

Shenango High School

“Learning for a Lifetime”



STUDENT HANDBOOK

2022-2023

Students and guardians are responsible for the contents of this Handbook

Shenango Area School District

School Board

Mr. Merle Glass, President	
Mrs. Denise Palkovich, Vice President	Mrs. Jeana Colella
Mr. Randy Angelucci	Mr. John Colella
Mr. Albert Burick, Jr.	Mr. Doug Columbus
Mr. Andy Bruno	Mr. Michael Miloser

Administrative Staff

Superintendent	Dr. Michael Schreck
Coordinator of Special Services	Dr. James Janacone
Director of Technology	Mr. Robert Heath
School Psychologist	TBD
High School Principal	Dr. Joseph McCormick
High School Assistant Principal	Mr. Todd Anthony
Elementary Principal	Mr. Adam Vincent
Elementary Assistant Principal	Mr. Derek Sumner

Contact Information

District Office: 2501 Old Pittsburgh Road, 724-658-7287
Junior/Senior High School: 2550 Ellwood Road, 724-658-5537
Technology: 2550 Ellwood Road, 724-658-5537
Transportation: 2501 Old Pittsburgh Road, 724-658-7287

District Mission

The mission of the Shenango Area School District is to provide a learning environment that enables our students to acquire the skills and the knowledge to be productive citizens and lifelong learners.

It is required that all students receive access to the Student Handbook and that a parent or guardian acknowledges that they have seen and understood the handbook each year. Special attention should be given to Article 12.14 of the PA Student Rights and Responsibilities section pertaining to searches. Administrative searches of students, lockers, and automobiles without warning, may occur to ensure the safety of our students. All lockers are the property of the school district and are on loan to the assigned student. In addition, attention should also be given to the statement found in Section 1317 PA School Code - Every teacher, vice-principal, and principal in the public schools shall have the right to exercise the same authority to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

SHS STUDENT PERMISSIONS Parent/Guardian Signature Form

The preferred method to complete this form is by logging into the CSIU Parent Portal and submitting the information electronically. To submit this information electronically, parents and guardians could also complete this paper form and return it to the high school office. The SHS Student Handbook can be found online at www.shenango.k12.pa.us, or a paper copy is available by request through the High School Office. All students must have this information completed online or in paper form each school year.

Handbook: Please acknowledge below that you have access to a Shenango HS Student Handbook and are aware of and have knowledge of its contents and policies.

- I have access to and am aware of the SHS Student Handbook content/policies
 I do not have access or awareness of the SHS Student Handbook content/policies

Internet Permission: Students can access networked computer services, such as the internet, at school and can be denied the privilege of using district technology if they violate school policy regarding their use. Please select from the following.

- I grant permission for my student(s) to use networked computer services
 I do not permit my student(s) to use networked computer services

Photo/Video Release: Pictures and videos of students are frequently used in school-related publications (online or in print), displays, or through local media outlets. Please select from the following.

- I grant permission for my student(s)'s photo or video to be used
 I do not permit my student(s)'s photo or video to be used

COPPA Release: Per COPPA requirements, parental consent is required for direct online communication with students under age 13. Please confirm below (if the age applies to you) if the student(s) can receive communication via StudentSquare.

- I grant permission for my student(s) to receive StudentSquare communication
 I do not permit my student(s) to receive StudentSquare communication
 N/A – my student(s) are 13 years of age or older

Military Access To Students: The No Child Left Behind Act (NCLBA) requires that we request parents/guardians of students in grades 11 and 12 to complete a form indicating whether they grant permission for their child's name, address, and telephone number to be released to military recruiters. Also, we must advise you that if you fail to complete and return this form, all requests for information by the military will be honored.

- I grant permission for my student(s) to be contacted by the military
 I do not permit my student(s) to be contacted by the military.
 N/A- my student is not in grade 11 or 12

List Student Name(s) and Grade(s)

Parent/Guardian Signature

Date

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Preface

The purpose of this handbook is to provide students, parents, school personnel, and the public with a concise and comprehensive description of behavior policies for students enrolled at Shenango Jr.-Sr. High School. It defines appropriate student conduct and presents consequences that may be employed by school officials for individuals who exhibit inappropriate behavior. However, please note that it is impossible to list all situations that may occur in a public school setting. Therefore, any item that may arise and is not listed or mentioned is left to the discretion of the Administration

Academics

JUNIOR HIGH PROMOTION/RETENTION

In grades seven and eight, promotion to the next grade is based upon a student's final grades, which is an average of all marking periods. To be promoted to the next grade level, a student must not be failing two (2) or more subjects. Should a student be failing two (2) or more subjects, he/she will become a candidate for retention.

SUMMER SCHOOL

Summer school at the high school may be an option for students who fail particular courses. However, no more than two (2) classes can be taken during the summer and not all courses are offered during summer sessions. Only core courses in the subject areas of math, science, social studies, and English are available for credit recovery.

GRADUATION REQUIREMENTS

The most standard path toward graduation occurs with a senior high student (9-12) successfully earning 26 credits in the required content areas, demonstrating proficiency on the Keystone Biology, Literature, and Algebra 1 assessments, and successfully completing requirements for the senior project.

Effective with the graduating class of 2023, Act 158 of 2018 provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology). If a student does not demonstrate proficiency on each Keystone exam, one of four additional pathways may be completed to demonstrate post-secondary readiness. The pathway areas focus on: Keystone Composite, Career and Technical Education (CTE) Concentrator, Alternative Assessment, and Evidence-Based means. More specific information is available through the school counselors' office and within the SHS Course of Study Guide.

Credits

Students must participate in a course associated with each core subject (English, math, social studies, and science) annually unless enrolled in college coursework or otherwise approved by the building principal.

Students in the graduating class of 2023 and beyond have credit requirements as follows:

English	5 Credits	Health & PE	1.5 Credit
Math	4.5 Credits	Technology	1 Credit
Social Studies	4 Credits	Electives	6 Credits
Science	4 Credits		

Senior Projects

To graduate, students must successfully meet the requirements of a district-designed culminating senior project. The primary purpose of these culminating projects is oriented toward career pathway development and community service. Failure to successfully complete the culminating senior project as communicated to students will prevent a student from graduating.

Academics

Keystone Exam Proficiency

Students who score at a level of Proficient or Advanced on the Algebra 1, Literature, and Biology Keystones will make significant progress towards graduation. Students who do not earn a proficient or advanced score in any area will be provided with academic remediation and the opportunity to retake the assessment up to three times per year. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements outlined in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams to meet statewide graduation requirements, students must take the Keystone Exams for purposes of federal accountability. Alternative pathways to demonstrate proficiency outlined in Act 158 will be utilized to meet graduation requirements.

SENIOR-HIGH CLASS STATUS

It is the responsibility of the student to maintain satisfactory academic progress by accumulating sufficient credits toward graduation requirements. To meet the graduation requirement of 26 total credits, the following minimum credits must be accumulated so that a student may move on to the next grade level. Seniors must take at least one credit in each of the four core subjects.

<u>By the end of</u>	<u>Credits Required for Promotion</u>
Grade 9	6 credits with at least 3 in core subjects OR 6.5 credits overall
Grade 10	12.5 credits with at least 6 in core subjects OR 13.5 credits overall
Grade 11	18.5 credits with at least 10 in core subjects OR 20 credits overall

If these minimum requirements are not met by the end of the school year, then it will be possible for students to attend summer school. However, summer school courses must be pre-approved by the principal and/or school counselor, and no more than two courses can be completed during a summer. Any questions regarding credits and class status should be directed to the guidance department.

PROGRESS REPORTS

Progress reports of each student will be posted online at the midpoint of each marking period via CSIU Parent and Student Portal. Parents and students may request a printed copy by contacting the high school office. A report may also be issued if the student has not completed the required make-up work. No student will fail a course without notification before receiving his or her report card for that grading period.

REPORT CARDS

At the end of each nine-week grading period, report cards will be available via CSIU Parent and Student Portal. Parents and students may also request a printed copy by contacting the high school office. Report card grades will reflect student test results, homework, projects, participation, and other graded assignments as determined by the classroom teacher. The report card should be examined by the parent. The grades will be displayed as percentages.

A+ = 98 to 100	C+ = 77 to 79	F = 0 to 59
A = 93 to 97	C = 73 to 76	
A- = 90 to 92	C- = 70 to 72	I = Incomplete
B+ = 87 to 89	D+ = 67 to 69	W = Withdrew
B = 83 to 86	D = 63 to 66	WF = Withdrew Failing
B- = 80 to 82	D- = 60 to 62	NC = No Credit

HONOR ROLL

To be on the HONOR ROLL, all grades must be equal to or above 80%. To achieve the status of HIGH HONOR ROLL, all grades must be equal to or above 90%.

COURSE CREDIT

To receive credit for a course, a student must pass a **minimum of two (2) nine-week grading periods** and receive a **passing percentage of 60% or higher for the final average** of the course. During the first three (3) grading periods of a course or the first (1st) nine weeks of a semester course, a student will not earn lower than a grade of 45%. During the final grading period of a course, the student will receive the grade earned, which could be lower than 45%. If a student withdraws from a full-year course at the semester break, partial credit will not be granted.

INCOMPLETE GRADES

If a student receives an incomplete grade, it is the responsibility of the student to make arrangements to make up the work missed. If the incomplete grade (I) is a result of the excessive absence or the failure or refusal of a student to fulfill class assignments within a prescribed amount of time, the grade may be changed to an (F). The teacher also has the option of giving an (NC) on the report card, thus permitting no credit for the class regardless of previous grades or subsequent grades.

NO CREDIT

A grade of No Credit (NC) means that a student does not receive credit for the course. This grade may also end the student's enrollment in the course. This grade may be assigned for the refusal to complete course requirements, lack of class participation, disciplinary reasons, refusal to complete a semester exam, refusal to put forth a reasonable effort on an exam, attendance, and other reasons as determined by the principal.

SCHEDULE CHANGES

Students are not permitted to make schedule changes after the first week of the school year or the first week of the semester (semester classes only). Extenuating circumstances at the recommendation of a teacher or school counselor may be reviewed at the discretion of the building principal. Students making schedule changes with the Principal's permission after the first week of school will receive a 'W' on their transcripts for courses withdrawn while passing and a 'WF' on their transcripts for courses withdrawn while failing.

Academics

ACADEMIC INTEGRITY

Plagiarizing (the use of words or ideas of another person without giving credit to the source); copying homework, tests, or quizzes; using a paper from the Internet, or any other method used to cheat on a task or assignment is considered an Academic Integrity Violation. Any Academic Integrity Violation is grounds for disciplinary action, which can include but is not limited to the following leveled consequences:

- 1st Offense: Zero on the assignment; 1-hour detention
- 2nd Offense: Zero on the assignment; Saturday detention
- 3rd Offense: 20% grade reduction for 9-week grading period; 1-day of ISS
- 4th Offense: NC for a final course grade; 3-days of ISS

In addition, the student's name will be reported to the office and the parent/guardian will be notified. All academic integrity offenses accumulate from grade to grade and from class to class. Infractions occurring in future school years after a 1st offense has occurred will begin as a 2nd offense and proceed through the leveled consequences.

ACADEMIC ELIGIBILITY (Extra-Curricular)

Participation in any athletic or non-athletic activity, elective, or program of Shenango Junior-Senior High School is a privilege. For a student to be eligible for that privilege the student must meet all of the requirements for **attendance**, **conduct**, and **academics**. Eligibility requires a student to be passing a minimum of four (4) core subjects or a total of five (5) subjects that meet at least five (5) days each week for at least one (1) period a day. Core subjects are defined as Math, Science, Social Studies, and English courses.

Academic eligibility is cumulative from the beginning of the grading period. Students who are ineligible on Friday will not be eligible to participate from the following **Sunday** through **Saturday**. In a case where a student's academic work in any preceding grading period does not meet the standard outlined above, the student shall be ineligible for the first fifteen (15) school days of the next grading period. At the end of the year, the student's **final grades** in his subjects rather than grades for the last grading period shall be used to determine his eligibility for the first 15 school days of the following year.

In situations involving interscholastic athletic competition, Shenango adheres to the eligibility regulations of the P.I.A.A. rules.

AGE: a student who reaches the age of nineteen (19) before September 1st of the current school year is ineligible to participate. In order to participate in any interscholastic contest, every student must provide a signed certificate of consent from a parent or guardian, an approved physical exam form signed by a physician, and meet academic and attendance requirements.

In a case where a student is not able to participate in physical education class per a doctor's orders, he/she will not be eligible to participate in athletic competition until he/she is released from the doctor that issued the original excuse.

ACADEMIC ELIGIBILITY (Co-Curricular)

To participate in or attend a co-curricular trip or activity during the regular school day, students are required to meet the academic eligibility criteria for Extra-Curricular participation and may be held to a higher standard (an average of 80% or higher in their current courses) for enrichment activities that remove students from instructional time.

Attendance

STUDENT ABSENTEEISM

The following subsections are based on the PA Compulsory Education Attendance Law of 1996 and the subsequent revisions surrounding school attendance, including ACT 138 of 2016. Key definitions include:

Truant – having incurred three (3) or more school days of unexcused absences during the current year by a child subject to compulsory school attendance

Habitually Truant – six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance

Excused Absences

When a student is absent from school, they must bring a written excuse to school signed by a parent or guardian when they return. **The written excuse must be turned in within three (3) school days otherwise it becomes unexcused/unlawful.** This excuse must include one of the legal reasons for an absence listed below. They are:

1. Student's illness
2. Death in the immediate family (parent, sibling, grandparent)
3. Religious reasons
4. Quarantine
5. Others as excused by the Principal

Unexcused/Unlawful Absences (Truancy)

Students who are considered Truant or Habitually Truant will be placed on a Truancy Elimination Plan which will include the following procedures:

1. Once **three (3) unexcused absences** occur a notification letter will be mailed to the student's address.
2. Once a student becomes Habitually Truant, defined as **six (6) unexcused absences**, the school is required to hold a School Attendance Improvement Conference. The parent/guardian and student along with appropriate school personnel will be invited.
3. A School Attendance Improvement Plan will be put in place. Possible outcomes may include being placed on Doctor's Excuse (typically after **10 unexcused absences**) and/or being referred to the Lawrence County CYS Truancy Reduction Program.
4. Continued absenteeism will result in having a citation filed with the local magistrate (typically after **15 unexcused absences**). Consequences levied by the magistrate may include fine and court costs, suspension of driving privilege, delay of driving privilege, community service, student or guardian placement, or a combination of the above.

Excessive Absences, Doctor's Excuse, and Truancy Charges

An accumulation of absences of more than 10 days (unexcused or excused) that school is in session are considered excessive. Written excuses provided by parents/guardians must be turned in within three (3) school days otherwise the absence becomes unexcused/unlawful. When a student has excessive absences they may be required to provide a doctor's excuse for any further absences to be declared legal. Based on prior attendance, the building administration may place a student on Doctor's Excuse before the 10th absence. Absences while on doctor's excuse are declared legal with a written excuse from a physician. The student must be seen or advised by a physician, being ill per the parent/guardian is not acceptable. Absences not accounted for by a physician will be unexcused and the student will not be allowed to make up any missed schoolwork and may be ineligible to attend or participate in any extra-curricular activity. If an accumulation of absences of fifteen (15) days or more is reached, the school may file truancy charges with the local magistrate.

Attendance

MAKE-UP WORK FOR EXCUSED ABSENCES

Make-up work is the responsibility of the student. The amount of time given for make-up will be equal to the amount of time missed, with a *maximum* of two weeks given after returning to school. Make-up work not completed within the designated time will be recorded as a "0" grade. Make-up work is not permitted for "unexcused/unlawful" absences.

REQUESTING ASSIGNMENTS DUE TO AN EXTENDED ILLNESS

This request will be honored only with a minimum of three (3) days absent. The assignments may be picked up after 3:00 p.m. providing the request is made before 9:00 a.m.

VACATIONS, COLLEGE VISITS, AND JOB SHADOWING

Any student who is going on a vacation, college visit, or scheduling job shadowing must fill out the proper form and turn it into the office. It is strongly recommended that these events take place during non-school time. The proper forms may be picked up at these locations: Vacation - Main Office, College Visitation, and Job Shadowing - Guidance Office.

SKIPPING CLASS/ UNAUTHORIZED AREA

Any student who willfully misses a class or classes without a legal excuse or appropriate pass will be declared truant. Any assignments missed will result in zero credit and will have no opportunity for make-up. Any student caught skipping or found to be in an unauthorized area may be assigned a Saturday Detention and may be placed on "Partial or Total Restriction". Repeated offenses may also result in suspensions and/or truancy charges filed with the District Magistrate.

WITHDRAWAL FROM SCHOOL

A student who withdraws from Shenango must do the following:

1. Get a withdrawal form from the Main Office.
2. Have all of his/her teachers sign the slip as his/her books and obligations are taken care of and make certain that his/her locker is empty.
3. Have each teacher indicate his/her grade-to-date on the form.
4. Return the withdrawal form to the Main Office before leaving school.
5. All records will be held until all obligations are fulfilled.

TARDY TO SCHOOL

There are very few legitimate excuses for tardiness. The district provides bus transportation that assures punctuality when used. Acceptable reasons for tardiness are limited to:

1. Bus difficulties (this does not include missing the bus)
2. Student's illness (physician documented) and/or accident (documented)
3. Family emergency (a parent must call the school immediately)

Students who are tardy to school must sign in through the office. An admission slip must be obtained from a member of the office staff. That admission slip will then be presented to the teacher for admittance to class.

Each Semester:

- | | |
|--|---|
| 1 st & 2 nd Tardy | No Penalty (Should be used for emergencies only) |
| 3 rd & 4 th Tardy | ½ hour after-school detention |
| 5 th & 6 th Tardy | 1-hour after-school detention |
| 7 th & 8 th Tardy | Saturday Detention and/or loss of driving privilege |
| 9 th & 10 th Tardy | 1 day of ISS |

Following the 10th Tardy, charges may be filed with the District Magistrate. Any student who is tardy because of extenuating circumstances may appeal to the Principal.

Attendance

TARDY TO CLASS

Each classroom teacher will handle tardiness to class. After being tardy to class two (2) times, teacher detention shall be assigned. If tardiness to class is chronic the matter will then be referred to the office for further action. Students are not to report to the main office for a late-to-class hall pass.

EARLY DISMISSAL FROM SCHOOL

Appointments: Acceptable reasons for early dismissals are limited to medical, dental, and legal appointments and extenuating circumstances deemed necessary by the administration. Attempts should be made to schedule appointments when school is not in session. If that is not possible then the following procedures must be followed. Students must provide written documentation from the appointment for missed time to be excused. This documentation must be received within **three (3)** school days.

1. Bring a written excuse to the office from your parent/guardian and present it to a member of the office staff for approval and recording in the morning before school
2. If you have an appointment before school, present your excuse immediately upon arrival
3. When you leave the school you must sign out in the office and be excused by a member of the office staff
4. Any student who presents a fake or forged excuse for early dismissal will be suspended
5. If an appointment is made for you after you have arrived at school, a parent/guardian must come into the office to sign you out

Sent Home Due to Illness: Students who become ill during the school day may only be released from school by the school nurse or administrator. All students leaving the building, for any reason, must receive permission from the office and must sign out before leaving. **A student may not call/text home and have a parent/guardian pick them up without permission from the school nurse or building administrator.** If a student leaves school unexcused, he/she will receive a zero for any possible assignments from the missed classes and also face possible disciplinary action.

ATTENDANCE REQUIREMENTS FOR ALL EXTRA-CURRICULAR ACTIVITIES

Tardiness/Early Dismissal: For any student to attend or participate in an extra-curricular activity (including all practices and rehearsals) or attend any after-school activity, the student should be in school for the entire day. For the 1st and 2nd tardy (per semester) to school, the student must sign in with the office no later than 9:30 am or extra-curricular privileges will be lost for that day. On the third tardy to school (per semester), that student will not be eligible to attend or participate in any extra-curricular activity until a full day of school has been attended. Likewise, a student who has been dismissed from school early will not be able to participate unless it is **documented by the office that the dismissal was legal** as defined in the handbook. This includes all sports, clubs, dances, field trips, musicals, concerts, or any activity that is an addition to the daily academic schedule. This is to be enforced by teachers, coaches, advisors, sponsors, administration, and parents. The principal may grant exceptions in extenuating circumstances.

Doctor's Excuse: Any student placed on Doctor's Excuse may be ineligible to attend or participate in any extra-curricular activity.

PIAA Sports Attendance Requirement: A pupil who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of forty-five (45) school days following his/her twentieth (20) day of absence, except for those absences declared excused by the PIAA regulations.

Code of Conduct

Establishing an environment that is safe, comfortable, and conducive to learning is a significant priority of the Shenango Area School District. Therefore, guidelines, rules, and policies have been created to assure that an appropriate learning environment can be maintained. For our students and teachers to be successful in the educational process, all must adhere to these expectations. The following shows the three levels of violations that may occur and the consequences that could accompany such infractions. It should be noted that this list is not all-inclusive, and additional instances that may arise, not represented below, will be left to the discretion of the administration.

This code of conduct applies to any student:

1. On school property
2. In attendance at school
3. Traveling to and from school
4. At any school-sponsored activity
5. Whose conduct at any other time or place has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of the students or staff in the school.

Level I Violations

A Level I Violation is a behavior, which disrupts or negatively affects the learning environment of the classroom or building. Level I Violations are typically handled by individual staff members and may include but are not limited to the following consequences: *conference with student or parent, verbal reprimands and warnings, after-school detentions, referral for counseling, loss of building privileges, changes in the seating arrangement, or any combination thereof.* Repeated Level I violations could result in consequences associated with Level II and Level III violations as outlined later in this document.

Level I violations could include but are not limited to, the following infractions:

- Tardiness to class
- Lack of classroom materials
- Excessive talking during class/talking without permission
- Leaving desk or assigned seat without permission
- Failure to follow directions, participate in class, complete assigned class work and/or homework
- Inappropriate/distracting comments or gestures
- Eating in class or hallway
- Inappropriate displays of affection
- Tampering with classroom materials or materials that belong to another student
- Disruptions in the hallway such as excessive noise, running, or failure to have a hall pass
- Minor disruptions in the cafeteria
- Any other form of disruptive behavior in the classroom or building

Level II Violations

Level II violations include repeated Level I violations, as well as behavior and infractions of a more serious nature, which require increased levels of consequences. These infractions are typically handled by the building administration and may include but are not limited to the following consequences: *conference with student or parent, after-school detentions, referral for counseling, loss of building/extra-curricular privileges, Saturday detentions, confiscation of contraband, referral to SAP program, referral to prevention classes (for tobacco and other dangerous substances), removal from class, in-school-suspensions (ISS) up to 5 days, various charges filed with the district magistrate, or any combination thereof.* Repeated Level II violations could result in consequences associated with Level III violations as outlined later in this document.

Code of Conduct

Level II violations could include, but are not limited to, the following infractions:

- Repeated Level I Violations
- Failure to serve or comply with Level I disciplinary measures
- Altering or forging, passes, notes, excuses, and/or any school document, or possession thereof
- Violation of acceptable use policies regarding technology
- Violation of Academic Integrity and Plagiarism policies
- Reckless driving and other motor vehicle and/or parking violations on school grounds
- Throwing objects in a class, hallway, cafeteria, or assembly
- Possession of lighter, matches, etc.
- 1st step violations of tobacco policies
- Minor accounts of vandalism or destruction of school property
- Truancy from class/school
- Violation of cell phone and electronic device policies (including laser pointers)
- Violation of dress code policies
- Trespassing/Loitering on school grounds after school and activity hours
- Swearing/Profanity, use of obscene language/gestures, abusive or threatening language directed at others
- Possession, use, or dissemination of obscene/inappropriate literature, notes, pictures, videos, magazines, Internet sites, etc.
- Involvement in physical and/or verbal student conflicts including but not limited to bullying, shoving, kicking, slapping, punching, etc.
- Insubordination to any school personnel and/or failure to comply with a reasonable directive or request.

Level III Violations

Level III Violations include repeated Level I & II violations, as well as behaviors and infractions of a very serious nature. These are considered to be major violations of policy, which pose significant disturbance to the learning environment and/or jeopardize the safety and welfare of other students, staff, and/or the school building. These infractions require increased levels of consequences, which are typically handled by the building administration. Disciplinary action may include but is not limited to the following: *conference with student or parent, mandated counseling, loss of the building and extra-curricular privileges, confiscation of contraband, referral to SAP program, referral to prevention classes (for tobacco and other dangerous substances), removal from class, in-school-suspensions (ISS) up to 10 days, out-of-school suspensions (OSS) up to 10 days, various charges filed with the district magistrate, restitution, alternative educational placements, involvement of local authorities, criminal prosecution, a recommendation for expulsion, or any combination thereof.*

Level III violations could include, but are not limited to, the following infractions:

- Repeated violation of Level I & Level II violations
- Failure to comply with previous leveled disciplinary measures
- 2nd and subsequent offenses of Tobacco policies
- Major accounts of vandalism or destruction to school property
- Fighting or uncontrolled behavior, instigating a fight, physically attacking/assaulting another student.
- Physical or verbal assault of a district employee
- Continued insubordination and defiance toward school policies and personnel
- Possession, use, or distribution of drugs, drug paraphernalia, look-alike drug, over-the-counter substances, or alcohol.
- Possession or use of any explosive or incendiary devices

Code of Conduct

- Tampering with fire alarms and/or extinguishers, or false contact with emergency authorities
- Harassment; includes any activity that disparages an individual's dignity, race, ethnic origin, gender, religion, or creed through the use of language (written or verbal), pictures, gestures, etc. (see harassment definitions found later in this document)
- Breaking and entering into any school or district building, room, closet, locker, etc.
- Possession or sale of stolen goods
- Sexual Harassment; including verbal, physical, or any other act of a sexual nature that demeans another individual (see harassment definitions found later in this document)
- Extortion
- Throwing objects from out of the school building or school bus windows or other acts that may jeopardize the safety, health, or welfare of pedestrians, passengers, drivers of other vehicles, or the school bus driver
- Violation of suspension rules
- Terroristic threats or bomb threats against other students, district employees, or district buildings (see terroristic threats definitions found later in this document)
- Inciting a riot
- Possession or use of a weapon (see weapons definition found later in this document)

Note: Students are prohibited from aiding or abetting any of the foregoing and/or impeding an investigation by the administration of any of the foregoing.

DISORDERLY CONDUCT POLICY

Misconduct, disobedience, or disorderly conduct will not be tolerated. Commission by a student or students of any of the following offenses will subject the student or students committing such offense to the imposition of a temporary suspension, full suspension, and/or expulsion. In addition, the student and/or students involved may be referred immediately to the Shenango Township Police or the district magistrate for charges of disorderly conduct, harassment, and/or assault.

This policy shall cover the participation in any or all of the following unacceptable behaviors by a Shenango student or students:

1. Fighting
2. Performing an act of violence against school personnel or a member of the school population
3. Engaging in any conduct or activity contrary to, or violation of the Pennsylvania Crimes Code, or ordinances of any municipality within the School District.
4. Destruction of school or private property.
5. Active participation in a student-organized school disruption such as may occur in a cafeteria, gymnasium, playing field, or any area where a portion of the student body is assembled.
6. Repeated failure to comply with Level I, II, and III codes of conduct as documented by attempted progressive disciplinary measures.

This policy shall apply to Shenango students when they are:

1. In any Shenango Area School District building;
2. On any grounds of the Shenango Area School District;
3. In any conveyance providing transportation to or from the Shenango Area School District;
4. At any school function, activity, or event held on Shenango Area School District grounds, in Shenango Area School District buildings, or at an off-site location during a school-sponsored or interscholastic event. (This policy covers travel time to and from school as per the PA School Code 1949 sec. 13)

Definitions of Consequences

Teacher Detentions - Detentions may be assigned by a teacher for inappropriate behavior. The detention will be served with the assigning teacher. The teacher will give the student one day of advance notice so that the student may make arrangements for transportation home. Students will not be permitted to use the Elementary buses for transportation home from detentions. Teacher detentions are **1/2 hour or 1 hour** in length. If assigned detention is not served it will be doubled. It is the student's responsibility to inform the teacher ahead of time if detention cannot be served. Continued misconduct will be referred to the office.

Office Detentions - Detentions may be assigned by the office for a violation of school rules. Office detentions are one **(1) hour** in length. It is the responsibility of the student to arrange for transportation home from office detention. If a student does not report for assigned office detention then the detention may be doubled, or Saturday Detention or an In-School Suspension may be assigned. If a student is absent on the day that office detention was assigned, then that student will serve the detention on his/her first day back without further notification.

Tardy Detentions - Tardy detentions are held after school for those students who have used up their two (2) free tardies per semester. Students assigned a Tardy Detention will meet in the announced room at 2:55. Any student who doesn't report for tardy detention, as assigned, may receive a doubled detention, a Saturday Detention, or be suspended.

Saturday Detention - Saturday Detentions are held from 9:00 a.m. to 12:00 p.m. on Saturday mornings. It is the student's responsibility to arrange transportation to and from a Saturday Detention. The student is to arrive prepared to work or read. Students serving Saturday Detention will not be permitted to eat, use the restroom, go to their locker, or go to any other part of the building. A student that disrupts a Saturday Detention will be subject to further disciplinary action and may be sent home from the detention. A student who is disruptive or who skips a Saturday Detention will be rescheduled for a make-up Saturday detention may be placed on partial restriction and may be placed in ISS, OSS, or scheduled for a hearing with the School Board Disciplinary Committee.

1st Skipped Saturday:	<u>1 day</u> of ISS and make-up Saturday assigned
2nd Skipped Saturday:	<u>2 days</u> of ISS and make-up Saturday assigned
3rd Skipped Saturday:	Increased ISS or OSS and possibly a hearing with the Disciplinary Committee of the School Board

School Service - School service hours may be assigned by the building principal as an alternate consequence for students failing to follow school policy. School service hours will be completed on school grounds, outside of school hours, and under the supervision of a district employee. Failure to complete hours will be recorded through outstanding student obligations which can result in a student being excluded from school activities, including graduation.

Partial Restriction - Restriction is the suspension of student privileges. A student may be placed on a list of Restricted Students for a violation of school rules. When a student is placed on the Restricted List, they are denied all privileges during the school day. This may include but not be limited to:

1. No written or hall pass privileges
2. No Information Center privileges
3. Possible assigned seating in the cafeteria
4. No Assemblies
5. Driving privilege may be suspended

Definition of Consequences

Total Restriction - When a student is placed on Total Restriction the student will lose the above privileges during the school day as well as during the evening, and over weekends. He/she will not be permitted to participate in or attend any Shenango activity for the duration of the restriction.

In-School Suspensions - In-School Suspension may be assigned by the office for a violation of school rules. When an In-School Suspension occurs the student's home will be notified via mail and/or the phone. If a student is absent on the day of an assigned In-School Suspension the student will serve it on his/her first day back to school.

The student will report to the In-School Suspension room before the tardy bell (7:58) with all textbooks and work for the day. Teachers will send assignments throughout the day to keep the students current. Misbehavior while serving In-school may result in additional In-school or Out-of-School Suspension. Students are not eligible to participate in extra-curricular or co-curricular activities while serving In-School Suspension. They are eligible to return to activities on the same day they return to regular class attendance.

Out-of-School Suspensions - Out-of-School Suspensions may be assigned for a violation of school rules. When an Out-of-School Suspension is assigned the student's home will be notified via the mail and/or the phone. The parents of the student may also be required to attend a conference in the office. Students suspended out of school for more than 3 days have the right to an informal hearing with the building administration. Students appearing on any school property during OSS will be considered trespassing. Students have the right but must assume the responsibility of making up missed work because of OSS. Students are not eligible to participate in extra-curricular or co-curricular activities while serving Out of School Suspension. They are eligible to return to activities on the same day they return to regular class attendance.

Alternative Education - If a student has exhibited behaviors that are consistently not conducive to the educational environment of Shenango High School, that student may be placed in an Alternative Educational Environment

Charges Filed with Magistrate - The school district may choose to file charges with the local magistrate for the following offenses: disorderly conduct, harassment, tobacco, alcohol, drug violations, or any other serious offense deemed appropriate by the administration. The magistrate may initiate several consequences that include but are not limited to fines and community service.

Expulsion – The school principal may recommend to the Superintendent and Board of Directors that the student be expelled from the Shenango Schools. This process is explained in detail in the Pennsylvania School Code should this action be necessary.

The school superintendent (or his or her designee), on an individualized case basis, may appeal to the school board, requesting that the action called for in the Shenango Area School District Student Handbook may be changed or adjusted based on extenuating and mitigating factors of the individual case directly related to the policy.

Important Policies

WEAPONS POLICY (Policy #218.1)

The Shenango Area School District Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. Weapons shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

A student shall be considered in possession of a weapon when the weapon is found on the person of the student; in the student's locker; in the student's vehicle; under the student's control while s/he is on school property, on the property being used by the school at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school. A student shall also be considered to be in possession of a weapon when it is determined that the student has brought onto or has been in possession of a weapon on any school property, or any school-sponsored activity. Possession of a weapon shall be grounds for expulsion pursuant to this policy regardless of the intent of the student.

DRUGS AND ALCOHOL

Shenango Area School District does not permit the possession or use of any illegal substance on the school grounds. As such, students are prohibited from possessing, ingesting, or being under the influence while on school grounds or at any school function. Any student found to be in possession of, under the influence of, or participating in any drug, look-alike drug, health-endangering compound or alcohol-related activity will be disciplined. The following actions may be taken:

1. Parents notified
2. Local Law Enforcement notified
3. Suspension
4. Student be required to report for drug and alcohol counseling
5. Referral to the SAP team (Also known as the CORE team)
6. Placement in an alternative school
7. Recommendation for Expulsion

TOBACCO AND ELECTRONIC SMOKING DEVICES

Shenango Area School District prohibits students from possessing or using tobacco and electronic smoking devices, in any form, on school grounds, at school-sponsored activities, or on school-related transportation. For the Shenango Area School District, the term "tobacco" includes but is not limited to the following: cigarette, cigar, pipe, and smokeless tobacco. An "electronic smoking device" is an electronic device including but not limited to electronic cigarettes, cigars, pipes, or hookah which the use of resembles smoking and is used to deliver an inhaled dose of nicotine or other substances.

- 1st Offense: Parent Notification, 2 days of ISS, participation in a Tobacco Cessation Program, and confiscated contraband without return
- 2nd Offense: Parent Notification, 3 days of ISS, Local Law Enforcement notification (charges), and confiscated contraband without return

Important Policies

HARASSMENT

Shenango Area School District strives to provide a safe, positive learning climate for students in the schools. Any form of harassment that consists of verbal, written, graphic, physical, sexual, emotional, or conduct relating to an individual's race, color, national origin/ethnicity, gender, age disability, or religion is not tolerated. Any student who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. Disciplinary action for those students in violation of the harassment policy can include but is not limited to, consequences spelled out in the Code of Conduct in this handbook.

TERRORISTIC THREATS/ACTS

Shenango Area School District recognizes the danger that terroristic threats and acts present to the safety and welfare of the district students, staff, and community. Terroristic threats are threats to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience. Terroristic acts are offenses against property or involving danger to another person. District students are prohibited from communicating verbally, in writing, or via social media or other electronic means terroristic threats or committing terroristic acts directed at any student, employee, board member, community member, or school building. Disciplinary action for those students in violation of the harassment policy can include but is not limited to, consequences spelled out in the Code of Conduct in this handbook.

STUDENT & LOCKER SEARCHES

If "reasonable suspicion" exists that a student may be in possession of anything that violates school rules and/or policies, local and/or state laws, the school reserves the right to search that student, that student's possessions, locker, and/or vehicles on school property. Parents will be notified if the search results in the discovery of an illegal object and/or substance. At any given time throughout the school year, police-trained dogs may search the building and parking lot for illegal substances that may be stored in student lockers or vehicles. If these searches indicate a locker or vehicle may contain an illegal substance, that locker or vehicle will be thoroughly searched by a school official. Police dogs will not be used to assist in the search of individual students, their property, or lockers without suspicion.

RANDOM SEARCHES

To maintain a safe school environment, including being free of any drugs, alcohol, or weapons, the school district may conduct random searches as students enter the building. Searches will consist of selecting all students or several students in a random manner (i.e. every 7th student) that enters the building. When a student is selected, a metal detecting wand is passed over a student's body checking for metallic objects. At the same time, another school official will search the student's book bag, purse, or other belongings. Parents will be notified if the search results in the discovery of an illegal object and/or substance.

Important Policies

CELL PHONES/ELECTRONIC DEVICES

Student possession of electronic devices, strictly for the use of educational purposes, is permitted at the discretion of the classroom teacher and building administration. Electronic devices should be powered off and out of sight at all times unless permitted to be in use by the classroom teacher. If an electronic device is used without teacher approval or for non-educational purposes the device will be confiscated and turned over to the office for disciplinary action.

- The district does not assume responsibility for electronic devices that are lost, damaged, or stolen. If these items are brought to school, they are the students' responsibility.
- The capture of any digital image or video on any device is strictly prohibited
- The extent of tech support is providing access to the wireless guest network.
- Students may not answer or initiate unapproved communication during the school day.

Disciplinary action can include but is not limited to the following: (confiscated devices will be returned to the student at dismissal or returned directly to the parent/guardian depending upon the infraction.)

1st Offense: 1 Hour Office Detention

2nd Offense: Saturday Detention

3rd: Offense: 1 Day ISS

Additional Offenses: Increased ISS/Parent Conference/or OSS

STAYING AFTER SCHOOL

No student is to be in the building after 3:00 p.m. without a specific reason relating to a school activity. Students in the building after 3:00 p.m. must be supervised by a staff member or remain in the lobby area while waiting for a parent or guardian to arrive. Students who are reported to be in the building without reason or supervision are subject to disciplinary action that may include restrictions from activities and facilities or other actions as indicated on pages 16 and 17 of this student handbook.

EXTRA-CURRICULAR PARTICIPATION

It is expected that all members in an activity participate fully in all practices/rehearsals as well as games/performances. Even though students may participate in multiple activities during the same time, it is left up to the discretion of each coach/advisor to determine an acceptable attendance/participation policy. Therefore, each coach/advisor will issue guidelines that address expectations for student participation in their specific activity as well as consequences for missed practices/rehearsals and games/performances.

STUDENT HEAD DOWN POLICY

For students to take an active role in learning and to ensure their safety, students may not sleep or lay their heads down in class. The following is the course of action that all staff should adhere to:

1st Offense: Warning issued to the student

2nd Offense: Immediate referral to the nurse's office and administration will be notified for possible disciplinary action.

Important Policies

BUS TRANSPORTATION

School buses are extensions of the regular school facilities and students are expected to follow the same behavior guidelines. School bus drivers have the responsibility and authority to ensure safety as well as the enforcement of rules and regulations. Students who violate behavior guidelines while on the bus shall be referred to the principal for disciplinary actions.

Students on the bus are expected to:

1. Demonstrate proper respect for the driver and obey all school rules, regulations, and instructions.
2. Be ready for the bus five minutes before it is scheduled to arrive, standing in a safe area while waiting. Walk-in front of the bus and within the driver's field of vision when crossing the road.
3. Be seated immediately in the seat assigned by the driver and remain in the seat until the bus has reached a complete stop.
4. Keep all parts of the body inside the windows and only open windows when permitted by the driver.
5. Voices are to be maintained at a moderate level.
6. Have a written permission slip from the parent/guardian and signed approval by the office to ride another bus or get off at a stop different from the assigned location.

Possible consequences for referral to the principal for misbehavior on the bus include:

1st Offense	Warning and Parent Contact
2nd Offense	Bus Suspension for One (1) Day
3rd Offense	Bus Suspension for Three (3) Days
4th Offense	Bus Suspension for Five (5) Days
5th Offense	Bus Suspension for the remainder of the School Year

Certain serious behaviors such as those labeled Levels I, II, or III in the Code of Conduct section of the handbook may result in in-school suspension/expulsion of the student. These infractions may also result in an administrative determination to apply any of the offense levels deemed appropriate.

A Bus Driver's primary responsibility is for the safety of all students. Students who misbehave take the driver's attention away from driving and jeopardize the safety of everyone. The Shenango Area School District has authorized the use of video surveillance cameras on buses. The purpose is to enhance the safety of students and staff. The presence of cameras alone can be a strong deterrent to violence, bullying, harassment, and other disruptive conduct that can harm students or interfere with the safe operation of the vehicle. Video surveillance will be available to administrators for review of problematic situations on the buses.

DRIVING TO SCHOOL

Driving to school is a privilege, not a right. For that privilege to be granted each student desiring to drive to school must register each vehicle they may drive, with the office. All guidelines set for parking and driving must be followed or the privilege may be suspended or denied. Students should park only in the designated student section.

BACKPACKS AND BOOK BAGS

Backpacks may be used to transport school supplies to and from school but must be kept in your locker during the school day. Backpacks are not permitted to be used for transporting materials between classes except for transporting gym clothes to and from gym class. Female students are permitted to carry a small handbag for access to necessary personal effects.

Important Policies

MEDICATIONS/PHYSICIANS' ORDERS

Any controlled substance (medication) that is to be taken during the school day by a student must be registered with the nurse and must be accompanied by a physician's order and a parent medication authorization form. Prescription medications must come in the pharmacy labeled container. Over-the-counter medications must come in the manufacturer's original packaging. All medications must be delivered to school by an adult unless other arrangements have been made with the school nurse. Use or possession of any medication without registration is prohibited. This policy also includes over-the-counter medications such as aspirin, etc. Students who require the use of emergency medications, such as rescue inhalers and epi-pens, must register them with the school nurse. See the nurse if you have any questions.

Any modification to a student's school day, course of study, or ability to train/compete in sports/activities must be in writing by a medical doctor or doctor of osteopathic medicine licensed in Pennsylvania or in writing from his designee with prescriptive authority (nurse practitioner or physician's assistant).

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. To request this exemption, contact the school nurse to make an appointment to discuss this decision, and review and sign the opt-out form.

LOCKERS

Lockers are to be locked, kept clean, and **should not be shared with other students**. Sharing lockers or leaving lockers "set" in an open position increases the opportunity for theft. Lockers are the property of the school and are only on loan for student use. Students should not assume any privacy and should understand that **lockers may be randomly searched**. Lockers that are not working/locking correctly should be reported immediately to the office for repair. The school does not assume responsibility for the theft.

BOOKS

Books and other materials issued to students are the responsibility of the student. It is the student's responsibility to make sure that issued items are not damaged, lost, or stolen. To protect the book from damage, teachers may require that the books be covered. All books are checked by the teacher at the beginning and end of each school year. **Students are responsible for repair costs of books that appear to have sustained damage from misuse or neglect. Students who don't turn in a book issued at the beginning of the year will be responsible for the replacement cost of the book.**

OBLIGATIONS

Any student owing any obligation to the school can be negatively affected for eligibility to participate in activities, athletics, and participation in commencement until the obligation is completed.

EATING AND DRINKING

Food in areas other than the cafeteria is prohibited without the office's permission. Food deliveries of any type to the school are not permitted during school hours without permission from the office. Students may possess and drink from plastic water bottles (original containers only) if permitted by the classroom teacher. All other drinks and containers are not permitted outside of the cafeteria during the school day. Administration may restrict or eliminate water bottles for individual students, by grade level, or for the entire school. Students accept responsibility for water bottles and will care for any mess created by their use or the privilege will be limited or restricted.

Important Policies

SCHOOL LUNCHES

Lunches will be offered to the students/faculty/staff at the following rates:

Milk	\$0.40	High School Breakfast	\$1.50
Elementary Breakfast	\$1.25	High School Lunch	\$2.25
Elementary Lunch	\$2.00	Adult Lunch	\$3.50

Students will be permitted to charge only three (3) “emergency” reimbursable meals of their choice when they reach a zero (\$0.00) balance in their account. Parents/Guardians are responsible for all money owed for these “emergency” reimbursable meals.

After three (3) “emergency” reimbursable meals are used and no form of payment has been received, students will be issued a predetermined meal at the Food Service Director’s discretion (meal may consist of a meat or meat alternative, a vegetable item, a fruit item, and a choice of milk). Parents/Guardians will continue to be responsible for the money owed for these charges.

PHONE USE

Phone calls during school hours should not be made and are discouraged. Students who have minor emergencies should ask to use the phone in the office. Classroom phones are not to be used by students.

DANCES

Guests are only permitted to attend the Homecoming Dance and the Prom. All guests must be registered in the main office in advance of the dances on a date termed and communicated before the event. All school rules apply to all dances. Dress codes for special dances must be followed and will be announced in advance. Early departure from dances is not permitted without parents being notified.

FIELD TRIP ELIGIBILITY

Eligibility to attend a school-sponsored Field Trip will be determined by Classroom Academic Progress, Disciplinary Record, and School Attendance. Field Trips are considered a privilege.

INSUBORDINATION

Insubordination is specifically defined as a refusal to follow directions from a person in authority and/or verbal abuse to a staff member. In situations involving conflict, students are expected to comply with the directions of faculty or any staff. In those situations where students feel they have been treated unfairly, they may discuss the situation with an administrator. **In all cases, students are expected to conduct themselves courteously and respectfully.**

Dress Code

RATIONALE

The rationale for establishing a dress policy for the Shenango Area School District goes beyond setting a set of rules for students to follow. To develop an appropriate dress code, the entire school community was represented before any decisions were recommended. The first step in the process was to meet with representatives of students, parents, teachers, community, school board members, and administration as well as study neighboring school district policies. The administration believes the purpose of a dress policy is to ensure the maintenance of a proper educational environment and to prevent disruptions to that environment. We believe the way a student dresses is important for the following reasons:

- 1) We are striving for excellence in every aspect of the school system. Recent and ongoing changes to curriculum, building and grounds, extra-curricular, and technology have significantly helped us reach our goal of excellence. We believe that students learning how to become self-disciplined is one of our final components to reaching our goal. We believe that self-discipline is setting standards for our students and living by those standards. By dressing appropriately in school, students are demonstrating that they are self-disciplined.
- 2) we believe that schools should prepare the students for real-life roles. In the workforce, employers expect their employees to dress by their standards. Our dress policy should not be looked upon as the district making the students dress a certain way, but rather it should be thought of as preparing students for life.
- 3) There is a perception by many people that when students dress appropriately, their behavior and performance in school are better. It also creates a safe environment for all students to learn.
- 4) Finally, when students dress appropriately there is less peer pressure for students to keep up in a social realm. The school setting should be considered a learning institute, not a place to compare fashion based on socioeconomics.

PERSONAL APPEARANCE

The students of Shenango are expected to use their good judgment concerning appropriate appearance for school. Every student is expected to be neat, clean, and well-groomed. Articles of clothing that advertise alcohol, tobacco, acts of violence, sexual topics, and/or other items considered inappropriate for a school environment are prohibited. **The final judgment on the suitability of attire lies with the administration.** Since the school will not assume responsibility for damaged or lost clothing, it is strongly recommended that students not wear excessively expensive clothing, shoes, or jewelry to school. Standards for school dress include but are not limited to:

Bottoms:

- Pants, shorts, dresses, or skirts cannot be excessively sliced, cut, torn, or frayed.
 - Bottoms are not to have extra buckles, multiple zippers, chains, straps, or safety pins attached to clothing. Manufactures embroidery is acceptable.
 - Pajama bottoms are not permitted.
- Shorts and skirts may be worn at a reasonable length (mid-thigh) and shall not have holes or frays that expose skin or undergarments above mid-thigh.
- Jeans, leggings, or other pants are not permitted to have frays, slits, or holes that leave skin exposed above mid-thigh.
- Slits in dresses or skirts may not come higher than three (3) inches above the knee.
- No writing is permitted **on the seat of** pants/shorts/skirts/sweatpants. Manufactures tags are permitted.
- Bottoms must be worn at or above waist level (sag look is not permitted).
- Excessively tight and/or revealing pants are not permitted.
- Yoga/stretch pants are permitted but may not have any holes or transparent or semi-transparent areas higher than mid-thigh.

Dress Code

Tops:

- Students are not permitted to wear articles of clothing with inappropriate innuendos or items that promote, advertise, and/or refer to any violence, alcohol, tobacco, and/or controlled substances.
- Tube tops, tops with spaghetti and/or single-shoulder straps, tops with low-cut fronts, or backless tops are not permitted.
- Sleeveless tops and dresses must have straps on each shoulder that are at least 1 inch wide.

Footwear:

- Footwear is required at all times.
- Requirements for footwear may be made by classroom teachers for activities and lessons to ensure student safety and effective participation. For example, Physical Education teachers can require athletic shoes for participation in physical activities or weight room instruction.

The following items are not permissible during the school day:

- Chokers, wallet chains, studded collars/bracelets, and any item that can be used as a weapon
- Athletic wristbands
- Sunglasses, or non-prescription dark glasses, are not permitted unless prescribed by a physician with specific needs indicated
- Head coverings such as hats, hoods, athletic headbands, and bandanas
- Coats are not to be worn during the school day
- Apparel that reveals or exposes the midriff/lower back and/or undergarments or sides of the upper body
- Translucent and/or see-through materials
- Face paint and/or excessive make-up
- Hairstyles and hair coloring that are deemed a distraction to the educational process
- Piercing(s) that pose a safety hazard
- Excessive jewelry
- Anything that is deemed inappropriate by the administration

Students who violate the dress code will be required to change into something appropriate. Failure to comply with such a request or repeated violations of acceptable dress can result in disciplinary action as listed below:

- 1st Offense:** The student will be given a warning and will be required to correct the violation. The student will be required to sit in ISS until the violation has been corrected. This time in ISS is considered a non-disciplinary measure. Parent notification will be made to inform the parent/guardian regarding the dress code violation
- 2nd Offense:** The student will be required to correct the violation and will be assigned a Saturday detention; the parent will be notified in writing and/or by phone.
- 3rd Offense:** The student will be required to correct the violation and will be assigned 1-day of ISS; the parent will be notified in writing and/or by phone.
- 4th Offense:** The student will be required to correct the violation and will be assigned 3-days of ISS; the parent will be notified in writing and/or by phone

NETWORK ACCESS

Purpose - Shenango Area School District recognizes that technology has become a critical component of student learning. Our goal is to help all students develop into critical thinkers who use data, innovation, and creativity to become skilled problem solvers and learners in the 21st century. Technology skills are a necessity for our students for lifelong learning, in the workplace, and the global community. However, access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming people, infrastructure, or hardware.

For the protection of students, filtering of content, monitoring of the network, and protection of information will be conducted in accordance with Act 197 (Pennsylvania House Bill 2262), The Children's Internet Protection Act (CIPA). Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the Internet may include the potential for access to inappropriate materials for school-aged students. Every user must take responsibility for his or her use of the network and avoid these sites.

The Family Educational Rights and Privacy Act (FERPA) is a law that protects the privacy of student education records. Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to parties or under the conditions outlined in the law.

Delegation - The Superintendent with the assistance of the Technology Director will develop appropriate written permission agreements for student use of district technology through Shenango Area School District facilities. The Technology Director will conduct training programs with staff members on the appropriate use of the technology. All staff members will be responsible for monitoring student use of the data network to ensure that they comply with this policy.

Authority - It shall be the policy of the Board of School Directors of the Shenango Area School District that to access Shenango Area School District technology, it will be necessary for students in grades K-12 to agree, in writing, to the following regulations for accessing the data network:

REGULATIONS FOR DISTRICT TECHNOLOGY

Hardware devices and Software: Includes, but is not limited to, all computers, laptops, Chromebooks, tablets, printers, and all programs installed on said devices.

- Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and/or the hardware on district computers will be viewed as vandalism. Each student will be held responsible for the intentional altering of a device that occurs while said device is in his/her possession.
- The user shall be responsible for damages to the District's equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to the hardware.
- Shenango Area School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- Shenango Area School District assumes no responsibility for configuration, installation of software, or support of personal devices.
- Shenango Area School District assumes no responsibility for lost, damaged, or stolen devices. Students use their personal devices at their own risk.
- Shenango Area School District assumes no responsibility for the content viewed or accessed by students who "tether" their personal devices and use their cellular data network.

Technology

- Personal devices must be powered off or silenced during the school day unless otherwise permitted by district procedures.
- Personal and District devices with camera and video capability can be used only for educational use when authorized by the building principal, district administration, or designated professional staff member for participation in educational activities. The Board prohibits all other photography, audio recording, and/or video recording, via electronic devices by students during the instructional day in district buildings, on district property, and when engaged in a school-sponsored activity. The Board prohibits students from taking, storing, disseminating, transferring, viewing, possessing, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including, but not limited to, texting and emailing. Because such violations may constitute a crime under local, state, and/or federal law, the district shall report such conduct to local, state, and/or federal law enforcement agencies.
- Users are not permitted to load or use unauthorized or privately owned content onto any device.
- Users are responsible for backing up information on their district-issued devices.

Internet and Intranet: The Shenango Area School District utilizes a local area network, and a wireless network and provides access to the internet for academic purposes.

- Users (including guests) of district networks or district-owned equipment shall, before being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.
- All district networks (including guest networks) are filtered for content and all traffic is logged. Regardless of what network you are attached to, the acceptable use policy must be followed at all times.
- District devices will be content filtered at all times. Removal of the program that governs this is not permitted.
- The internet, network, and computer technology may not be used for illegal activity; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or willfully obtaining or sending obscene, pornographic, sexist, racist, anarchist, violent, or bomb-making material. If for any reason such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
- Users shall not intentionally seek information, obtain copies of, modify data, or passwords belonging to other users, or misrepresent other users on the network. Users may not give their passwords to anyone. Users may not send or receive a message with someone else's name on it.
- All users of the Student Information System (SIS) and Financial Information System will be required to use passwords with syntax requirements as specified by the Superintendent or their designee under the capabilities of the SIS.
- Any unauthorized attempt to access the Shenango Area School District's servers, mainframe, routers, networking equipment, internet filters, or operating systems either from on-campus or off-campus will be considered an attempt at "hacking" and is prohibited.
- Network accounts are to be used only by the authorized owner of the account for an authorized purpose. Attempts to log on to the Internet, network, or workstation under an assumed identification will result in the cancellation of the user's privileges. Any user identified as a security risk, or having a history of problems with other computer systems may be denied access to the Internet or other technological services.

Technology

- The Shenango Area School District reserves the right to log Internet use and monitor computer activity by remote access while still respecting the privacy of user accounts.
- The Shenango Area School District may terminate the availability of the Internet, network, or computer technologies accessibility at its sole discretion.

Shenango School District Chromebook Initiative

- School District Chromebooks will be provided to students in grades kindergarten through twelve. Students are responsible for the general care of the Chromebook they have been issued by the school.
- Students leaving the district must return the Chromebook and charger to the district. Students, parents, or guardians will be charged the cost of lost chargers.
- Damages to the Chromebook will be charged to the student, parents, or guardians. Students, parents, or guardians will be charged the cost of repair or the full cost of replacement.
- Lost Chromebooks are the responsibility of the student. If a Chromebook is lost, the student will be charged the replacement cost.
- Device insurance is available to provide a low-cost solution in the event of an accident or loss/theft.
- It is recommended that each student bring their own headphones or earbuds.
- A protective case is provided by the district. The Chromebook is to be kept in this case at all times and should not be removed.
- Shenango Area School District utilizes GoGuardian for filtering and classroom management. For this reason, students may only log in with their Shenango account and GoGuardian cannot be disabled. Because it is linked to their school Google account, GoGuardian extensions will self-install on any chrome browser the student logs into. It is recommended they create and use a non-school account on personal devices unless using it for schoolwork.
- Students may decorate their cases with stickers that can be easily removed but may not add stickers, decals, etc., or add any markings on their Chromebooks.
- At the end of each school year, the Chromebook is to be returned to the Shenango Area School District in good working condition (without cracked screens, with working hinges, with a working keyboard, etc) and cosmetically correct (free of intentional scratches, with all screw covers, etc). If the Chromebook is damaged, the student will be charged the cost of repair or the full cost of replacement

Digital Etiquette

The Shenango Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

There can be serious repercussions with the inappropriate use of social and digital media that can affect your future. All users must abide by rules of network etiquette, which include but are not limited to the following:

- Users may not swear, use vulgarities, harass, or use any other inappropriate language. Abusive language will not be tolerated.
 - Do not write anything ANYWHERE you would not want your parents to read or to be read out loud in a court of law.
 - Even though you delete a message, it is backed up on a server somewhere.
 - Speech that is inappropriate for class is not appropriate for use online.
 - What you say and do online should be reflective of who you are.
 - You are representatives of the school when you are online in class.

Technology

- Use of the network to create or transmit material likely to be offensive or objectionable to recipients is prohibited.
 - Even though you may be in a "private" space nothing online is really private.
- Users are NOT permitted to reveal their personal address or phone number or those of other students and colleagues.
 - Respect others' privacy and your own.
 - Don't give out personal information about yourself or someone else.
 - Instant messages, away messages, and profiles can be copied and pasted.
- All communication should be clearly identifiable as to who created it.
 - Do not send anonymous messages.
 - Do not send messages claiming to have been written by someone else.
 - Having a copy of something doesn't mean you have the right to copy or distribute it.
- Respect the ideas of others and if you disagree be constructive, not critical or rude.
- Users are expected to adhere to copyright laws.
 - Fraudulent or illegal copying, communication, taking, or modification of material is prohibited and will be referred to the appropriate authorities.
 - The illegal use of copyrighted software, files, pictures, music, or other electronic information is a violation of federal law and therefore strictly prohibited.
 - Students may not use plagiarized information to complete assignments. All Internet sources must be cited.
- Cyber Bullying will NOT be tolerated.
- Users may not send documents, images, sound, video, or other communications for the purpose of cheating.
- Users may not quote personal communications in a public forum without the original author's prior consent.

Limitations of Liability: In no event shall the Shenango Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. The use of information obtained via the Internet is at the user's own risk.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

Failure to follow the procedures listed above will result in suspension or loss of the right to access the Internet and to use Shenango Area School District's technology, and the user may be subject to other disciplinary or legal actions.

Pennsylvania School Code

The Pennsylvania School Code (PSC) is updated from time to time at the state level. Any new revisions to the PSC supersede what is published each summer in the Student Handbook.

PRIVACY RIGHTS OF PARENTS & STUDENTS

The Shenango Area School District and its employees are required by Federal Law and State and Federal Rules and Regulations to protect the right of students. The foundation of these rights comes from federal legislation entitled, Family Education Rights and Privacy Act of 1974 (also known as the Buckley Amendments). There are state rules and regulations dealing with regular and special education student's rights and privacy. All students are covered by the state regulations contained in Chapter 12 known as Students' Rights and Responsibilities.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent or if a student is over eighteen, without student consent. Education records consist of information directly related to a student, which are maintained by an educational agency. Personally identifiable information includes the student's name, the name of the parent or other family members, a personal identifier or a list of personal characteristics that would make a student's identity easily traceable.

There is certain information that can be released without consent, which is called directory information. Directory information means information contained in an education record of a student which would not generally be considered harmful or an evasion of privacy if disclosed. The Shenango Area School District designates what information is labeled as directory information. It shall include the following: the student's name, address, date and place of birth, major field of study, participation in an officially recognized activity and/or sport, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

Disclosure of information means to permit access to or the release, transfer or other communication of records, or the personally identifiable information contained by these records, to any party, by any means, including oral, written or electronic means. This means information about a student cannot even be shared in conversation without permission. This also applies to personnel who do not have an educationally relevant reason to possess knowledge of the student.

Written parental consent is necessary for disclosure of personally identifiable information and educational records. The consent must specify the records that may be disclosed, state the purpose of the disclosure and identify the part of class of parties to whom the disclosure may be made. Furthermore, the Shenango Area School District must maintain written record of disclosure for parents to inspect in case information has been released.

CHAPTER 15 / SECTION 504 PLANS

A protected handicapped student is a student who is school age with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program. In compliance with State & Federal Law, the Shenango Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to maximum extent appropriate to the student's abilities. These services and protections are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Pennsylvania School Code

ENGLISH AS A SECOND LANGUAGE

English as a second language is an academic discipline that is designed to teach English Language Learners social and academic language skills as well as the cultural aspects of the English language necessary to succeed in an academic environment and contribute to society. The ESL/Bilingual Program is part of the core curriculum in that it may replace the English planned instruction if deemed necessary.

The Shenango Area School District provides a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency. A home language survey is the first step in determining whether a student may be in need of these services. Eligible students receive instruction in listening, speaking, reading, writing, and comprehension at appropriate developmental and proficiency levels. The student receives instruction from a PA certified teacher. The teacher uses an assessment system that monitors student progress in learning English. Classroom teachers provide assistance and accommodations, so the English Language Learner has academic success while learning English.

GIFTED

The Shenango Area School District implements a system to identify students within the district who are thought to be gifted and in need of specially designed instruction. The District's gifted screening process is designed to identify potentially gifted students who may need further evaluation. The Gifted Multidisciplinary Evaluation (GDME) will begin with parental permission when further evaluation is needed.

This process involves a certified school psychologist who gathers additional information that will be used to determine if the child qualifies for gifted education. If so, the types of services and programming based on the child's individual needs will be established by the Gifted Individualized Education Plan (GIEP) team. Gifted programming shall be in the form of enrichment and/or acceleration.

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HOMELESS

To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while he/she remains homeless or until the end of the academic year in which he/she obtains permanent housing. Upon notification of homelessness, the Shenango Area School District shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board Policy.

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

SPECIAL EDUCATION

It is the responsibility of the Shenango Area School District to ensure that all children with disabilities residing in the District, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA). The school district is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services. Pennsylvania has adopted state laws which conform with the IDEA. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

Autism/Pervasive Development Disorder	Orthopedic Impairment
Deaf-Blindness	Other Health Impairment
Deafness	Specific Learning Disability
Emotional Disturbance	Speech or Language Impairment
Hearing Impairment	Traumatic Brain Injury
Intellectual Disability	Visual Impairment Including Blindness
Multiple Disabilities	

SCREENING

The Shenango Area School District uses the following procedures for allocating, identifying and evaluating specific needs of school-age students requiring special programs or services as required by law. The district as prescribed by section 1402 of the school code, routinely conducts screening of a child's hearing acuity in the following grades: kindergarten, first, second, third, seventh, and eleventh. Visual acuity is screened in every grade. Speech and language skills are screened in kindergarten and on referral basis. Gross and fine motor skills, academic skills and socialization skills are assessed by teachers on an on-going basis, and may be screened further by Special Service personnel should it be deemed appropriate and with parent/guardian permission. Specified needs from these screening sources may be noted within the student's official file.

EVALUATION

When screening indicates that a student may be exceptional, the school district will seek parental consent to conduct an evaluation. The term "evaluation" refers to procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term refers to procedures that may be used selectively with an individual child and does not refer to basic tests administered to or procedures used with all children.

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In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parents. The MDE process must be conducted in accordance with specific timelines and use procedural safeguard procedures. The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether or not the team recommends that the student is exceptional. Once parental consent for an evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is a child with a disability may request, at any time that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the Special Services Coordinator. If a parent makes an oral request for a multidisciplinary evaluation the school district shall provide the parent with a form for written permission.

EDUCATIONAL PLACEMENT

Once a student qualifies for services, educational placement is discussed. The IEP team must include a district representative, the student's teacher, special education teacher and the parents. If the student is determined to be exceptional an IEP will be developed.

An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services, which the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention. Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

All of the information contained within this section serves only as a summary of the Special Services, evaluation and screening activities, and rights and protections pertaining to students and their families. For more information, please contact James Janacone, Special Services Coordinator at (724) 658-7287 ext. 6 or jjanacone@shenango.k12.pa.us.

STUDENT RIGHTS AND RESPONSIBILITIES

12.1 Free Education and Attendance

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to free and full education in the Commonwealth's public schools.
- (b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved education institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public school nor from extracurricular activities because: (1) The student is married. (2) The student is pregnant. (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students). (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

12.2 Student Responsibilities

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the student to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect

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- (2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- (3) Dress and groom themselves so as to meet fair standards of safety, health, and so as not to cause substantial disruption to the educational processes.
- (4) Assist the school staff in operating a safe school for the students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by the local school authorities.
- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

12.3 School Rules

- (a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited: it must operate within statutory and constitutional restraints. A governing board has only powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.
- (b) Governing boards may not make rules which are arbitrary, capricious, discriminatory, or outside their grant of authority from the
- (b) General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- (c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

12.4 Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951— 963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

12.5 Corporal Punishment

- (a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- (b) Teachers and school authorities may use reasonable force under the following circumstances:
 - (1) To quell a disturbance.
 - (2) To obtain possession of weapons or other dangerous objects.
 - (3) For the purpose of self-defense.
 - (4) For the protection of persons or property.

12.6 Exclusions from school

- (a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).
- (b) Exclusion from school may take the form of suspension or expulsion.
 - (1) Suspension is exclusion from school for a period of 1 to 10 consecutive School days.
 - (i) Suspensions may be given by the principal or person in charge of the public school.
 - (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community threatened.
 - (iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
 - (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
 - (v) Suspensions may not be made to run consecutively beyond the 10 school days.

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- (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
- (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.
- (c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- (d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
- (e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
 - (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
 - (2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
 - (3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

12.7 Exclusion from classes—in-school suspension.

- (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
- (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

12.8 Hearings

- (a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- (b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - (1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - (2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - (3) The hearing shall be held in private unless the student or parent requests a public hearing.
 - (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 - (5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

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- (6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - (7) The student has the right to testify and present witnesses on his own behalf.
 - (8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - (9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - (i) Laboratory reports are needed from law enforcement agencies.
 - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
 - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 - (10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- (c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- (1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
 - (2) The following due process requirements shall be observed in regard to the informal hearing:
 - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
 - (iii) A student has the right to question any witnesses present at the hearing.
 - (iv) A student has the right to speak and produce witnesses on his own behalf.
 - (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

12.9 Freedom of expression.

- (a) The right of public-school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public-school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards must conform to the following:
 - (1) School authorities may restrict the use of certain bulletin boards.
 - (2) Bulletin board space should be provided for the use of students and student organizations.
 - (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.).
- (g) School newspapers and publications must conform to the following:
 - (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

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- (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
- (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
- (4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
- (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
- (i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - (1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 - (2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

12.10 *Flag Salute and the Pledge of Allegiance.*

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

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

12.11 *Hair and dress.*

- (a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- (b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
- (c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
- (d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

12.12 *Confidential Communications*

- (a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 PA C.S. & 5954 (relating to confidential communications to school personnel).
- (b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal, or other appropriate authority where the health, welfare, or safety of the student or other persons is clearly in jeopardy.

12.14 *Searches*

- (a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- (b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- (c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

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12.16 Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment - A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board - The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

Prekindergarten - A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

School entity - A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program - A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services - Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

- (i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.
- (ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.



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