



SECTION: PROGRAMS

TITLE: CONCUSSION MANAGEMENT

ADOPTED:

REVISED:

NEW

	<p style="text-align: center;"><b>123.1. CONCUSSION MANAGEMENT</b></p>
<p>1. Purpose</p>	<p>The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.</p>
<p>2. Definitions 24 P.S. Sec. 5322</p>	<p>Appropriate medical professional shall mean all of the following:</p> <ol style="list-style-type: none"> <li>1. A licensed physician who is trained in the evaluation and management of concussions.</li> <li>2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.</li> <li>3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.</li> </ol>
<p>24 P.S. Sec. 5322</p>	<p>Athletic activity shall mean all of the following:</p>
<p>Pol. 123</p>	<p>1. Interscholastic athletics.</p>
<p>Pol. 122</p>	<p>2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.</p>
<p>Pol. 122</p>	<p>3. Noncompetitive cheerleading that is sponsored by or associated with the school.</p>
<p>Pol. 122, 123</p>	<p>4. Practices, interschool practices and scrimmages for all athletic activities.</p>

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<p>3. Delegation of Responsibility 24 P.S. Sec. 5323</p>	<p>Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.</p>
<p>4. Guidelines 24 P.S. Sec. 5323</p>	<p>The school { \ } may <del>shall</del> shall</p> <p>hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.</p>
<p>24 P.S. Sec. 5323</p>	<p><u>Removal From Play</u></p> <p>A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.</p>
<p>24 P.S. Sec. 5323</p>	<p><u>Return To Play</u></p> <p>The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.</p>
<p>24 P.S. Sec. 5323</p>	<p><u>Training</u></p> <p>All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.</p>

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24 P.S. Sec. 5323	<p><u>Penalties</u></p> <p>A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:</p> <ol style="list-style-type: none"><li>1. For a <b>first</b> violation, suspension from coaching any athletic activity for the remainder of the season.</li><li>2. For a <b>second</b> violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.</li><li>3. For a <b>third</b> violation, permanent suspension from coaching any athletic activity.</li></ol> <p>References:</p> <p>Safety In Youth Sports Act -- 24 P.S. Sec. 5321 et seq.</p> <p>Board Policy -- 122, 123</p> <p>PSBA New 5/12</p>
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SECTION: PROGRAMS

TITLE: SUDDEN CARDIAC ARREST

ADOPTED:

REVISED:

NEW

	123.2. SUDDEN CARDIAC ARREST
1. Authority 24 P.S. Sec. 5331 et seq	The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.
2. Definition 24 P.S. Sec. 5332  Pol. 123  Pol. 122  Pol. 122  Pol. 122, 123	Athletic activity shall mean all of the following:  1. Interscholastic athletics.  2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.  3. Noncompetitive cheerleading that is sponsored by or associated with the school.  4. Practices, interschool practices and scrimmages for all athletic activities.
3. Delegation of Responsibility 24 P.S. Sec. 5333	Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.
4. Guidelines 24 P.S. Sec. 5333	The school <del>{ }</del> may  { } shall  hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians,

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24 P.S. Sec. 5333	<p>coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers.</p> <p><u>Removal From Play</u></p> <p>A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.</p> <p>Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.</p>
24 P.S. Sec. 5333	<p><u>Return To Play</u></p> <p>The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.</p>
24 P.S. Sec. 5333	<p><u>Training</u></p> <p>All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.</p>
24 P.S. Sec. 5333	<p><u>Penalties</u></p> <p>{ } After July 29, 2014, A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:</p> <ol style="list-style-type: none"> <li>1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.</li> <li>2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.</li> <li>3. For a third violation, permanent suspension from coaching any athletic activity.</li> </ol>

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References:

Sudden Cardiac Arrest Prevention Act – 24 P.S. Sec. 5331 et seq.

Board Policy – 122, 123, 822

NOTE: The penalties set forth above officially take effect on July 29, 2014, two years after the enactment of the Sudden Cardiac Arrest Prevention Act. If your school entity does not want to impose penalties until July 29, 2014, please check the bracket. If your school entity will enforce the penalties as soon as the policy is adopted, do not check the bracket preceding the date.

PSBA New 7/12





SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED:

REVISED:

	004. MEMBERSHIP
REMOVE 302 SC 303	Section 1. <u>Number</u> The Board shall consist of nine (9) members.
SC 1081	The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.
	Section 2. <u>Qualifications</u> Each member of the Board shall meet the following qualifications:
SC 322	a. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of his/her election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.
SC 323	b. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
SC 324 65 Pa. C.S.A. Sec. 1101 et seq	c. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.
SC 321 65 Pa. C.S.A. Sec. 1102, 1104, 1105 Title 51 Sec. 15.2, 15.3	d. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office. e. Shall file a statement of financial interests with the Board Secretary or designee at the following times: 1. Before taking the oath of office or entering upon his/her duties. 2. Annually by May 1 while serving on the Board.

<p>SC 301 et seq</p>	<p>3. By May 1 of the year after leaving the Board.</p>
<p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 3. <u>Election</u></p> <p>Election of members of the Board shall be in accordance with law.</p> <p>Section 4. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district or region; or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy. The Board member so appointed shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of <u>MERCER</u> County.</p> <p>Section 5. <u>Term</u></p>
<p>SC 303, 315</p>	<p>The term of office of each Board member shall be four (4) years and shall expire on the first Monday of December, except for a Board member appointed or elected to fill a vacancy. A Board member appointed to fill a vacancy shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. The term of a Board member elected to an unexpired term shall expire at the termination of that term.</p>
<p>SC 315 65 P.S. Sec. 91</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of <u>Sharpsville Area</u> School District or the region s/he represents, his/her eligibility to serve on the Board shall cease.</p>
<p>SC 319 Pol. 006</p>	<p>If a Board member shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting s/he shall neglect or refuse to act in his/her official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>

<p>SC 319 Pol. 006</p>	<p>If a person elected or appointed as a Board member, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>
<p>SC 516.1</p>	<p><u>Section 7. Expenses</u></p> <p>Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. <i>Actual travel shall be reimbursed at one-half (1/2) the IRS rate by car. Meals will be reimbursed for overnight trips only not to exceed \$60.00 per day.</i> No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.</p> <p>Expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.</p> <p><u>Section 8. Orientation</u></p> <p>The Board believes that the preparation of each Board member for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.</p> <p>Accordingly, the Board shall give to each new Board member, no later than his/her first regular meeting, for use during his/her term on the Board the following items:</p>
<p>SC 519</p>	<p>{ <input checked="" type="checkbox"/> } A copy of the School Code.</p> <p>{ <input checked="" type="checkbox"/> } A copy of the Board Policy Manual.</p> <p>{ <input type="checkbox"/> } A copy of the district Administrative Regulations Manual.</p> <p>{ <input checked="" type="checkbox"/> } The current budget statement, audit report and related fiscal materials.</p> <p>{ <input checked="" type="checkbox"/> } The current Strategic Plan.</p>

<p>NEW SECTION</p> <p>Pol. 901 NO →</p>	<p>{ } A copy of the Board's adopted Code of Conduct and Standards for Effective School Governance.</p> <p>Each new Board member shall be invited to meet with the</p> <p>{✓} Board President</p> <p>{✓} Superintendent</p> <p>{✓} Board Secretary</p> <p>to discuss Board functions, procedures and policy.</p> <p>Section 9. <u>Board Member Education/Training</u></p> <p>The Board places a high priority on the importance of a planned and continuing program of inservice education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership.</p> <p>The Board, in conjunction with the Superintendent, <sup>may</sup> shall plan specific inservice education programs and activities designed to assist Board members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.</p> <p>{ } The school community shall be kept informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the district and its schools.</p> <p>The Board <sup>may</sup> shall annually budget funds to support its planned program of inservice education and training.</p> <p>The Board establishes the following activities as the basis for its planned program of inservice education and training:</p> <ol style="list-style-type: none"> <li>Participation in School Board conferences, workshops and conventions.</li> <li>District-sponsored inservice education and training programs designed to meet Board needs.</li> <li>Subscriptions to publications addressed to Board member concerns.</li> </ol>
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<p><i>Changed</i></p> <p>SC 516, 516.1</p>	<p>d. Maintenance of resources and reference materials accessible to Board members.</p> <p>Section 10. <u>Conference Attendance</u></p> <p>In keeping with its stated priority on the importance of continuing inservice education and training for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Board establishes the following guidelines:</p> <p><input checked="" type="checkbox"/> The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by Board members in conferences, workshops and conventions.</p> <p><input type="checkbox"/> The Superintendent shall inform Board members, in a timely manner, of upcoming conferences, workshops and conventions.</p> <p><input checked="" type="checkbox"/> The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district.</p> <p><input checked="" type="checkbox"/> Each Board member shall receive Board approval prior to attending a conference, workshop or convention at Board expense.</p> <p><input checked="" type="checkbox"/> Funds for conference attendance shall be budgeted on an annual basis.</p> <p><input checked="" type="checkbox"/> When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the school district.</p>
<p>Pol. 004</p>	<p><input checked="" type="checkbox"/> Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy.</p> <p><input checked="" type="checkbox"/> The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or designee.</p>
<p>SC 321</p>	<p><input checked="" type="checkbox"/> Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.</p> <p><i>Inclusion to attend w/o just cause will require Board member to reimburse the dist for any cost incurred. Extenuating circumstances will be reviewed by the board</i></p>

NEW

Section 11. Student Representation

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Removal of Residence; Forfeiture of Office – 65 P.S. Sec. 91

State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3

Board Policy – 004, 006, 331, 901

PSBA Revision 2/12



SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
SCHOOL AND CLASSROOM  
PRACTICES

ADOPTED:

REVISED:

103. NONDISCRIMINATION IN SCHOOL  
AND CLASSROOM PRACTICES

1. Authority *added*  
 SC 1310, ↓  
 1601-C et seq  
 Title 22  
 Sec. 4.4, 12.1,  
 12.4,  
 15.1 et seq  
 24 P.S.  
 Sec. 5004  
 43 P.S.  
 Sec. 951 et seq  
 Title IX  
 20 U.S.C.  
 Sec. 1681 et seq  
 20 U.S.C.  
 Sec. 6321  
 29 U.S.C.  
 Sec. 794  
 Title VI  
 42 U.S.C.  
 Sec. 2000d et seq  
 42 U.S.C.  
 Sec. 12101 et seq  
 Pol. 103.1

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

2. Delegation of  
Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the

{ ☒ } Superintendent

{ ☐ } Assistant Superintendent

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	<p>{ } Business Manager</p> <p>{ } Personnel Director</p> <p>as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none"> <li>1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.</li> <li>2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.</li> <li>3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.</li> <li>4. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.</li> <li>5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.</li> </ol> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:</p> <ol style="list-style-type: none"> <li>1. Inform the student, <sup>parent/guardian,</sup> or third party of the right to file a complaint and the complaint procedure.</li> <li>2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.</li> <li>3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li> </ol>
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CLASSROOM PRACTICES - Pg. 3

3. Guidelines	<p>4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</p> <p><u>Complaint Procedure – Student/Third Party</u></p> <p><b>Step 1 – Reporting</b></p> <p>A student or third party 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.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>{ } The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.</p> <p><b>Step 2 – Investigation</b></p> <p>Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building principal shall inform law enforcement authorities about the incident.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p>
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CLASSROOM PRACTICES - Pg. 4

<p>20 U.S.C. Sec. 6321</p>	<p><i>Revised</i></p> <p><b>Step 3 – Investigative Report</b></p> <p>The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.</p> <p><b>Step 4 – District Action</b></p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. <i>The Compliance Officer</i> District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. <i>Added</i></p> <p>Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"><li>1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.</li><li>2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.</li><li>3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.</li></ol> <p><u>Equivalence Between Schools</u></p> <p>The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.</p>
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CLASSROOM PRACTICES - Pg. 5

Pol. 906	<p>Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis. Records documenting such compliance shall be updated biannually.</p> <p>The Board understands that equivalence between programs and schools shall not be measured by:</p> <ol style="list-style-type: none"><li>1. Changes in enrollment after the start of the school year.</li><li>2. Varying costs associated with providing services to students with disabilities.</li><li>3. Unexpected changes in personnel assignments occurring after the beginning of the school year.</li><li>4. Expenditures on language instruction education programs.</li><li>5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.</li></ol> <p>Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.</p> <p>References: <i>Added</i> ↓</p> <p>School Code – 24 P.S. Sec. 1310, 1601-C et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.4, 15.1 et seq.</p> <p>Unfair Educational Practices – 24 P.S. Sec. 5004</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6321</p> <p>Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p>
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Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000d et seq. (Title VI)

Federal Anti-Discrimination and Civil Rights Regulations –

28 CFR Part 35, Part 41

34 CFR Part 100, Part 104, Part 106, Part 110

Board Policy – 000, 103.1, 122, 123, 701, 906

PSBA Revision 7/12





SECTION: PROGRAMS

TITLE: SPECIAL EDUCATION

ADOPTED:

REVISED:

	113. SPECIAL EDUCATION
1. Purpose Title 22 Sec. 4.28, 12.1, 12.4, 14.102, 14.104 34 CFR Sec. 300.1	<p>The district shall offer each student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities.</p>
2. Definitions SC 502 Title 22 Sec. 14.101 20 U.S.C. Sec. 1401 34 CFR Sec. 300.8 Pol. 103.1	<p><b>Students with disabilities</b> - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. School-aged children who have identified disabilities but do not require special education may be entitled to accommodations or services or to enroll in courses of study in the district which serve students with disabilities pursuant to other law or Board policy.</p>
Title 22 Sec. 14.131 34 CFR Sec. 300.320- 300.324	<p><b>Individualized Education Program (IEP)</b> - the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations.</p>
20 U.S.C. Sec. 1401 34 CFR Sec. 300.30	<p><b>Parent/Guardian</b> - for purposes of this policy and Board policies related to special education, parent/guardian shall have the definition of parent in IDEA statute and regulations, which includes a biological or adoptive parent of a child; a foster parent, unless prohibited by state law or regulations; a guardian authorized to act as the child's parent, in accordance with law or regulations; an individual acting in the</p>

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	place of a parent, including a grandparent or other relative, with whom the child lives or an individual legally responsible for the child's welfare; or an appointed surrogate parent, in accordance with law and regulations.
3. Authority SC 1372 Title 22 Sec. 4.28, 12.1, 12.41, 14.101 et seq 20 U.S.C. Sec. 1400 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq 34 CFR Part 300	The Board directs that all students with disabilities shall be identified, evaluated, and provided with appropriate educational programs and services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parent/guardian notification as part of its Special Education Plan.
Title 22 Sec. 4.13, 14.104 Pol. 100	The district's Special Education Plan shall include procedures for identifying and educating students with disabilities and shall be aligned with the Strategic Plan adopted by the Board.
SC 1372 Title 22 Sec. 14.104	The Board shall determine the facilities, programs, services and staff that shall be provided by the district for the instruction of students with disabilities, based upon the identified needs of the district's special education population.
Title 22 Sec. 14.104	In order to maintain an effective Special Education Plan, the Board may participate in special education programs of <u>Albany Intermediate Unit No. 1</u> .
4. Delegation of Responsibility	The Superintendent or designee is directed to annually recommend to the Board the employment and retention of necessary, qualified staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.
	The Superintendent or designee shall develop procedures for evaluating the effectiveness of the district's Special Education Plan and shall periodically report to the Board the criteria and results of such evaluation.

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<p>5. Guidelines  Title 22  Sec. 4.28, 14.145  20 U.S.C.  Sec. 1414  34 CFR  Sec. 300.320-  300.327</p>	<p>Each student with a disability shall be educated pursuant to an IEP which shall provide an appropriate education in the least restrictive environment, in accordance with federal and state regulations.</p>
<p>Pol. 103, 103.1</p>	<p>The district prohibits discrimination based on disability. Students with disabilities are entitled to receive services and accommodations which will permit them to participate in district programs, services and activities as required by law.</p>
<p>Title 22  Sec. 14.104  34 CFR  Sec. 300.201  et seq</p>	<p>The district's Special Education Plan shall comply with the requirements of state and federal law and regulations. The district shall establish procedures to ensure the plan is updated and implemented as necessary. The Special Education Plan shall address:</p>
<p>Pol. 113.3</p>	<ol style="list-style-type: none"> <li>1. Educational plans.</li> <li>2. Child find.</li> <li>3. Identification of special education programs that operate in the district, those operated in the district by the Intermediate Unit, vocational schools and other agencies.</li> <li>4. Staff and parent/guardian training.</li> <li>5. Assessments.</li> <li>6. Screening.</li> <li>7. Criteria the district will use to identify specific learning disabilities.</li> <li>8. Evaluation.</li> <li>9. Re-evaluation.</li> <li>10. Individualized Education Programs (IEPs), including examples of supplementary aids and services provided by the district.</li> <li>11. Extended School Year services (ESY).</li> </ol>

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Pol. 113.2	<p>12. Behavior support.</p> <p>13. A full continuum of educational placements and evidence that placements in other than regular education settings are not based on lack of resources, facilities, staff or for administrative convenience.</p>
Pol. 113.1	<p>14. Disciplinary placements.</p> <p>15. Facilities.</p> <p>16. Early intervening services, if provided by the district.</p> <p>17. Procedural safeguards.</p>
Pol. 113.4	<p>18. Confidentiality of information.</p> <p>19. Highly qualified staff.</p> <p>20. Maintenance of information concerning students with disabilities, services provided, performance and discipline data, and report information as required by the Secretary of the Department of Education.</p>
Title 22 Sec. 14.104	<p>If the district is identified with significant disproportionality, the Special Education Plan shall include prevention measures for inappropriate overidentification and disproportionate representation by race or ethnicity of children with disabilities.</p> <p><u>Fiscal And Program Compliance</u></p> <p>The Superintendent or designee shall establish procedures to ensure that the district complies with all federal and state law and regulations and program requirements for special education-related funding and reimbursement.</p> <p>The district may coordinate with <u>MIDWESTERN</u> Intermediate Unit No. <u>IV</u> to establish procedures, fulfill reporting requirements and participate in applicable programs.</p> <p><u>Child Find/Outreach</u></p>
Title 22 Sec. 14.121 34 CFR Sec. 300.111	<p>The Superintendent or designee shall ensure that the district annually conducts awareness and outreach programs and activities designed to reach district residents including parents/guardians of students with disabilities who are enrolled in the district, preschool-aged children, students who attend private schools, homeless children and children who are wards of the state.</p>

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<p>Title 22 Sec. 14.122 Pol. 209</p> <p>Title 22 Sec. 15.9 34 CFR Sec. 300.611- 300.627 Pol. 113.4</p> <p>(Choose first 3 options <u>or</u> Choose 4<sup>th</sup> option)</p>	<p>The district's public awareness activities shall include annual publication of a written notice in newspapers and other media notifying residents about child identification activities; available special education services and programs and how to request them; and procedures used to ensure confidentiality of student information. Written information shall be published in district handbooks and on the district website. Public awareness activities must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.</p> <p>The Intermediate Unit shall be responsible for conducting child find activities necessary to provide equitable participation services to students with disabilities who are enrolled by their parents/guardians in private schools.</p> <p><u>Screening</u></p> <p>The district shall establish a system of screening, including hearing and vision screenings. Screenings shall be conducted at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.</p> <p><u>Confidentiality</u></p> <p>The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records.</p> <p>District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law, regulations and Board policy.</p> <p><u>Recording Of Meetings</u></p> <p><del>{ } Except as specifically provided for within this policy, the district prohibits audio, video and electronic recording of meetings between parents/guardians and district teachers, paraprofessionals, program specialists, consultants or administrators.</del></p> <p><del>{ } An attempt to record a meeting by a parent/guardian after a verbal prohibition by district staff shall result in immediate termination of the meeting and may result in ejection from district property and possible prosecution.</del></p>
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~~{X}~~ The district shall permit audio recording of a meeting when a participant submits, at least five (5) days prior to the meeting, documentation that substantiates:

1. Participant has a disability or limited English proficiency that significantly limits his/her ability to meaningfully understand or participate in the meeting's intended decision-making and recording is the only feasible means of accommodating the limitation.
2. Individual has a legitimate interest in attending the meeting but for good cause is unable to do so, and recording is the only feasible means by which s/he can meaningfully understand and participate in the decision-making.

~~{X}~~ The district shall permit audio recording of a meeting between parents/guardians and district teachers, paraprofessionals, program specialists, consultants or administrators when the parent/guardian submits, at least five (5) days prior to the meeting, notification to the building principal of the intent to record the meeting.

When permission to record a meeting is granted, the district employee responsible for the meeting shall arrange to record the meeting by similar means. Such recording shall be considered part of the student's educational record and be subject to relevant law and regulations.

The district may permit video taping of a meeting when written consent is given by all participants at the meeting.

References:

School Code – 24 P.S. Sec. 502, 1371, 1372

State Board of Education Regulations – 22 PA Code Sec. 4.13, 4.28, 12.1, 12.4, 12.41, 14.101 et seq., 15.9

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

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	<p>Pennsylvania Training and Technical Assistance Network – <a href="http://www.pattan.net">www.pattan.net</a></p> <p>Board Policy – 100, 103, 103.1, 113.1, 113.2, 113.3, 113.4, 209, 216, 914</p> <p>PSBA Revision 12/11</p>
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SECTION: PROGRAMS

TITLE: SCREENING AND  
EVALUATIONS FOR  
STUDENTS WITH  
DISABILITIES

ADOPTED:

REVISED:

	<p style="text-align: center;"><b>113.3. SCREENING AND EVALUATIONS FOR STUDENTS WITH DISABILITIES</b></p> <p>The Board adopts this policy to define the minimum requirements for screening; educational evaluations conducted to determine eligibility for special education services, instructional levels and programming requirements for students with disabilities, including functional behavioral assessments; and requirements for independent educational evaluations.</p>
<p>1. Purpose Title 22 Sec. 14.122, 14.123, 14.124, 14.125, 14.133 20 U.S.C. Sec. 1414 34 CFR Sec. 300.226, 300.301- 300.311, 300.502, 300.530 Pol. 113, 113.2</p>	
<p>2. Authority Title 22 Sec. 14.122 34 CFR Sec. 300.226 Pol. 209</p>	<p>The Board shall adopt a system of screening that may include early intervening services and must be designed to accomplish identification and initial screening for students prior to district referral for a special education evaluation. The system shall provide support to staff to improve working effectively with students in the general education curriculum, identify students who may require special education services and programs, and must include hearing and vision screening and screening at reasonable intervals to determine whether students are performing at grade appropriate levels in core academic subjects.</p>
<p>34 CFR Sec. 300.226</p>	<p>Early intervening services shall comply with the requirements of state and federal law and regulations in order to address academic concerns or behaviors that may be impeding success, but which can be resolved through research-based intervention programs in the regular education setting.</p>

### 113.3. SCREENING AND EVALUATIONS FOR STUDENTS WITH DISABILITIES - Pg. 2

<p>Title 22 Sec. 14.133 34 CFR Sec. 300.530 Pol. 113, 113.1, 113.2</p>	<p>The Board authorizes the use of functional behavioral assessments (FBAs) as an evaluation to gather information to understand the purpose of the student's behaviors and to assist with developing a positive Behavior Support Plan. FBAs must be conducted when:</p> <ol style="list-style-type: none"> <li>1. A student's behavior interferes with his/her learning or the learning of others and information is necessary to provide appropriate educational programming.</li> <li>2. A student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability.</li> <li>3. A student is placed in an interim alternative educational placement for a qualifying reason permitting such placement for up to forty-five (45) school days for certain offenses.</li> <li>4. The school contacts law enforcement regarding a student who already has a positive Behavior Support Plan.</li> </ol> <p>FBAs may also constitute part of the initial evaluation to determine eligibility for special education.</p>
<p>Title 22 Sec. 14.123 20 U.S.C. Sec. 1414 34 CFR Sec. 300.300- 300.311, 300.502</p>	<p>The district shall comply with requirements of state and federal laws and regulations when conducting evaluations.</p> <p>An appropriate evaluation of a student, whether conducted by district staff or individuals not employed by the district, shall consist of the administration of all testing and the use of all assessment procedures required to determine the existence of all legally defined disabilities reasonably suspected by district staff, parents/guardians, or the evaluator. An appropriate evaluation shall assist in determining the content of the IEP to enable a student with a disability to be involved in and progress in the general curriculum.</p> <p>A student shall be assessed in all areas related to the suspected disability including, as appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.</p>
<p>Title 22 Sec. 14.124 20 U.S.C. Sec. 1414 34 CFR Sec. 300.303- 300.306</p>	<p>A re-evaluation of a student who currently has an IEP shall be conducted as required by state and federal law and regulations.</p>

113.3. SCREENING AND EVALUATIONS FOR STUDENTS WITH DISABILITIES - Pg. 3

<p>3. Guidelines</p> <p>Title 22 Sec. 14.122, 14.123</p> <p>Title 22 Sec. 14.123 20 U.S.C. Sec. 1414 34 CFR Sec. 300.301- 300.311, 300.502</p> <p>Title 22 Sec. 14.125 34 CFR Sec. 300.307- 300.311</p>	<p><u>Parent/Guardian Requests</u></p> <p>Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request.</p> <p>The evaluation shall be completed and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for an evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term.</p> <p><u>Appropriate Evaluations</u></p> <p>An appropriate evaluation shall use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about a student.</p> <p>An appropriate evaluation shall include:</p> <ol style="list-style-type: none"> <li>1. Testing and assessment techniques required in light of information currently available from previous evaluations.</li> <li>2. Information from parents/guardians and school staff familiar with the performance of the student.</li> <li>3. The student's education records.</li> </ol> <p>The evaluator shall review all such sources of information prior to conducting testing and assessment. The evaluator shall review assessments conducted by others that indicate how the student is responding to early intervening services and scientific research-based instruction and/or include such assessments as part of his/her evaluation.</p> <p>To the extent that the results of such instructional assessments are inconsistent with the results of norm or criterion-referenced testing and assessments that the evaluator has administered, the evaluator shall explain the reason for the inconsistency in his/her report, if possible.</p> <p>When assessing the presence of a specific learning disability, the evaluation shall be consistent with procedures adopted by the district and comply with state and federal law and regulations.</p>
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113.3. SCREENING AND EVALUATIONS FOR STUDENTS WITH DISABILITIES - Pg. 4

	<p>Testing and assessment procedures shall be selected and administered to yield valid measurement or assessment of the construct or quality they purport to measure or assess. The evaluator shall administer any testing or assessment procedures in a manner consistent with the requirements and recommendations of the publisher of the test or procedure and in compliance with applicable and authoritatively recognized professional principles and ethical tenets. S/He shall report any factor that might affect the validity of any results obtained.</p> <p>All assessments and evaluation materials shall be selected and administered so as not to be discriminatory on a racial or cultural basis. Where feasible, assessments and evaluations shall be administered in a language and form most likely to provide accurate information about the student.</p> <p>The evaluation shall include an observation of the student in an educational setting, unless the student is not currently in such a setting. The evaluator shall obtain information concerning the performance of the student directly from at least one (1) current teacher of the student, unless s/he does not have a current teacher.</p> <p>The evaluator shall hold an active certification that qualifies the evaluator to conduct that type of evaluation. If certification is not issued for the particular area of professional practice in which the evaluator is lawfully engaged, the evaluator shall hold such license or other credentials as required for the area of professional practice under state law.</p> <p>The evaluator shall prepare and sign a full report of the evaluation containing:</p> <ol style="list-style-type: none"><li>1. Clear explanation of the testing and assessment results.</li><li>2. Complete summary of all test scores, including, for all standardized testing administered, all applicable full scale or battery scores; domain or composite scores; and subtest scores reported in standard, scaled, or T-score format.</li><li>3. Complete summary of all information obtained or reviewed from sources other than testing conducted by the evaluator.</li><li>4. Identification of all special education and related services needs and relevant information that directly assists persons in determining the educational needs of the student.</li><li>5. Specific, individualized recommendations for consideration by the IEP team for educational programming and placement to enable the student to participate as appropriate in the general education curriculum in the least restrictive environment, as defined by federal and state law and regulations.</li></ol>
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113.3. SCREENING AND EVALUATIONS FOR STUDENTS WITH DISABILITIES - Pg. 5

<p>Title 22 Sec. 14.124 34 CFR Sec. 300.303 <b>PARC v. Com.</b> <b>343 F. Supp.</b> <b>279</b></p>	<p><u>Re-Evaluations</u></p> <p>Re-evaluations shall be conducted within the timeframes required by state and federal laws and regulations unless the parent/guardian and the district agree in writing that a re-evaluation is unnecessary. <b>For students with mental retardation, the re-evaluation cannot be waived.</b> The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, mental retardation, multiple disabilities, other health impairment, specific learning disability and traumatic brain injury.</p> <p>Copies of the re-evaluation report shall be disseminated to parents/guardians at least ten (10) days prior to the meeting of the IEP team unless this requirement is waived in writing.</p> <p><u>Independent Educational Evaluations</u></p> <p>A parent/guardian who disagrees with the results or content of an evaluation performed or obtained by the district may request an independent educational evaluation at district expense. A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. The independent educational evaluation must arise from parents'/guardians' disagreement with the district's most recent evaluations or re-evaluations of the student. The district shall be entitled to a copy of all results of independent educational evaluations conducted at public expense. If an oral request for an independent educational evaluation is made to a professional employee or administrator, that person shall inform the parent/guardian that the request must be in writing. If the native language of the parent/guardian is other than English, the requirement that the parent/guardian make his/her request in writing shall be conveyed by whatever means practicable and, where feasible, in the native language of the parent/guardian.</p> <p>A written request for an independent educational evaluation at district expense shall be immediately forwarded to the Director of Special Education, who may, upon receipt of the written parent/guardian request, ask that the parent/guardian state his/her reasons for disagreement with the evaluation conducted or proposed by the district. The district cannot require the parent/guardian to do so, and the refusal of the parent/guardian shall not delay the process required by this policy.</p> <p>The criteria under which the independent educational evaluation at public expense is obtained must be the same as the criteria used by the district in conducting an appropriate evaluation, including the location of the evaluation and the qualifications of the examiner, to the extent those criteria are consistent with the</p>
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parent's/guardian's right to an independent educational evaluation at public expense. The qualified examiners who conduct the independent educational evaluation may not be employed by the public agency responsible for the education of the student.

Within ten (10) school days of receipt of a request for an independent educational evaluation in writing from a parent/guardian, the Director of Special Education shall either initiate a due process hearing to show that the district's evaluation is appropriate and notify the parent/guardian in writing that s/he has done so or issue to the parent/guardian correspondence containing:

1. Assurance that the district will pay for an independent educational evaluation as long as the evaluation meets all of the requirements of an appropriate evaluation and is in compliance with this policy.
2. Statement that the district will not pay for the evaluation until it receives directly from the evaluator a complete copy of a report of that evaluation and determines that the evaluation is in compliance with this policy.
3. Request that the parents/guardians consider accessing reimbursement for all or part of the evaluation from public or private sources of insurance or reimbursement, together with a clear assurance that the parent/guardian is not required to do so and that the district will pay any cost not covered by such sources.
4. Directions that the parent/guardian is responsible for arranging for the evaluation and ensuring that the evaluator contacts the Director of Special Education to arrange for payment of the evaluation.

Upon request, the district shall provide to parents/guardians information about where an independent educational evaluation may be obtained.

If the evaluation has already been conducted and paid for, the district shall issue correspondence advising the parent/guardian that the district will not reimburse the parent/guardian for the evaluation until it receives a complete and unredacted copy of the report of the evaluation and determines that the evaluation is in compliance with this policy. The district shall require documentation substantiating that the parents/guardians paid for or incurred the obligation to pay for the evaluation without reimbursement from a public or private source of insurance or reimbursement.

The Director of Special Education shall send the correspondence to the parent/guardian by certified mail or by other independently verifiable means of conveyance and enclose a copy of this policy.

113.3. SCREENING AND EVALUATIONS FOR STUDENTS WITH DISABILITIES - Pg. 7

The Director of Special Education shall maintain a list of qualified independent evaluators in each of the various disciplines commonly relied upon to provide education-related evaluations and assessments and shall promptly make that list available to any parent/guardian who requests it.

References:

State Board of Education Regulations – 22 PA Code Sec. 14.122, 14.123, 14.124, 14.125, 14.133

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

Pa. Ass'n for Retarded Children (PARC) v. Com. Of Pa., 343 F. Supp. 279 (E.D. Pa. 1975)

Pennsylvania Training and Technical Assistance Network – [www.pattan.net](http://www.pattan.net)

Board Policy – 113, 113.1, 113.2, 209

PSBA Revision 12/11







SECTION: PROGRAMS

TITLE: EXTRACURRICULAR  
ACTIVITIES

ADOPTED:

REVISED:

	122. EXTRACURRICULAR ACTIVITIES
1. Purpose	The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.
2. Definitions Title 22 Sec. 12.1	For purposes of this policy, <b>extracurricular activities</b> shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.
24 P.S. Sec. 5322, 5332	For purposes of this policy, an athletic activity shall mean all of the following:
	<ol style="list-style-type: none"> <li>1. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.</li> <li>2. Noncompetitive cheerleading that is sponsored by or associated with the school.</li> <li>3. Practices, interschool practices and scrimmages for all athletic activities.</li> </ol>
3. Authority SC 511 20 U.S.C. Sec. 4071 et seq Pol. 103, 103.1	<p>The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.</p> <p>The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.</p>

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	<p>The Board acknowledges that for continued growth of its extracurricular programs, advisors continue to foster their programs outside the normal school day/school year. In the event that an activity involving the district's extracurricular program includes an overnight stay, it is a requirement that a same gender advisor/chaperone attend the over-night activity. This same gender advisor/chaperone must be a Board-approved employee or volunteer.</p> <p>Any extracurricular activity shall be considered under the sponsorship of this Board when it has been</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> approved by the Board upon recommendation of the Superintendent.</p> <p style="padding-left: 40px;"><input type="checkbox"/> approved by the Superintendent and reported to the Board for its review.</p> <p style="padding-left: 40px;"><input type="checkbox"/> approved by the Superintendent upon recommendation of the building principal.</p> <p>The Board shall maintain the program of extracurricular activities at no cost to participating students, except that:</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.</p> <p><u>Off-Campus Activities</u></p> <p>Pol. 218 This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"> <li>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</li> <li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li> </ol>
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<p>4. Delegation of Responsibility 24 P.S. Sec. 5323, 5333 Pol. 123.1, 123.2</p> <p>5. Guidelines</p> <p>20 U.S.C. Sec. 4071 et seq</p>	<p>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</p> <p>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</p> <p>5. The conduct involves the theft or vandalism of school property.</p> <p>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</p> <p><b>Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:</b></p> <p><b>1. Concussion and Traumatic Brain Injury Information Sheet.</b></p> <p><b>2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.</b></p> <p>The Superintendent or designee shall develop administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.</p> <p>Guidelines shall ensure that the program of extracurricular activities:</p> <p>{X} Assesses the needs and interests of and is responsive to district students.</p> <p>{X} Invites the participation of parents/guardians and community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.</p> <p>{X} Involves students in developing and planning extracurricular activities.</p> <p>{ X } Ensures provision of competent guidance and supervision by staff.</p> <p>{ X } Guards against exploitation of students.</p>
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122. EXTRACURRICULAR ACTIVITIES - Pg. 4

<p>Title 22 Sec. 12.1, 12.4</p>	<p>{ X } Provides a variety of experiences and diversity of organizational models.</p> <p>{ X } Provides for continuing evaluation of the program and its components.</p> <p>{ X } Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.</p> <p><u>Eligibility Requirements</u></p> <p>Participants in school activities and clubs shall be eligible to participate as long as they meet the eligibility requirements established by the Board. <b>Eligibility</b> is defined for the first one-third of each grading period, as meeting P.I.A.A. requirements which is passing four (4) major subjects. For the remainder of each grading period, <b>eligibility</b> is defined as not having a combined total of two (2) failing grades (F) in courses equal to two (2) credits. For example, an "F" in English and one (1) in Math would make the student not eligible. Again an "F" in English and an "F" in Physical Education would make the student eligible since Physical Education is not a full credit course. A <b>full credit</b> is defined as a class that meets five (5) days a week for the entire year. Tutoring is available and is highly recommended for students receiving a failing grade. Ineligible participants are required to attend tutoring classes.</p> <p>Any participant who is declared ineligible for the first time during the particular activity will be able to practice, but not play in any games, etc. The second time and any other time during the season that a student is ineligible by these standards, s/he will not be able to play in games/matches and will not be permitted to practice during the period of ineligibility. Likewise, a student who is ineligible for the time during school can go to dances, club activities, and club meetings. The second time and every time after that, the student forfeits all rights to participate and, therefore, will be barred from all activities.</p> <p>Any activity which is related to the curriculum and figures into a student's grade is exempt.</p> <p>In the implementation of this policy there will be a weekly evaluation of each student's eligibility based upon the failure reports due in the principal's office each Friday afternoon. Students not meeting the academic requirements would not participate the following week. At the beginning of a new school year, ineligible status will be issued to students whose academic achievement was unsatisfactory according to the future standards established above for the preceding school year.</p> <p><u>Equal Access Act</u></p> <p>20 U.S.C. The district shall provide secondary students the opportunity for noncurriculum-</p>
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122. EXTRACURRICULAR ACTIVITIES - Pg. 5

Sec. 4071 et seq	<p>related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.</p> <p><b>Noninstructional time</b> is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.</p> <p>The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.</p> <p>The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.</p> <p>The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511</p> <p>Safety In Youth Sports Act – 24 P.S. Sec. 5321 et seq.</p> <p><b>Sudden Cardiac Arrest Prevention Act – 24 P.S. Sec. 5331 et seq.</b></p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.1, 12.4</p> <p>Equal Access Act – 20 U.S.C. Sec. 4071 et seq.</p> <p>Board Policy – 000, 103, 103.1, 110, 123.1, 123.2, 218</p> <p><b>PSBA Revision 7/12</b></p>
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SECTION: PROGRAMS

TITLE: INTERSCHOLASTIC  
ATHLETICS

ADOPTED:

REVISED:

	123. INTERSCHOLASTIC ATHLETICS
1. Purpose	<p>The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.</p> <p>{X} The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest.</p> <p>{X } The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.</p>
2. Definition	<p>For purposes of this policy, the program of <b>interscholastic athletics</b> shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.</p>
<p>3. Authority</p> <p>SC 1601-C et seq</p> <p>Title 22</p> <p>Sec. 4.27</p> <p>34 CFR</p> <p>Sec. 106.41</p> <p>Pol. 103, 103.1</p> <p>SC 511</p>	<p>It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.</p> <p>{X} The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.</p> <p>The district will provide a same gender chaperone to attend all away P.I.A.A. interscholastic contests in the event that no same gender coach is on staff.</p> <p>The Board acknowledges that for continued growth of its athletic programs, coaches continue to foster their programs outside the normal school day/school year. In the event that an activity involving the district's P.I.A.A. interscholastic athletic</p>

123. INTERSCHOLASTIC ATHLETICS - Pg. 2

SC 511	<p>program includes an overnight stay, it is a requirement that a same gender coach/chaperone attend the over-night activity. This same gender coach/chaperone must be a Board-approved employee or volunteer.</p> <p>The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.</p>
SC 511	<p>The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.</p> <p>The Board directs that no student may participate in interscholastic athletics who has not:</p> <p>{X} Met the requirements for academic eligibility.</p> <p>{X } Complied with the requirements of the Athletic Handbook.</p> <p>{ X} Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline.</p>
Pol. 204	<p>{ X} Attended school regularly.</p> <p>{X } Been in attendance on the day of the athletic event or practice for the hours required.</p> <p>{X} Returned all school athletic equipment previously used.</p>
Pol. 218	<p>{X} Adhered to applicable discipline standards.</p> <p><u>Eligibility Requirements</u></p> <p>Participants in interscholastic athletics, school activities and clubs shall be eligible to participate as long as they meet the eligibility requirements established by the Board. <b>Eligibility</b> is defined for the first one-third of each grading period, as meeting P.I.A.A. requirements which is passing four (4) major subjects. For the remainder of each grading period, <b>eligibility</b> is defined as not having a combined total of two (2) failing grades (F) in courses equal to two (2) credits. For example, an "F" in English and one (1) in Math would make the student not eligible. Again an "F" in English and an "F" in Physical Education would make the student eligible since Physical Education is not a full credit course. A <b>full credit</b> is defined as a class that meets</p>



123. INTERSCHOLASTIC ATHLETICS - Pg. 3

Pol. 218	<p>five (5) days a week for the entire year. Tutoring is available and is highly recommended for students receiving a failing grade. Ineligible participants are required to attend tutoring classes.</p> <p>Any participant who is declared ineligible for the first time during the particular activity will be able to practice, but not play in any games etc. The second time and any other time during the season that a student is ineligible by these standards, s/he will not be able to play in games/matches and will not be permitted to practice during the period of ineligibility. Likewise, a student who is ineligible for the time during school can go to dances, club activities, and club meetings. The second time and every time after that, the student forfeits all rights to participate and, therefore, will be barred from all activities.</p> <p>Any activity which is related to the curriculum and figures into a student's grade is exempt.</p> <p>In the implementation of this policy there will be a weekly evaluation of each student's eligibility based upon the failure reports due in the principal's office each Friday afternoon. Students not meeting the academic requirements would not participate the following week. At the beginning of a new school year, ineligible status will be issued to students whose academic achievement was unsatisfactory according to the future standards established above for the preceding school year.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"><li>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</li><li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li><li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li></ol>
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<p>4. Delegation of Responsibility 24 P.S. Sec. 5323, 5333 Pol. 123.1, 123.2</p> <p>Title 22 Sec. 12.1, 12.4</p> <p>5. Guidelines  SC 1603-C</p>	<p>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</p> <p>5. The conduct involves the theft or vandalism of school property.</p> <p>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</p> <p>Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:</p> <p>1. Concussion and Traumatic Brain Injury Information Sheet.</p> <p>2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.</p> <p>The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.</p> <p>{X} S/He shall inform the Board of changes in that schedule as they occur.</p> <p>{ } S/He shall secure Board approval before making any changes in a schedule.</p> <p>The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.</p> <p>{X } The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.</p> <p>{ X} The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.</p> <p><u>Male/Female Athletic Opportunities Report</u></p> <p>By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.</p>
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123. INTERSCHOLASTIC ATHLETICS - Pg. 5

SC 1603-C	<p>By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.</p>
SC 1603-C	<p>The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 1601-C et seq.</p> <p>Safety In Youth Sports Act – 24 P.S. Sec. 5321 et seq.</p> <p>Sudden Cardiac Arrest Prevention Act – 24 P.S. Sec. 5331 et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.27, 12.1, 12.4</p> <p>Discrimination in Athletics, Title 34, Code of Federal Regulations – 34 CFR Sec. 106.41</p> <p>Board Policy – 103, 103.1, 123.1, 123.2, 204, 218</p> <p>NOTE: The disclosure form for male/female athletic opportunities is not required to be submitted to the PA Department of Education until October 15, 2013 and annually thereafter.</p> <p>PSBA Revision 7/12</p>





SECTION: PUPILS

TITLE: FOOD ALLERGY  
MANAGEMENT

ADOPTED:

REVISED:

NEW

	<p style="text-align: center;"><b>209.1. FOOD ALLERGY MANAGEMENT</b></p>
<p>1. Purpose</p>	<p>The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:</p> <ol style="list-style-type: none"> <li>1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.</li> <li>2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.</li> <li>3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.</li> </ol> <p>The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.</p>
<p>2. Authority SC 1422.3</p>	<p>The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.</p>
<p>3. Definitions</p>	<p><b>Food allergy</b> - an abnormal, adverse reaction to a food that is triggered by the body's immune system.</p>

209.1. FOOD ALLERGY MANAGEMENT - Pg. 2

	<p><b>Medical Plans of Care</b> - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:</p> <ol style="list-style-type: none"> <li>1. <b>Emergency Care Plan (ECP)</b> - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.</li> <li>2. <b>Individualized Healthcare Plan (IHP)</b> - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.</li> </ol>
Pol. 113	<ol style="list-style-type: none"> <li>3. <b>Related Services Component in Individualized Education Program (IEP)</b> - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.</li> </ol>
Pol. 103.1	<ol style="list-style-type: none"> <li>4. <b>Section 504 Service Agreement</b> - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.</li> </ol>
4. Guidelines	<p>Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.</p>

209.1. FOOD ALLERGY MANAGEMENT - Pg. 3

<p>Pol. 210, 210.1</p>	<p>Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.</p> <p>Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.</p> <p>A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.</p> <p><u>Accommodating Students With Disabling Special Dietary Needs</u></p>
<p>Pol. 103.1, 113</p>	<p>Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.</p> <p>The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.</p>
<p>7 CFR Sec. 15b.40</p>	<p>Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:</p> <ol style="list-style-type: none"> <li>1. The student's special dietary disability.</li> <li>2. An explanation of why the disability restricts the student's diet.</li> <li>3. The major life activity(ies) affected by the disability.</li> <li>4. The food(s) to be omitted from the student's diet.</li> <li>5. The food or choice of foods that must be provided as the substitute.</li> </ol>

	<p><u>Accommodating Students With Nondisabling Special Dietary Needs</u></p> <p>The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.</p> <p>Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:</p> <ol style="list-style-type: none"> <li>1. The medical or other special dietary condition which restricts the student's diet.</li> <li>2. The food(s) to be omitted from the student's diet.</li> <li>3. The food or choice of foods to be substituted.</li> </ol> <p><u>Confidentiality</u></p>
Pol. 113.4, 209, 216	<p>The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.</p>
5. Delegation of Responsibility Pol. 121, 246, 808, 810	<p>The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.</p> <p>Administrative regulations should address the following components:</p>
Pol. 146	<ol style="list-style-type: none"> <li>1. Identification of students with food allergies and provision of school health services.</li> <li>2. Development and implementation of individual written management plans.</li> </ol>
Pol. 210, 210.1	<ol style="list-style-type: none"> <li>3. Medication protocols, including methods of storage, access and administration.</li> </ol>



209.1. FOOD ALLERGY MANAGEMENT - Pg. 5

Pol. 246	4. Development of a comprehensive and coordinated approach to creating a healthy school environment.
Pol. 113.4, 209, 216	5. Communication and confidentiality.
Pol. 805	6. Emergency response.
	7. Professional development and training for school personnel.
	8. Awareness education for students.
	9. Awareness education and resources for parents/guardians.
	10. Monitoring and evaluation.
	The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.
	References:
	School Code – 24 P.S. Sec. 1422.1, 1422.3
	State Board of Education Regulations – 22 PA Code Sec. 12.41
	Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g
	Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.
	Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794
	Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.
	Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15
	Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35

209.1. FOOD ALLERGY MANAGEMENT - Pg. 6

	<p>Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104</p> <p>Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 103, 103.1, 113, 113.4, 121, 146, 209, 210, 210.1, 216, 246, 805, 808, 810</p> <p><i>Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies</i> – National School Boards Association</p> <p><i>Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel</i> – Pennsylvania Departments of Education and Health</p>
	PSBA New 7/12



SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED:

REVISED:

	216. STUDENT RECORDS
<p>1. Authority SC 1305-A, 1306-A, 1402, 1409, 1532, 1533 Title 22 Sec. 4.52, 12.31, 12.32, 15.9 20 U.S.C. Sec. 1232g 34 CFR Part 99, Part 300</p>	<p>The Board recognizes its responsibility for the <b>collection, retention, disclosure and protection</b> of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and <b>prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.</b></p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.</p> <p>Copies of the student records plan shall be submitted to the Department of Education, upon request.</p>
<p>2. Definitions 34 CFR Sec. 99.3</p>	<p>Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.</p>
<p>20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3</p>	<p>Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.</p>

34 CFR Sec. 99.3	<p>Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.</p>
20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3	<p>Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.</p> <p>Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.</p> <p>The term does not include:</p> <ol style="list-style-type: none"> <li>1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.</li> <li>2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.</li> <li>3. Grades on peer-graded papers before they are collected and recorded by a teacher.</li> <li>4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.</li> </ol>
34 CFR Sec. 99.3, 99.5	<p>Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.</p>

216. STUDENT RECORDS - Pg. 3

<p>34 CFR Sec. 99.3, 99.4</p>	<p>Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.</p>
<p>34 CFR Sec. 99.3</p>	<p>Personally identifiable information - includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. The name of a student, the student's parents or other family members.</li> <li>2. The address of the student or student's family.</li> <li>3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.</li> <li>4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.</li> <li>5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.</li> <li>6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.</li> </ol>
<p>34 CFR Sec. 99.3</p>	<p>Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for developing, implementing, and monitoring the student records plan.</p> <p>All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.</p>
<p>SC 1532 Pol. 213, 215</p>	<p>Each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p>

4. Guidelines	The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:
34 CFR Sec. 99.7	1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
34 CFR Sec. 99.10, 99.11, 99.12	2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.
34 CFR Sec. 99.20	3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.
34 CFR Sec. 99.21, 99.22	4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
34 CFR Sec. 99.3, 99.37	5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.
34 CFR Sec. 99.30-99.39	6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.
34 CFR Sec. 99.7, 99.31	7. Determining the types of personally identifiable information designated as directory information.
34 CFR Sec. 99.32	8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.
	9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.
	10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.

Pol. 113.4	11. Ensuring appropriate review, retention, disposal and protection of student records.
SC 1305-A	12. Transferring education records and appropriate disciplinary records to other school districts.
	<b><u>Student Recruitment</u></b>
Pol. 250	Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.
	<b><u>Missing Child Registration</u></b>
35 P.S. Sec. 450.403-A	A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.
35 P.S. Sec. 450.404-A	<p>In the event the district receives a request for information from the school records of a missing child, the district shall:</p> <ol style="list-style-type: none"> <li>1. Attempt to obtain information on the identity of the requester.</li> <li>2. Contact the appropriate law enforcement agency to coordinate a response.</li> </ol> <p>No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>Missing Children Registration – 35 P.S. Sec. 450.401-A et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9, 16.65</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p>

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Family Educational Rights and Privacy, Title 34, Code of Federal Regulations –  
34 CFR Part 99

**Individuals with Disabilities Education, Title 34, Code of Federal Regulations –  
34 CFR Part 300**

Board Policy – 113, 113.1, 113.4, 213, 215, 216.1, 250

PSBA Revision 5/12





SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE RECORDS

ADOPTED:

REVISED:

216.1. SUPPLEMENTAL DISCIPLINE RECORDS	
1. Authority SC 1304-A, 1305-A, 1307-A 42 Pa. C.S.A. Sec. 6341	The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.
2. Guidelines  42 Pa. C.S.A. Sec. 6341	<p><u>Adjudicated Students</u></p> <p>Building principals shall receive from the court, through the juvenile probation department, information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p>
SC 1304-A	<p><u>Transfer Students</u></p> <p>Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.</p>

216.1. SUPPLEMENTAL DISCIPLINE RECORDS - Pg. 2

SC 1304-A	<p>Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.</p> <p>This registration statement shall be maintained as part of the student's disciplinary record.</p>
SC 1305-A Pol. 216	<p>When a student transfers to a district school from another school district, a nonpublic school, or other school within this district, the district shall <b>request</b> a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.</p> <p>When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1304-A, 1305-A, 1307-A</p> <p>Adjudication of Juveniles – 42 Pa. C.S.A. Sec. 6341</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Safe and Drug-Free Schools and Communities Act – 20 U.S.C. Sec. 7165</p> <p>Board Policy – 216</p> <p>PSBA Revision 5/12</p>

# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: February 16, 2010

REVISED: December 3, 2012

	218. STUDENT DISCIPLINE
1. Purpose	The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.
2. Authority SC 510 Title 22 Sec. 12.3, 12.4 Pol. 103, 103.1	The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.
Title 22 Sec. 12.2, 12.3, 12.4 Pol. 103, 103.1, 235	The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.
Title 22 Sec. 12.5	The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.
Pol. 233	Any student disciplined by a district employee shall have the right to notice of the infraction.
Pol. 233	<p>Suspensions and expulsions shall be carried out in accordance with Board policy.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"> <li>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</li> </ol>

218. STUDENT DISCIPLINE - Pg. 2

<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 12.3 Pol. 235</p> <p>SC 1317, 1318</p> <p>SC 1317</p> <p>Title 22 Sec. 12.5</p>	<p>2. <b>The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</b></p> <p>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</p> <p>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</p> <p>5. The conduct involves the theft or vandalism of school property.</p> <p>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</p> <p>The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.</p> <p>The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office.</p> <p>The building principal shall have the authority to assign discipline to students, subject to Board policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.</p> <p>Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.</p> <p>Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.</p>
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218. STUDENT DISCIPLINE - Pg. 3

<p>SC 1302.1-A, 1303-A</p>	<p>When conduct so warrants, the building principal shall, in accordance with the Code of Student Conduct and the memorandum of understanding, contact the police department who has jurisdiction over the school's property.</p>
<p>Pol. 805</p>	<p>The memorandum of understanding shall provide procedures for local law enforcement response including, but not limited to, investigation of the incident, interrogation and custody of the student.</p> <p><u>Required Reports</u></p> <p>The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.</p>
<p>SC 1303-A Pol. 218.1, 218.2, 222, 227</p>	<p>The Superintendent shall annually, by July 31, report to the Office of Safe Schools on the required form all new incidents that occurred on school property and involved conduct including, but not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol or tobacco.</p>
<p>SC 1303-A</p>	<p>The Superintendent shall annually, no later than July 1, submit the prepared Office of Safe Schools report to the police department with jurisdiction over the school building for review and comparison with police incident data. Discrepancies shall be resolved in accordance with the procedures outlined in the memorandum of understanding.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A, 1317, 1318</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.1 et seq., 403.1</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 7114</p> <p>Board Policy – 103, 103.1, 122, 123, 218.1, 218.2, 222, 227, 233, 235, 805</p>

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# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONTROLLED SUBSTANCES/  
PARAPHERNALIA

ADOPTED: February 16, 2010

REVISED:

	<b>227. CONTROLLED SUBSTANCES/PARAPHERNALIA</b>
1. Purpose	The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.
2. Definitions 35 P.S. Sec. 780-101 et seq 42 Pa. C.S.A. Sec. 8337 21 U.S.C. Sec. 812	For purposes of this policy, <b>controlled substances</b> shall include all: <ol style="list-style-type: none"> <li>1. Controlled substances prohibited by federal and state law.</li> <li>2. Look-alike drugs.</li> <li>3. Alcoholic beverages.</li> <li>4. Anabolic steroids.</li> <li>5. Drug paraphernalia.</li> <li>6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.</li> <li>7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.</li> </ol> <p><b>Distributing</b> - providing any controlled substance to another student via selling, passing, or sharing.</p> <p><b>Possession</b> - hold on one's own possession any controlled substance determined to be illegal or as defined by this policy.</p> <p><b>Uncooperative Behavior</b> - resistance, defiance, or refusal to cooperate on the part of the student as it relates to any aspect of the investigation, and any reasonable requests or recommendations of school personnel.</p>
Pol. 210	

227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 2

<p>3. Authority SC 510, 511 Title 22 Sec. 12.3</p> <p>Pol. 218</p> <p>4. Delegation of Responsibility</p> <p>42 Pa. C.S.A. Sec. 8337 Pol. 218, 233</p>	<p>For purposes of this policy, <b>under the influence</b> shall include any consumption or ingestion of controlled substances by a student.</p> <p>The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.</p> <p>The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the Discipline Code if:</p> <ol style="list-style-type: none"> <li>1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> <li>2. <b>The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</b></li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Discipline Code.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> </ol> <p>The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:</p> <ol style="list-style-type: none"> <li>1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.</li> <li>2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.</li> </ol>
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227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 3

<p>SC 1303-A</p>	<p>3. Provide education concerning the dangers of abusing controlled substances.</p> <p>4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.</p> <p>Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p>
<p>5. Guidelines</p> <p>Pol. 226</p>	<p><u>Investigative Procedures</u></p> <p>Upon reasonable suspicion that a student is in violation of this policy, an investigation, under the direction of the building principal, shall commence. The student(s) under suspicion shall be questioned in the office or an alternate location that is private. The interrogation/testimony of the student(s) and or witnesses will occur in the presence of the principal and at least one (1) other staff member. The course of investigation will be dictated by the information uncovered during the inquiry.</p> <p>An aspect of the investigation may include a search. At this time, the principal may request that the student voluntarily empty his/her pocket, and remove any coat, bookbag, purse, etc. in order to be searched by school officials. In the case of involvement of a female student, a female staff member will be present at the investigation and or search. Also, if a search of the student's locker is warranted, the district's search policy would be invoked. If the violation of this policy involves a motor vehicle on school property, a search of the vehicle may be warranted.</p> <p>If a student is uncooperative and resists a voluntary search, the parents/guardians will be contacted, apprised of the circumstances, and summoned to the school. In this case it may also be necessary to contact the local or state police.</p> <p>If a student is suspected of being under the influence of alcohol, s/he may be required to take a drug test.</p> <p>If the results are negative, and the student still exhibits abnormal behavior, further assessment shall be required.</p> <p>If found to be in violation of this policy:</p> <p>L. The students, parents/guardians will be contacted by school officials and informed of the circumstances surrounding the incident, and along with the student, the disciplinary measures that will be enforced.</p>

	<p>2. The local or state police may be involved and charges filed depending on the circumstances of the incident.</p> <p><u>Penalties For Violation</u></p> <p>Violations of this policy may result in:</p> <ol style="list-style-type: none"> <li>1. The student will be given a ten (10) day out-of-school suspension.</li> <li>2. The student and his/her parents/guardians will be provided an opportunity for an informal hearing within the first five (5) days of the suspension.</li> <li>3. The student will be required to enter the Youth Alternatives Program through the Mercer County Drug and Alcohol Commission, and is required to fulfill all expectations of the program.</li> <li>4. The student will be referred to the Student Assistance Team within the building they are attending.</li> <li>5. Students may be referred to the local or state police depending on the circumstances involved in the specific situation.</li> <li>6. A second offense/violation of this policy, while a student within the Sharpsville Area School District (K through 12), will result in a recommendation for expulsion by school officials.</li> <li>7. A student who is found to be selling and or distributing controlled substances will be placed on a ten-day out-of-school suspension, referred to the local police, and a formal expulsion hearing shall be scheduled.</li> </ol> <p><u>Students That Seek Assistance/Help</u></p> <p>A student who voluntarily, and on his/her own accord approaches any faculty or staff, administrator, or refers himself/herself to the student assistance team because s/he is seeking help for a drug or alcohol problem, shall not be disciplined for their admission. This does not apply to those students directly involved in an incident or investigation.</p> <p><u>Anabolic Steroids</u></p> <p>The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth</p>
Pol. 233	
35 P.S. Sec. 807.1	

227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 5

	<p>Hormone (HGH) shall not be included as an anabolic steroid.</p>
<p>35 P.S. Sec. 807.2 Pol. 233</p>	<p>Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.</p>
<p>35 P.S. Sec. 807.3</p>	<p>The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:</p> <ol style="list-style-type: none"><li>1. For a <b>first</b> violation, suspension from school athletics for the remainder of the season.</li><li>2. For a <b>second</b> violation, suspension from school athletics for the remainder of the season and for the following season.</li><li>3. For a <b>third</b> violation, permanent suspension from school athletics.</li></ol> <p>No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.</p> <p><u>Reasonable Suspicion/Testing</u></p> <p>If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.</p>

227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 6

References:

School Code – 24 P.S. Sec. 510, 511, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 12.3; 403.1

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec.  
780-101 et seq.

Steroids – 35 P.S. Sec. 807.1 et seq.

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol  
Abuse – 42 Pa. C.S.A. Sec. 8337

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114, 7161

Controlled Substances Act – 21 U.S.C. Sec. 801 et seq.

Board Policy – 210, 218, 233

227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 7

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# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELECTRONIC DEVICES

ADOPTED: February 16, 2010

REVISED: February 19, 2013

	237. ELECTRONIC DEVICES
1. Purpose	The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.
2. Definition	<b>Electronic devices</b> shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs); cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.
3. Authority SC 510	The Board prohibits <b>use of</b> electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.
SC 1317.1	<p>The Board prohibits <b>possession of</b> laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.</p> <p>The district shall not be liable for the loss, damage or misuse of any electronic device.</p> <p><u>Electronic Images And Photographs</u></p> <p>The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.</p> <p>Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.</p>

237. ELECTRONIC DEVICES - Pg. 2

<p>Pol. 218</p>	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"> <li>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</li> <li>2. <b>The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</b></li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> <li>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> </ol>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>
<p>5. Guidelines Pol. 218, 226, 233</p>	<p>Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.</p> <p>The confiscated item shall not be returned until a conference has been held with a parent/guardian.</p> <p><u>Exceptions</u></p> <p>The building administrator may grant approval for possession and use of an</p>



237. ELECTRONIC DEVICES - Pg. 3

Pol. 113	<p>electronic device by a student for the following reasons:</p> <ol style="list-style-type: none"><li>1. Health, safety or emergency reasons.</li><li>2. An individualized education program (IEP).</li><li>3. Classroom or instructional-related activities.</li><li>4. Other reasons determined appropriate by the building principal.</li></ol>
SC 1317.1	<p>The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:</p> <ol style="list-style-type: none"><li>1. Student is a member of a volunteer fire company, ambulance or rescue squad.</li><li>2. Student has a need due to the medical condition of an immediate family member.</li><li>3. Other reasons determined appropriate by the building principal.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317.1</p> <p>Board Policy – 000, 113, 218, 226, 233, 815</p>

237. ELECTRONIC DEVICES - Pg. 4

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SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO  
BID/QUOTATION

ADOPTED:

REVISED:

	610. PURCHASES SUBJECT TO BID/QUOTATION
1. Authority SC 751, 807.1	It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.
2. Guidelines SC 120, 751, 807.1	The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.
	<u>Competitive Bids</u>
SC 751, 807.1	When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.
SC 807.1	After due public notice advertising for competitive bids, the Board shall be authorized to:
SC 751	<ol style="list-style-type: none"> <li>1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$18,900 or more, unless exempt by law.</li> <li>2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$18,900, unless exempt by law.</li> </ol>
SC 751, 807.1	The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.
SC 751, 807.1	With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 2

SC 751	<p>The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.</p> <p><input checked="" type="checkbox"/> <u>Electronic Bidding</u></p>
62 Pa. C.S.A. Sec. 4602, 4603	<p>The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.</p>
62 Pa. C.S.A. Sec. 4603	<p>The district shall electronically maintain the confidentiality of the bid until the bid opening.</p> <p><input checked="" type="checkbox"/> <u>Competitive Electronic Auction Bidding</u></p>
62 Pa. C.S.A. Sec. 4602, 4604	<p>The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.</p>
62 Pa. C.S.A. Sec. 4604	<p>An invitation for bids shall be issued and shall include:</p> <ol style="list-style-type: none"> <li>1. Procurement description.</li> <li>2. All contractual terms, when practical.</li> <li>3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.</li> </ol> <p>Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.</p> <p>Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.</p> <p>During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.</p> <p>At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.</p>

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 3

	<p>After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.</p> <p>The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.</p> <p><u>Price Quotations</u></p>
SC 751, 807.1	Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:
SC 807.1	1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$10,200 but less than \$18,900.
SC 751	2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than \$10,200 but less than \$18,900.
	<p>If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.</p> <p><u>Work Performed By District Maintenance Personnel</u></p>
SC 751	The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than \$10,200.
3. Delegation of Responsibility SC 751, 807.1	<p>The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 120, 751, 807.1</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p>

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 4

NOTES:

The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602

PSBA Revision 3/13



Pennsylvania School Boards Association

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED:

REVISED:

## 611. PURCHASES BUDGETED

1. Authority  
SC 751, 807.1

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.

2. Delegation of  
Responsibility  
SC 609, 751,  
807.1

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$18,900, in which case prior approval by the Board is required.

*New starting  
with unless* →

All purchase order requests must be referred to the

{ ☒ } Purchasing Agent,

{ } department head,

{ } building principal,

{ } Superintendent,

SC 609, 751,  
807.1

who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.

*Eliminated  
guidelines*

References:

School Code — 24 P.S. Sec. 508, 609, 751, 807.1

PSBA Revision 3/13







SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED:

REVISED:

	701. FACILITIES PLANNING
<p>1. Authority Title 22 Sec. 4.13 Pol. 100</p> <p>SC 1351</p>	<p>The Board shall develop and maintain a Strategic Plan, as required by State Board of Education regulations. Involvement of the Board, staff, community, businesses and parents/guardians is an important part of this process. Facilities planning is a primary component of strategic planning.</p> <p>The Board shall continuously or annually conduct a census of all children from birth to eighteen (18) years living in the district. The Board shall employ as many enumerators or attendance officers as necessary.</p>
<p>2. Delegation of Responsibility</p> <p><i>Reminded 1/12</i></p>	<p>In order to inform the Board of the district's future needs, the Superintendent or designee shall:</p> <p><input checked="" type="checkbox"/> Prepare a written description of existing physical facilities.</p> <p><input checked="" type="checkbox"/> Annually report to the Board on enrollment projections. <i>forwarded</i></p> <p><input checked="" type="checkbox"/> Report to the Board on the enrollment by grades during the school year.</p> <p><input checked="" type="checkbox"/> Estimate each spring the number of students who will be enrolled in the district's schools in September of the year for which the estimate is made.</p> <p><input checked="" type="checkbox"/> Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.</p>
<p>3. Guidelines SC 1351</p>	<p>Information gathered in the census shall include for each child the name and address of the parents/guardians; name and location of the school in which the child could be or is enrolled or belongs; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, and address; and other information the Board may legally request to assist in the efficient and equitable operation of the district.</p>

701. FACILITIES PLANNING - Pg. 2

SC 701	When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.
Pol. 103, 103.1	<p>Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 501, 502, 503, 504, 701, 701.1, 702, 703, 703.1, 704, 706, 731, 731.1, 733, 736-741, 1351, 1601-C et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 21.1 et seq., 349.1 et seq.</p> <p>Department of Environmental Protection Regulations – 25 PA Code Sec. 171.1 et seq.</p> <p>Board Policy – 100, 103, 103.1, 122, 123</p> <p>PSBA Revision 7/12</p>



SECTION: PROPERTY

TITLE: SAFETY

ADOPTED:

REVISED:

	705. SAFETY
1. Purpose	The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors.
2. Authority	The Board directs that a district-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect district buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.
3. Delegation of Responsibility	The Superintendent or designee shall develop and present to the Board for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.
	The Superintendent or designee shall:
SC 1518	1. Ensure curriculum to instruct students in safety and fire prevention.
SC 1517, 1518 Pol. 805	2. Provide required drills and instruct students in safety procedures.
	3. Review and evaluate annually district safety rules and plans.
	Administrators shall inform all staff and students of safety rules at the beginning of the school year.

<p>4. Guidelines SC 223 Title 34 Sec. 129.1001- 129.1011 72 P.S. Sec. 1722-J 77 P.S. Sec. 1038.2</p>	<p><u>Certified Workplace Safety Committee</u></p> <p>A workplace safety committee shall be established to promote the district's goals concerning safe schools.</p> <p>The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.</p> <p>If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.</p> <p>It shall be the responsibility of the workplace safety committee to:</p> <ol style="list-style-type: none"> <li>1. Evaluate the current safety program.</li> <li>2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.</li> <li>3. Make recommendations to correct hazards.</li> <li>4. Review, in a timely manner, incident and accident report and investigation forms.</li> <li>5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.</li> </ol> <p>A quorum of the workplace safety committee members shall meet at least once a month.</p> <p><sup>Added</sup> ↓ The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.</p> <p>All decisions of the committee shall be made by majority vote of members present.</p> <p>The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.</p>
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The Superintendent or designee shall maintain written records of workplace safety committee training.

References:

School Code – 24 P.S. Sec. 223, 510, 1517, 1518

Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001-129.1011

Fiscal Code – 72 P.S. Sec. 1722-J

Certification of Safety Committee – 77 P.S. Sec. 1038.2

Board Policy – 805

PSBA Revision 9/11





SECTION: PROPERTY

TITLE: SERVICE ANIMALS IN SCHOOLS

ADOPTED:

REVISED:

	718. SERVICE ANIMALS IN SCHOOLS
1. Purpose	The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.
2. Definition 28 CFR Sec. 35.104	<i>deleted "guide dog, signal dog, or other animal"</i> Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.
28 CFR Sec. 35.136	Miniature horses may be utilized as service animals if:  1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.  2. The facility can accommodate the type, size and weight of the miniature horse.  3. The presence of the miniature horse does not compromise the safe operation of the facility.
28 CFR Sec. 35.104  NEW	The work or tasks performed by a service animal shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
28 CFR Sec. 35.104	The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

718. SERVICE ANIMALS IN SCHOOLS - Pg. 2

<p>3. Authority 43 P.S. Sec. 953 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq 28 CFR Sec. 35.130</p>	<p>The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, in accordance with this policy and applicable state and federal laws and regulations.</p>
<p>4. Guidelines</p>	<p><u>Admission Of Service Animals To Schools</u></p> <p>A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. <b>A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative regulations governing this issue.</b></p> <p>Pol. 103.1, 113      Parents/Guardians of students with disabilities may submit a request to the <b>building principal for their student to bring a service animal to school. The building principal shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.</b></p> <p>28 CFR Sec. 35.130      Before a service animal shall be allowed in a district building, or on district property or vehicles, the district shall request the following documentation from the owner or handler of the animal:</p> <p>28 CFR Sec. 35.136      1. Verification of the need for a service animal.</p> <p>28 CFR Sec. 35.136      2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability.</p> <p>3 P.S. Sec. 455.1 et seq      3. Proof of current vaccinations and immunizations of the service animal.</p>



<p>43 P.S. Sec. 953 28 CFR Sec. 35.136 Pol. 904</p> <p>28 CFR Sec. 35.136</p> <p>28 CFR Sec. 35.136</p> <p>5. Delegation of Responsibility</p> <p>28 CFR Sec. 35.136</p>	<p><u>Admission Of Service Animals To Public Events</u></p> <p>Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.</p> <p>School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.</p> <p>The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.</p> <p>The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.</p> <p>The owner or handler of a service animal shall be solely responsible for:</p> <ol style="list-style-type: none"> <li>1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.</li> <li>2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.</li> <li>3. Damages to district buildings, property and vehicles caused by the animal.</li> <li>4. Injuries to students, employees, volunteers and visitors caused by the animal.</li> <li>5. Annual submission of documentation of vaccinations and immunizations.</li> </ol>
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718. SERVICE ANIMALS IN SCHOOLS - Pg. 4

<p>Pol. 103.1, 104, 906</p> <p>NEW</p>	<p>The building principal shall receive and forward to the</p> <ul style="list-style-type: none"> <li>( ) Director of Special Education</li> <li>(x) Supervisor of Special Education</li> <li>( ) Section 504 Team</li> <li>( ) Superintendent</li> </ul> <p>each completed request by an individual with a disability to be accompanied by a service animal. The <u>Supervisor of Special Education</u> shall respond to the request.</p> <p>District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Presence of the animal poses a direct threat to the health and safety of others.</li> <li>2. Owner or handler is unable to control the animal.</li> <li>3. Animal is not housebroken.</li> <li>4. Presence of the animal would require a fundamental alteration to the program.</li> </ol> <p>Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.</p>
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718. SERVICE ANIMALS IN SCHOOLS - Pg. 5

References:

Rabies Prevention and Control in Domestic Animals and Wildlife Act –  
3 P.S. Sec. 455.1 et seq.

Pennsylvania Human Relations Act – 43 P.S. Sec. 953

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal  
Regulations – 28 CFR Part 35

Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of  
Federal Regulations – 29 CFR Part 1630

Board Policy – 000, 103, 103.1, 104, 113, 707, 904, 906

PSBA Revision 2/12



# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF  
SUPERINTENDENT/  
ASSISTANT  
SUPERINTENDENT

ADOPTED: April 20, 2010

REVISED: August 19, 2013

	302. EMPLOYMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT
1. Purpose SC 1001	The Board places the primary responsibility and authority for the administration of the district in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the district.
2. Authority SC 508, 1071, 1073	During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, the Board shall meet to appoint, by a majority vote of all members of the Board, a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a term of three (3) to five (5) years.
SC 1073, 1077	At a regular Board meeting occurring at least 150 days prior to the expiration date of the Superintendent's or an Assistant Superintendent's term of office, the Board meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her for a further term of three (3) to five (5) years or that other candidates will be considered for the office. If the Board fails to take such action, the current Superintendent or Assistant Superintendent shall continue in office for a term similar in length to that which s/he is currently serving.
SC 1079	<p>Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.</p> <p>In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.</p>

302. EMPLOYMENT OF SUPERINTENDENT/ASSISTANT  
SUPERINTENDENT - Pg. 2

<p>3. Guidelines</p>	<p><u>Recruitment And Assessment Of Candidates</u></p> <p>The Board shall actively seek candidates who meet the qualifications and requirements for the position of Superintendent and/or Assistant Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants, and the counsel of the retiring Superintendent.</p> <p>When undertaking a search to fill the position of Superintendent or Assistant Superintendent, recruitment procedures shall be prepared and may include the following:</p> <ol style="list-style-type: none"> <li>1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.</li> <li>2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.</li> <li>3. Preparation of informative materials describing the school district, the Superintendent/Assistant Superintendent position, and the district's educational goals.</li> <li>4. Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation.</li> </ol> <p>Pol. 104 Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.</p> <p>The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school district.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Pre-Employment Requirements</u></p> <p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p>
<p>Pol. 104</p>	<p>1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.</p>
<p>SC 1002, 1003, 1078 Title 22 Sec. 49.41, 49.42</p>	<p>2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.</p>
<p>Pol. 104</p>	<p>3. Preparation of informative materials describing the school district, the Superintendent/Assistant Superintendent position, and the district's educational goals.</p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>4. Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation.</p> <p>Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.</p> <p>The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school district.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Pre-Employment Requirements</u></p> <p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p>

302. EMPLOYMENT OF SUPERINTENDENT/ASSISTANT  
SUPERINTENDENT - Pg. 3

SC 111	Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.
SC 1004	Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.
Pol. 314	After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require at Board expense.
	<u>Employment Contracts</u>
SC 1073	An individual shall not be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:
	1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.
SC 1073.1, 1081, 1082 Pol. 003, 312	2. Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.
SC 1075, 1077	3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent.
SC 1073	4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to renew automatically as required by law.
	5. Specify the termination, buyout and severance provisions, including all postemployment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.
SC 1007, 1008	6. Contain provisions relating to outside work that may be performed, if any.
	7. State that any modification to the contract must be in writing.

302. EMPLOYMENT OF SUPERINTENDENT/ASSISTANT  
SUPERINTENDENT - Pg. 4

<p>SC 1080 2 Pa. C.S.A. Sec. 551 et seq</p> <p>SC 1073</p>	<p>8. State that the contract shall be governed by the laws of the Commonwealth.</p> <p>9. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents who have no prior experience as a district superintendent or assistant superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.</p> <p>10. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents who have no prior experience as a district superintendent or assistant superintendent.</p> <p>11. Specify postretirement benefits and the period of time in which the benefits shall be provided.</p> <p><u>Removal/Severance</u></p> <p>A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent.</p> <p>Any negotiated severance of employment prior to the end of the term of the Superintendent's or Assistant Superintendent's specified contract term shall be limited to either:</p> <ol style="list-style-type: none"> <li>1. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or</li> <li>2. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.</li> </ol>
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302. EMPLOYMENT OF SUPERINTENDENT/ASSISTANT  
SUPERINTENDENT - Pg. 5

References:

School Code – 24 P.S. Sec. 108, 111, 508, 1001, 1002, 1003, 1004, 1007, 1008, 1071, 1073, 1073.1, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1418

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.41, 49.42, 49.171, 49.172

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Board Policy – 003, 104, 312, 314



# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF DISTRICT  
STAFF

ADOPTED: April 20, 2010

REVISED: August 19, 2013

	<p style="text-align: center;">304. EMPLOYMENT OF DISTRICT STAFF</p>
<p>1. Authority</p> <p>SC 406, 508, 1089, 1106, 1107, 1142- 1152 Title 22 Sec. 4.4 Pol. 328</p> <p>SC 1111</p>	<p>The Board places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its administrative, professional and support employees.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the district.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.</p> <p>The Superintendent shall recommend no fewer than three (3) applicants, and each candidate shall be interviewed by the Board.</p> <p>No teacher shall be employed who is related to any member of the Board, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>

304. EMPLOYMENT OF DISTRICT STAFF - Pg. 2

SC 1109, 1201 Title 22 Sec. 49.1 et seq	A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.
SC 111	Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.
SC 1204.1	The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.
2. Delegation of Responsibility Pol. 104	<p>The Superintendent or designee shall develop administrative regulations for employment of staff, in accordance with Board policy and state and federal laws and regulations.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.</p>
42 U.S.C. Sec. 12112	<p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
SC 1109, 1201 Title 22 Sec. 49.1 et seq	Each certificated administrative and professional employee employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law.

304. EMPLOYMENT OF DISTRICT STAFF - Pg. 3

<p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p>	<p><u>Title I Requirements</u></p> <p>All elementary, middle and secondary teachers employed by the district who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.</p>
<p>Title 22 Sec. 403.4, 403.5 20 U.S.C. Sec. 6319, 7801</p>	<p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.</p>
<p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p>All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> <li>1. At least two (2) years of study at an institution of higher learning.</li> <li>2. Associate's or higher degree.</li> <li>3. Evidence of meeting a rigorous standard of quality through a state or local assessment.</li> </ol> <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals hired by the district, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> <li>1. At least two (2) years of postsecondary study.</li> <li>2. Associate's or higher degree.</li> <li>3. Evidence of meeting a rigorous standard of quality through a state or local assessment.</li> </ol>

### 304. EMPLOYMENT OF DISTRICT STAFF - Pg. 4

Title 22 Sec. 14.105	Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.
Title 22 Sec. 14.105	<p><u>Personal Care Assistants</u></p> <p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.</p>
Title 22 Sec. 14.105	<p><u>Educational Interpreters</u></p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 104, 113, 328</p>

# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTES

ADOPTED: April 20, 2010

REVISED: August 19, 2013

	305. EMPLOYMENT OF SUBSTITUTES
1. Authority	<p>Qualified and competent substitutes for professional and support employees shall be employed by the district in order to provide continuity in the educational programs, operations and services of the schools.</p>
SC 406, 1101, 1106, 1148	<p>The Board shall approve annually the names of potential substitute employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the district. Retroactive approval shall be recommended to the Board at the next regular Board meeting.</p>
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	<p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p>
SC 111	<p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>

305. EMPLOYMENT OF SUBSTITUTES - Pg. 2

<p>SC 1148</p> <p>2. Delegation of Responsibility</p>	<p><u>Compensation</u></p> <p>Substitutes shall be paid on a per diem or hourly basis at a rate set annually by the Board for the various classes of employees.</p> <p>A long-term substitute professional employee shall be compensated in accordance with the collective bargaining agreement.</p> <p>The Superintendent or designee shall develop administrative regulations regarding employment of substitutes.</p> <p>The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p> <p>The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 406, 1101, 1106, 1148</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 104</p>
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# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF SUMMER  
SCHOOL STAFF

ADOPTED: April 20, 2010

REVISED: August 19, 2013

	306. EMPLOYMENT OF SUMMER SCHOOL STAFF
<p>1. Authority</p> <p>SC 406, 508, 1109, 1146, 1901 Pol. 124</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>SC 111</p>	<p>The Board directs that qualified and competent professional and support employees be employed to provide the district's summer school program.</p> <p>When a summer school program is authorized by the Board, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the district summer school program.</p> <p>Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent.</p> <p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations or procedures to recruit, screen and recommend candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.</p> <p>Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.</p>

306. EMPLOYMENT OF SUMMER SCHOOL STAFF - Pg. 2

Recommendations from former employers and others may be sought to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

References:

School Code – 24 P.S. Sec. 108, 111, 406, 508, 1109, 1146, 1901

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 104, 124

# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: STUDENT TEACHERS/  
INTERNS

ADOPTED: April 20, 2010

REVISED: August 19, 2013

307. STUDENT TEACHERS/INTERNS	
1. Authority	The Board encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.
SC 510	The Board establishes that district schools shall accept student teachers and interns from accredited institutions with which the district has a cooperative agreement approved by the Board.
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	Student teachers and interns shall not be accepted into district schools unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.
SC 111	Student teachers and interns shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.
2. Delegation of Responsibility	The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.
	Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor.
	The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.
SC 1418 Title 28 Sec. 23.43, 23.44, 23.45 Pol. 314	Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to district staff.

307. STUDENT TEACHERS/INTERNS - Pg. 2

<p>Pol. 907</p>	<p>While serving in district schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.</p> <p>Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal or designee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 1418</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 314, 907</p>
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# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: April 20, 2010

REVISED: August 19, 2013

	309. ASSIGNMENT AND TRANSFER
1. Authority	The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.
SC 508, 510	The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another and involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.
23 Pa. C.S.A. Sec. 6354, 6355	Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant has already obtained an official child abuse clearance statement.
SC 111 Title 22 Sec. 8.2	Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit an official criminal history background check. Such applicants shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution.
2. Delegation of Responsibility	The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers may subject the individual to disciplinary action up to and including termination and criminal prosecution, depending on the nature of the offense.
20 U.S.C. Sec. 6312	The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

References:

School Code – 24 P.S. Sec. 111, 508, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6312

# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: April 20, 2010

REVISED: August 19, 2013

	317. CONDUCT/DISCIPLINARY PROCEDURES
<p>1. Authority</p> <p>Title 22 Sec. 235.10</p> <p>SC 510, 514</p> <p>SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq</p>	<p>All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.</p> <p>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</p> <p>The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p> <p>When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.</p>
<p>2. Delegation of Responsibility SC 510</p>	<p>All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Nonprofessional relationships with students.</li> </ol>

317. CONDUCT/DISCIPLINARY PROCEDURES - Pg. 2

Pol. 351	<p>3. Causing intentional damage to district property, facilities or equipment.</p> <p>4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.</p> <p>5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</p> <p>6. Use of profane or abusive language.</p> <p>7. Breach of confidential information.</p>
SC 1122	<p>8. Failure to comply with directives of district officials, security officers, or law enforcement officers.</p> <p>9. Carrying onto or possessing a weapon on school grounds.</p>
SC 1122	<p>10. Violation of Board policies, administrative regulations, rules or procedures.</p>
SC 1122	<p>11. Violation of federal, state, or applicable municipal laws or regulations.</p> <p>12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.</p>
SC 1122, 1151	<p>The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, pursuit of civil and criminal sanctions.</p>
SC 111	<p><u>Arrest Or Conviction Reporting Requirements</u></p> <p>Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</p>
SC 111	<p>An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.</p>



References:

School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151

State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 PA Code Sec. 235.1 et seq.

Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.

Board Policy – 351



# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TUITION INCOME

ADOPTED: January 22, 2008

REVISED: August 19, 2013

	607. TUITION INCOME						
1. Authority SC 1316 Pol. 202	When the district receives students who are residents of another school district, it shall assess tuition charges in accordance with the School Code.						
2. Delegation of Responsibility	It shall be the responsibility of the Business Manager to invoice tuition for approved students.						
3. Guidelines	<p>Tuition invoices shall be sent to parents/guardians before the beginning of each semester. Alternate payment arrangement can be approved by the Superintendent in cases where justified. When tuition is in arrears, the parent/guardian will be notified and will have fifteen (15) days, at the direction of the Superintendent, from the time of notification to pay the amount specified. Failure to make required payments shall result in termination of the tuition privilege. Tuition invoices to school district shall be at the end of the school year.</p> <p>Tuition rates for students placed in the district by another district shall be at the state calculated tuition rate.</p>						
SC 2561	<p>Nonresident parents/guardians who request permission to send their children to Sharpsville Area schools and receive approval from the Superintendent of Schools shall be charged tuition.</p> <p>The tuition rates for the 07-08 year are as follows:</p> <table><tr><td>Kindergarten one-half (½) day</td><td>Elementary grades 1-5</td><td>Secondary grades 6-12</td></tr><tr><td>\$752.00</td><td>\$1,505.00</td><td>\$2,084.00</td></tr></table> <p>Unless otherwise altered by Board action, the tuition rates shall increase by five percent (5%) over the previous year.</p>	Kindergarten one-half (½) day	Elementary grades 1-5	Secondary grades 6-12	\$752.00	\$1,505.00	\$2,084.00
Kindergarten one-half (½) day	Elementary grades 1-5	Secondary grades 6-12					
\$752.00	\$1,505.00	\$2,084.00					

The annual tuition rate for international students enrolled through the American Scholar program is \$10,000.00 effective with the 2013-14 school year.

Nonresident parents/guardians who request permission to send their children to Sharpsville Area School District and who own property within the district shall be charged one-half ( $\frac{1}{2}$ ) the amount set by the policy.

Full tuition will be charged for the first child in a nonresident family with all other children in the family at one-half ( $\frac{1}{2}$ ) the rate. Tuition for children of full-time employees of the district is waived. A **full-time employee** of the district is defined as those employees receiving the full benefit package as provided by a contract with the district. Tuition will be waived for children of retired employees provided their children are enrolled at the time of retirement. Tuition will also be waived for students who have been recommended by the Courts to continue their education in Sharpsville.

Students accepted under these provisions will be expected to maintain satisfactory academic standing (C average), appropriate attendance habits, and proper behavioral conduct in order to maintain their relationship with the district.

The district will incur no additional costs for any student admitted under these provisions. Available space will be a consideration when reviewing applications for nonresident student enrollment.

If tuition is paid and a family purchases a home in the district, and reside in that home, the district would reimburse the family the tuition paid that school year.

References:

School Code – 24 P.S. Sec. 1301, 1306, 1307, 1308, 1309, 1310, 1313, 1316, 2503, 2561

Board Policy – 202

**SHARPSVILLE AREA SCHOOL DISTRICT  
RESOLUTION No. 10 of 2013**

**AN RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE SHARPSVILLE AREA SCHOOL DISTRICT ADOPTING THE SEPARATION AND RELEASE AGREEMENT DATED THE 19<sup>th</sup> DAY OF AUGUST, 2013, BY AND BETWEEN THE BOARD OF SCHOOL DIRECTORS OF THE SHARPSVILLE AREA SCHOOL DISTRICT AND SUPERINTENDENT MARK FERRARA, ESTABLISHING THE TERMS AND CONDITIONS OF MARK FERRARA'S DEPARTURE FROM EMPLOYMENT AS SUPERINTENDENT AND AUTHORIZING BOARD PRESIDENT AND SECRETARY TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS RESOLUTION.**

**WHEREAS**, Pursuant to the Employment Agreement, dated December 7, 2009, by and between SASD and MARK FERRARA (the "Employment Agreement"), Mr. Ferrara is currently employed by SASD as Superintendent of schools; and

**WHEREAS**, Mr. Ferrara wishes to terminate his employment with SASD; and

**WHEREAS**, Mr. Ferrara and SASD have reached an agreement regarding the number of unused vacation days and other benefits to which Employee claims he is entitled under the aforesaid Employment Agreement relative to Employee's departure, ("Separation and Release Agreement") and wish to reduce said agreement to writing; and

**WHEREAS**, Both Employee and SASD view their separation as amicable; and

**WHEREAS**, the purpose of this Resolution is to ratify and adopt said Separation and Release Agreement and authorize the appropriate officers of the Board to execute same.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of School Directors of the Sharpsville Area School District **AND IT IS HEREBY RESOLVED** as follows:

1. The Board hereby adopts and ratifies the provisions contained in the Separation and Release Agreement between the Board and the Association dated the 19th day of August, 2013.

2. The Board hereby agrees to be bound by the terms and provisions set forth in the Separation and Release Agreement contingent upon review and approval of the SASD Solicitor, said Agreement being attached hereto and made a part hereof..

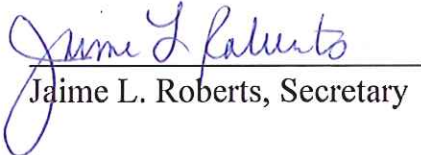
3. The Board hereby authorizes the President of the Board and Board Secretary, to execute any and all documents necessary to effectuate the purpose of this Resolution.

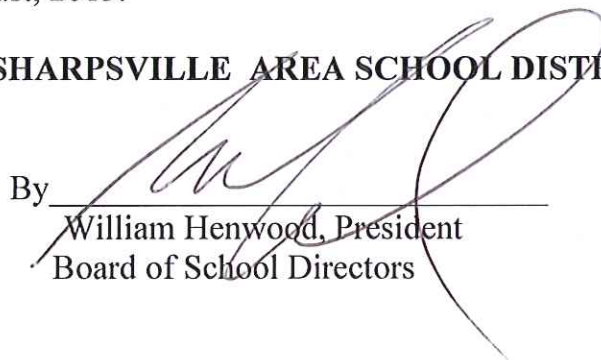
4. This Resolution shall become effective upon adoption by the Board and approval by Board President and Solicitor.

**DULY ADOPTED**, by the Board of School Directors of the Sharpsville Area School District, this 19<sup>th</sup> day of August, 2013.

**ATTEST**

**SHARPSVILLE AREA SCHOOL DISTRICT**

  
Jaime L. Roberts, Secretary

By   
William Henwood, President  
Board of School Directors

(SEAL)

## **EMPLOYMENT SEPARATION AND RELEASE AGREEMENT**

**THIS EMPLOYMENT SEPARATION AGREEMENT** (this "Agreement") is made and entered into as of the 19<sup>th</sup> day of August, 2013, by and between the **SHARPSVILLE AREA SCHOOL DISTRICT** of Mercer County Pennsylvania ("SASD"), and **MARK FERRARA**, an individual ("Employee").

### **RECITALS:**

A. Pursuant to the Employment Agreement, dated December 7, 2009, by and between SASD and Employee (the "Employment Agreement"), Employee is currently employed by SASD as Superintendent of schools.

B. Employee wishes to terminate his employment with SASD.

C. Employee and SASD have reached an agreement regarding the number of unused vacation days and other benefits to which Employee claims he is entitled under the aforesaid Employment Agreement relative to Employee's departure, and wish to reduce said agreement to writing.

D. Both Employee and SASD view their separation as amicable.

**NOW, THEREFORE**, in consideration of the premises and covenants contained in this Agreement, the parties hereto, intending to be legally bound, agree as follows:

1. **RECITALS.** The above recitals are made a part hereof.

2. **TERMINATION OF EMPLOYMENT AGREEMENT.** SASD and Employee hereby agree that, except as specifically provided in this Agreement, the Employment Agreement is terminated effective August 19, 2013, and except as set forth in Section 5 below and except as otherwise specifically provided in this Agreement, neither SASD nor Employee shall have any further rights, obligations, or duties under the Employment Agreement dated December 7, 2009. During the period between the execution of this Agreement and December 31, 2013, Employee will continue to be available for consultation, guidance, project completion, and travel to any of the SASD locations, if necessary, and as directed by the SASD Superintendent.

3. **SEPARATION PAYMENTS.** In consideration of Employee's agreement to the terms of this Agreement, SASD will pay Employee the following amounts (the "Separation Payments"):

a. The Employee is entitled is forty-three (43) un-used vacation days, calculated at the daily rate of \$469.25 for a total of Twenty Thousand One Hundred Seventy Seven Dollars

and 75/100ths (\$20,177.75), said amount representing the dollar value of the un-used vacation days that the parties have agreed Employee would have otherwise been entitled to under the Employment Agreement. Employee has agreed and hereby authorizes SASD to deposit the sum of Twenty Thousand One Hundred Seventy Seven Dollars and 75/100ths (\$20,177.75) into Employee's 403(b) retirement account as a non-elective employer contribution, as allowed by law.

b. The said 403(b) employer contribution balance of un-used vacation day payment together with other salary earned by Employee during Employee's notice of resignation period, if any, shall be remitted to Employer as promptly as practicable following the execution of this Agreement, or the eighth (8th) day following the date Employee executes this Agreement, whichever comes last, in accordance with the prevailing payroll schedule for SASD administrators subject to applicable tax withholdings and other withholdings required by law.

c. Employee shall be reimbursed for all appropriately documented travel and other expense items related to Employee's duties as Superintendent of SASD, submitted by Employee for reimbursement. Thereafter, the SASD will, in accordance with the SASD's standard expense reimbursement policies, promptly reimburse Employee for any additional SASD expenses appropriately incurred by Employee prior to August 19, 2013.

d. Should the employer contribution to Employee's 403(b) retirement account provided herein exceed the limitations for contributions to 403(b) retirement accounts established by the Internal Revenue Service for the 2013 tax year, any remaining funds shall be remitted directly to Employee in accordance with the prevailing payroll schedule for SASD administrators subject to applicable tax withholdings and other withholdings required by law, and shall be reflected in Employee's IRS Form W-2 for the current tax year.

e. Upon SASD Board of School Directors acceptance of Employee's resignation, all terms and provisions of the Employment Agreement dated December 7, 2009, together with any amendments thereto, shall be terminated and the parties shall be released from all liability and/or obligation thereunder, and the terms and provisions of said Employment Agreement shall become null and void and of no effect whatsoever.

f. Employee shall serve as Superintendent of SASD through a notice of resignation period. Said notice period shall terminate upon the expiration of sixty (60) days following the date of the SASD Board's acceptance of Employee's resignation, or upon submission to Employee of a written release from such service by the President of the SASD School Board, whichever shall first occur.

4. **WAIVER AND RELEASE.** In consideration of the obligations and duties of SASD set forth herein, Employee agrees as follows:

a. Employee and SASD hereby knowingly and voluntarily waive, release and forever discharge the other party from any and all claims, demands, damages, lawsuits,



obligations, promises, and causes of action, both known and unknown, whether now existing or arising in the future, at law or in equity, relating to or arising out of Employee's employment with SASD, the Employment Agreement, compensation by SASD, or separation of employment from SASD. However, nothing contained herein shall be interpreted to limit Employee's or SASD's right to enforce this Agreement through legal process.

b. Employee agrees to release and forever discharge by this Agreement the SASD from all liabilities, causes of actions, charges, complaints, suits, claims, obligations, costs, losses, damages, injuries, rights, judgments, attorneys' fees, expenses, bonds, bills, penalties, fines, and all other legal responsibilities of any form whatsoever whether known or unknown, whether suspected or unsuspected, whether fixed or contingent, whether in law or in equity, including but not limited to those arising from any acts or omissions occurring prior to the effective date of this Agreement, including those arising by reason of any and all matters from the beginning of time to the present, arising out of his past employment with, compensation during, and resignation from the SASD. Employee specifically releases claims under all applicable state and federal laws, including but not limited to, Title VII of the Civil Rights Act of 1964 as amended, the Fair Labor Standards Act, the Rehabilitation Act of 1973, the Family Medical Leave Act, the Employee Retirement Income Security Act, the Consolidated Omnibus Reconciliation Act of 1986, the Americans with Disabilities Act, the Workers' Compensation Act, the Equal Pay Act, the Age Discrimination in Employment Act of 1967 (Title 29, United States Code, Section 621, et seq.) ("ADEA"), as well as all common law claims, whether arising in tort or contract.

c. In addition to the other provisions in this Agreement, Employee acknowledges that the information in the following paragraphs is included for the express purpose of complying with the Older Workers' Benefits Protection Act, 29 U.S.C. Section 626(f):

i. I, Mark Ferrara, was over 40 years of age when I resigned my employment and when I signed this Agreement. I realize there are many laws and regulations prohibiting employment discrimination or otherwise regulating employment or claims related to employment pursuant to which I may have rights or claims, including the Age Discrimination in Employment Act of 1967, as amended (the "ADEA"). I hereby waive and release any rights or claims I may have under the ADEA.

ii. By signing this Agreement containing mutual covenants and other considerations I acknowledge said consideration to be good, valuable and sufficient, I am waiving and releasing all claims against the SASD that I may have based on my age. I am waiving any claim or action under the ADEA based upon rights or claims that may arise after the date I sign this Agreement.

iii. I am being given continued compensation as specified in Section 3 hereof in exchange for the release and waiver of all claims that I am agreeing to herein which I accept are of equal value.

iv. The provisions of this Agreement and their legal effect have been fully

explained to me by my counsel, Jonathan Solomon, Esquire. I acknowledge I have received independent legal advice from counsel of my selection and I they have been fully informed as to my legal rights and obligations. I confirm that I fully understand the terms, conditions and provisions of this Agreement and believe them to be fair, just, adequate and reasonable under the existing circumstances. I further confirm that I am entering into this Agreement freely and voluntarily and that the execution of this Agreement is not the result of any duress, undue influence, collusion or improper or illegal agreement or agreements. I acknowledge that I opportunity to consider this Agreement for twenty-one (21) days before signing it, and, if I sign it, to revoke it for a period of seven (7) days thereafter. Regardless of when I signed this Agreement, I acknowledge that my seven-day period will not be waived. No payments will be made to me until after the seven-day revocation period expires.

5. EMPLOYMENT RECOMMENDATIONS; NON-DISPARAGEMENT.

SASD hereby agrees that, in the event that a future prospective employer of Employee seeks information from SASD regarding the competence, experience, or abilities of Employee, SASD shall follow its standard human resource guidelines, policies, and practices with respect to such inquiry. In addition, the parties shall each refrain from making any written or oral statement or taking any action, directly or indirectly, which the parties know or reasonably should know to be disparaging or negative concerning SASD or Employee, except as required by law. The parties hereto shall also refrain from suggesting to anyone that any written or oral statements be made which the parties know or reasonably should know to be disparaging or negative concerning SASD or Employee, or from urging or influencing any person to make any such statement. This provision shall include, but not be limited to, the requirement that the parties refrain from expressing any disparaging or negative opinions concerning SASD or Employee, Employee's resignation from SASD, any of SASD's officers, directors, or employees, or other matters relative to SASD's reputation as an employer or any other matters relative to Employee's reputation as an employee or administrator. SASD's and Employee's promises in this subsection, however, shall not apply to any judicial or administrative proceeding in which Employee or SASD is a party or in which Employee or SASD has been subpoenaed to testify under oath by a government agency or by any third party.

6. LITIGATION COOPERATION. Beginning on the date of this Agreement and continuing at all times hereafter, Employee and SASD shall, without any additional compensation except as provided herein, provide each other with full cooperation and reasonable assistance in connection with SASD's defense of any litigation against SASD, its administrators, faculty, staff, elected or appointed officials arising out of or relating to any circumstance, fact, event, or omission alleged to occur while Employee was employed by SASD. Employee shall at all times promptly be reimbursed by the SASD for any and all out-of-pocket expenses, including travel expenses, that may be incurred by Employee in providing such cooperation and assistance, and to the extent that Employee provides any such assistance or cooperation after the Notice of Resignation Period, the Employee also shall be compensated for his time in providing such cooperation and assistance at a rate equivalent to a per diem based upon his base salary as in effect under the Employment Agreement as of the date hereof. Such cooperation and assistance shall include, but not be limited to, access for research, being available for consultation, for

deposition and trial testimony, and for availability and execution of discovery-related documents such as interrogatories, affidavits, requests for production, requests for admissions, and responses to each, as deemed necessary. Employee and SASD further agree to provide their good will and good faith in providing honest and forthright cooperation in all other aspects of their defense of any such litigation.

7. MISCELLANEOUS.

a. In the event any provision of this Agreement is found to be unenforceable, void, invalid or unreasonable in scope, such provision shall be modified to the extent necessary to make it enforceable, and as so modified, this Agreement shall remain in full force and effect.

b. The paragraph headings in this Agreement are for convenience only and do not form any part of or affect the interpretation of this Agreement.

c. This Agreement may be executed in counterparts, each of which shall be deemed an original of this Agreement and all of which, when taken together, shall be deemed to constitute one and the same Agreement.

d.. The waiver by any party of a breach of any condition of this Agreement by the other party shall not be construed as a waiver of any subsequent breach. No waiver of any right hereunder shall be effective unless in writing and signed by the party against whom the waiver is sought to be enforced.

e. The rights and obligations of the parties under this Agreement shall inure to the benefit of, and shall be binding upon, their respective heirs, executors, administrators, successors, assigns, subsidiaries, affiliates, directors, officers, employees, representatives and agents, as applicable.

f. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any previous employment agreements or contracts, whether written or oral, between SASD and Employee.

g. This Agreement shall be construed under, and governed by, the laws of the Commonwealth of Pennsylvania.

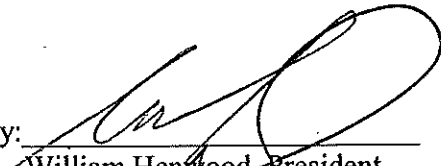
h. Employee and SASD acknowledge that each has had the opportunity to read, study, consider and deliberate upon this Agreement, and to consult with legal counsel, and both parties fully understand and are in complete agreement with all of the terms of this Agreement.

8. DRAFTSMAN: For purposes of contract interpretation and for the purpose of resolving any ambiguity herein, the parties hereto expressly agree that the fact that this Agreement stating the understandings of the parties has been drafted by counsel for either of the parties shall in no way be considered in the construction, interpretation or enforcement of the terms hereof. In no event shall any construction, interpretation, enforcement, presumption or inference, in favor of or

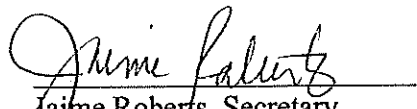
against either party, be made as a consequence of the identity of the draftsman hereof.

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the parties have executed this Agreement as of the day and year first above written.

**SHARPSVILLE AREA SCHOOL DISTRICT:**

By:   
William Henwood, President  
School Board of the Sharpsville  
Area School District


Attest:

  
Jaime Roberts, Secretary  
School Board of the Sharpsville  
Area School District

**EMPLOYEE:**

By:   
Mark Ferrara, individually

Witness:



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the SHARPSVILLE AREA EDUCATION ASSOCIATION (the "Association") and the SHARPSVILLE AREA SCHOOL DISTRICT (the "District").

WHEREAS, the Association and the District are parties to a collective bargaining agreement effective July 1, 2008 through June 30, 2013; and

WHEREAS, the District has initiated a cyber academy for select courses using an on-line platform; and

WHEREAS, the District has entered into an agreement with Midwestern Intermediate Unit IV, which provides the on-line platform upon which the cyber academy operates; and

WHEREAS, the District also offers Chinese course instruction to District students through the partnership with the Midwestern IU IV; and

WHEREAS, the Association wishes to preserve its exclusive right to perform Bargaining Unit work; and

WHEREAS, the District and the Association desire to work collaboratively in the implementation of the cyber academy and the Chinese courses.

NOW, THEREFORE, in consideration of the mutual promises contained herein and intending to be legally bound hereby, the parties agree as follows:

1. No bargaining unit position will be reduced or eliminated as a direct or indirect result of the District's implementation of the cyber academy. Any course taught through the cyber academy shall not result in the furlough, demotion, or reduction in hours of any bargaining unit member and shall not be used by the District to reduce the number of bargaining unit positions. The cyber academy will not be used to consolidate or reduce District course offerings. No current course will be eliminated as a result of the implementation or usage of cyber courses.

2. If a bargaining unit position is lost due to attrition, and no attempt is made by the District to replace the member, no online course that could have been taught by someone in that position may be used. No stand-alone cyber education courses will be offered to District students, except in the event that the District is unable to fill a vacancy with a properly certified bargaining unit member. In this case, the District may offer the classes associated with that position through the cyber education platform so long as a bargaining unit member is assigned to supervise the class as the teacher of record.

3. The District will not openly advertise the cyber academy to children in the District unless: (1) the children are homeschooled students; (2) the children are in a non-public, parochial, or independent school; (3) the children are currently attending a cyberschool; (4) the children are attending a charter school; (5) the parents/guardians or children approach the

District to potentially withdraw from the District in order to attend a charter school, cyberschool, parochial, independent, or non-public school, or to commence homeschooling; (6) the children have significant disciplinary issues; or (7) the children have special needs that necessitate the use of the cyber academy.

4. This Memorandum of Understanding applies solely to courses through the cyber academy supported by Midwestern Intermediate Unit IV. No other cyber courses will be used by the District, nor will any other cyber courses be accepted for credit within the District without a separate written agreement between the District and the Association.

5. Notwithstanding any other provision of this MOU, the District may continue to offer Chinese instruction to students to the extent that it has done so historically through the Midwestern IU IV.

6. The District shall not use the cyber academy to provide instruction during a legal strike or lockout in the District.

7. The District will make cyber academy enrollment numbers (both for students and teachers) available to the Association upon request.

8. This Memorandum of Understanding shall remain in full force and effect through June 30, 2014. Thereafter, the parties will meet and renegotiate the terms and conditions of this Memorandum of Understanding in order to make any changes necessary to better serve the needs of the parties and the cyber academy. This Memorandum of Understanding can be amended at any time by mutual written consent of the District and the Association.

9. The parties agree that this Memorandum of Understanding does not establish a practice between the parties and that it will not be cited as precedent of any alleged practice by either side. The parties further agree that this Memorandum of Understanding shall not constitute nor be used as evidence of a waiver of rights regarding exclusivity of bargaining unit work or in connection with any dispute between the parties with respect to any issues now or in the future that may arise concerning the District's use or participation in cyber schools or cyber school technology.

10. Under no circumstances is this Memorandum of Understanding to be construed in any manner as modifying the parties' collective bargaining agreement. The parties continue to maintain their respective rights and obligations under the collective bargaining agreement.

11. This Memorandum of Understanding shall be enforceable through the grievance procedure in the parties' collective bargaining agreement.

12. By signing this Memorandum of Understanding, the parties hereto acknowledge that they understand this agreement and enter into it voluntarily and that there are no written or oral understandings or agreements that are not set forth herein.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be duly executed with the express intention to be legally bound as of the day and year last appearing below.

ATTEST:

\_\_\_\_\_

SHARPSVILLE AREA EDUCATION  
ASSOCIATION

By: *Gina Labbinto*

Title: President

Date: 9-3-13

ATTEST:

*Jamie L. Labbinto*

SHARPSVILLE AREA SCHOOL  
DISTRICT

By: *[Signature]*

Title: President School Board

Date: 8/29/13





# SHARPSVILLE AREA SCHOOL DISTRICT CAFETERIA FUND BUDGET

**2013-2014**

<b>Revenues:</b>	<b>2012-13 Fiscal Year</b>	<b>2013-14 Fiscal Year</b>	<b>\$ Increase</b>	<b>% Increase</b>
Lunch Sales/A La Carte (Inc. Milk)	\$270,117	\$266,771	\$ (3,346)	-1.2%
Adult Lunches	5,500	6,250	750	13.6%
Special Functions	10,000	12,250	2,250	22.5%
Head Start	8,500	8,500	-	0.0%
State Subsidy	27,156	22,714	(4,442)	-16.4%
Social Security Subsidy	12,175	12,776	601	4.9%
Retirement Subsidy	19,310	24,120	4,810	24.9%
Federal Subsidy	271,659	274,046	2,387	0.9%
Interest	<u>100</u>	<u>10</u>	<u>(90)</u>	-90.0%
<b>Total Revenues</b>	<b>\$624,517</b>	<b>\$627,437</b>	<b>\$ 2,920</b>	<b>0.5%</b>
<b>Expenditures</b>				
Wages	218,335	229,118	10,783	4.9%
Benefits	79,868	87,796	7,928	9.9%
Maintenance/Repairs	3,000	5,000	2,000	66.7%
Other Purchased Services	550	1,250	700	127.3%
Food Supplies	264,108	267,115	3,007	1.1%
Non-Food Supplies	26,714	18,500	(8,214)	-30.7%
Milk	49,787	49,787	-	0.0%
Equipment (Depreciation)	0	0	-	- %
Membership/Fees	<u>310</u>	<u>500</u>	<u>190</u>	61.3%
<b>Total Expenditures</b>	<b><u>642,672</u></b>	<b><u>659,066</u></b>	<b>16,394</b>	<b>2.6%</b>
<b>Profit or (Loss)</b>	<b>\$ (18,155)</b>	<b>\$ (31,629)</b>		

Based on the following prices:

\$0.25 - Breakfast

\$2.00 - Lunch - Elementary\*

\$2.25 - Lunch - Secondary\*

\*Lunch price increases as required by the Paid Lunch Equity requirement under the Healthy Hunger Free Kids Act



**SHARPSVILLE AREA SCHOOL DISTRICT  
CAFETERIA REPORT**

**JUNE 2013**

	BUDGET	MONTH	BUDGET TO DATE	YEAR TO DATE
Beginning Cash Balance		\$25,609.87		\$23,771.11
Revenues:				
Lunch/a La Carte Sales	\$270,117	\$4,806.38	\$270,117	\$231,996.26
Adult Lunches	5,500	159.00	5,500	6,253.91
Special Functions	10,000	4,528.51	10,000	11,299.64
Head Start	8,500	0.00	8,500	5,337.00
State Subsidy	27,156	2,436.34	27,156	18,859.56
Social Security Subsidy	12,175	0.00	12,175	0.00
Retirement Subsidy	19,310	0.00	19,310	0.00
Federal Subsidy	271,659	32,762.56	271,659	242,914.55
Donated Commodities	0	0.00	0	0.00
Transfers from General Fund	0	0.00	0	41,000.00
Interest	100	0.50	96	6.98
Other	0	0.00	0	0.00
Account's Receivable	<u>0</u>	<u>110.00</u>	<u>0</u>	<u>25,330.77</u>
Total Revenues	\$624,517	\$44,803.29	\$624,513	\$582,998.67
Expenditures:				
Wages	\$218,335	\$22,796.13	218,335	\$205,100.21
Employee Benefits	79,868	1,740.15	79,868	15,658.04
Repairs & Maintenance	3,000	2,127.50	3,000	5,490.66
Other Purchased Services	550	667.05	550	820.21
Non-Food Supplies	26,714	813.69	26,714	18,399.26
Food Supplies	264,108	18,452.60	264,108	223,866.46
Milk	49,787	6,488.60	49,787	49,581.82
Value of Donated Foods	0	0.00	0.00	0.00
Fees/Memberships	310	0.00	500.00	457.75
Accounts Payable	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>70,067.93</u>
Total Expenditures	<u>\$642,672</u>	<u>\$53,085.72</u>	<u>\$642,862</u>	<u>\$589,442.34</u>
Ending Cash Balance	<u>-\$18,155</u>	<u>\$17,327.44</u>	<u>-\$18,349</u>	<u>\$17,327.44</u>



**SHARPSVILLE AREA SCHOOL DISTRICT  
CAFETERIA REPORT**

**JULY 2013**

	BUDGET	MONTH	BUDGET TO DATE	YEAR TO DATE
Beginning Cash Balance		\$17,327.44		\$17,327.44
Revenues:				
Lunch/a La Carte Sales	\$266,771	\$0.00	\$0	\$0.00
Adult Lunches	6,250	0.00	0	0.00
Special Functions	12,250	0.00	0	0.00
Head Start	8,500	0.00	0	0.00
State Subsidy	22,714	0.00	0	0.00
Social Security Subsidy	12,776	0.00	0	0.00
Retirement Subsidy	24,120	0.00	0	0.00
Federal Subsidy	274,046	0.00	0	0.00
Donated Commodities	0	0.00	0	0.00
Transfers from General Fund	0	0.00	0	0.00
Interest	10	0.46	1	0.46
Other	0	0.00	0	0.00
Account's Receivable	<u>0</u>	<u>1,461.06</u>	<u>0</u>	<u>1,461.06</u>
Total Revenues	627,437	1,461.52	\$1	1,461.52
Expenditures:				
Wages	229,118	0.00	0	0.00
Employee Benefits	87,796	0.00	0	0.00
Repairs & Maintenance	5,000	0.00	0	0.00
Other Purchased Services	1,250	0.00	0	0.00
Non-Food Supplies	18,500	0.00	0	0.00
Food Supplies	267,115	-74.23	0	-74.23
Milk	49,787	0.00	0	0.00
Value of Donated Foods	0	0.00	0	0.00
Fees/Memberships	500	0.00	0	0.00
Accounts Payable	<u>0</u>	<u>9,307.60</u>	<u>0</u>	<u>9,307.60</u>
Total Expenditures	\$659,066	\$9,233.37	\$0	\$9,233.37
Ending Cash Balance	<u>-\$31,629</u>	<u>\$9,555.59</u>	<u>\$1</u>	<u>\$9,555.59</u>



**Elementary Runs  
2013-2014**

**Bus 95**

**Driver: Mrs. Gill**

First stop on Valley View 8:00, Marcus Lane 8:02, Charles St. 8:03, Parkview 8:07, Milton 8:09, Nora 8:12, Mercer/School 8:22, Mercer/Line 8:23, proceed to the Elementary School

**Bus 96**

**Driver: Mr. Johnson**

First stop –Lake Rd 8:00, Winner 8:02, North Neshannock 8:10, Clay Furnace 8:12, McMin 8:13, Lake Road 8:15, N. Hermitage Rd. 8:22 HopScotch/Creative Day Care 8:28, Then proceed to the Elementary School

**Bus 98**

**Driver: Mrs. C. Womer**

First stop – Tamarack, Sloanwood Circle 8:05, Peacock lane 8:06, Fox Creek, Cricket Lane, Kathy Lane, Saranac 8:15, Anchorage 8:20, Shadow Dr. 8:25, Madeline St, Ford Ave., William Ave., Birch St, 8:27 Harding, Coryea Lane, Dunham rd, Walnut 8:29, Mercer Ave. 8:30 then proceed to Elementary School.

**Bus 99**

**Driver: Mrs. Wolfe**

First stop –Twitmyer/Covert 7:58, Walnut 8:00, Baywoods 8:04, then proceed to Thomason 8:07, Maplewood 8:08, Springwood 8:10, Thomason 8:13, Cardinal 8:14, Hummingbird 8:16, Blue Jay 8:18, N.Hermitage 8:20, Stewart 8:21, Wynwood 8:22, Thorn, S.Walnut/Union 8:28, proceed to Elementary School

**Bus 100**

**Driver: Mrs. Hoffman**

First stop – Tamarack 8:01, then proceed to Ivanhoe 8:12, Hill Rd 8:22, Crestview 8:24, Ivanhoe 8:25, Saranac 8:29, Powers 8:30, Buckeye 8:33, Tamarack 8:37, Hunter 8:38, High St. 8:30, Prospect 8:32, Church St. 8:32, W. Shenango St. 8:33– Then proceed to Elementary School

**Bus 101**

**Driver: Mr. Henderson**

First stop –Kane Rd 8:00, Carlisle 8:03, Darien 8:06, Summit 8:10, Colt, Carlisle, Rutledge 8:13, Saranac 8:15, Bortner Place 8:25, Eagle Place 8:26, Saranac, High/Water 8:29, High/Mercer 8:30, Mercer/Cedar, Rite Aid 8:31. Then proceed to Elementary School.

**Bus 3776**

First stop – Buckeye 7:57 then proceed to Orangeville Rd. 8:02, Whiting 8:15, Seneca 8:17, Lakeside Dr., Hartford 8:19, Seneca 8:21, Aspen Lane 8:24, Shenango St. 8:28 then proceed to Elementary School.

Note: All times are approximate; all students are to be at the bus stop 5 minutes prior to scheduled time. All times the first few weeks of school will be subject to change. No stops will be within 250 feet of each other.

**\*Please have your house number clearly marked on your mailbox to assure accurate pick up. Thank you!**



**SECONDARY RUNS**  
**2013-2014**

**Bus 3776**

First stop- Covert/Twitmyer 6:50, Covert/S.Walnut 6:51, North Hermitage Rd, 6:58, Thomason 6:59, Marcus Lane 7:00, Lake Rd. 7:01, Nora St. 7:04, Milton 7:05, Woodlawn 7:07, Parkview 7:08, Charles 7:12, Valley View 7:15, Then proceed to High School.

**Bus 95**

**Driver: Mrs. Gill**

First stop 6:55 a.m. on Buckeye then proceed to Orangeville Road 7:00, Seneca 7:08, SloanWood Circle 7:15, Tamarack 7:16, high/Mercer 7:22, Rite Aid on Mercer Ave. 7:23. Then proceed to the High School

**Bus 98**

**Driver: Mrs. C. Womer**

First stop – Anchorage 6:55, then proceed to Shadow 7:03, William/Birch 7:05, Dunham 7:07, Peacock and Fox Creek 7:10, Cricket, Kathy Lane, Saranac, Powers 7:13, Poplar Ave. 7:15, Hunter, Mertz towers 7:20 – Then proceed to the High School

**Bus 101**

**Driver: Mr. Henderson**

First stop Cardinal 7:00, Hummingbird, Blue Jay, Springwood 7:06, Stewart 7:08, Wynwood 7:10, Maplewood 7:12, Thomason, Bay Woods 7:15, S.Walnut/Thorn 7:19, S. Walnut/Union 7:20, Mercer/Line 7:23. –Then proceed to High School

**Bus 5159**

**Driver: Mrs. BuCher**

First stop – Carlisle 6:40, Darien 6:43, Rutledge 6:45, Whiting 6:52, Lakeside 6:56, Seneca 6:58, Aspen Lane 7:05, High St 7:10, W. Shenango 7:13, Shenango Street (gazebo) 7:14 –Then proceed to High School

**Bus 96**

**Driver: Mr. Johnson**

First stop – Hartford 6:50, Tamarack 7:00 then proceed to Redbud Lane 7:01, Tamarack Dr. 7:05, Ivanhoe 7:09, Hill Rd. 7:11, Crestview 7:12, Ivanhoe 7:13, Buckeye 7:14, Drivere Lane 7:20–Then proceed to the High School

**Bus 100**

**Driver: Mrs. Hoffman**

First stop- Gull Lane 6:48 then proceed to Kane Rd. 6:52, Carlisle 6:58, Rutledge 7:00, Summit 7:01, Rutledge 7:05, Saranac 7:10, S.Walnut/Ridge 7:25– Then proceed to High School

**Bus 99**

**Driver Mrs.Wolfe**

First stop – Lake 6:47 a.m., Neshannock 6:50, then proceed to Clay Furnace 6:55, McMinn 7:00, Clay Furnace 7:01, Lake Rd 7:02, Winner 7:04, Robertson 7:10, S. Mercer Ave. 7:17 – Then proceed to the High School.

**Note: All times are approximate; all students are to be at the bus stop 5 minutes prior to the scheduled time. All times the first few weeks of school will be subject to change. No stops will be within 250 feet of each other.**

**\*Please have your house number clearly marked on your mailbox to assure accurate pickup. Thank you!**

**SHARPSVILLE AREA SCHOOL DISTRICT BUSING SCHEDULE  
AN EEO INSTITUTION  
2013-2014**

**Transfer students A.M. Loading**

**Van #8**

**Driver: Mr. Simon**

Pathfinders/Kitestings will load by the flag pole at Sharpsville High School @ 7:30 a.m.

Students from Clark and South Pymatuning will ride in on secondary buses to the High School for transfer to the above bus.

**Bus # 100**

**Driver: Mrs. Hoffman**

Blessed John Paul and Kennedy Catholic students will load by the flagpole at Sharpsville High School @ 7:30.

Students from Clark and South Pymatuning will ride in on secondary buses to the High School for transfer to the above bus.

**Transfer students P.M. Loading**

**Bus #8**

**Driver: Mr.Simon**

Path Finders/ Kite Strings will be picked up at 2:00 P.M. Students will transfer to secondary buses.

**Bus # 100**

**Driver: Mrs. Hoffman**

Blessed John Paul students will be picked up at 2:30 Arrive at Sharpsville High School at 2:45 p.m. Students will transfer to secondary buses.

**Bus#121**

**Driver: Mrs.Greenawalt**

Kennedy Catholic students will be picked up at 2:50 and arrive at Sharpsville High School 3:05. Students will transfer to Elementary buses.

**Sharpsville Area Students to Mercer County Career Center**

**Bus #5159**

**Driver: MrsBuCher/Mrs. Esmond**

Leave 7:30 A.M. from High School

Arrive 8:00 A.M. Career Center

Leave 10:50 from Career Center

Arrive 11:15 A.M. Highschool

**KEYSTONE**

**Bus #121 A.M. Keystone/ A.M. St. Mikes**

**Driver: Mrs. Greenawalt**

Pick up Corner Stops in Sharpsville Boro 7:25 A.M., Good Hope Keystone 7:56 A.M. then Keystone Middle School Rt. 18.

**Bus #121 P.M. Keystone**

**Pick up Rt. 18 Keystone 2:05 P.M. Good Hope Keystone 2:20 P.M. Deliver back to corner stops in Sharpsville Boro. and Sharpsville High School for transfer students.**

# SHARPSVILLE AREA SCHOOL DISTRICT

## STA BUS DRIVERS/SUBSTITUTE DRIVERS 2013-2014

<u>BUS</u>	<u>DRIVER</u>
95	Lori Gill
96	Kevin Johnson
KDG/2 <sup>nd</sup> ½ Vo-Tech	Jean Esmond
98	Carmel Womer
99	Emanuel Moore
100	Debbie Hoffman
101	Ernie Henderson
3776	Marvin Ivey
5159	Kim Bucher
121	Bonnie Greenawalt
8	Lenny Simon
Monitor #8	Verna Adams
Sub Driver	George Beaulieu
Sub Driver	John Zurko
Sub Driver	Christine Miodrag
Sub Driver	John Titus
Sub Driver	Marie Popatak
Sub Driver	Steve Skarosi
Sub Driver	Tom McIntosh
Sub Driver	Lenny Simon
Sub Driver	Daniel Funk
Sub Driver	Angie Kudelko
Sub Driver	Susan Jewell
Sub Driver	Debbie Bonasera

Sub Driver	Kendra Davis
Sub Driver	Terry Orlik
Sub Driver	David Smith
Sub Driver	Ed Holiga
Sub Driver	James Antel
Sub Driver	Donna Pavcik
Sub Driver	Ron Hawkins
Sub Driver	Karl Schroyer
Sub Driver	Brenda Germadnik
Sub Driver	Karen Womer
Sub Driver	Karl Achenbach

# Reynolds School District Driver

2013-2014

Mary Ellen Hoover

Bus 8

Going to the Meadow Valley Christian School (Amish School)

## Erdos Transport Service

### BUS DRIVERS/SUBSTITUTE DRIVERS 2013-2014

Charles Ferrara

Jeffrey Parcetich

Raymond Demartinis

Wayne Rust Jr.

Philip Erdos

Pam Erdos

Kimberly Mazzant



**PART OF THE FEW.....**



**ONE OF THE BEST**

**2013-2014  
STUDENT HANDBOOK  
SHARPSVILLE AREA HIGH SCHOOL  
SHARPSVILLE MIDDLE SCHOOL**

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

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

**NON-DISCRIMINATION**

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

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

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

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

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

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

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

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

- Level 1 consist of a review of the student's records including; attendance, IST documentation, Student Assistance referral, report cards, cumulative information, and health needs.
- Level 2 screenings involve yearly examinations of a student's hearing. Screening is conducted in grades K-3, 7 and 11. Vision screening occurs at all grade levels, K-12. Medical examinations are conducted in grades K, 6, and 11. Dental examinations are administered in grades K, 3, and 7.
- Level 3 consist of standardized tests administered at various grade levels.

The following tests are given:

- Pre-Kindergarten = **Early Screening Inventory**
- Grades K, 1, 2, 3, 5 = **CTBS Tera Nova (first edition), spring**
- Grades K, 1, 2, 3, 4, 5 = **CTBS Tera Nova, multiple assessments**
- Grade 3 = **COGAT – cognitive abilities test**
- Grade 8, 9, 10 = **Keystone Exams**
- Grade 3, 4, 5, 6, 7, 8 = **PSSAs**  
Reading/Math = grades 3, 4, 5, 6, 7, 8  
Writing = grades 5, 8  
Science = grades 4, 8

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

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

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

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

In compliance with state and federal law, Section 504 of the Rehabilitation Act of 1973, the Sharpsville Area School District will provide services or accommodations which are needed to

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

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

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

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

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

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

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

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

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

### **Services for Preschool Children**

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



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

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

### **Confidentiality of Student Records**

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

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

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

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

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

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

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

The following tests are given:

- The mandatory PSSA Writing Assessment will be given to grade 8 during the testing window of March 31, 2014 through April 4, 2014. Make ups are scheduled for April 7, 2014 through April 11, 2014. Students are not permitted to use dictionaries, thesauruses, and/or electronic spell-checkers.
- The mandatory PSSA Reading and Math Assessment will be given to grades 6, 7, and 8 during the testing window of March 17, 2014 through March 28, 2014. Make ups are scheduled for May 5, 2014 through May 9, 2014.
- The mandatory PSSA Science Assessment will be given to grade 8 during the testing window of April 28, 2014 through May 2, 2014. Make ups are scheduled for May 5, 2014 through May 9, 2014.

### KEYSTONE EXAMS

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

- May 13, 2014 – Algebra
- May 14, 2014 – Literature
- May 15, 2014 - Biology

### EDUCATIONAL PROGRAMS

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

Each program will include:

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

### SCHOOL CLOSINGS/CANCELLATIONS

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

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

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

**PLEASE DO NOT CALL THE SCHOOL!**

### **DAILY TIME SCHEDULE**

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

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

9:43 a.m.	Doors Open
9:50 a.m.	Tardy Bell
9:50 a.m. - 10:10 a.m.	Period 1
10:13 a.m. - 10:29 a.m.	Period 2
10:32 a.m. - 10:48 a.m.	Period 3
10:51 a.m. - 11:07 a.m.	Period 4
11:05 a.m.	Career Center Bus Arrives

### **ATTENDANCE POLICY**

*Printed below is a copy of the Sharpsville Area School District's attendance policy. It is our wish that you review this policy, carefully paying attention to the section "Excessive Absence".*

#### **Closed Campus**

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

## Absence and Truancy

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

Absence is defined as:

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

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

Excused absences include the following:

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

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

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

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

On the morning following an absence, the student must bring to school a written statement from his/her parent/guardian stating the exact reason for the absence. This statement should include the student's name, grade, date of absence, the specific reason for the absence, and the

parent/guardian signature. If no parental excuse is given to a school official within three (3) school days, the student will be marked illegal (16 years of age and under) or unexcused (17 years of age and over).

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

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

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

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

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

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

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

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

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

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

### **Tardy To School**

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

Any student having more than three (3) unexcused lates for school or class will be assigned detention. Failure to make up detention will result in a one (1) day of suspension or a Saturday detention.

Any student having an excess of ten (10) unexcused lates for school and/or class will be assigned a Saturday detention.

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

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

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

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

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

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

Students who become ill during the day should obtain permission from the main school office to go to the nurse's office. If the school nurse deems it necessary that an ill student be excused from school, he/she will issue an excuse slip to any such student. **Students should not go to the restroom when ill; to do so will constitute a class cut.**

### **STUDENT HEALTH SERVICES**

If a student becomes ill during the school day, he/she should report to the main office. Office staff will then contact the nurse, who will decide what should be done. Students must not leave

the building because of illness without authorization from the school nurse or main office personnel. Students leaving school without permission will be treated as an offender and could receive suspension for this action.

### SCHOOL INSURANCE

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

### MEDICATION

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

### BUS TRANSPORTATION

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

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

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

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

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

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

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

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

## **GENERAL INFORMATION**

### **Visitors**

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

### **Trespassing**

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

### **Telephone**

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

### **Fire Drills**

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

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

Students are permitted to park in the West Lot at the far end of the Middle School. You are **not** permitted to enter through the Middle School.

**Registration** - All vehicles driven to school and parked on school property must be registered with a parking sticker. You may obtain your sticker through the high school office. This applies



also to vehicles driven only occasionally. The cost of the parking sticker is \$20 and requires you to park in your designated spot. You may share your permit with another student as long as their car is registered as well.

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

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

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

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

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

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

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

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

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

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

### **Student Valuables**

Students are cautioned not to bring large amounts of money or other valuables to school. If you wear glasses or watches keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the main office for safe keeping. **Do not leave it in your locker** even if you have a lock on your locker. Electronic devices are **not** permitted to be used during the school day. Using them may result in confiscation and/or disciplinary action.

### Lost And Found

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

### Work Release – High School Only

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

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

### Working Papers – High School Only

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

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

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

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

### Locker Search Policy

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

The courts have held that school lockers are school property loaned to the student for the student's convenience. (School authorities may search the student's locker **without** prior warning in seeking contraband. School authorities are charged with the safety of all students under their care and supervision. Courts have reasoned that the school extends locker use to students only

for legitimate purposes). Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that school officials will conduct random, periodic sweeping searches of all lockers.

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

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

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

### **Physical Education**

All students must participate in physical education. In view of this it is strongly urged that the student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a **written** statement should be presented which clearly sets forth the limitations and is signed by the family doctor. The statement will be made a part of the student's record. Students are not excused from physical education.

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

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

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

### **Study Halls And Passes**

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

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

Permission to drop a course is difficult to obtain. When a student elects a course, they are expected to complete it. If a course is dropped after the first three (3) weeks into the course, a failing grade will be recorded on the permanent record card and no credit will be given.

### Program Change

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

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

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

### Book Bags – Middle School Only

Book bags are not permitted to be used during the school day. They may be brought to school but must be left in the student's locker.

### Homebound Instruction

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

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

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

### Withdrawal and Transfer

Contact the guidance office for specific details.

## STUDENT CONDUCT/BEHAVIOR

### Supervision of Students

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

- During the instructional hours of the school day in school.

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

### **Cell Phone Policy**

First Offense – A parent/guardian will be required to have a conference with the building principal and the phone will be returned.

Second Offense - A parent/guardian will be required to have a conference with the building principal and the student will receive a three day suspension from school.

Third Offense – The phone will be held until the final day of school.

### **Student Rights**

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

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

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

### **Student Responsibilities**

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

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

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

It is the responsibility of the students to:

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

### Network Usage

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

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

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

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

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

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

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

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

Illegal use of the network - intentional or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet in addition to the stipulation of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. This may include removal from any and/or all computer related courses for the remainder of the school year.

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

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

Several on-line resources available within the District have recently become available to students and staff at home. These resources can be accessed via the District's web page at

<http://www.sharpsville.k12.pa.us> then by following the Library Resources link. These resources include SIRS, Electric Library, Infotrac Searchbank, and The Gale Discovering Series.

### Flag Salute and Pledge of Allegiance

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

### Conduct At Athletic Events/School Functions

District 10 and the Sharpsville Area School District encourage and promote sportsmanship by student athletes, coaches, and spectators. Profanity, racial or ethnic comments, or other intimidating actions directed at officials, student athletes, coaches, or team representatives will **not** be tolerated and are grounds for removal from the site of competition.

Your cooperation with the school personnel managing the events will be greatly appreciated and beneficial to all parties.

The same code of conduct is expected at all functions of the school including assemblies, band performances, choir performances, etc.

### School Sponsored Trips/Competitions

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

### Textbooks

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

### Care Of School Property

Students are not to mark school furniture, walls, ceiling, floor, or equipment with pen, pencil, paint, or any other instrument. **Do not** tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or



larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. All costs of replacing, repairing, or cleaning such items are the sole responsibility of the student.

### **Fine Policy**

Students shall be required to pay for any damages that they cause directly or indirectly to school property. A diploma or report card will not be granted or transcripts will not be sent until payment is made.

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

### **Cafeteria Conduct**

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

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

### **Library Procedures**

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

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

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

### **DISCIPLINE CODE**

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

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

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

#### **Detention**

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

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

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

#### **Restriction**

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

## **Suspension**

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

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

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

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

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

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

***NOTE: Any student who is suspended, whether it is in-school, out-of-school, or an expulsion, is barred from participation in or attendance at extra-curricular activities. This includes practices and/or performances of any kind including Baccalaureate and Commencement.***

## **HEARINGS**

### **Informal Hearing**

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

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

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

### **Formal Hearing**

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

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

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

### **TOBACCO POLICY**

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

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

Violation of this policy will result in:

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

## **DRUG AND ALCOHOL POLICY**

The Sharpsville Area School District recognizes the misuse of chemicals is a serious problem confronting our youth with legal, physical and social implications for the entire community. The District prohibits the use, misuse, possession of, receiving, distributing (providing in any manner) or being under the influence of controlled substances (defined by the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act), drug paraphernalia, "look-alikes" or alcohol (in any form) on school property or while under the District's jurisdiction. This policy also includes the possession of and/or use of those chemicals defined and referred to as "inhalants".

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

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

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

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

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

## **WEAPONS POLICY**

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

## SEXUAL HARASSMENT

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

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

## VANDALISM

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

Students who destroy or vandalize school property will be required to pay restitution. Vandalism can also result in disciplinary action involving detention, suspension, or expulsion. Section 777 of the Public School Code classifies vandalism as a misdemeanor. A person convicted of vandalism can be fined not less than \$50 and not more than \$1,000, pay restitution, and be sentenced up to six (6) months in jail. If you should happen to damage something by accident, you should bring it to the attention of a teacher or the administrator.

## THEFT

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

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

## FIGHTING/DISORDERLY CONDUCT

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

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

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

### **ARSON AND RELATED ACTIONS**

Any student who sets fire on school property shall be suspended for ten (10) days and may face expulsion for the first offense and the appropriate authorities shall be notified for legal action.

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

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

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

### **CLASSROOM DISRUPTIONS**

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

### **STUDENTS AND THE POLICE**

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

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

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

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

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

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

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

**Intentional Physical Contact**

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

**ABSENCE FROM CLASS WITHOUT PERMISSION**

**First Offense (Depending on Circumstances)**

- Detention (suspension if found to have left the building)
- "Zero" (0) grade for the work missed
- Parent/guardian telephone conference

**Second Offense**

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

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

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

**LEAVING THE BUILDING/GROUNDS WITHOUT PERMISSION**

**First Offense**

- Three (3) days suspension

**Second Offense**

- Five (5) days suspension

**Third and Subsequent Offense(s)**

- Ten (10) days suspension

**DRESS/WEARING APPAREL CODE**

Students are expected to dress and groom themselves according to the community's standards of decency, neatness, cleanliness, and suitability for school. Please be advised that a committee



will be formed to develop a set of standards to follow for appropriate attire at all formal and semi-formal dances. The following parameters will serve as a guide for the dress code at Sharpsville Area High School and Middle School:

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

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

**Bottoms:**

- no yoga pants, tights, spandex or form fitting bottoms
- no skirts or shorts to rise higher than 6 inches above the center of the knee
- waists are to be at waist level
- drooping pants at the waist are prohibited (the sag look)
- chains attached to wallets or otherwise displayed are not permitted
- no holes in jeans or pants

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

No hats of any variety will be worn in the school building. This includes full head-cover bands or hooded apparel. Bandannas may not be worn from pockets, waist, or any other part of the body.

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

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

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

**First Offense**

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

**Second Offense**

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

### Third Offense

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

### Continual Offenses

- The student will be suspended from school.

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

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

## ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN SCHOOL ATHLETICS/ACTIVITIES

### Eligibility

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

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

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

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

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

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

### **Tardiness/Illness Eligibility**

Students are to be in school the **entire** day to be eligible to participate in activities (this includes practices and athletic events.) This means that students are to be in school **on time**, not late. The only time that student athletes are permitted to come in late the morning after a game would be if the coaches have been given prior approval by the principal to tell the students that they can be late. If that is the case, a time would be established setting a deadline for students to be in school in order to be eligible to participate in that day's activities. This does not affect students who are excused from school for a normal doctor or dental appointment that had been previously scheduled and approved by the high school office.

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

### **Philosophy**

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

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

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

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

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

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

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

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

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

### **Objectives**

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

### **Athletic Committee**

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

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

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

A member of the School Board will act as Chairperson of the Committee and will be appointed to this position by the School Board President. Head coaches will be invited to attend meetings

concerning their sport and to participate in interviews for the purpose of hiring assistant coaches for that sport.

## ACADEMICS

### Grading System

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

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

### Plagiarism and/or Cheating

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

Cheating includes but is not limited to:

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

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

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

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

Consequences:

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

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

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

### **Report Cards**

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

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

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

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

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

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

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

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

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

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

Calculation of class rank is as follows:

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

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

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

#### **Class Rank Determinants - High School – Effective Class of 2016 and Beyond**

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

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

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

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

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

#### **Selection of Valedictorian and Salutatorian - Effective Class of 2016**

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

• US History	1 Credit
• World History	1 Credit
• Government	1 Credit*
• Psychology	1 Credit
• Literature and Composition 1	1 Credit
• Literature and Composition 2	1 Credit
• Literature and Composition 3	1 Credit
• Literature and Composition 4	1 Credit*
• Academic Algebra 2	1 Credit
• Academic Geometry	1 Credit
• Algebra 3/Trigonometry	1 Credit
• Biology/Lab	1.4 Credits
• Chemistry/Lab	1.4 Credits
• Physics/Lab	1.4 Credits
• Human Anatomy	1 Credit
• Health	.6 Credits
• Physical Education 9	.5 Credits
• Physical Education 10	.3 Credits
• Physical Education 11	.4 Credits
• Physical Education 12	.4 Credits
• Computer Skills	.5 Credits
• Spanish 1	1 Credit
• Spanish 2	1 Credit
• Spanish 3	1 Credit
• Spanish 4	<u>1 Credit</u>
	22.9 Credits

\*You must take four of the following courses:

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

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

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

*High School* - The graduation requirements for Sharpsville Area High School are based on grades 9, 10, 11 and 12 in accordance with the State Board of Education regulations.



Twenty-six (26) units in the following curriculum areas in grades 9, 10, 11 and 12 shall be required for graduation for all students. The required planned courses shall include the following:

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

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

Career Center Students - Follow the above criteria except:

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

Cosmetology Students will follow the above criteria except:

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

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

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

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

### Academic Awards Program – High School Only

Criteria:

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

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

### Curriculum – Middle School Only

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Language Arts	Language Arts	Language Arts
Math	Integrated Math	Algebra/Pre-Algebra
Social Studies	Social Studies	Social Studies
Life Science	Earth Science	Physical Science
Art Appreciation	Art Appreciation	Art Appreciation
Music Appreciation	Music Appreciation	Music Appreciation
Health	Health	Family/Consumer Science
Library Skills	Computer Technology	Computer Teach & Research
Computer Technology	Family/Consumer Science	Health & Physical Education
Physical Education	Physical Education	Concert Band
Band	Concert Band	Choir
Choir	Choir	

### Special Programs – Middle School Only

- Learning Support
- Special Education
- Gifted Program
- Tutoring

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

### Student Activity

To be eligible to participate in interscholastic athletics, cheerleading, and the band, the student must be in school the **entire day** of the scheduled activity. A student who is tardy, other than a medical excuse or doctor's appointment, is prohibited from participation. A student must be in school at least one half (1/2) day in order to attend (as a spectator) any school function or activity. A student who leaves early because of illness is not permitted to return. Attending or

participating in school activities including assemblies, programs, and dances is a privilege and not a right. Students in attendance at any school sponsored activity or event are expected to behave in an orderly manner, observe all school rules and regulations, and directives of all administrators, chaperones, and advisors in attendance. Behavior that is contrary to the aforementioned may result in disciplinary action resulting in the student being banned from attending and/or participation.

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

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

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

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

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

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

**Correspondence Courses** - All correspondence courses must have prior approval of the principal or his designee. Prerequisite to take the course must be failure during the regular school year. A final test and all materials must be sent to the principal's office for administration; a fee will be assessed for this service. Parents/guardians must sign for approval.

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

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

Enrollment is limited to students in grades 11 and 12. Juniors who maintain a cumulative QPA of 3.5 or higher (on a 4.00 scale) and seniors who maintain a cumulative QPA of 3.25 or higher (on a 4.00 scale) are eligible. Prior to invitation for application, students must be approved by a Faculty Review Committee which determines if these students also have high standards in service, leadership, and character as defined in the Bylaws of the National Honor Society approved by the National Council. NHS is an invitation only organization. No student may

solicit the organization for membership. Invitations and applications will be distributed in early December. Applications are reviewed by the Faculty Council, and students are notified by early January. Incomplete and/or late applications are automatically disqualified. Once inducted, all members must attend regular meetings and participate in at least two (2) service activities yearly to maintain membership. Display of behavior lacking in character of an NHS member (in or out of the school) may be grounds for review by the Faculty Council and may lead to discipline or dismissal from membership.

#### Selection Criteria Other Than Scholarship:

##### Leadership:

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

##### Service:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

Character:

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

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

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

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

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

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

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

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

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

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

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

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

Taking criticism willingly and accepting recommendations graciously:

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

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

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

### **Make Up Work**

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

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

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

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

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

#### **Schoolwide Tutoring:**

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

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

- All parents/guardians will be notified of the S.O.S. plan at the beginning of the school year in a mailing that will encourage them to become part of the team in order to foster the growth mind-set among all.
- An e-mail will be sent and/or a call will be made to parents/guardians the day of tutoring to inform them of their child's attendance.

#### **Consequences:**

- Saturday detention will be assigned to any student who misses a scheduled S.O.S. appointment. Work, athletics, etc. will not be acceptable excuses for missing.

- One (1) day of AIA will be assigned, and the Saturday detention will be reassigned for any missed Saturday detention. Work, athletics, etc. will not be acceptable excuses for missing.

### Tutoring Program

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

### Homework

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

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

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

### eSchoolBook

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

### SCHOOL GUIDANCE

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



early exposure to a variety of careers, several career activities and resources are made available to middle and high school students.

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

## **SHARPSVILLE ALMA MATER**

Long may we cherish our loyalty to you,  
And to our colors we'll ever be true  
Proudly we carry our banner of right,  
We stand protecting it by day and by night,  
We stand protecting it by day and by night.  
Our alma mater with glory will shine  
Until God's love and faith are ours divine,  
Until God's love and faith are ours divine.

## NOTES

[illegible]

## NOTES

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