. Vehicles not having a valid permit will be towed at the owner's expense and/or cited for a parking violation.
7. **Parking permits are NONTRANSFERABLE.**
8. All temporary parking permits must be returned to the high school office upon their expiration. Students failing to park in their assigned area will be tagged and/or towed at the vehicle owner's expense.
9. Failure to return a temporary parking permit will result in loss of parking privileges in the future and/or disciplinary action.
10. Parking permits are only issued to the driver of the vehicle. A maximum of two (2) days' parking is allowed on a student temporary permit per week.
11. Students in violation of the parking policy will be issued a "parking violation" by the Munhall Police Department or have their vehicle towed at the owner's expense.

Violation of a listed driving or parking regulation may result in the loss of driving privileges, towing of the violator's car at his/her expense, citation by the police department, or disciplinary action assigned by an administrator. In the case of losing driving privileges, the penalty may be for the remainder of the school year. Students parking in areas prohibited to them will be given a parking violation citation by the Munhall Borough Police Department and/or will have their car towed at the student's expense. Students appearing on the scene during the tow-away process will still be charged the full service to compensate the independent towing service.

Students who drive a motor vehicle to school must know and obey the following rules:

1. Vehicle must be properly licensed, inspected, and insured according to the Pennsylvania Motor Vehicle Code of the code of the licensing state.
2. Driver must be properly licensed to operate the vehicle they drive on school grounds.
3. Vehicle must be parked in the designated student parking area and students must vacate the vehicle immediately after it is parked.
4. Vehicle must be in a safe operating condition at all times, subject to a school-sponsored safety inspection.
5. Vehicle must be operated in a safe manner at all times.
6. Students may drive for emergency reasons by obtaining permission from an administrator.
7. Sitting in cars during the school day is not permitted, nor is loitering in the parking lot.
8. Students are to leave promptly after finishing their school day or school-related activities.
9. Driving from the school grounds during school hours is not permitted unless the student is leaving for school-related reasons or has written permission. Written parental permission must be submitted before an administrator will grant permission.
10. In the event that vehicles must be towed away, Section 3353 of the "Vehicle Code" will be in effect. This law provides that the owner or other person in charge or possession of land on which a vehicle is parked or left unattended in violation of the provision of this Section may remove or hire another person to remove such vehicle at the expense of the owner (approximately \$50 - \$150.00).
11. Steel Center Vo-Tech students are not permitted to drive or ride in private vehicles unless permission has been obtained from the administration of Steel Valley High School prior to driving to Steel Valley High School or Steel Center Vocational Technical School

THIS SECTION IS YOUR OFFICIAL NOTIFICATION PRIOR TO TOWING: Students (drivers and passengers) who violate the rules and regulations of the Steel Valley High School Motor Vehicle Policy will result in one or more of the following:

1. Loss of driving privileges.
2. Detention
3. Parental notification
4. In-School or Out-Of-School Suspension
5. A report filed with the appropriate law enforcement agencies.
6. Vehicle towed at the vehicle owner's expense.

TELEPHONES

Students are not permitted to use district telephones in the classrooms or main office at any time. This includes answering, receiving or placing telephone calls. *Only in an emergency will messages received for students in the school office be delivered at an appropriate time determined by an administrator.*

TEXTBOOKS

Each student is given a book for the class in which he/she is enrolled. The book issued to the student is the one he/she must return. Write your name on the inside cover of each textbook. Allowance is made for use, but any damage or loss will be the responsibility of the student to reimburse the school. This applies to all school equipment such as lockers, sports supplies, art materials, etc.

LOAN OF SCHOOL DISTRICT PROPERTY AND RESPONSIBILITY

Books, working materials, calculators, equipment, lockers and furniture that you use are the property of the school district. Waste, misuse, or careless treatment of these materials will not be tolerated. Textbooks are the property of the school district and are issued on a loan basis to each student. Textbooks 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, 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 will follow the student to graduation, possibly preventing the issuing of caps and gowns.**

VISITORS

Only visitors pertaining to school business will be permitted on the grounds or in the building. All visitors are required to register at the security desk and present photo ID. After confirming the visitor's access with the main office, the visitor will receive a visitor's pass, pass through the metal detectors, and then report to the school office. The visitor's pass must be visible at all times. Visitors will be guided or escorted to their destination. Requests should not be made to bring visitors from other schools, out-of-town friends or relatives during the regular school day. Students are not permitted to bring their children, or any other students not currently enrolled in Steel Valley, to school at any time during the regular school day.

ACADEMICS

COURSE REGISTRATION INFORMATION

Students are expected to make course selections with care and in consultation with parents and counselors.

1. Schedule changes during the first semester will be limited to those students that eliminate schedule conflicts or adjust a schedule upward to meet graduation or periods-per-week requirements. **NO CONVENIENCE CHANGES WILL BE MADE.** Final approval for changes will be made by the principal.
2. In selecting a course, a student is making a commitment to the entire length of the school year or semester, if applicable. A student will receive two nine-week grades and final exam grade in a semester course. A full-year course includes four nine-week grades, mid-term exam and a final exam grade.
3. Students are required to monitor their schedules and graduation requirements to be certain they are scheduled for all their required courses for graduation.
4. All students will be required to satisfactorily complete regular or adapted physical education.
5. All students are required to pass and obtain appropriate credits (page 18). Those high school students who fail will be expected to attend a summer school program approved by Steel Valley administration in order to make up the deficiency. Those who do not attend summer school will be required to repeat the level failed. Any summer school class will be used for credit recovery, not grade replacement.
6. Standing will be determined by completion of the following number of credits:

GRADE LEVELS

Determined by total credits completed successfully.

Grade 10 — 7.0 or more credits
Grade 11 — 14.0 or more credits
Grade 12 — 21.0 or more credits
Graduation — 28.0 or more credits

CLASS PARTICIPATION GRADES

Research shows that a strong correlation exists between a student's attendance and academic achievement. A successful completion of a course is much more than merely passing exams. Exam grades verify that a student has learned a measured amount of information during a grading period, but exam grades do not measure the total amount of learning acquired.

Daily classroom interactions and experiences complete the learning process. The daily instructional activities and interactions between teachers and students are invaluable. They can never be duplicated exactly in any other manner. For these reasons, a daily classroom

participation grade may be given in all courses. Teachers will encourage students to attend daily and actively participate.

GRADING SYSTEM

Teachers are required to inform all of their students of the grading and evaluation procedures that will be used in all of their classes. This will be accomplished via **oral and written** communication. Teachers must call the parent/guardian of any student in danger of failing for the grading period in sufficient time for the student's parent/guardian to make the necessary academic changes in an attempt to pass the class. The parent/guardian of all students dropping two or more letter grades must be called by the issuing teacher prior to the close of the grading period.

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

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

Each teacher will have the responsibility of establishing grading guidelines that assign point values to these criteria. Point values will be accumulated over the grading period and converted to letter grades using the following grading scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	E

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

DETERMINING QPA

Each grading period a student's Quality Point Average (QPA) is computed by dividing the total number of quality points by the total credit hours for the courses taken. The number of quality points in any single course is the product of the credit hours and the numerical equivalent of the letter grade where A=4; B=3; C=2; D=1; E=0 Honors courses increase the numerical equivalents to A=4.5, B=3.5, C=2.5 and AP or CHS courses use A=5, B=4, C=3.

DETERMINING FINAL GRADES FOR ALL COURSES

Teachers will use district-based grading software to calculate final grades based on percentages. Final grades are based on the grading scale listed above.

HONOR ROLL- High School

An Honor Roll is compiled at the end of each nine-week period. Students qualify for Honor Roll as follows:

- There must be no grades of D, E, or I (incomplete).
- Honor Roll status is determined by the QPA for that 9 weeks:
 - Honor Roll 3.250 - 3.749
 - High Honor Roll 3.750 - 3.999
 - Highest Honors w/Distinction 4.000 and higher

Middle School

An Honor Roll is compiled at the end of each nine-week period. MS honor roll may differ from other schools in the district due to double class periods. End of the year honor status is based on the lowest honor received during the first 3 nine weeks. Students may qualify for Honor Roll as follows:

There must be no grades of D, E, or I (incomplete)
Honor Roll status is determined by the QPA for that 9 weeks:

Honor Roll: 3.25-3.69

High Honor Roll: 3.70-3.99

Highest Honors with Distinction 4.00 or higher

AWARDS CEREMONY (MIDDLE SCHOOL)

Middle school student awards will be determined with the grades from the first 3 report periods. See Honor Roll qualifications above.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued four (4) times, at the end of each marking period. Progress reports are also provided 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. Parents/guardians of students must be notified by the teachers of any students dropping two or more grades or students failing for the designated grading period of the school year. Also, any disciplinary actions or warnings maybe be listed on the progress report and/or report card.

PARENTAL CUSTODY

The establishment 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.

EMERGENCY CARE CARDS

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 needs to 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 ten (10) days of receipt 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 school functions, activities, or after school events.** If there is a change in any pertinent information on the card (including phone numbers), please notify the school residency officer and school office IMMEDIATELY.

IMMUNIZATIONS

All students must be current with their immunizations. According to the Pennsylvania Departments of Health and Education, "A student who does not have the immunization doses required for continued school attendance and has not been exempted from immunization for health or religious reasons should be treated the same as any other student who does not meet the requirements for admission to school." Students may be temporarily withdrawn until immunizations are brought up to date. "Once the student meets the immunization or exemption requirements, he or she may be returned to the rolls..." (BEC 24 P.S. §13-1303a, 1997)

Children entering all grades, K-12 are required to have the following vaccines:

- * 4 doses of tetanus * 4 doses of diphtheria
- * 3 doses of polio * 2 doses of measles
- * 2 doses of mumps * 1 dose of rubella
- * 3 doses of hepatitis B * 2 doses of varicella or written physician statement of disease

For tetanus and diphtheria- 3 doses needed if series started after 7 years of age.

Additionally children in grades 7-12 are required to have the following vaccines:

- * 1 dose of tetanus/diphtheria/pertussis (Tdap)
- * 1 dose of meningitis

(Note- Measles, mumps, and rubella are usually given as MMR. Tetanus is usually given as DTP, DTaP, DT, or Td.)

QUALIFICATIONS FOR COMMENCEMENT - HIGH SCHOOL ONLY

To participate in Commencement, the following requirements must have been satisfactorily completed:

1. All state and local requirements for graduation have been successfully completed, including all required courses and electives. Only courses taken in grades 9 through 12 apply, and the distribution of credits must be as follows:

GRADUATION REQUIREMENTS

A total of 28 credits distributed as:

<i>No credit given for any course repeated for enrichment</i>	
English (& Graduation project)	4.0
Social Studies	4.0
Mathematics	4.0
Science	3.5
Specific Tech & Info Science	1.0
Physical Education/Health	2.5
Other Electives	8.75
Community Service	0.25
Total Credits needed	28.0

A minimum of 30 hours of community service on record for each senior.

- **Students will NOT be penalized for any programming/credit assignment changes affecting computers, physical education, and health.**
- Seniors who are attending Steel Center AVTS may secure a waiver for the Technology & Information Science and/or one social studies elective if class time is needed for another graduation requirement.
- College bound student athletes who wish to participate in athletics in college must complete a core curriculum that includes 14 academic courses to meet NCAA Clearinghouse Eligibility. The requirements differ slightly for Divisions I, II, and III. There is a grade point average requirement and an SAT or ACT test minimum score requirement-check with your counselor.
- 2. All students graduating from Steel Valley High School must complete a graduation project that fulfills the requirement of the Steel Valley School District, Steel Valley High School, and the Pennsylvania Department of Education regulations.

3. Students must meet the minimum attendance requirements and fulfill all obligations. (return all textbooks, athletic equipment, library books, detentions, suspensions, moneys owed, etc.) All obligations must be paid by cash after the first school day in May, but not later than two school days before commencement.
4. If student is under a suspension, he/she will not be eligible to participate in the ceremony.
5. A student will be denied participation in commencement by administrative action when personal conduct so warrants or the student has failed to meet all of the graduation requirements.
Each school district (including charter schools) shall specify requirements for graduation in the strategic plan under section 4.13 (relating to strategic planning). Requirements shall include course completion and grades, completion of a culminating project, and results of local assessments aligned with the academic standards. Students will demonstrate proficiency in reading, writing and mathematics on either the State assessments administered in grade 11 or 12 or local assessment aligned with academic standards and State assessments under section 4.52 (relating to local assessment system) at the proficient level or better in order to graduate. The purpose of the culminating graduation project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding (PDE, Chapter 4, Annex A, 1999, p. 13).
6. Students are to dress appropriately for the commencement ceremony. More detailed information regarding procedures will be provided prior to the commencement ceremony.

PROMOTION & RETENTION - MIDDLE SCHOOL ONLY

Middle school students who fail one or two core subject areas (Language Arts, Math, Social Studies, Science) are not eligible for promotion unless they retake the failed subject areas in an approved summer school. Quarterly report card, interim progress reports, standardized test results, PSSA data (if applicable), and permanent record data are many of the sources used to gather, document, and use in making a retention decision. If a student fails three or four core subject areas (Language Arts, Math, Social Studies, Science), he/she will be retained. The building principal has the responsibility of the final decision.

ACTIVITY FUND

Clubs and other school organizations are required to deposit money and pay invoices through the Steel Valley Activity Fund Account. Detailed instructions for the processing of funds will be given to each organization's sponsor and treasurer when the Activity Fund Treasurer issues a check order book to the organization.

Groups are not to establish separate accounts or keep sums of cash in the classrooms or other areas outside of the school. All funds must be deposited with the activities secretary the day the funds are collected.

All fundraising activities must be approved by the district administration. Tickets or articles of any type other than those associated with school-sponsored events are not permitted at any time. Games of chance are not permitted on school grounds at any time.

ACTIVITY SCHEDULING

SPONSORS must discuss the activity with the proper administrator. After the SPONSOR has received the approval of the administrator and has determined that no conflicts exist, the activity can be scheduled on the activity calendar, located in the Athletic Director's office.

BUILDING UTILIZATION

The student and community activities, which occur in the school, often appear to make Steel Valley seem to be in operation 24 hours per day. Consequently, certain limitations of time, of movement within the school, and of usage of facilities have to be established. These guidelines which encourage safe, manageable, and successful activities in the school are as follows:

1. Students not engaged in a supervised activity must be cleared from the building at the end of the school day. If a teacher, custodian, or adult sponsor asks you to leave the school grounds, you must leave the area. Students must be with a teacher, coach, sponsor, or administrator to be in the school building after the last period.
2. Rooms or other facilities which a group of students (or adults) wish to use must be approved by the administration and business office, preferably a week in advance, and placed on the building utilization calendar in the school office.
3. No one is permitted to use the corridors and/or stairwells for running, jogging, or team practices, etc. During academic (school) hours, prior approval must be obtained from the building administrator.

MEETING TIMES

Class clubs or other extracurricular activities excluding sports should be concluded by 4:00 p.m. unless an extension of time is granted by the administration. Sponsors must be present for all activities.

CLASS ELECTIONS - HIGH SCHOOL ONLY

The following rules apply to all class elections held at Steel Valley High School:

1. A letter of candidacy must be submitted to your respective class sponsor. The letter must list your name, the office for which you are a candidate, and your qualifications and platform. This letter should be typed and double-spaced.
2. A petition for nomination, with a minimum of fifty (50) class signatures which includes their first period room number and date of birth must be submitted to your respective class sponsor.
3. Plurality of votes wins.
4. Campaign posters, handouts, etc., are expected to be of a positive nature. All of these items must have the approval of the class sponsors and the administration before they are displayed. They must be removed at the close of the balloting.

SCHOOL SOCIAL EVENTS POLICY

When the dance/social event is on a school day, you must be in school the day of the event in order to be eligible to attend. If the dance/social event is on a non-school day you must be present the day prior to the event. You must be in attendance all day on the school day preceding the dance/social event. If a student is suspended, he/she will not be eligible to attend or participate in a school event.

Students must be high school students (grades 9-12) or high school graduates to attend the prom. The maximum age for non-high school students attending the dance/social event is 20 years old. Students who have dropped out of high school are not eligible.

All school rules will be in effect during any dance/social event.

If your date is not a Steel Valley student, you will be responsible and liable for their actions. Guests of Steel Valley students are required to abide by all school rules and policies. All students attending the dance/social event must be at least a freshman in high school. All dance/social event permission slips will be verified by a telephone call from the high school office. The prom is a formal event. Students and guests are expected to dress appropriately for this formal event and exhibit behavior reflecting the dignity of this prestigious affair. Students and guests attending the prom must be in formal attire.

Hats, canes, radios, headphones, gym or tennis shoes, sandals, jeans, etc. are not permissible. Follow the appropriate formal dress guidelines, including dress shirts with ties for men and non-revealing or excessively revealing dresses/gowns for women.

ASSEMBLIES

Throughout the year assembly programs are presented for your education and enjoyment. A section will be reserved in the gymnasium or auditorium in which you are to sit with your assigned teacher. Seating arrangements for special assemblies and those held at Campbell Field or the gymnasium will be announced. **YOU ARE EXPECTED TO BE QUIET, ORDERLY, AND BE CONSIDERATE OF THE RIGHTS OF OTHERS. DURING AN ASSEMBLY STUDENTS ARE TO EXHIBIT PROPER BEHAVIOR AND RESPECT FOR THE PRESENTERS.**

GUIDANCE - HIGH SCHOOL ONLY

An abundance of information is available in the guidance department regarding colleges, college testing programs, scholarships, and vocational/technical schools.

The guidance counselor is available to help you make decisions in planning your high school program, solving personal problems, selecting a college or technical school and planning your career. The counselor will work with you and develop a relationship with you during your years at the high school. The counselor will help you interpret your record, assess your strengths and weaknesses and be available whenever you need assistance.

PARENTAL CONFERENCES

Parental conferences with counselors and teachers are strongly encouraged. Appointments for such conferences are easily arranged by contacting the student's counselor or administration and making the request. The subject and content of a conference are held in strictest confidence.

PERSONAL CONFERENCES

If you are having a problem with "peer concerns," family problems, etc., please see your counselor or administrator immediately for a personal conference.

STUDENT ASSISTANCE PROGRAM (SAP)

The Steel Valley School District has established "safety nets" to help students face difficulties that confront them. One such safety net is the Student Assistance Program (SAP). This program is designed to help students whose behaviors indicate possible concerns.

The SAP team consists of teachers, guidance counselors, building administrators, and the nurse who come together to suggest ways that students and their families may be able to deal with the child's issues. We recognize how important parents are in their child's success at school. Furthermore, we value your opinion and invite you to become a part of the planning to help your child become more successful in school. If you have any questions, please call your child's guidance counselor or SAP coordinator. All information related to your child's involvement in the SAP process will remain confidential.

TRANSCRIPTS - HIGH SCHOOL ONLY

A transcript of your school record is usually requested by prospective employers and is required if you transfer to another school or apply for admission to a business school, technical school, college, or a university. Requests for transcripts should be referred to your counselor. Students will be permitted to send three (3) transcripts to colleges and employers during the school year. Upon the fourth transcript request and thereafter, a fee of \$3.00 will be charged.

UNIVERSITY, COLLEGE, MILITARY AND VOCATIONAL REPRESENTATIVES

Every week during the school year representatives and recruiters from various colleges, universities, schools, employers and the military are invited to speak to interested students. These visits give students the opportunity to learn more about a particular interest area. Information regarding these representatives will be announced over the public address system on the daily attendance bulletin, and on a calendar listing posted in the counselors' area. STUDENTS MUST MAKE A RESERVATION FOR THEIR PARTICULAR INTEREST AREA in the guidance office before the scheduled date of the representative.

YOU AND YOUR RECORD

The contents of the file of each student are considered confidential. Academic and/or personal information is released to no one except upon written request by the student and/or parent/guardian. Student files are used by faculty and administrators to monitor the student's progress, determine class rank, assess ability levels, ensure that graduation criteria are met, and to serve as the basis for job and college recommendations. Essential information is preserved for each student so that credentials may be provided at any future date when needed. Parents are responsible for providing the school with functioning contact information. If a student is aware of a change to his/her phone number, they are to notify and provide the appropriate telephone number to the school office, school nurse or guidance counselor.

Any change to a student's address or residency is deemed a parental responsibility. Parents must notify the district residency officer with the appropriate documents and information. Inappropriate residency may result in dismissal from the Steel Valley School District.

HEALTH AND SOCIAL SERVICES

Health services are available to all Steel Valley students for immediate care and maintenance of physical and mental well-being. The following health services are provided:

- Health teaching
- Emergency care for accidents and illness
- Counseling
- Health conferences
- Referrals
- Early dismissal due to illness or
- Mandated examinations
- Accidents while in school

MEDICATIONS

Steel Valley High School shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a licensed prescriber to a student during school hours will be permitted only when: (1) Failure to take such medicine would jeopardize the health of the student. (2) The student would not be able to attend or function in school if the medicine were not made available during school hours. **Medication** shall include all prescribed medication and any nonprescription (over-the-counter) medications.

Licensed Prescriber shall include a licensed physician, dentist, nurse practitioner or other health care provider who is legally authorized to prescribe either prescription or nonprescription medications.

Before any medication may be administered to any student during school hours, Steel Valley School District shall require the written order of the licensed prescriber. This order must state the purpose of the medication, the dosage and the time at which the medication shall be administered. A written request from the parent/guardian is required which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In order for any prescribed medication to be administered to any student by the school nurse, there must be a written order from a licensed prescriber. This written permission will include: (1) Name of Child; (2) Date of Prescription; (3) Name of medication; (4) Dosage and route of administration; (5) Specific time, or special circumstances, in which the medication shall be administered; (6) Specific length, period, or amount of medication prescribed; (7) Signature of the prescriber.

Emergency prescribed medications and specified over-the-counter medications may be administered according to the current standing orders of the school physician. Over-the-counter medications may be taken by the student in the health office whose custodial parent/guardian has given permission.

Medication will not be administered unless the prescription is properly labeled and the required permissions are obtained. Written orders and parent/guardian permission may be faxed: High school: 412-464-3609, Middle School: 412-464-3642. No emails will be accepted as permission. Parent/guardians may come to the school to administer a medication dose to their child.

Verbal orders from a licensed prescriber for administration of medications will be accepted by the registered nurse and must be followed with a written order within 24 hours.

All medication orders will expire at the end of each school year. For those medications that extend from one school year to the next, a new order and parent/guardian permission must be provided for each new school year.

Administration of medication shall occur at such a time and place as to not interfere with the regularly scheduled duties of the nurse.

The school nurse coordinator, in conjunction with the superintendent or his/her designee, shall develop and update procedures for the administration of medication to include record keeping, safety practices, and effectiveness of policy and procedures.

All medications shall be administered by a registered nurse or by the parent/guardian or building administrator. The only exception to this would be an Epi-Pen, which may be administered by a non-licensed individual in the event of an emergency.

(Delivery of Medication To/From School)

The School board and/or District employees cannot be responsible for the transportation of medication to and from school. If a responsible adult cannot deliver the medication to school, the parent/guardian accepts responsibility of student transporting medication to/from school. Prescribed medication must be provided in a container appropriately labeled by the pharmacy or health provider. The label must include the student's name, medication name, dosage, time, and route of administration. Over-the-counter medication must be in the original manufacturers packaging with a readable label. Medications not picked up within one day of the end of the school year will be discarded and recorded.

(Special Medication Administration Situations)

Missed Morning Dose - (1) If an order exists for a morning dose, the nurse may administer the medication

after verifying with the parent/guardian that the child did not take the prescribed medication before coming to school. (2) Parent/guardian may come to school to administer a medication dose for which the school nurse does not have an order.

(Field Trips)

(1) Standing order and prescription medications may be administered by an approved licensed nurse after an appropriate assessment has determined the need and after conformation of the licensed prescribed order. (2) Parent/guardian may accompany their child on a field trip to administer medication. (3) The District's medication policy must be followed.

(Storage of Medication)

Medications must be stored in the original container in a locked cabinet in the health room/nurse's office, or in health room refrigerator, as indicated on a pharmaceutical label. The health room door will be locked after school hours.

(Inhaler Use)

With written licensed prescriber and parent/guardian permission, students may carry and self-administer asthma inhalers. Parent/guardian permission must include a statement relieving the school district and its employees of any responsibility for the consequences of the medication and/or insuring that medication is taken. The student must demonstrate the capability for self-administration and for responsible behavior in the use of the medication. The student would be required to notify the school nurse within 24 hours after using the inhaler. If the child abuses or ignores the District policies, the school can confiscate the inhaler and remove the privilege of being able to carry the medication.

Medications, other than stated above, shall not be in the child's possession. Violators will be addressed by the school district's drug and alcohol policy. The nurse will evaluate each request for exceptions to this policy based upon medical need, receipt of supporting written orders and documentation of student's correct procedure/techniques by the licensed prescriber, and receipt of written parent/guardian request. Examples could include inhaler/diskus, emergency anaphylactic kits, and diabetic insulin pump. Specific plans may be developed considering individual health needs and school integration and implementation.

REQUIRED HEALTH EXAMINATIONS

According to the PA Department of Health, the following are mandated school health services:

1. Yearly vision screening. This is done as part of the scheduled individual health conferences, which includes measurement of height and weight and a review of the student's health record.
2. Hearing screening in the eleventh grade.

3. Mandated State Physical Examination in the eleventh grade. This examination may be done by the family physician and reported to the school on forms supplied by the school. These forms are sent home with the students at the end of their tenth grade school year and are available in the health office. Examinations done within four months prior to the opening of school are acceptable. Forms may be completed during routine examinations for work permits, driver's licenses, college and camp applications, etc. Students who are not examined by their family physician will be scheduled for examination by the school physician. **THE STATE MANDATED PHYSICAL EXAM IS REQUIRED FOR GRADUATION.**

* SENIORS MUST HAVE A PHYSICAL ON FILE TO BEGIN THE SCHOOL YEAR.

LEAVING SCHOOL DUE TO ACCIDENT OR ILLNESS

Students who become ill or who are injured are to report to the health office for immediate evaluation and care. If the student must leave school because of illness or accident, the nurse must contact the parent, guardian, or person designated on the emergency aid form to gain permission and arrange transportation. **Permission from a school administrator is required before you may leave the building for any reason.** All students must sign out with the school office and/or security desk. Students can only leave with an identifiable adult, or the permission of an adult listed on the emergency care card.

INTERNET POLICY

All students are required to have their parents/guardians sign the Internet Policy. Students and parents are to read and abide by the Steel Valley School District's Internet Policy. Students are not permitted to print any material unless the student has the approval of administration and/or classroom teacher or librarian. Students who violate this policy may also be assigned in-school suspension or out-of-school suspension. If a student loses his/her computer privileges, they will continue to be responsible for completion of all of their required classroom assignments. The current prevailing costs will be assessed for printing violations and any other damages or violations.

All Internet use is monitored. All users of the School District network must abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite.
2. Do not write, send, view or print abusive messages to others. Use appropriate language. Do not receive, view, print, or distribute hate mail, discriminatory remarks, and offensive or

- inflammatory communications.
3. Do not receive, view, print or distribute pornography, obscene or sexually explicit materials.
4. Any use of the Internet that supports illegal activities will be reported to the administrators and/or the appropriate legal authorities.
5. Do not use the network in such a way that you disrupt the use of the network by other users, e.g., downloading large files. Only files approved by the classroom teacher are permitted to be downloaded and saved.
6. Do not access, view, or print any information without the approval of your classroom teacher. Game playing and other non-educational, i.e., recreational, use is prohibited.
7. No unauthorized software may be installed or run on any district computer.
8. Misuse includes, but is not be limited to, the solicitation or 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. Students will not read, receive, or send personal email, are prohibited to be on sites such as Facebook, and will not be in chat rooms.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to another individual.
2. Users will not access a file server that has been logged in under another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Users will not attempt to gain unauthorized access to district servers or to any other computer system through the district system or go beyond their authorized access.
5. Users shall immediately notify the building principal or system administrator if they have identified a possible security problem.

Prohibitions

Students are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

1. Use of the computer to facilitate illegal activity.
2. Use of the computer for commercial or for profit purposes.
3. Use of the computer for non-work or non-school

- related work.
- 4. Use of the computer for product advertisement or political work.
- 5. Use of the computer for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- 6. Use of the computer to access material that advocates illegal acts, violence or discrimination unless such access is made by an adult for bona fide research or other lawful purposes.
- 7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted or non-copyrighted materials.
- 8. Use of the computer to access obscene or pornographic material.
- 9. Use of inappropriate language or profanity.
- 10. Use of the computer to transmit material likely to be offensive or objectionable to recipients.
- 11. Use of the computer to intentionally obtain or modify files, passwords, and data belonging to other users.
- 12. Impersonation of another user, anonymity, and pseudonyms.
- 13. Use of computer for fraudulent copying, communications, or modification of materials in violation of copyright laws and/or plagiarism.
- 14. Loading or use of unauthorized games, programs, files or other electronic media.
- 15. Use of the computer to disrupt the work of other users.
- 16. Destruction, modification, abuse, or unauthorized access to computer hardware, software and files.
- 17. Quoting personal communications in a public forum without the original author's prior consent.
- 18. Engaging in spamming.; i.e., an annoying or unnecessary message to a large number of people.
- 19. Access by students and minors to material that is harmful to minors or is determined inappropriate to minors in accordance with Board policy.

Consequences for Inappropriate Use

- 1. The user shall be responsible for damages to the computer resulting from deliberate or willful acts.
- 2. Illegal use of the computer; intentional deletion or damage to files or data belonging to others; and copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.
- 3. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activity conducted through the district's computer system.
- 4. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and/or other disciplinary actions will be consequences for inappropriate use.
- 5. Vandalism will result in disciplinary sanctions.

Vandalism is defined as any malicious attempt to harm or destroy hardware or the data of another user.

- 6. If a user unintentionally violated this policy, they should immediately notify the building or system administrator; this will protect users against allegations that they have intentionally violated district policy.

BULLYING POLICY

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 achieve high academic standards. Harassment, intimidation, or bullying, like any other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, appropriate behavior, including treating others with civility and respect, should be demonstrated at all times.

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

- 1. is motivated by an actual perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability;
- 2. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging a student's property, or placing a student in reasonable fear of harm to his person or damage to his property;
- 3. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Steel Valley School District prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The disciplinary action imposed may include, but is not be limited to, suspension, expulsion from extracurricular activities and/or from school, and notification to proper law enforcement agencies.

CYBER BULLYING POLICY

Steel Valley School District prohibits acts of harassment and intimidation by cyber bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like any other disruptive or

violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, appropriate behavior, including treating others with civility and respect, should be demonstrated at all times. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, or threatening another person by way of any technological tool. This includes sending or posting derogatory email/instant messages, text messages, or digital images. Administration may notify proper law enforcement.

HAZING POLICY

It is the policy of Steel Valley School District that its school will provide a safe, orderly, civil and positive learning environment. Hazing has no place in the school and will not be tolerated. Accordingly, Steel Valley School District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof:

"Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with action or activity related to becoming a member of an organization, whose members primarily are students of Steel Valley School District (i.e., athletic teams, clubs, cheerleading, band, etc.); and which is intended to have the effect of humiliating, intimidating, or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Examples of hazing include but are not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, placing a harmful substance on or in the body, or other similar activity.
2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement to a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the safety of a student.
3. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects a student to an unreasonable risk of harm.
4. Any activity that induces, causes, or requires a student to perform a duty or task which involves the commission of a crime or an act of hazing.

Reporting of Hazing

Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach of any extracurricular team, teacher, school nurse, guidance counselor, or school administrator. Staff

members who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the school principal, or, in the event of the unavailability of the principal, any other school administrator. The report may be in writing or orally. If the report is made orally, the receiver shall make a written record of the incident.

It shall be a violation of this policy for a person to retaliate against any student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

If it is determined that a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action including, but not limited to, suspension, expulsion from extracurricular activities and/or from school, and notification to proper law enforcement agencies.

If the investigation concludes that two or more students from the same organization, athletic team, or other extracurricular activity directed, engaged in, aided or otherwise participated in actively or passively an incident of hazing, **disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.**

PLAGIARISM POLICY

Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it was your own. Plagiarism is a very serious offense that usually warrants a very serious penalty, such as loss of points or a failing grade. Be honest about where you get your words and ideas and you will never be guilty of theft. To avoid plagiarism, follow these guidelines:

DO NOT use exact words from a source without putting them inside quotation marks and giving credit to the source (including internet material).

DO NOT reword a passage without giving credit to the source.

DO NOT summarize a passage without giving credit to the source.

DO NOT use statistics without giving credit to the source.

The Steel Valley School District takes both plagiarism and cheating seriously since they undermine the integrity and reliability of our educational program. Furthermore, plagiarism and cheating create a learning environment that is unfair and dishonest. Students who either plagiarize or cheat on an exam or other academic project may be subject to any or all the following :

- o **First Offense:** Failure on the exam or project with no opportunity for make-up. The teacher will initiate contact with the student's parent/guardian.
- o **Second Offense:** Failure on the exam or project with no opportunity for make-up. Referral to the Principal/Assistant Principal. The Administrator will initiate contact with the student's parent/guardian and facilitate a mandatory conference.
- o **Third Offense:** Failure for the nine-week period in which the offense occurred. Referral to the Principal/Assistant Principal. The principal will contact the parent/guardian and facilitate a mandatory conference.

*Subsequent offenses may result in the student receiving a failing grade for the course.

The next two examples in MLA style demonstrate the difference between genuine research writing and plagiarism. First is the original reference material; it is followed by two student versions, one of which is plagiarism and one of which is not.

Original Material

Despite the growth of these new technologies and the importance of the mass media in our lives, our schools have failed to do anything in the way of developing a systematic curriculum aimed at helping students to understand the form, content, ownership, and organization of the mass media — David M. Considine, "Visual Literacy and the Curriculum: More to It Than Meets the Eye," Language Arts 64 (1987): 635.

While schools continue to operate as though print were the main means of communication in our culture, an increasingly high-tech society requires a new definition of literacy that encompasses visual, computer, and media literacy. — Considine 639.

Student Version (Unacceptable)

Modern communication technology is here to stay and cannot be ignored. We live in the information age bombarded by television and radio in our homes and automobiles, annoyed by ringing telephones, and infatuated by computers and their modems for networking across the nation. Despite this new technology that makes the media important in our lives, the schools have failed to develop a systematic curriculum aimed at helping students to understand television. In fact, schools operate as though print were the main means of communication in our culture. But young people have a high-tech, visual sense of communication. (Considine 635-639)

Although this version provides original opening sentences by the student and a citation to the authority, David Considine, it contains two serious errors. First, readers cannot know that the citation Considine 635-39

refers to most of the paragraph; readers can only assume that the citation refers to the final sentence. Second, the borrowed material from Considine is not paraphrased properly; it contains far too much of Considine's language — words that should be enclosed in quotation marks. The next version is correct and proper.

Student Version (Acceptable)

Modern communication technology is here to stay and cannot be ignored. We live in the information age, bombarded by television and radio in our homes and automobiles, annoyed by ringing telephones, and infatuated by computers and their modems for networking across the nation. David Considine sees the conflict as chalkboards and talking by teachers versus an environment of electronic marvel (635). He argues, "While schools continue to operate as though print were the main means of communication in our culture, an increasingly high- tech society requires a new definition of literacy that encompasses visual, computer, and media literacy" (639).

This version represents a satisfactory handling of the source material. The authority is acknowledged at the outset, a key section has been paraphrased in the student's own words with a correct page citation to Considine's articles, and another part has been quoted directly with a page citation at the end.

Students who engage in plagiarism or are in violation of the Plagiarism Policy are subject to disciplinary action that may include, but not be limited to, to the following: a grade of zero, "0", for the assignment, or a failing grade for the grading period, a Chapter Four violation, and/or recommendation for expulsion from the school district.

LASERS - Students are not permitted to be in possession of any type of laser illuminator including, but not limited to, laser pointer, laser pen, laser illustrator, etc. at any time in school, at school activities or on school buses. Students in possession of such devices will face disciplinary action. All laser devices will be confiscated.

CHAPTER I: INTRODUCTION — CODE OF STUDENT CONDUCT

The Steel Valley School District is dedicated to the development of each student's potential in a positive learning climate. To achieve this goal, schools must be free from disruptions that interfere with the teaching and learning processes. Teachers, parents, and students must assume a role in promoting and enforcing behavior that encourages teamwork and creates a learning climate that allows each student to realize his or her individual potential.

The Steel Valley Board of School Directors declares it to be the policy of the District to provide an equal educational opportunity for all children to achieve their potential through the programs offered in its schools regardless of race, sex, national origin, or disability.

With this broad goal in mind, the Steel Valley Board of School Directors has implemented the following discipline policies. These policies will remain in effect until rescinded or waived by the Steel Valley Board of School Directors.

The Code of Student Conduct is drawn from Board policies and other documents and describes prohibited student conduct and the disciplinary consequences which may follow such conduct. Building administrators are given discretion, within the parameters of this Code, to impose the forms of discipline which are appropriate.

The District maintains that reactive disciplinary approaches to behavior must be accompanied by proactive efforts such as academics, guidance counseling, and extracurricular activities. Proactive components of a discipline plan attempt to address sources of student behavioral problems and thus minimize reoccurrence. Reactive components include the continuum of adverse consequences which can be experienced by students whose behavior is so disruptive as to require separation from the school environment so as to preserve order. Taken together, both proactive and reactive strategies attempt to maintain a student's direct participation in the instructional environment to the extent possible while preserving the integrity of that environment for the student body as a whole.

As a foundation for both proactive and reactive processes, a formal statement of uniform behavioral expectations — rules — is embodied in this written Code of Student Conduct, which is adopted by the Board of School Directors as required by State Law. The Code identifies and describes what behaviors are forbidden, the range of responses which may be invoked by the District, and the procedural entitlements of students in connection with the imposition of discipline. The Code is continuously reviewed and is

formally revised and readopted by the Board on an annual basis.

The Code of Student Conduct provides the foundation within a larger context of processes and resources. The District maintains a preference for in-class management, counseling, and discipline techniques, supported by home contacts. Limited removal from classrooms should focus on supporting in-class efforts and facilitating return to that environment. More extended separations from classrooms are less preferred, should be occasioned only by continuing or serious behavioral problems, and should be associated with appropriate guidance or other referrals.

Within extended separations, in-school suspension is preferred over out-of-school, so as to maintain attendance and presence in the learning environment. Out-of-school separation should be imposed only for serious misconduct or events where continued presence in the school is itself disruptive. Permanent expulsions should be reserved for extremes of misconduct and protection of the school environment.

Regarding the Code's layout, Chapter II describes certain rights and responsibilities of students and states the District's policy regarding some specific matters. Chapter III defines violations of the Code, and Chapter IV describes the disciplinary policies, procedures, and resources of the District.

CHAPTER II: STUDENTS' RIGHTS AND RESPONSIBILITIES

A. ATTENDANCE

- (1) **STUDENTS' RIGHTS AND RESPONSIBILITIES**
 - (a) Students have the right:
 - (i) To attend school.
 - (ii) To receive a clear definition of what constitutes an absence, an excused or unexcused absence, and tardiness.
 - (b) Students have the responsibility:
 - (i) To attend all classes daily and promptly.
 - (ii) To provide a Parental Written Excuse within three days after returning from an absence.
 - (iii) To request make-up assignments upon returning from excused absences and complete the work promptly.
- (2) **THE COMPULSORY SCHOOL ATTENDANCE LAW**
 - (a) The District has the responsibility to enforce the Pennsylvania state compulsory attendance laws as set forth in 24 Pa.C.S. §§ 13-1301 et seq. and the penalties of § 13-1333 and § 13-1338. In brief, those sections state that a parent of a student who unlawfully fails to attend school may be brought before the magistrate and charged with a summary offense. Where the student is 13 or over and the parent took all reasonable steps to insure the student's attendance, the student is liable for his or her nonattendance. A fine up to \$300 may be imposed upon the responsible party, parent, or student, and the student's automobile operating privileges may be suspended by the Department of Transportation.
 - (b) The District will discharge its duties under the compulsory attendance law as follows:
 - (i) First Unlawful Absence
Parent/guardian receives a notice of unlawful absence from the school district. The legal penalties established by law for violation of compulsory attendance requirements should be attached to the notice. In addition to stating the legal punishments, the name and telephone number of a school contact person shall be included. Parents are then able to contact a specific person to request assistance in resolving the child's truant behavior.
 - (ii) Second Unlawful Absence
Parent/guardian receives a second notice of unlawful absence from the school district. Once again, the legal penalties established by law for violation of compulsory attendance requirements and the name and telephone number of a school contact personal shall be included. Additionally, another offer of

assistance should be made to the parent.

- (iii) Third Unlawful Absence
Parent/guardian receives a third notice of unlawful absence by certified mail providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.
School districts shall coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child's educational environment, current academic difficulties, physical or behavioral health issues, and family/environment concerns. At the end of the conference all parties should sign a comprehensive TEP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.
- (iv) Subsequent Unlawful Absence
After agreeing to a TEP, or if there is not agreement on a truancy elimination plan and 3 days have passed since the parent/guardian received the official notice of the child's third illegal absence, if a child is unlawfully absent, at any point within the school year, an official notice of unlawful absence will be sent home. The purpose of this correspondence is to inform the child's parent/guardian that the child has violated the TEP or, if there is not a TEP, to inform the child's parent/guardian that the child has again violated the compulsory attendance requirements, and advise the parent/guardian that a citation will immediately be sent to the magisterial district judge. To ensure the parent/guardian receives the notice, it is recommended that such a notice be sent through certified mail. After this step, the school is not obligated to inform parents in writing of absences but it is recommended that the school continue to call the parent/guardian to inform them of additional truant behavior. Schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region.
- (v) Referral to County Children and Youth Agency
 - (a) Children Under 13 Years of Age
Any child who has not attained the age of 13 who fails to comply with the compulsory attendance

requirements and is habitually truant, shall be referred by the school district to the local county children and youth agency for services, which may address family issues that may be responsible for the child's truant behavior, or possible adjudication as a "dependent" child under the Juvenile Act. The referral to the county children and youth agency may be in addition to proceeding against the parent/guardian by sending the citation to the appropriate magisterial district judge or a school may decide to refer a family to the local county children and youth agency instead of sending a citation to the appropriate magisterial district judge. If the parent/guardian provides written consent, a copy of the TEP should be forwarded to the county children and youth agency.

(b) Children 13 Years of Age and Older

Any child who has attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant may, in lieu of being prosecuted (as described below), be referred by the school district to the local county children and youth agency for services, which may address family issues that may be responsible for the child's truant behavior or possible adjudication as a dependent child under the Juvenile Act.

(c) Habitually Truant

The School Code defines habitually truant as absence for more than three (3) school days or their equivalent following the first notice of truancy given after a child's third unlawful absence.

(d) Continued Truancy

If a child of any age continues to be truant after the above actions have been taken, then school districts are encouraged to file citations with the local magisterial district judge citing the child's continued truancy on a weekly basis. It is imperative that the local magisterial district judge be kept informed if truant behavior continues after a plan is in place.

(e) Proceedings and Penalties for Violation of Compulsory Attendance Requirements (24 PS 13-1333 and 1338.1)

(i) School Code

Every parent/guardian of any child of compulsory school age is subject to penalties if compulsory school-age attendance requirements are not met. While school districts are required to give three days written notice of violation of compulsory attendance prior to proceeding against the offending party it is strongly recommended that school districts make a concerted effort to address the cause of a child's truant behavior before referring the child to another system.

Possible sentences for parents found to be in

violation of compulsory attendance law include paying a fine up to \$300 for each offense and court costs, or completing a parenting education program, and in cases where the party convicted fails to pay the fine or complete the parenting education program, a subsequent sentencing to the county jail for no more than five days. Completing in lieu of, or in addition to the previous penalties, community service within the school district for a period of no more than six months. (Magisterial district judges may suspend all or portions of the sentence if the child is no longer habitually truant.) The board of school directors may bring a student before the court. Possible dispositions for children found in violation of compulsory attendance law:

- (a) If the parent/guardian is not convicted by the magisterial district judge because the parent/guardian took every reasonable step to insure the child's attendance at school and the child has attained the age of 13, the child may be:
 - subject to a fine of no more than \$300 for each offense, or
 - assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520, and
 - alleged to be dependent under 42 Pa.C.S. § 6303(a)(1) by the magisterial district judge if the child fails to pay the fine or comply with the adjudication program and referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302(5), in lieu of prosecution or assignment to an adjudication alternative program, if the child fails to comply with compulsory attendance provisions and is habitually truant (Magisterial district judges may suspend all or portions of the sentence if the child is no longer habitually truant.)
- (b) Any child who has not attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred by the school district for services or possible adjudication as a dependent child as defined under 42 Pa.C.S. § 6302(5).
- (c) For children convicted of violation of compulsory attendance requirements by the magisterial district judge, the court, including a court not of record, must send a certified record of the conviction or other disposition to the Department of Transportation.
 - Upon first conviction, the child's operating privilege for operating an automobile will be suspended for 90 days.
 - Upon the second or subsequent conviction, the child's operating privileges will be suspended for six months.
 - Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent

- conviction.
- (d) If a student of compulsory school age cannot be kept in school on account of truancy, the school district may proceed against the student before the juvenile court.

(3) ATTENDANCE PROCEDURES

(a) Excused Absences

- (i) A student may be excused from school for the following reasons: the student's illness or injury, a death or serious illness of a family member, religious holiday or other urgent reason (i.e., doctor, dentist or legal appointment, impassable roads).
- (b) The Student Absence Report
- (i) A parent or guardian shall furnish a written explanation, called a Student Absence Report, for every full or partial day or absence of a student, including instances where a student is tardy to school or dismissed from school early. The Student Absence Report must state the reason for the absence, must list dates of the absence, and must be completed and signed by a parent or guardian. Students are not permitted to write their own Student Absence Reports and the Student Absence Report for an absence must be submitted to the attendance office within three (3) days after returning to school. A student who forgets his or her Student Absence Report must report to the attendance office or clerk for a temporary admittance pass. If a student reports to school after homeroom period, or first period, following a day of absence or tardiness, he or she must report to the attendance clerk for an "admission to class" pass.
- (ii) Teachers will take attendance in all classes, with the official attendance for the school day taken during the homeroom period or first period. For high school students, if a student is classified as absent when he or she is present, he or she must notify the high school office. The clerk will check the records and make the correction.
- (iii) If a student will be legally absent from school a parent or guardian is requested to call the school before 9:00 a.m. each day of the student's absence and thereby eliminate the need for the school to contact the home. The parent must still complete a Student Absence Report when the student returns to school.
- (iv) A student who expects to represent the school or a school organization in a function at night or after school hours, must be in attendance all day on the day of the scheduled activity. This policy applies to sports, plays, assemblies, field trips and other such activities. If the scheduled activity is on a Saturday, the student must be present in school all day on the preceding Friday. Students are not permitted to participate in school functions if they are not in school the day of the activity. Principals may use

- discretion in extenuating circumstances.
- (v) Any unexcused absence for any pupil under the age of seventeen (17) is, by definition, an unlawful absence. A legal excuse is the parent's or guardian's only protection from a fine. Failure to pay the fine imposed may result in the parent or guardian's arrest. In case of arrest, the burden of proof is upon the parent or guardian to show that the absence of the child was properly excused by an Administrator or the Board of School Directors. In case of chronic absence, school authorities may request a physician's statement showing such absence to be justified. Any student not following the procedures listed below may be subject to disciplinary actions.
- (c) Questionable Absences
- (i) If the Principal or his/her designee finds a student absence report to be credible, the absence will be designated as excused. The District reserves the right to require medical certification for illness-related absences. Illness-related absences not explained by a doctor's excuse may be called questionable. Further, cases of erratic or patterned absences may be called questionable. The student's parent or guardian may be asked to supply additional supporting documentation to the building principal for review. If this is not done, the absence may be called unexcused or unlawful and the District may seek the penalties which are imposed for unlawful absences, namely fine and magisterial involvement.
- (d) Loss of Academic Credit — The consequences of failing to meet acceptable attendance standards are as follows:
- (i) Students will receive letter grades for all classes taken, but a student may not receive the credit necessary for grade advancement and graduation regardless of the grade earned in the course if the student exceeds ten (10) days of unexcused absence for semester courses or twenty (20) days of unexcused absence for a year long course.
- (ii) Students attending summer school and wishing to apply the summer school credit(s) to graduation must abide by the following:
1. Students must attend an approved summer school program, meeting all of the requirements of the Pennsylvania Department of Education.
 2. Students must have an official transcript with the stamped school seal mailed to the Guidance Office of Steel Valley High School prior to the start of the new academic year.
- (e) Class Cutting and Truancy
- Any absence related to class cutting or truancy is an illegal absence which will be counted toward the no credit attendance limit for grades 9-12. For a specific definition of truancy and its disciplinary consequences, see Chapter III.
- (f) School-Sponsored and Approved Trips or Activities

- (i) Absences from school for trips or activities which were approved by a building administrator are excused absences. Students will be permitted to make up all work missed during school-sponsored or approved trips.
 - (ii) The sponsoring teacher must prepare a list of those students attending a trip or activity at least two (2) days in advance of the trip or activity. The principal shall decide whether the activity is approved and so notify the sponsoring teacher the faculty. Student rosters must be presented to the Activities Office two days prior to any activity.
- (g) Early Dismissal
- (i) A student desiring to be excused early from school must take his or her **written** dismissal request to the school office prior to the school starting time or prior to the day of the requested dismissal. NO EARLY DISMISSALS WILL BE GRANTED VIA PHONE. Professional appointments, including dental, medical, and legal appointments, should be scheduled after school or other non-school days whenever possible. A student is expected to return to school after an appointment if school is still in session. Requests for dismissal for all dental and medical appointments must list the following:
 1. The time of the appointment.
 2. The time to be excused from school.
 3. The name, address and phone number of the dentist, doctor, or medical person to be visited.
 4. The signature and phone number of a parent or guardian.
 - (ii) Students will be released only to their custodial parent(s), legal guardian(s) or an individual listed as emergency contact on the emergency card. If a custodial parent or guardian requests a student to be released to an adult who is not on the emergency care card, the building principal must verify the request by returning a call to the custodial parent or guardian making the request. The adult must then report to the school office to pick up the student, and show valid photo I.D. to office personnel.
 - (iii) All custodial parents, legal guardians or authorized agents of a custodial parent must sign a register in the main office indicating the date, time and reason why the student was released from school.
 - (iv) If a student becomes ill or is injured during the school day, the teacher will excuse the student to see the school nurse. Permission from the school nurse or a school building administrator is required before a student can leave the school building with proper escort to go home or to a hospital or doctor's office.
- (h) Student Vacations
- All student vacations will be considered unexcused absences, and make-up work will not be issued. These missed days are not applicable for credit

recovery. However, an educational trip may be considered an excused absence. An educational trip must be approved by the building principal

- (i) Student Tardiness — The expectations for students being on time are as follows:
- (i) Late to school — (GRADES 9-12) - A student should be in his or her first period class before the tardy bell rings.
- (ii) Late to class — (GRADES 9-12) - Students should be in the proper classroom before the tardy bell rings. (3 minute intervals between classes)
- (iii) For a description of the disciplinary procedures which may be used when a student is tardy, see Chapter III.

B. DRESS CODE

(1) STUDENTS' RIGHTS AND RESPONSIBILITIES

Shirts - A collared polo or button down shirt with long or short sleeves and finished seams must be worn. All tops must reach at least the waist and must not go below the mid-thigh area in length. All shirts must be a solid color of maroon, gold, black, white, yellow, or gray only. A small (approximately one square inch) logo is permitted. We recommend that shirts be "tucked in". No more than 2 buttons may be unbuttoned. 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).

Pants and Shorts - Pants and shorts are permitted in solid colors of tan, navy blue or black only. We recommend that students wear a belt. The length of the pants should not extend beyond the bottom of the shoe, and the width should not be wider than the shoe size. The hemline of shorts must be no more than two (2) inches above the knee.

Shoes - Dress shoes, boots, and sneakers (without wheels) are the only shoes permitted, and they must have nonskid soles. If the shoes have laces, they must be tied.

Socks - Any color sock is permitted.

Sizing - Clothing must be sized properly and not exceed more than 1 regular size larger or smaller than the student's actual size.

Steel Valley Female Student Appropriate Dress

Jumpers, Skirts, Shorts, Capris, and Skorts - Tan, navy blue and black jumpers, skirts, shorts, capris, and skorts

are permitted to be worn. The hemline should be no more than 2 inches above the knee, and the length of a long skirt should not extend beyond the bottom of the shoe.

Prohibited Attire

Tops

- * Sheer shirts or any shirt that exposes cleavage, undergarments, and/or waist/belly/stomach
- * Hooded shirts or sweatshirts
- * Oversized shirts touching or below the knee

Bottoms

- * Pants below student's waistline, oversized, draping baggy style ("sagging")
- * Cargo, denim, or look alike denim shorts or pants
- * Leggings, jeggings, pajama bottoms, yoga pants, athletic style pants/shorts, fish nets, ripped up stockings
- * Pants/Bottoms that expose the skin or undergarments

Shoes

- * Sandals, flip-flops, open toe/back shoes

Additional Clothing and Accessories

- *Clothing that is torn or tight
- *Clothing that promotes drugs, alcohol, weapons, or is offensive to any race and/or sex
- *Draping articles of clothing, towels, or other objects from parts of a student's body or clothing
- * Head coverings, which include but are not limited to caps, hats, hoods, bandanas, wave caps, sweatbands, skullcaps, sunglasses, headsets, or any other head covering
- *Jewelry and accessories that could be used as weapons

- (b) The decision as to whether a student's clothing is unacceptable is made by the applicable building administrator, upon the administrator's own initiative or the request of a classroom teacher. If a student's clothing is determined to be unacceptable, the student will be required to change the clothing. If the student is unable or unwilling to change the clothing, further disciplinary measures will occur.

C. INTERSCHOLASTIC ATHLETIC ELIGIBILITY

- (1) STUDENTS' RIGHTS AND RESPONSIBILITIES
 - (a) Students may participate in interscholastic athletics as they choose.
 - (b) Students must ensure that they meet academic obligations in their classes and their behavioral obligations to the school environment to participate in district athletics.
- (2) In order to participate in the interscholastic athletic program, the following will govern:
 - (a) A student who is nineteen (19) years old or younger on or after July 1 shall be eligible to compete

through the following school year.

- (b) The student must have twenty (20) or fewer days of absence in the semester prior to the semester of participation.
- (c) The student's participation is limited to eight (8) semesters beyond grade 8 and a maximum of four (4) seasons of participation in any single sport beyond grade 8.
- (d) Any concerns regarding a student's eligibility will be directed to the athletic director and principal as required by PIAA/WPIAL Rules.
- (e) The student must be present all day of the scheduled event, or present all day the preceding Friday if the event is scheduled for a Saturday. Principals may use discretion in extenuating circumstances.
- (f) The students must pursue a curriculum defined and approved by the principal as a full-time curriculum. The pupil must be passing at least four (4) full credit subjects, or the equivalent AND
 - Students participating in interscholastic athletics & co-curricular activities must maintain an overall 2.0 QPA to be eligible to participate, or possess a 2.0 QPA in the nine weeks prior to the commencement of that athlete's season.
 - Grade point average will be determined as per the district's grading policy.
- (g) A student receiving two (2) or more failing grades in any full credit subject in a grading period will be ineligible for participation during the next grading period.
- (h) A student's final or fourth quarter grades will be used to determine eligibility for fall sports. Any student who fails two or more full credit subjects will not be eligible unless the deficiency is removed in summer school.
- (i) A semester course failed in the first semester will not be included when determining eligibility at the end of the school year.
- (j) **A student may become ineligible to participate in interscholastic athletics for disciplinary reasons within the District.** Further, a student may have participation privileges suspended or forfeited by the building principal for involvement or participation in illegal acts or crimes within the community.

D. ELIGIBILITY FOR PARTICIPATION IN STUDENT ACTIVITIES

- (1) STUDENTS' RIGHTS AND RESPONSIBILITIES
 - (a) Students have the right to participate in activities sponsored by the School District as they choose.
 - (b) Students have the responsibility to ensure that they are meeting their obligations in their classes and the District by complying with the Code of Student Conduct if they are to participate in school activities.
- (2) To participate in a student activity, the following

- conditions must be met:
- (a) A student must be present all day of the scheduled event, or present all day on the preceding Friday if the event is scheduled for a Saturday. Principals shall use discretion in extenuating circumstances.
 - (b) A student receiving two (2) or more failing grades in any full credit subject in a grading period will be ineligible for the next grading period.
 - (c) A student's final or fourth quarter grades will be used to determine eligibility for fall activities. Any student who fails two or more full credit subjects will be ineligible unless the deficiency is removed in summer school.
 - (d) A semester course failed for the first semester will not be included when determining eligibility at the end of the school year.
 - (e) **A student may become ineligible to participate in activities for disciplinary reasons.** Further, a student may have activity participation privileges suspended or forfeited by the building principal for involvement or participation in illegal acts or crimes within the community.
 - (f) Student participation in one-time events occurring beyond the regular school day, including such events as concerts, art shows, and science fairs, which are extensions of accredited courses, are not subject to the grade eligibility requirements for participation. Any other one-time events not covered above will be reviewed for consideration by the principal of the building.

E. GANG POLICY

- (1) **STUDENTS' RIGHTS AND RESPONSIBILITIES**
- (a) Students have the right to a safe and respectful school environment, free from intimidation, fear and violence.
- (2) Persons who initiate, advocate, or promote activities, which threaten the safety, well-being of persons or property, and which disrupt the school environment, will be dealt with by administration. For descriptions of specific prohibited conduct and likely disciplinary measures, see Chapter III.

F. LOCKERS

- (1) **STUDENTS' RIGHTS AND RESPONSIBILITIES**
- (a) Students have the right only to keep their lawful personal property and effects in lockers. Students have no right or expectation of privacy or other security from search or other inspection by school officials.
- (b) Students have the responsibility to keep lockers clean, orderly and locked at all times.
- (2) Student lockers are for books, school supplies and coats.
- (3) Student locker combinations are confidential and are not to be shared with students who are not assigned

- to the locker.
- (4) Lockers are nontransferable. Students are only permitted to use the locker for which they are assigned. Students may not grant permission to any other student(s) to use their lockers.
 - (5) Students are not permitted to maintain a locker in the athletic locker room. Athletic locker room lockers are to be used for athletic equipment and physical education classes only.
 - (6) School authorities may search or inspect a student's locker and seize any illegal materials. Seized materials may be used as evidence against a student in disciplinary proceedings. If school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students and staff in the school, student lockers may be searched without prior warning.

G. METAL DETECTION SYSTEM

- (1) **STUDENTS' RIGHTS AND RESPONSIBILITIES**
- (a) Students have the right to receive an education in a safe and orderly environment.
- (b) Students have the responsibility to submit to searches by metal detector in order to further the creation of a safe and orderly environment.
- (2) Because it is a criminal (18 Pa.S. § 902) and School Code (24 P.S. § 13-1317.2) offense to possess a weapon on school property, 24 P.S. § 5-510, and because the Board of School Directors has the authority to create reasonable rules and regulations, 24 P.S. § 5-510 the Board has balanced the limited intrusion of metal detection systems or devices upon individual freedom against the vital public interest in preserving an appropriate learning environment and hereby authorizes the superintendent to do the following:
 - (a) Purchase appropriate metal detection scanning systems or devices to discourage the presence of weapons in schools.
 - (b) Create administrative procedures to utilize metal detection scanning devices for entry searches of students and visitors by school personnel or security personnel.
 - (c) Utilize such equipment for comprehensive and/or random entry searches of students and visitors to the schools in the Steel Valley School District.
 - (d) Utilize such equipment for comprehensive and random entry searches at school programs, school activities, athletic events, and other activities conducted in Steel Valley Schools.
 - (3) All students and visitors entering a school building during school hours are required to pass through the metal detectors or a security check. Anyone refusing to comply shall be denied entry to the school or school- sponsored event.
 - (4) Any students refusing to go through the metal

- detector may be subject to search and/or suspension for up to ten (10) days.
- (5) This policy is applicable during both school and after-school hours.

H. VIDEO CAMERAS

- (1) STUDENTS' RIGHTS AND RESPONSIBILITIES
- (a) Students have the right to receive an education in a safe, orderly and respectful environment.
- (2) To further the rights of all students and staff to a safe, orderly and respectful environment, the board authorizes the superintendent to purchase and implement video surveillance on school district grounds and vehicles.
- (3) Video surveillance shall only be used to promote the order, safety and security of students, staff and property.
- (4) Video recordings capturing misbehavior may be used at conferences with parents and as evidence for disciplinary action by school or local authorities.

I. ELECTRONIC DEVICES

- (1) Students may use school assigned electronic devices when given permission by a teacher or in common areas such as the cafeteria and library.
- (2) Courtesy telephones are located in the main lobby for student use during non-school hours.
- (3) Misuse of personal electronic devices during school hours may result in disciplinary action.
- (4) The Steel Valley School District is NOT responsible for lost, damaged or stolen electronic devices.

CHAPTER III: VIOLATIONS OF THE CODE OF STUDENT CONDUCT

- A. The following is a list of conduct which violates the Code of Student Conduct. A description of the disciplinary alternatives for violations is provided in Chapter IV. For some violations of the code, the board has shown a preference by stating clearly which disciplinary outcome will accompany certain conduct. In those instances, the penalty is made a part of the violation's definition. In other instances, the appropriate building administrator has discretion regarding which penalties to impose. Please refer to school district policy 218.1, Student Discipline "Secondary", for additional details.

B. SPECIFIC VIOLATIONS

- (1) **ALCOHOL AND DRUG POLICY VIOLATION — LEVEL 4**
- (a) Possession, sale or use of alcohol or illegal drugs, including look- alike substances, is strictly prohibited on school property or at any school-sponsored event.
- (b) "Drugs" are defined as all substances prohibited or regulated by the Controlled Substances, Drug, Device and Cosmetic Act, as amended, 35 P.S. § 780-101 et seq., and any other applicable state or federal statutes or regulations. Again, the policy also applies to look-alike substances.
- (c) The district's Drug and Alcohol Policy becomes effective when a student demonstrates symptoms of, use of, possession of, or distribution of drugs, look-alike drugs, unauthorized chemicals, steroids, or alcohol. The district has adopted mandatory penalties for students who possess, use or sell alcohol or drugs:
- (i) The student's parent or guardian must be notified.
- (ii) The student's counselor must be notified.
- (iii) Appropriate law enforcement agencies may be notified.
- (iv) The student will be referred to an outside agency for assessment.
- (v) The student will be referred to the assessment and counseling program.
- (vi) The student may be suspended or expelled from school, school sponsored activities, and athletics.
- (1) No student shall be eligible to resume participating in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The board may require participation in any drug counseling, rehabilitation, testing or other program as a condition of reinstatement into a school athletic program.
- (vii) The student may also be suspended pending referral to the school board for further disciplinary action.
- (viii) The appropriate information will be provided to the Pennsylvania Department of Education.
- (d) When an outside referral is appropriate, the student

and family will be informed that the recommendations of the district and the outside agency must be followed for the student to be readmitted to school.

- (e) Pursuant to 35 P.S. § 807.1, the Board of School Directors prohibits the use of steroids and performance-enhancing substances by student engaged in athletics. Violations of this policy are subject to the same penalties described in section c.vi above.

(2) ARSON AND RELATED ACTS — LEVEL 4

- (a) Setting fires on school property is prohibited. Any student who sets any fire on school property may be suspended/expelled, legal charges may be filed, and all financial and legal obligations arising from the fire or damage to property will be the responsibility of the parent or guardian and the student.
- (b) Setting off false fire alarms is prohibited; any student who is found to have set off a false fire alarm, reported or telephoned a false fire or panic alarm may be suspended/expelled, the relevant law enforcement agency may be notified, and the student and his or her parents or guardians will be responsible for all financial liability incurred.
- (c) Tampering with fire extinguishers is prohibited. Any student found to have tampered with a fire extinguisher may be suspended/expelled and will be required to pay for any cost of refilling, repairing or replacing the tampered fire extinguisher.
- (d) The making of bomb threats is prohibited by criminal statute and district policy and any student initiating a bomb threat or assisting in a bomb threat may be suspended/expelled, the relevant law enforcement agency may be notified, and the offending student and his or her parent or guardian will be responsible for all costs.
- (e) Possession of explosive devices is prohibited and any student possessing smoke bombs, firecrackers, incinerating devices, or related materials may be suspended/expelled. Student may also receive other disciplinary sanctions as are set forth in Chapter IV.
- (f) Possession of any item or device used to start a fire is prohibited. Students may be suspended/expelled, or receive other disciplinary sanctions as are set forth in Chapter IV.
- (g) Violation of the arson and related acts rule may lead to referral to the school board for further action.

(3) Electronic Devices — LEVEL 1 OR 2

Misuse of personal electronic devices during school hours will result in disciplinary action. A student who violates this rule may have their electronic devices confiscated. Personal electronic devices include, but are not limited to, personal laptop computers, cameras, camcorders, mp3 players, radios, televisions, video games and other

audiovisual monitoring devices. Students may use school assigned electronic devices when given permission by a teacher or in common areas such as the cafeteria and library.

(4) CAFETERIA VIOLATIONS — LEVEL 1

A student who misbehaves during the lunch period may lose his or her cafeteria privileges and may be subject to other disciplinary actions. Cafeteria misbehavior includes, but is not limited to throwing food, making a mess and failing to clean up after oneself.

(5) CLASS CUTTING — LEVEL 2

Cutting class or lunch period is prohibited and a student found to have cut class will receive a disciplinary action. Illness is an acceptable excuse for not reporting to class, but if a student becomes ill, he or she must report to the school nurse with a properly signed pass. Continual class cuts will result in suspension.

(6) CONSPIRACY — LEVEL 1 OR 2

- (a) It is prohibited for students to engage in a conspiracy to violate the Code of Student Conduct. A "conspiracy" is an agreement to violate the code of conduct and an overt act taken to further the violation.
- (b) A student who encourages, assists, plans or aids another student in violating the code is punishable just as is the student who actually commits the violation.

(7) CONTRABAND — LEVEL 4

- (a) Possession of contraband is prohibited. Contraband includes, but is not limited to drugs and alcohol, weapons, steroids, drug paraphernalia and obscene materials.
- (b) To avoid accidental violation of these rules, the following procedure must be followed by any student who discovers or finds contraband or suspected contraband on school property, including school buses, or at any school function:
- (i) Under no circumstance should a student pick up the contraband.
- (ii) The student should immediately proceed to and advise an employee of the location of the contraband.
- (iii) A student should never accept any contraband from another person, even for the purpose of delivering it to a proper school authority.
- (c) Students must remember that mere possession of contraband is itself a basis for disciplinary action.

(8) DESTRUCTION/DEFACING SCHOOL PROPERTY — LEVEL 4

- (a) A student who destroys or defaces school property, including but not limited to graffiti, will be required to pay for any and all damages. The student may be suspended from school, charges may be filed with the proper law enforcement agency, and the student may be referred to the school board for expulsion.
- (b) Under 24 P.S. § 7-777, defacing or destroying school property is a crime punishable by fine or prison, and the school board is authorized to offer rewards for information leading to the conviction of persons who deface or destroy school property.

(9) FAILURE TO ATTEND DETENTION — LEVEL 2

Students are expected to fulfill detention obligations immediately. A student who fails to attend detention may receive additional hours of detention and/or suspension.

(10) FAILURE TO COMPLY WITH A REQUEST OF STAFF MEMBER- LEVEL 1-4

A student who fails to obey a reasonable and understood request by a teacher or administrator is subject to disciplinary action. Typically, this will involve student classroom behavior; i.e., student talks during class and fails to stop; student is bothering other students during class and fails to stop; student is asked to clean up a mess and fails to comply.

(11) FALSIFYING INFORMATION — LEVEL 2

Falsifying information is strictly prohibited. This type of behavior includes, but is not limited to, altering or forging parental excuses, making or conspiring to make false phone calls to school officials, altering or forging hall and library passes, plagiarism, and failure on the part of the student to properly identify him or herself. A student who commits this type of behavior will be subject to disciplinary action.

(12) FIGHTING — LEVEL 4

- (a) Fighting is a confrontation by two or more students provoked by verbal, physical, or other factors. A fight occurs where two or more students are involved in pushing, punching, kicking or other aggressive actions. A fight does not occur where one student is pushing, punching, kicking or committing other aggressive actions upon another student who is not responding in kind other than in

self-defense. In such a case, the offending student will be disciplined for assault. This type of behavior will not be tolerated by the Steel Valley School District.

- (b) Charges with the magistrate may be filed by the building administrator if necessary. Relevant law enforcement agencies may also be contacted.
- (c) Whether the students involved have fought previously, with each other or others, will impact the severity of the sanctions.

(13) FUND RAISING — LEVEL 1

Students are prohibited from engaging in any fund raising that is not approved by the Building Principal. Tickets or articles of any type other than those associated with school-sponsored activities are not permitted to be sold on school property or at school-sponsored events.

(14) GAMBLING — LEVEL 2

Any form of gambling or card games is prohibited and a student who violates this rule may receive disciplinary action.

(15) GANG POLICY VIOLATIONS — LEVEL 1-4

- (a) Any incident involving initiations, intimidation or related activity of gangs or affiliates will hereby be considered actions which may cause bodily danger to students or staff. Such incidents will be addressed as the appropriate building administrator deems fitting.
- (b) Any persons wearing, carrying, displaying gang or group paraphernalia, exhibiting behavior or gestures which symbolize gang or group membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and/or permanent expulsion.

(16) HARASSMENT, ASSAULT AND BATTERY OR EXTORTION OF STUDENTS OR STAFF MEMBERS — LEVEL 3-4

All forms of unlawful harassment are prohibited in the Steel Valley School District.

- (a) Concerted or severe harassment or intimidation of students or staff members for the purpose of obtaining money, property or other advantages is prohibited. A student committing such harassment will receive a penalty including any of the disciplinary actions delineated in Chapter IV.
- (b) Striking a teacher, staff member, student, security officer, or outside-contracted employees will result in any of the disciplinary actions delineated in Chapter IV. The applicable law enforcement agency

- may be notified, appropriate charges may be filed, and at the conclusion of the informal hearing, the student may be referred to the Steel Valley School Board for further disciplinary action.
- (c) Terroristic threats directed against a student, staff member, security officer or any contracted employee may result in a suspension and/or any of the disciplinary action delineated in Chapter IV. Further, referral to the Steel Valley School Board for additional disciplinary action may result.
 - (d) It is prohibited for students to engage in any conduct or language which harasses others. This includes, but is not limited to, slurs, jokes, other verbal, graphic or physical conduct relating to an individual's religion, ancestry, sex, national origin, age or handicap/disability.
 - (e) Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of communications of sexual nature.

Violations of this policy shall be reported to the appropriate building administrator immediately. Students violating this policy are subject to disciplinary procedures set forth in Chapter IV.

(17) IMPROPER DRESS — LEVEL 2-4

During entry into school, staff, security, and administration will follow the procedures listed below for students dressed improperly. Students entering the school building with improper dress will be told to report to the office. During the school day or at a school function, students improperly dressed will be removed from the learning environment if the clothing is a distraction and cannot be corrected. Teachers will write a discipline referral for any students in violation of the dress code.

1. Student will be asked to put on the appropriate attire.
2. Student shall be permitted to call home for a change of clothes.
3. Parent/guardian will be notified that the student will be sent home. The student will be permitted to return to school the same day once the student changes into the appropriate attire.
4. If the parent cannot be contacted, or if the student refuses to address the issue, the student will be subject to the following:

1st Offense – 1 day in the ISS (In School Suspension) room or another area designated by the building administrator.

2nd Offense – 1 day in the ISS (In School Suspension) room or another area designated by the building administrator.

3rd Offense – 3 days in the ISS (In School Suspension) room or another area designated by the building administrator.

4th Offense – 1 day of OSS (Out of School Suspension) room or another area designated by the building administrator.

5th Offense & Subsequent - The student shall be subject to more severe consequences due to the continued violation of the school dress code. This discipline could include additional days of OSS, behavior contract, alternative placement, or any other discipline presented by the building administrator.

(18) INDECENT ASSAULT — LEVEL 2-4

Inappropriate remarks of a sexual nature and/or improper touching of a sexual nature directed to students, employees or guests of the Steel Valley School District are prohibited. A student engaging in either may be subject to a suspension of up to ten (10) days depending upon the case. Also, an offending student may receive any of the disciplinary action delineated in Chapter IV, and charges may be filed with the appropriate law enforcement agency.

(19) INDECENT EXPOSURE — LEVEL 4

A student who commits an act of indecent exposure may be suspended, charges may be filed with the appropriate law enforcement agency, and the student will be referred to the School Board for further disciplinary action.

(20) LEAVING CLASS WITHOUT PERMISSION — LEVEL 3-4

Leaving class without permission is prohibited and a student who violates this rule will receive disciplinary action.

(21) LEAVING SCHOOL WITHOUT PERMISSION — LEVEL 3

- (a) Leaving school without permission is prohibited and a student who leaves school without permission will receive disciplinary action. Also, any and all student activities or privileges may be restricted for students who leave school without permission.
- (b) Depending upon the frequency of the violation, the student may be referred to the Steel Valley School Board for further disciplinary action.

(22) LOITERING — LEVEL 1-2

- (a) Students are prohibited from entering or remaining on school property without authorization. Further, during instances where students are authorized to be on school property, they are prohibited from entering unauthorized areas of school property.
- (b) Students who violate this provision may be referred to the school board and are subject to disciplinary action. Law enforcement authorities may also be informed.

(23) METAL DETECTOR VIOLATION — LEVEL 4

Any student who refuses to go through a metal detector or attempts to enter a district building without going through a metal detector will receive disciplinary action.

(24) MISCONDUCT — LEVEL 1-4

Misconduct is behavior which produces distractions or disturbances that repeatedly interfere with the effective functioning of the teacher, student, class or school. Examples of misconduct are speaking out in class, serious horseplay (pushing, tripping) or yelling.

(25) MOTOR VEHICLE VIOLATION (GRADES 9-12) - LEVEL 3

- (a) A violation of a state driving statute on school grounds may result in the loss of driving privileges, towing of the violator's car at his/her expense, citations by the police, or detention or suspension assigned by an administrator. Loss of driving privileges may be for any period of time, including the remainder of the school year.
- (b) Students must park only in those areas reserved for student parking. Students parking in areas prohibited to them, i.e., faculty areas, visitor areas, fire lanes, etc., will be issued a citation and have their car towed away at their expense. Students appearing on the scene during the towing away process will be charged the full service to compensate the independent towing service.

(26) CELLULAR TELEPHONES OR ELECTRONIC DEVICES — LEVEL 2-4

- (a) Misuse of cellular telephones or cellular devices will result in the following disciplinary action.

*Any misuse of personal electronic devices may result in a parent/guardian retrieving the device from the building office.

1st Offense – Cell phone is taken and secured in the

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building office.

2nd Offense– 1 day in the ISS (In School Suspension) room

3rd Offense– 3 days in the ISS (In School Suspension) room

4th Offense – 1 day of OSS (Out of School Suspension)

5th Offense & Subsequent - The student shall be given a stricter discipline due to the continued progressive offense of the district electronic device policy. This discipline could include additional days of OSS, behavior contract, alternative placement or any other discipline presented by the building administrator.

- (b) Usage of a cell phone which includes, but is not limited to cyber bullying, terroristic threats, sending or uploading media files, recording audio, video or picture of student / staff will result in the following consequences:

1st Offense – 3 day of OSS (Out of School Suspension) and scheduling a DRB (Discipline Review Board) for the possibility of additional discipline. The phone is given to the school resource office and kept as evidence if there is any legal violation of legal consequences.

2nd Offense & Subsequent - The student shall receive a stricter discipline due to the continued disregard of the district electronic device policy. This discipline could include additional days of OSS, behavior contract, alternative placement or any other discipline presented by the building administrator.

(27) POSSESSION OF OBSCENE MATERIAL — LEVEL 2-4

- (a) Possession of obscene materials (i.e., books, pictures, films, internet materials such as digital files, and computer files, etc.) is prohibited.
- (b) Violators will be punished by disciplinary action. If the violation is severe or frequent, the measure of punishment will increase accordingly.

(28) SMOKING/USE OF TOBACCO PRODUCTS — LEVEL 3

- (a) The use or possession of tobacco products by students on school property (which shall include school buses) is prohibited. A student in possession of tobacco products will have such items confiscated.
- (b) Students who violate this rule may be required to do any combination of the following:
 - (i) Attend an educational program related to the dangers of tobacco use.
 - (ii) May receive multiple days of suspension for

- possession or use. If the violations persist, a student is subject to any of the disciplinary measures set forth in Chapter IV.
- (c) It is a summary offense 18 P.S. — 6306.1 for students to use or possess tobacco on school property or in a school bus or school building, a fine of up to \$50.00 may be imposed on students who violate the statute.

(29) TARDINESS (Class) - LEVEL 1

- (a) A student who is late for a given class will be assigned a detention.
- (b) With regard to tardiness to class, if a student's tardiness to class becomes chronic, the student may be referred to an administrator for disciplinary action.

TARDINESS (SCHOOL) - LEVEL 1-4

- (a) Students who are arriving to school late should sign in at the front desk and receive a late pass.
- (b) After 3 tardies, the student will be assigned a detention.
- (c) After 5 tardies, the student will be assigned a day of ISS.
- (d) After 10 tardies, the student will be referred to the magistrate for truancy proceedings.

(30) THEFT/RECEIVING STOLEN GOODS — LEVEL 3 or 4

- (a) Theft and receiving stolen goods are prohibited by Pennsylvania law and school board policy. Depending upon the severity, the penalty may be parent notification, proper law enforcement agency notification, magistrate involvement, and any of the disciplinary actions delineated in Chapter IV.
- (b) Restitution for theft must be made by the offending individual, his/her parents or guardians.

(31) THROWING SNOWBALLS OR OTHER OBJECTS — LEVEL 2

- (a) A student throwing snowballs or other objects may receive a one day suspension. A more severe penalty may be invoked depending on the severity of the incident.
- (b) A student throwing snowballs or other objects at a moving vehicle may be reported to the proper law enforcement agency.
- (c) Students who violate this provision may also receive other disciplinary action.

(32) TRUANCY — LEVEL 1

- (a) Truancy is unexcused nonattendance of school.
- (b) Truancy is prohibited and a student who is truant may receive disciplinary sanctions and referral to the local magistrate.
- (c) A student's ability to make up missing work will be based upon a valid excuse and an appropriate time frame of absence.

(33) UNACCEPTABLE LANGUAGE — LEVEL 2

Students are prohibited from using, in speaking or writing, profanity, or other vulgar and obscene language.

(34) UNACCEPTABLE USE OF NETWORK & INTERNET — LEVEL 1-4

- (a) Students are expected to act in a responsible, ethical and legal manner in accordance with District policy when using the network and Internet. Students will receive a complete review of the policy from the teaching staff. A written copy will be distributed to all students with a provision for sign-off (parent/guardian for elementary students) prior to using computers.
- (b) The severity of the offense will determine which disciplinary procedures will be applicable. Also, whether the student(s) involved have previous violations, will determine the severity of the sanctions.
- (c) Failure to comply with the policy will result in loss of computer privileges and further discipline action as delineated in Chapter IV.

(35) WEAPONS — LEVEL 4

- (a) Possession of a firearm will result in a mandatory expulsion for a period of not less than one year, subject to the discretion afforded to the Superintendent and Board of School Directors pursuant to federal and state legislation. 24P.S. § 13-1317.2, 20 U.S.C. § 8921.
- (b) Further, 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. 18 P.S. § 902.
- (c) A student is in violation of this policy if he or she is in possession of a weapon:
- (i) In any Steel Valley School District building;
 - (ii) On any grounds of the Steel Valley School District;
 - (iii) In any vehicle, public or private, providing transportation to or from Steel Valley schools, or school activity sites;
 - (iv) At any school function, activity or event whether or not held on Steel Valley School District grounds and whether or not held during school hours; or
 - (v) While the student is on his or her way to or from school.

- (d) Definitions
- (i) "Weapons" shall include, but not be limited to, any knife, cutting instrument, cutting tool, numchuk stick, brass or metal knuckles, firearm, shotgun, rifle, pistol, chemical agent (such as mace), explosive devices (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) for its intended uses only.
- (ii) The term "firearm" means: "(a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." 18 U.S.C. § 921.
- (iii) "Firearm" includes actual firearms of any type whatsoever, pellet guns, BB guns, and look-alike firearms, whether they be capable of operation and whether they be loaded or unloaded.
- (iv) Possession shall include but not be limited to being on the person of the student, in the student's locker, or otherwise directly or indirectly under his or her control.
- (e) Every school employee or student who has knowledge of a weapon being impermissibly on school property must immediately inform the principal, who will immediately conduct an investigation. A student who has knowledge or suspicion of a weapon being on school property shall be subject to disciplinary proceedings if the student does not report his or her knowledge or suspicion to an administrator or employee in a timely manner.
- (f) Upon reasonable suspicion that a student possesses a weapon, the principal will request that the student voluntarily empty his or her pockets and remove any coat, book bag or purse so that they may be searched by a school official. Such a search shall take place in the presence of another adult.
- (g) If a weapon is found and confiscated, the principal shall immediately notify and summon the local police, the superintendent, (or, in the absence of the superintendent, another administrator) and the parents or guardians of the student involved.
- (h) If a student is found in violation of this policy, the incident will be immediately reported to the local police. The student shall receive an informal hearing, receive up to a ten (10) day out-of-school suspension following the informal hearing, and be subject to formal due process proceedings before the school board. Expulsion hearings will be scheduled, pursuant to the Pennsylvania School Code and applicable Rules and Regulations of the State Board

of Education.

(36) HAZING — LEVEL 2

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the board. Students who have been subjected to hazing should report it to the building principal immediately.

Administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violated this policy.

(37) TERRORISTIC THREATS — LEVEL 4

- (a) Students are prohibited from communicating terroristic threats directed at any student, employee, board member or community member.
- (b) The building principal will:
 - (i) Notify parents immediately and have any staff member involved write a statement of the incident.
 - (ii) Inform local police of the incident.
 - (iii) Request local police to file appropriate charges against the student.
 - (iv) Student will receive a three (3) day out of school suspension followed by an informal hearing. The student may receive an additional seven (7) days of suspension. Board action may also be taken if appropriate.

(38) LASERS — LEVEL 1 or 2

Students are not permitted to be in possession of any type of laser illuminator: including but not limited to laser pointer, laser pen, laser illuminator, etc., during any time in school, school activities, or on school buses. Students in possession of such devices will face disciplinary action. All laser devices will be confiscated.

CHAPTER IV: DISCIPLINARY ACTIONS AND PROCEDURES

A. DISCIPLINE POLICIES

- (1) As Chapter III of the code sets forth those student behaviors which will bring about disciplinary consequences, Chapter IV describes the District's approach to discipline and the disciplinary alternatives available to administrators when a student violates the Code.

In general, the district maintains a preference for in-class management of behavior, counseling, and discipline techniques, supported by home contacts; limited removal of students from classrooms should be focused on supporting in-class efforts and facilitating return of the student to the classroom environment. More extended separations from classrooms are less preferred, should be occasioned only by continuing or serious behavioral problems, and should be associated with appropriate guidance or other referrals.

For extended separations, in-school suspension is preferred over out-of-school, so as to maintain attendance and presence in the learning environment. Out-of-school suspension should be imposed only for serious misconduct or events where continued presence in the school is itself disruptive. Permanent expulsions should be reserved for extremes of misconduct and protection of the school environment.

B. DISCIPLINE PROCEDURES

The following disciplinary procedures will be used to address violative student behavior:

- (1) Administrative Detention
(a) Administrative detention is held in an assigned room on a weekly basis for a period of one hour. A student who is assigned detention shall report to the detention room on the days designated by the administrator. The requirements for detention are promptness, no talking, and constructive writing or studying. Students assigned to detention will be given twenty-four (24) hours notice.
(b) Administration lunch detention is held in the cafeteria at an assigned seat.
- (2) Referral to the SAP Team
The SAP team is a team of trained professionals that is available to assist students that are having problems. The primary goal is to help students succeed academically, emotionally, physically, and personally. These programs work with the support and full knowledge of the families. Referral to the SAP Team may be made by an administrator.
- (3) Exclusions from Classes (In-School Suspension/Learning Adjustment Center)
(i) A student may receive in-school suspension if he or she engages in any Level 2 infraction or is a repeated Level 1 offender. In those instances, the student will be required to report to the in-school suspension room and work on assignments in a structured, supervised learning atmosphere. Students must not sleep during in-school suspension.
(ii) Students receiving in-school suspension will be informed of the reasons for the suspension and will be given an opportunity to respond to them.
(iii) Parents or guardians will be notified of in-school suspension via telephone or U.S. Mail.
- (4) Exclusions from school (Out-of-School Suspension)
(i) The state law provides that the Board of School Directors define and publish the types of offenses that could lead to exclusion from school.
(aa) Exclusion from school may be imposed for any Level 2 offense.
(ii) Exclusion from school may be:
(aa) Exclusion from school for an offense for a period of up to three (3) school days, by an administrator, without an informal hearing, in accordance with the policies of the Board of School Directors.
(bb) Additional Suspension: Exclusion from school for an offense for a period of between four (4) and ten (10) school days, and after an informal hearing before the principal. The hearing must be offered to the student and the student's parent or guardian, in accordance with policies established by the Board of School Directors.
(iii) No student may receive a suspension unless he or she has been notified of the charges and given an opportunity to respond prior to the suspension becoming effective. All additional suspensions require an informal hearing and all expulsions require a formal hearing, in accordance with established procedure and the Pennsylvania School Code.
(iv) The maximum period that a student may be suspended for an offense is ten (10) school days. A suspension may be followed by a additional suspension for the same offense, provided that the ten (10) school days limitation is not exceeded. A suspension may not be cumulative or made to run consecutively beyond the ten (10) day limit.
(v) During the period prior to a suspension or additional suspension or a hearing and decision by the Board of School Directors in an expulsion case, the student shall remain in his or her assigned classes.

- (5) Expulsion from school is exclusion from school by the Board of School Directors after a formal hearing for an offense for a period exceeding ten (10) school days. Expulsion may involve permanent removal from the school rolls.
- (i) If, when expulsion proceedings are initiated, it is determined after an informal hearing that the student's presence in his or her normal classes would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of full suspension, the student may be excluded from school for more than ten (10) school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.
 - (ii) Expelled students who are less than 17 years of age are still subject to the compulsory school attendance law. The responsibility for placing the student in school rests initially with the student's parents or guardians. However, if the student is unable to attend another public school, cannot afford to attend, or is unable to be accepted at a private school, the school district has the responsibility to make some provision for the child's education. If the approved educational alternative program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education.
- (6) Hearings
- Education is a fundamental right and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, a student is entitled to a formal hearing.
- (i) Procedure for an informal hearing:
 - (aa) Notification of the reasons for the suspension is given in writing to the parent or guardian and to the student.
 - (bb) Sufficient notice is given to the student of the time and place of the informal hearing.
 - (cc) A student has the right to question any witness present at the hearing.
 - (dd) The student has the right to speak and produce witnesses on his own behalf.
 - (ii) Procedure for formal hearing:
 - (aa) A formal hearing may be held before the Board of School Directors or a duly authorized committee of the board or a hearing officer. When less than a majority of the members of the board is present they are empowered to act as a committee. A hearing examiner need not be a member of the board, but his or her adjudication must be approved by the board.
- (bb) At a formal hearing, the following due process requirements are to be observed:
- Notification of the charges in writing, sent to the parents or guardian and to the student by certified mail.
 - Sufficient notice to the student of the time and place of the hearing.
 - The right of the student to be represented by counsel.
 - The school board and the administration shall be represented by counsel at all formal hearings.
 - The right of the student to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
 - The right of the student to request that any such witnesses appear in person and answer questions or be cross-examined.
 - The right of the student to testify and produce witnesses on his or her own behalf.
 - A record must be kept of the hearing, either by a stenographer or by a tape recorder. A student is entitled, at the student's expense, to a copy of the transcript.
 - The proceedings must be held with all reasonable speed.
 - If requested by the student or the student's parents/guardians, the hearing shall be held in private.
- (iii) Legal Right: Where the student is dissatisfied with the results of the formal hearing, recourse is available with the appropriate state or federal court.
- (7) Mediation
- Mediation is a voluntary process in which students are given an opportunity to talk out disciplinary problems with trained mediators, look for possible solutions, and secure an agreement that is fair to both parties.
- Mediation has been used with some success in dealing with fights between students. This is because the process allows the students involved in the fight to talk about why the incident occurred, discuss whether it will happen again and offer apologies to each other. A successful mediation ending in admitting of fault and an apology is often able to change or reduce how long students receive suspensions for fighting. Mediation is used as a measure of intervention in fights which have occurred and as a measure to prevent future fights. Accordingly, because of its effectiveness, the District will strive to offer all students involved in fights the opportunity to mediate and will offer mediation in circumstances where such remedy is appropriate. Other discipline offenses by their nature are not capable of being mediated.
- (8) Multiple Violation/Repeat Offender
- In instances where a student's conduct violates multiple provisions of the code, or where a student

repeatedly commits a certain type of violative behavior, a student will receive increased disciplinary sanctions.

(9) Teacher Detention

In teacher detention, students may be kept after school by their classroom teacher. The student is required to report to that teacher at the time and place established by the teacher. The teacher must notify a parent. The teacher keeping a student after school will monitor the student. Students failing to report for the teacher may be reported to the principal for administrative disciplinary action.

(10) Verbal Reprimand

A verbal reprimand is a conference between a student and a teacher and/or administrator concerning an infraction of the student conduct code.

C. CRIMINAL ACTS

- (1) Criminal acts occurring on school property will be dealt with in accordance with Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, as amended and all other statutes applicable to juvenile or other offenders and offenses.
- (2) A student who is charged with committing a criminal act, depending upon the severity of the case, will be released in the custody of his or her parents and reported to the appropriate law enforcement agency. He or she will also be referred to the school board for further disciplinary action.
- (3) If a student of Steel Valley School District is charged with a crime occurring outside of school but related to the population of the district and it is determined that the student poses a threat to the health, safety or welfare to the district's students or staff, the district may impose appropriate disciplinary measures of its own against the student.

D. THE SAFE SCHOOL ACT OF 1995

Steel Valley School District is committed to enforcing the Safe Schools Act, 24 P.S. §13-1301 — A, et seq. Under the Act, schools shall document and report all incidents of violence occurring on school property. Schools shall forward disciplinary records to the new schools of students transferring out of the district, and shall make disciplinary records available to state and local law enforcement officials.

All Level 1 offenses could receive the possible

consequences:

- (1) Warning/Verbal reprimand
- (2) Parent contact
- (3) Time in the office
- (4) Teacher/Office detention
- (5) Loss of school privileges
- (6) Mediation

All Level 2 offenses could receive the possible consequences:

- (1) Parent contact/conference
- (2) Office detention
- (3) Mediation
- (4) Loss of school privileges
- (5) In-school suspension/Learning Adjustment Center
- (6) Out of school suspension
- (7) Student Assistance Program Referral

All Level 3 offenses could receive the possible consequences:

- (1) Parent conference
- (2) Loss of school privileges
- (3) Out of school suspension
- (4) Disciplinary Review Board
- (5) Student Assistance Program Referral
- (6) Law Enforcement Referral

All Level 4 offenses could receive the possible consequences:

- (1) Parent conference
- (2) Loss of school privileges
- (3) Out of school suspension
- (4) Disciplinary Review Board
- (5) Student Assistance Program Referral
- (6) Law Enforcement Referral
- (7) Alternative Education
- (8) Expulsion

Student Athlete's Responsibility

1. Students must be in attendance at school each day there is practice or competition. Students absent without administrative approval are ineligible to participate in athletics or activities.
2. Students who are suspended (in-school or out-of-school) are not eligible to participate in athletics or activities on the day of suspension.
3. Participating students who are absent for 20 days in one semester will be ineligible for the next 45 school days of attendance unless an extended illness can be proven or documented. (PIAA)
4. Uniforms and/or fundraising products/proceeds not returned to the appropriate coach/sponsor may result in referral to the District Magistrate for collection of the obligation.

Attendance

1. Athletes must be in attendance at school each day there is practice or game competition.
2. Athletes who are suspended for behavioral reasons from school are not eligible to participate in athletics on the day of suspension.
3. Participating athletes who are absent for 20 days in one semester will be deemed ineligible for the next 45 school days of attendance unless an extended illness can be proven and documented.

Half Day Attendance Rule

Students who are not in attendance at school by 10:45 AM of that day are not permitted to participate in extracurricular or co-curricular practices or competitions after school. Coaches should check daily bulletins to monitor attendance of the athlete.

Detention and Suspension

Students who have been assigned a detention or suspension are not permitted to participate in extracurricular or co-curricular activities until they have fulfilled their detention or suspension. This includes meetings, practices, and games/matches/meets.

Athletes that are assigned detention must fulfill this obligation even if they have practice. Once detention is served, then the student will report to practice.

Discipline

1. If an athlete is in possession of, or deemed to be under the influence of alcoholic beverages or drugs on school property or any school activity, he/she is

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immediately suspended from the team. A meeting with parents, administration, athletic director, head coach, and accused will be held. After such meeting a determination will be made concerning:

- A. Length of suspension
 - B. Student disciplinary Response Packet
 - C. Disciplinary Review Board Hearing
 - D. Referral to the Steel Valley Student Assistance Team.
 - E. Dismissal from team
2. If an athlete commits an act or becomes involved in an incident, which would discredit the Steel Valley School District, he/she will be immediately suspended from the team. A meeting with administration, athletic director, head coach and accused will be held to determine length of suspension. Parents will be asked to attend the meeting if the athlete's action merits dismissal from team.
 3. Head coaches may suspend athletes for short periods due to disciplinary reasons.
 4. Head coaches may not dismiss a player from a team without implementing a due process procedure.
 5. An athlete may be suspended by the school principal from the athletic team for poor citizenship (misconduct in school).
 6. When a student is suspended from school, (out-of-school or in-school), he/she is not permitted to attend any activities nor practice during the time of the suspension.

Ejection From Activities

Coaches shall be aware of the following administrative policy regarding ejection and shall communicate this policy to student participants.

1. Coaches shall inform the Athletic Director ASAP, no later than the following day, of any player ejection. Details of the ejection as well as a description of the participant's conduct will be submitted in a written report to the athletic director and principal within 48 hours of the incident.
2. When a student is ejected, a mandatory meeting will be scheduled with the Athletic Director and player for the purpose of reviewing the circumstances. The principal and/or head coach may also be asked to attend this meeting.
3. Each ejection will be reviewed individually to determine the severity of the incident by the athletic

director and/or principal.

4. Ejection will be categorized according to the following levels of infraction:
 - a. Physical confrontation to an authority figure.
 - b. Verbal or nonverbal disrespect to an authority figure.
 - c. Initiating (provoked or unprovoked) physical confrontation to a participant.
 - d. Retaliation using physical confrontation.
 - e. Unsportsmanlike VERBAL EXCHANGE.
 - f. Displaying unsportsmanlike gestures or actions.
5. A report from an official and/or witnesses shall be part of the investigation.
6. Options of disciplinary action for consideration are as follows:
 - a. Game(s) suspension.
 - b. Removal from the team for the remainder of the activity season.
 - c. A student who is ejected during the final event of an activity season may have provisions of this policy carry over into any subsequent activity.

The administration reserves the right to make judgments as indicated below at the conclusion of an investigation of the incident.

- a. Waive any punishment or any portion of a punishment.
 - b. Remove a student immediately from the team.
 - c. Assign additional consequences such as detention, suspension, expulsion or referral to civil authorities.
 - d. Should a student be disciplined as a result of unsportsmanlike conduct he/she may be subject to a mandatory guidance component.
7. Should a coach be ejected from a competition, the principal and athletic director are to be informed at the earliest possible opportunity. Coaches will submit a written incident report at a mandatory review meeting scheduled with the athletic director and/or principal. Incident reports from game officials and/or witnesses shall be part of the investigation.

Following an administrative investigation, penalties may or may not be imposed. The following are for administrative consideration:

- a. Letter of reprimand regarding proper conduct to be included as part of the coaches evaluation.
- b. Single to multiple game suspension or referral to the superintendent for further action.
- c. Disciplinary action recommended by the WPIAL BOC will be followed by the school district.

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