

**Sharpsville Area School District  
Student Handbook  
2023-2024**





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## Mission Statement

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

## Safe Schools Act

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

## Non-Discrimination

The board of education 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. The board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The board directs the complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

It is the policy of the Sharpsville Area School District not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Chapter 15.

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 - Nondiscrimination/Discriminatory Harassment - School and Classroom Practices](#) for the appeal procedure.



## Academic Awards Program – High School (held in the Fall)

### Criteria:

- Awards will be based on GPA
- Grades for subjects, which meet a minimum of five (50 days per week, shall be included in the GPA. Students will qualify if they have achieved a GPA of 3.25 for each year. This is followed by a student only breakfast in the cafeteria.
- Graduation (Seniors Only) – Gold Honors Cords are given to students with a cumulative 3.25
- Note: GPA is done on a yearly basis and not on a cumulative year's basis for underclassmen.

## Athletic 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.

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 weekly activity/athletic ineligibility list will be available in the building level offices to be reviewed upon request.

Tardiness/Illness Eligibility Students are to be in school the entire day to be eligible to participate in activities (practices, games, activities). 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. We understand that forces beyond our own control may lead to a situation where a student arrives to school late. We will work with students in these situations; however, excessive tardiness (as determined by the principal) to school will result in the loss of eligibility to participate. All students must be in school by



11:00 a.m. in order to be eligible to participate. A written excuse from the physician or dentist must be presented upon the student entering the school building. 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 Sharpville 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.

## Attendance

Students are expected to report to school on time each day and report to all classes and study halls on time. A written excuse, signed by a student's parent or guardian, is required for each absence or incidence of tardiness. This excuse is required within three (3) days after the absence or tardy to school. Tardiness or absences, which are unexcused after the three (3) days are recorded as permanently unexcused. Research has shown that your child's regular attendance may be the greatest factor influencing his/her academic success. Refer to [District Policy # 204 - Attendance](#), for more information related to student attendance.

### High School and Middle School Early Dismissal

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

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

### Excused Absences

- Illness
- Health Care





- Death in Family
- Educational Tours and Trips with prior approval (Note: A completed Special Absence Request form must be submitted to the principal two weeks prior to the trip)
- Observance of Religious Holidays

### Elementary Early Dismissals

When a student is to be excused from school before 2:30 p.m., he/she must present an excuse from a parent or guardian. The only excused reasons are those indicated in the attendance policy. Any reason determined not to be legitimate may be an unexcused/unlawful absence.

If your child is leaving early, you are required to park in Lot Area A located at the front of the building. Parents/Guardians must sign their child out in the office. At that time your child will be called to the office where they will leave with you. Parents/Guardians are not permitted to go directly to the room of the child. They are required to remain in the office until he/she arrives. The student is responsible for any school work that is missed while they are gone.

In the case of an emergency, parents must bring a written excuse to have their child dismissed. Parents/Guardians must sign their child out in the office. The student will be called to the office when the parent arrives.

### Make Up Work for Excused or Approved Extended Absences

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

It is reasonable to require student work to be completed within the number of days the student missed when the total number is three (3) or less. For approved extended absences, which is defined as four (4) or more days, the completion of work must be arranged immediately upon return to school and completed within five (5) school days. If student does collect work prior to the trip, the work is expected to be submitted upon the day of the student's return to school. Failure to do so will result in a zero for all assignments.

### Tardy to School / Student Arrival

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

High School Consequences: 4<sup>TH</sup> tardy (unexcused) or more afterschool detention will result in being assigned and a phone call made to the parents. An accumulation of tardies may result in fines through the district magistrate.

An Elementary School Student is considered tardy if he/she arrives after 9:00 a.m. to his/her assigned class/homeroom. All students late to school must report directly to the main office and present a written excuse from home. The time will be recorded and they will be provided a late pass to enter the classroom. If a written excuse is not presented, the tardy will be determined unexcused. An accumulation of tardies may result in fines through the district magistrate.



Any tardy remaining as unexcused after three (3) days will be permanently recorded as ‘unexcused’ and will result in consequences as outlined in the State Policy on Attendance and Truancy. Tardiness to school must be for valid reasons. “Sleeping in”, “missing the bus” and “car problems” are not considered as valid reasons for being tardy. A late school bus is a valid excuse. Refer to [District Policy # 204 - Attendance](#), for more information related to student attendance.

### Student Arrival Time - Elementary

Elementary students are not to be dropped off at school before 8:30 a.m. as there is no supervision available for students prior to this time. If circumstances exist that prevent you from being able to drop your child off at school at 8:30 a.m., alternative arrangements must be made for that child.

Parents/guardians have the option of utilizing one of the childcare programs within the district. Children dropped off at these locations are transported to the elementary school at the appropriate arrival time. These same programs are available for after school hours as well with bus transportation provided from the elementary school to the appropriate childcare location.

### Truancy

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

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

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

### Unexcused Absences

If the reason for a school absence is outside of the above-mentioned conditions, or if a student fails to submit a written excuse within three (3) school days, the absence will be recorded as unexcused. Refer to [District Policy # 204 - Attendance](#), for more information related to student attendance.

## Birthdays Celebrated at School

Per the district wellness policy, no edible treats are to be sent to school. If parents are interested, they may contact Liz Grove at (724) 962-8300 ext. 2750 to order edible treats from Nutrition Inc. A small gift such as stickers, pencils, coloring pages, crayons, toys, or books may be sent to school. Parents/guardians who bring birthday treats are to leave them in the office.

Please make arrangements with the classroom teachers to bring in a birthday treat. Balloons and flowers are a distraction in the classroom and a safety hazard on the bus. Arrangements should be made to have them delivered to the child’s home, not school. Student birthdays will be recognized at school; however, parties and elaborate treats are for home, not school.



## Book Bags

Book bags are not permitted to be used during the school day. They may be brought to school but must be left in the student's locker. Girls' purses/handbags may not be large enough to fit a standard size textbook in.

## Bullying/Cyber Bullying/Hazing

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

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

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

The district will consider all forms of bullying by district students in non-school settings and will enforce consequences provided under [District Policy # 249 - Bullying/Cyberbullying](#) to acts of bullying occurring in a non-school setting to the fullest extent permitted by law.

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

### Consequences

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

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

### Hazing

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.



## 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.

### Bus Routes

Questions regarding bus routes can be directed to Stephanie Bobovnyk at (724) 962-8300 ext. 4102 or to Shelley Kibby at Student Transportation of America (STA) at (724) 983-1112.

### Bus Regulations

The Board authorizes the use of video and audio recording on school buses and school vehicles in accordance with [District Policy # 810.2 - Transportation - Video/Audio Recording](#).

Students will be picked up and dropped off at their residence only. Any deviation of this rule must be approved by the building principal after a written request is submitted by the parent or guardian. Any request indicating multiple pickup and drop off points will not be approved. The change, if approved, will not commence for a period of three days.

Students are to ride only the bus to which they have been assigned. In emergency situations, parents who need their children to ride a different bus should send a note with their child. No student will be permitted to ride a different bus or be picked up from or delivered to a different bus stop without a written note signed by a parent/guardian.

Students who need transportation to and/or from a daycare agency that is already a listed bus stop on the Sharpsville route, MUST complete a special transportation form 3 days in advance before transportation will be available.

### Bus Safety for Students

The safety of our students is paramount. The following guidelines are in place to ensure that all students depart and arrive in a safe manner.

- Students are to report to their bus stop at least 5 minutes before the bus is scheduled to arrive.
- A student who is not picked up at their driveway should proceed to the bus stop by walking on the left side of the road facing traffic if there are no sidewalks present.
- Students should wait until the bus comes to a complete stop before crossing the street to board the bus or when waiting to disembark.
- Students should go directly to their assigned seats when boarding the bus.
- Students should keep books, lunches, etc. on their lap--not in the aisle of the bus.
- Students should keep all parts of the body (hands, arms, and head) inside the bus.
- Students are permitted to talk quietly with their seatmate, but not with the driver when the bus is in motion to help the driver avoid an accident.
- Students should only get off at assigned stops unless they have a note from a parent that has also been signed by the principal or secretary.
- Students should cross the road in front of the bus immediately after discharge.

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

### Consequences –

The principal will notify the parent/guardian of the student reported. A verbal and written warning will be issued 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 Sharpshville 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.

## Cafeteria/Food Services

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

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

Students may not order any type of food to be delivered. Misconduct in the cafeteria can lead to removal from the cafeteria for a time until behavior improves.

At the Elementary School inappropriate behavior in the cafeteria during breakfast or lunch will not be tolerated. Students who do not conform to the SWPBIS guidelines will be disciplined by teachers assigned to the lunch room by moving of seat, loss of recess time and/or lunch detention depending on the severity of the offense.

### Be Safe

- Hands to self
- Stay in your seat
- Eat only your food
- Carry tray with two hands



- Always walk

#### Be respectful

- Use restaurant manners
- Be polite
- Leave no trace behind
- Level 0-1 voice in the serving line
- Level 2 voice at your table

#### Be responsible

- Clean up after yourself
- Be helpful
- Ask three before me
- Raise your hand for help
- The floor is not a trash can

The Sharpsville Area School District cafeteria is maintained as a vital part of the health and wellness of our students. Well-balanced meals offering a variety of healthy items are offered daily and at a reasonable price. The breakfast and lunch prices reflected below are for the 2023-2024 school year:

#### Breakfast

Reduced Price	\$ .30
Elementary/Middle/High School	\$.75
Adult	\$2.00

#### Lunch

Reduced Price	\$ .40
Elementary	\$2.30
Middle/High School	\$2.55
Adult	\$3.75

Menus are available on the District's website at <http://www.sharpsville.k12.pa.us/CafeteriaMenu.aspx>.

#### National School Breakfast Program\*:

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

Grain/Protein 2 oz.

Fruit/Vegetable\*\* 2- ½ Cup Servings

Milk Half Pint

\*Breakfast is not served on two-hour delay days

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

#### National School Lunch Program:

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

Grain 2 oz.

Protein 2 oz.

Fruit\* ½ Cup Serving

Vegetable\* 2-½ Cup Servings



## Milk Half Pint

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

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

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

## Free/Reduced Priced Meal

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

Contact the administrative secretary for questions regarding eligibility status at (724) 962-8300 x 4101. There may be instances where the District may use your eligibility status to provide additional benefits to your child such as the Backpack Program and/or the Success by Six Summer Reading Program, PSAT Testing, and One to One Initiative. If you choose not to have your information used to receive such benefits, please contact the school office.

## Making payments

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

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

Please note that student lunch account balances carry over to the next school year. In the event that your student(s) is/are withdrawing, please contact the Business Office at 724-962-8300 Ext. 4103 to request a



refund. Graduating seniors are encouraged to spend down their account balance to zero. Seniors will be able to obtain a refund in the Cafeteria at the end of the school year if their account balance is less than \$10.00. Balances in excess of \$10.00 will either be transferred to a younger member of the household, or refunded to the parent/guardian. Seniors and withdrawn students when no younger members of the household exist, small balances less than \$10.00 that remain after a senior has graduated or student has withdrawn will be considered a donation to the Elementary Angel Tree Fund.

### Delinquent Account

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

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

### Account Balances

Cafeteria account balances will transfer over from year to year. Students will begin the new school year with the account balance that they ended with the previous school year. Positive account balances will carry over for students' use as well as negative account balances that still need to be paid. If at the end of the school year, a student's account balance is negative \$50.00, and no payment schedule or payment has been made to the account, the account will be turned over to a collection agency. The Student's guardian will receive a final notice from the school district, via U.S. mail, with an opportunity to become current in their child's account before their account is turned over to a collection agency. Upon entering the new school year, a student's account that has been turned over to a collection agency, will be reset to a zero balance. Any payments made to Sharpsville cafeteria at this point in time will be applied to the student's current cafeteria account for the student's current use and will not be reflected in any way on the balance owed from the previous school year. Guardians will still be responsible to pay the outstanding balance from the previous school year.

## Children's Health Insurance Program (CHIP)

CHIP covers uninsured children and teens up to age 19 – and no family earns too much to qualify. With more than 124, 000 uninsured children in Pennsylvania, this is great news for families!

CHIP provides quality, comprehensive health insurance for routine doctor visits, prescriptions, dental, eye care, eyeglasses, mental health, and much more. CHIP covers uninsured kids who are not eligible for medical assistance. For most families, CHIP is free – for others, it is low cost.

The flyer and many more resources can be found on the CHIP website at [www.CHIPcoversPAkids.com](http://www.CHIPcoversPAkids.com), under CHIP resources.





## Daily Time Schedules

### High School and Middle School Schedule

Doors Open	7:43 a.m. Cafeteria available for breakfast
Tardy Bell	7:50 a.m.
Period 1/ Homeroom	7:50 a.m. - 8:49 a.m.
Period 2	8:52 a.m. - 9:35 a.m.
Period 3	9:38 a.m. – 10:21 a.m.
Period 4	10:24 a.m. – 11:07 a.m.

A Lunch Students	B Lunch Students
Lunch A – 11:10 a.m. – 11:40 a.m.	Period 5 – 11:10 a.m. – 11:53 a.m.
Period 6 – 11:43 a.m. – 12:26 p.m.	Lunch B – 11:56 a.m. – 12:26 p.m.
Period 7	12:29 p.m. – 1:12 p.m.
Period 8	1:15 p.m. – 1:58 p.m.
Period 9	2:01 p.m. – 2:44 p.m.

### Elementary Schedule

#### Daily Time Schedule

7:45 a.m.	Teachers report for duty
8:00 a.m.	Office Opens
8:30 a.m.	Students report to breakfast
8:40 a.m.	Bell rings for students to enter school
9:00 a.m.	Tardy Bell/ Morning exercises
3:30 p.m.	End of School Day
3:45 p.m.	Teacher Dismissal
4:00 p.m.	Office Closes

## Designated Walking Routes for EL Students

Please note that there are no crossing guards on patrol in the borough. Those students walking from Ridge Avenue west of Seventh Street (North side of Ridge Avenue) will walk up to Tenth Street, and will cross onto Pierce Avenue at Tenth Street.

Those students walking from Ridge Avenue west of Seventh Street (South side of Ridge Avenue) will walk up to Seventh Street and will cross Ridge Avenue.

Those students walking from the center of town will walk on Main Street and proceed up Seventh Street.

Students walking from south of the Sharpsville Area Elementary School will take the closest route to the school, using streets that have sidewalks.

## 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 Sharpville Area High School. You are responsible for knowing and understanding this information.

### Students and the Police

When the police request permission to interrogate a minor at school, the principal shall:  
Request that any person conducting such interrogation be in plain clothes where possible.

- Determine why such interrogation could not occur at the student's home.
- Attempt to inform the student's parent/guardian.

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

### Detention

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

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

Lunch Detention (Elementary) - Lunch detention is the temporary loss of cafeteria eating privileges. Students assigned lunch detention will eat their lunch in the office. Assignment to lunch detention can range from 1 day to an indefinite period of time.

### Restriction

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

### School-wide Behavior Plan – Restorative Justice – Conflict Resolution (K-12)

The three main goals for this option are as follows:

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

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

Common elements to school restorative justice programs include:



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

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

### Suspension

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

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

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

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

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

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

All make up work is the students' responsibility.

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

***NOTE: Any student who is suspended, whether it is in-school, out-of-school, or an expulsion, is barred from participation in or attendance at extracurricular activities. This includes practices and/or performances of any kind including Baccalaureate and Commencement. Work that is collected for completion must be submitted upon the student's return to school or no credit will be granted.***



### Informal Hearing

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

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

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

### Formal Hearing

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

- Notification of the charges, in writing, sent to the parents/guardian by certified mail with a copy sent to the student.
- Sufficient notice of the time and place of hearing.
- The right to be represented by counsel.
- The right, upon request, to be presented with the name(s) of the witness(es) and copies of statements and affidavits of the witness(es).
- The right to demand that any such witness(es) appears in person and answer questions or be cross-examined.
- The student's right to testify and produce a witness(es) on his/her own behalf.

A record must be kept of this hearing either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript. The Superintendent shall be in charge of administering the hearing. The hearings will be private unless the parent/guardian requests, in writing, an open hearing.

### 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 possibility of 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.

## Dismissal & Drop Off Procedures & Locations - Elementary

Parents/guardians who transport their children to school must drop them off at the main entrance sidewalk. There is to be no parking in the faculty parking lot. Please note: the curb areas along the building are fire lanes. Do not park along the curbs.

The South Gymnasium entrance is available for bus students only. For security reasons, parents/guardians are not permitted to enter the building any further than the corridors of the main entrance in the morning. Only bus students are to exit the building through the main entrance. Parents/guardians picking up their child at the regular 3:30 PM dismissal must use the following exits and parking lots. If you are picking up multiple children, they will all be at the youngest sibling's exit.

**For Students In Kindergarten** - Enter the school campus via Hittle Drive and pull along the sidewalk near the “West Primary” doors. Your child will walk to your car. There is no need to get out of your



vehicle as supervision will be present. Once you have your child/children with you, you must exit the parking lot and turn left on Hittle Drive.

**For Students In Grade 1** - Enter the school campus through the High School/Middle School entrance then travel to the back parking lot of the Elementary School via the first possible left hand turn. Pull along the sidewalk near the “East Wing” doors. Your child/children will walk to your car. There is no need to get out of your vehicle as supervision will be present. Once you have your child/children with you, you must exit the parking lot and turn left onto Blue Devil Way. *Please note that Blue Devil Way is a one-way street.*

**For Students In Grade 2** - Enter the school campus through the High School/Middle School entrance then travel to the back parking lot of the Elementary School via the second possible left hand turn. Pull along the sidewalk near the “South Gymnasium” doors. Your child/children will walk to your car. There is no need to get out of your vehicle as supervision will be present. Once you have your child/children with you, you must exit the parking lot and turn left onto Blue Devil Way. *Please note that Blue Devil Way is a one-way street.*

**For Students In Grades 3, 4, And 5** - Enter the school campus through the High School/Middle School entrance. You may park in the High School parking lot. Your child/children will exit the building through the 3rd or 5th grade doors and walk to your car. There is no need to get out of your vehicle as supervision will be present. Once you have your child with you, you must exit the parking lot and turn left onto Blue Devil Way. *Please note that Blue Devil Way is a one-way street.*

\*Note: The back Elementary parking lot will not be open until 2:15 PM due to recess being held in the parking lot. Parking will become available in the High School parking lot at 2:00 PM. Please do not wait in your vehicle on Blue Devil Way for the gates to the Elementary parking lot to be opened.

If a student is typically a bus rider – a note/email to Mrs. Palko (mpalko@saspride.org) should be sent to the office on any day that they are to be picked up.

## Dress and Grooming

All students are expected to dress in a manner that promotes school pride and enhances the school’s image. Student dress and grooming must be clean, neat, modest, proper and consistent with the educational, safety and sanitary environment of the school. Dress should not be disruptive to the educational process. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination. Please refer to [District Policy # 221 - Dress and Grooming](#) for more information.

### K-12 Dress Code Guidelines

The Sharpsville Area School Board has adopted the following dress code policy:

1. All clothing material must be opaque and moderately fitted whether it be tops or bottoms.
2. Any apparel whatsoever with obscene or suggestive language or that may be offensive or degrading, is not permitted. This includes any reference to drugs, alcohol, tobacco, and anything promoting violence.
3. All pants must be worn at the waist and no lower for which they are designed.
4. Hats and hoods of any kind are not to be worn indoors. This applies to both boys and girls and includes bandanas.
5. All dress should conform to health and safety standards set forth by the school, local, and state authority.



The final judge of any questionable attire will be the building Principal or their designee. Students who do not comply with the reasonable request of this dress code may be asked to call home in order to address the issue.

NOTE: The Administration cannot possibly describe every occurrence that would be covered by the guidelines of the Discipline Code. Those situations that are not described or outlined will be handled in a manner deemed appropriate by the Administration.

## Driving to School

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

To apply for a parking permit, student must meet the following prerequisites:

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

<b>1<sup>st</sup> Suspension</b> Warning	<b>2<sup>nd</sup> Suspension</b> Loss of Driving Privileges for one week	<b>3<sup>rd</sup> Suspension</b> Loss of Driving Privileges for one Semester.	<b>4<sup>th</sup> Suspension</b> Loss of Driving Privileges for one calendar year.
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Students are permitted to park only in the student numbered parking spots. Students are not permitted to enter through the Middle School at any entrance. Students are not permitted to park on Wakefield Drive. We need to work with our neighbors to ensure a positive relationship.

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

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

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

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



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

## Drugs, Vaping, Tobacco and Alcohol

The Sharpsville Area School District takes a no tolerance attitude toward the use or abuse of drugs and alcohol. [District Policy # 222 - Tobacco and Vaping Products](#) and [District Policy #227 - Controlled Substances/Paraphernalia](#) prohibits the possession and/or use, mimic of use, sale, mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored curricular and extra-curricular activities or field trips, on school buses, and en route to and from school by any mode of travel. Violation of this policy include the possession, use, sale, distribution, or mimicking the possession, use, sale or distribution of chemicals or paraphernalia.

### Possession/Use of Drugs/Alcohol Consequences

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

- Parent will be notified
- Student will be suspended for 3-10 days
- The student will be placed on the Student Assistance Program and required to sign up for in school counseling through Mercer County Behavioral Health.
- Student will be required to complete a 4-hour course with a counselor on usage of drugs, vaping or alcohol. This will be during the school day.
- Parent / guardian may be asked to get the student tested if the content of what they brought on school property requires testing before returning to school. They will need to bring back the formal results. An at home test result will not be accepted.
- Informal / Formal Hearing with the SASD Board
- Referral to the police and court charges could occur.

### Sale of Drugs/Smoking Paraphernalia/Alcohol

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

### Students That Seek Assistance/Help

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



### Tobacco Policy

Act 145 of 1996, prohibits the possession of, and or use of any tobacco product (to include e-cigarettes, vape pens, etc....) in all schools in the Commonwealth of Pennsylvania. It is unlawful for any student/pupil to possess and or use tobacco products while under the jurisdiction of the Sharpsville Area School District as outlined above. Violation of this policy will result in the following consequences:

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

The use of electronic devices/cell phones, which include but are not limited to mobile telephones and other devices that can send, receive, play or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is *prohibited* by students during instructional periods of the school day and in such other circumstances as deemed school related. Refer to [District Policy # 237 – Electronic Devices](#)

#### High School

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

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

Electronic devices and headphones / earbuds may not be visible unless explicit permission from the classroom teacher, substitute teacher, instructional aide or other school staff in authority. Phones, headphones /ear buds etc. may not be visible once a student walks into the lobby or hallways.

In the High school, phones and headphones /earbuds should be stored /locked in student lockers. If you carry the phone, it must not be seen or visible and ringer must be turned off, this includes hallways and study halls.





High School Consequences for Violating the Cell Phone/Technology Policy

<p><b>First Offense</b> A parent/ guardian will be notified by phone from the building principal and the phone will be returned to the student at the end of the school day.</p>	<p><b>Second and Further Offenses</b> A parent/ guardian will be required to have a conference with the building principal and the parent /guardian must pick up the phone from the office. The phone will not be handed over to the student only to the parent/ guardian. This will only be done during hours that the school is open 7:30 AM-3:30PM.</p>
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*Links can be found on the main district website. Please refer to Board Policy for all restrictions and rules applicable to the use of electronic devices in school or on school property. Students and parents are expressly advised that use of an electronic device in a manner not permitted or authorized under Board Policy will result in removal of technology privileges at the school.*

Elementary / Middle School

Students are permitted to use personal electronic devices during the school day for legitimate educational purposes at the discretion of the classroom teacher. Electronic devices include laptop computers and tablets. Teachers and staff reserve the right to establish times during the school day when devices are not permitted to be used.

Students who use their devices for non-legitimate educational purposes at school or on school property may have this privilege revoked for a given period of time. Additional infractions may result in the issuing of behavior consequences including, but not limited to: loss of recess, lunch detention, after-school detention or in/out of school suspension. Repeated use of devices for non- legitimate educational purposes at school or on school property may result in permanent loss of this privilege.

Cell phones are not to be used or seen in the elementary or middle school building.

<p>The first offense: The phone will be taken to the Principals office for the entire day. The student can pick the phone in the office at the end of the day.</p>	<p>The second offense will result in the parents being asked to pick the phone up from the Principal’s Office.</p>	<p>The third offense will result in the confiscation of the phone for the remainder of the school year.</p>
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Students accessing the internet on their personal devices using the district’s network must adhere to the rules and guidelines established in the school board policy relating to usage of network/internet resources. Students who connect to the internet using district resources should consider his/her personal device subject to the same level monitoring and access as any district-owned technology device.

The Sharpsville Area School District does not require bringing personal devices into school and that owners assume all risks of damage, theft, loss or misuse of such devices. The use of personal devices is with the understanding that the student has the permission of their parent/guardian to bring it onto school property. The District holds no responsibility for damage or loss of the personal device.



## Emergency Information

Student emergency information forms will be sent home during the first week of school. Please return the form as soon as possible so that we may have access to the most current emergency information. Please contact the school office anytime during the school year to update information concerning change of address, change of telephone number or change of parent/guardian's marital status.

## English Language Learners (ELL)

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 Language Learner instruction at the appropriate proficiency level; content area instruction aligned with academic standards and adapted to meet the needs of the student; and assessment processes that reflect academic standards and instruction.

## Field Trip Chaperones/Volunteers

Parents/guardians who wish to chaperone a field trip must complete the volunteer screening process. Please note that the FBI background check, Pennsylvania State Criminal Check, and the Child Abuse History Clearance can take up to 4 weeks to complete. The cost of filing for these clearances is the responsibility of the person submitting the request.

The Sharpsville Area School District recognizes that parent and community volunteers can make many valuable contributions to our schools by providing significant services to students. They enrich and extend the curriculum by sharing hobbies, career expertise, and cultural knowledge. They are willing helpers in our cafeterias, classrooms, library, athletics, for special projects, or as student mentors.

Volunteers at the Elementary School are subject to the provisions specified in [District Policy # 916 - Volunteers](#):

1. Volunteers participate in the instructional setting as resource guests.
2. Volunteers work in the presence of and are supervised by the host staff member. At no time should students be left alone with volunteers. This also includes chaperones at activities such as field trips.
3. Volunteers are expected to follow the instructions of the staff member who is responsible to orient the volunteer to the learning activity and to the expectations of the learning. Discipline remains the responsibility of the teacher or staff member in authority.

Guidelines for acceptance as a volunteer are as follows:

1. All recommendations for individuals to serve as volunteers must be approved by the Superintendent, Building Principal, Coach/Advisor, or other person in authority.
2. All prospective volunteers are required to complete and submit the Volunteer Screening Application. The form can be obtained in any of the buildings or the Superintendent's office.
3. Two or more reference checks are required.
4. FBI background check, Pennsylvania state criminal records check and a child abuse history clearance are required and shall be at the volunteer's own expense.
5. A personal interview with building principal or designee must be conducted and documented.
6. The Board requires that all volunteers undergo a Mantoux Tuberculosis Test upon initial



involvement in the volunteer program. An unsatisfactory report will be reason for disqualification. This test will be at the Volunteers' own expense.

- All volunteers must have Board approval prior to involvement in this volunteer program.

### Length of Volunteer Status

A volunteer's status will be valid as long as the individual wishes to remain on the volunteer list or until such time the FBI Background Check, PA State Criminal Check or Child Abuse History Clearance expires. Clearances are valid for five (5) years. Volunteer status will become invalid if the district receives information that would prohibit the individual from service as per the policy.

## Fighting/Disorderly Conduct/Arson & Related Actions

The Commonwealth of Pennsylvania now requires reports of student aggressive behavior twice a year. Such behavior would involve, but not be limited to: intimidation, extortion, ethnic intimidation, harassment, sexual harassment, fighting, assault, etc. Such offenses are taken seriously by the Sharpshooters 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:

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

Students shall be required to pay for any damages that they cause directly or indirectly to school property. Students who owe a fine may be prohibited from participating in clubs/athletics/prom, and commencement. A diploma or report card will not be granted until payment is made. Unpaid debts will result in charges being filed with the local magistrate's office.

## Fire Drills

Fire and emergency drills are held in accordance with state law. Students should avoid panic by moving quickly and quietly from the school. Students must follow instructions of the teachers and/or administration. All parents/guardians/visitors in the building are expected to follow school procedures in the event of a fire drill, emergency drill, or alarm.

## 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)/guardian(s) of their refusal to recite the Pledge. Students who choose to refrain from participation shall respect the rights and interests of classmates who do wish to participate by standing and remaining quiet during the Pledge of Allegiance.



## Fundraising

All fundraising must go through a SASD Board approved club or organization. *Students may not sell items of their own to raise money.* Fundraisers from outside groups must first be presented and approved by administration before moving forward.

## Gettysburg Trip

The eighth-grade class takes a two-day field trip to Gettysburg, PA in late May each year. This trip is chaperoned by middle school teachers. All eighth graders are encouraged, but not required, to take the trip, and there are multiple fundraising opportunities to help defray the costs of the trip. No students are kept from taking the trip due to financial concerns as long as they invest reasonable effort in fundraising.

This trip is not a required part of the middle school curriculum. Therefore, students can be excluded from the trip for several reasons, including:

1. Disciplinary issues. If a student is suspended from school during the year of the trip, or if they have an excessive number of detentions, they will not be permitted to attend.
2. Attendance issues. If a student has received a magistrate warning letter during the year of the trip due to excessive unexcused absences, or if they have an excessive number of unexcused tardies, they will not be permitted to attend.
3. Academic issues. If a student is failing a course for the year as of April 1 during the year of the trip, they will not be permitted to attend.

## Grading Scale

### Elementary Grading Scale

100% - 90%	A	S	Satisfactory
89% - 80%	B	N	Needs Improvement
79% - 70%	C		
69% - 60%	D		
59% or less	F		

The grading scale below is used for skills and specials.

A - Advanced – Exceeding Common Core and District Standards

P - Proficient – Meeting Common Core and District Standards

B - Basic – Progressing Toward Common Core and District Standards

BB - Below Basic – Not Meeting Common Core and District Standards

### High School Grading Scale, Class Rank & Calculation of GPA

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



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

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

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

- University of Pittsburgh Courses
- AP Language & Composition
- AP Literature & Composition
- AP Biology
- AP Studio Art
- Dual Enrollment Courses at Penn State, Shenango Campus or BC3, Hermitage Campus

GPA Calculation is as follows for all WEIGHTED Courses:

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

### Class Rank

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

## Graduation Requirements – High School Only

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

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

English - four (4) planned courses

Social Studies - four (4) planned courses\*

Mathematics - four (4) planned courses

Science - four (4) planned courses\*

Foreign Languages - two (2) planned courses

Health Education - one (1) planned course

Physical Education - a planned course in each of grades 9, 10, 11 and 12

Basic Skills – physical education and Industrial Technology (grade 9)

Consumer Education – One (1) planned course to include Family Consumer Science or Consumer Math

Electives – Four or more (4+) 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

## Guidance Services

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.

Elementary Guidance Office – 724-962-8300x3000

Middle/High School Guidance Office – 724-962-8300x1000

## Hall Passes

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

## Health Services/Illness at School

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

A student who becomes ill at school should ask for a pass to the main office, or in an emergency situation, contact the school nurse directly. A student must report to the health office rather than going to the restroom. Spending time in the restroom while ill constitutes an unexcused absence from class. Students must not leave the building because of illness without authorization from the school nurse or main office personnel. Students leaving school without permission will be treated as an offender and could receive suspension for this action. Students are not permitted to contact parents via cell phone or any other personal device. This is a violation of our student health procedures and our technology policy.



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

### Health Examinations/ Screenings

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

- Physical examinations (kindergarten or first grade, sixth and eleventh grades, and any student entering school in Pennsylvania for the first time)

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

### Medication

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

### Mandatory Absences for Health Reasons

There are certain conditions which require a student to remain out of school. Students are not permitted in school with any of the following conditions:

Chicken Pox	Impetigo	Ringworm
Conjunctivitis (Pink Eye)	Lice	Scabies (itch)
COVID	Measles/Mumps	Whooping Cough

A student who has been excluded from school for any of the above conditions will be readmitted only with a certificate of recovery from a physician. Parents/guardians should call the school when the student develops one of these conditions. Informing the school will help the teacher plan better for the student as well as help prevent the condition from spreading to other students.

Parents/guardians are to remain in the office where they will meet their child. Parents/guardians should not go directly to the classroom for their child. Any work the student will miss while absent must be made up and is the student's responsibility.

### Student Self-Administration of Medication

To self-administer medication, the student must be able to respond to and visually recognize his/her name; identify his/her medication; measure, pour and administer the prescribed dosage; sign his/her medication sheet to acknowledge having taken the medication and demonstrate a cooperative attitude in all aspects of self-administration.



## 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.

## Homeless Information

According to the Pennsylvania Department of Education, “Pennsylvania’s Education for Children and Youth Experiencing Homelessness (Pennsylvania ECYEH) Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations. Some of the other main objectives of Pennsylvania’s Education for Children and Youth Experiencing Homelessness Program are to inform local school districts of their responsibilities to homeless children and youth, to increase awareness about the needs of homeless children, explain current laws and policies, and provide practical tips for working with homeless children.”

For more information regarding the education of homeless youth, including the McKinney-Vento Homeless Assistance Act, please visit the following link:

<https://www.education.pa.gov/K-12/Homeless%20Education/mckinneyvento/Pages/default.aspx>

To access the Sharpsville Area School District Policy 251 – Homeless Students, please visit the following link: [District Policy #251 - Homeless Students](#)

## Leaving the School Building or Property

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

Consequences for leaving the building/ grounds without permission:

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





## National Honor Society (NHS)

### **High School NHS**

Students are invited to become members of the National Honor Society based upon their academic record at Sharpsville Area High School.

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

### **Induction Ceremony**

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

Current members, parents, guest, and the inductees are invited to attend the ceremony. Inductees must attend the ceremony to become members, unless they have been lawfully excused from school that day. Each inductee will receive a written notice prior to the event to invite them to attend. Each inductee will receive an official letter of induction at the ceremony.

### **Maintaining Membership**

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

### **Graduation**

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

### **Middle School NHS**

The selection criteria for the SMSHS 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 SMSHS.

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

**Leadership** - Students will be considered for SMSHS 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 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 SMSHS 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 SMSHS 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 SMSHS 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 to complete. 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.

## Parent Portal

The Parent Portal is a unique communication tool created for parents and guardians to instantly access current and important information relating to your child(ren)'s academic career. Through the Parent Portal, you will be able to access the following:

- Schedule
- Attendance
- Discipline
- Teacher Contact Information
- Assignments and Grades



- Progress Reports, Report Cards, and more...

As well as editing current guardian information such as:

- Name
- Phone Number
- Email and more...

To create your login, please visit our webpage at [www.sharpsville.k12.pa.us](http://www.sharpsville.k12.pa.us) or go to <https://parents.csiu-technology.org/>. You will need to provide an email address in order to register. First time users will need to go to the Parent Portal Registration link located below the red login button.

Upon registration, you will need to know your child(ren)'s Student ID Number (found on students' schedules), Student's Full Name, Grade Level, and Building. Families with multiple children will only need to know the aforementioned criteria for one student, but will be able to view all children in the household once registration is approved. This approval process could take up to 5 (five) school days.

Students may access the Student Portal as well. The link for the student portal can be found on the website by clicking on the hamburger (three horizontal lines) at the top right on our homepage, clicking on For Students, and then Student Portal on the right side under Quick Links. Logins are student id numbers and passwords are defaulted to: welcome2csi. You will be required to change your password upon initial login.

If you have any problems or questions, please feel free to email Melissa Young at [myoung@sasdpriide.org](mailto:myoung@sasdpriide.org).

## Parent/Teacher Conferences

Parents/guardians are welcomed at the Sharpsville Area Elementary School and are encouraged to come and talk with teachers or administrators about issues relating to their child. Since the teacher's main responsibility is the welfare of the student under his/her care, a phone call to set up a conference will make the meeting more beneficial to all. Full cooperation in this matter will be greatly appreciated.

The following guidelines should be followed:

1. Please telephone the school for an appointment to see a teacher. A convenient time and place will be scheduled for a conference.
2. Stop at the office before proceeding to your appointment.
3. You will be directed or taken to a meeting place.

## Parent Teacher Organization - Elementary (PTO)

The Sharpsville Area Elementary School has an active Parent Teacher Organization (PTO). The PTO has an annual membership drive for families who have students attending the Sharpsville Area Elementary School. Anyone desiring membership information about the PTO should contact the elementary school office. The annual cost is \$5.00 per family.

## Participation in Special Events – High School Prom & Commencement

Student attendance in school on the day of any extracurricular activity (athletic event, club activity, musical, concert, Homecoming, Prom or field trip) is expected. At minimum, students must attend one-half of the school day with a valid excuse for late arrival/early dismissal, to be eligible to participate in the



extracurricular activity. Participation in extracurricular activities and athletic events is a privilege. Students assigned to in-school or out of school suspension are prohibited from participating in activities/athletics until the day after the suspension ends.

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

- Bring a note in the case of a necessary absence as per the Sharpsville Area School District Attendance Policy.
- Not engage in any activity resulting in suspension from school (in school or out of school); suspension over 5 days (single suspension or cumulative) will result in loss of prom privileges.
- Not be late to school more than 15 days of school (unexcused)
- Not be failing two (2) or more subject for the year by the end of the third marking period.

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

- Bring a note in the case of a necessary absence as per the Sharpsville Area School District Attendance Policy.
- Complete all Community Service Requirements by deadline given.
- Successfully complete his/her educational program (minimum of 26 credits) and mandatory Keystone Testing, or other vocational testing such as the NOCTI or ASVAB
- Complete requirements for ACT 158 Pathways
- Complete the College and Career Pathways through Xello

## Party Invitations

Students will be permitted to hand out party invitations during the school day ONLY IF they have invitations for the entire class. Please be aware that the school does not give out addresses or telephone numbers of students or parents.

## Physical Education

All students must participate in physical education. It is strongly recommended 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 signed by the family doctor should be presented which clearly sets forth the limitations. The statement will be made a part of the student's record. Students are not excused from physical education.

### Physical Education Dress Code

Because physical education is an activity-oriented course, there are specific requirements for appropriate apparel in class.

## Plagiarism And /Or Cheating

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

*Cheating* includes but is not limited to:

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



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

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

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

Consequences for cheating or plagiarism:

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

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

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

## Report Cards

Sharpsville Area School District follows a 9-week grading period.

### Elementary

All students in grades 1-5 will receive report cards four times during the school year. Kindergarten students will receive report cards for quarters 2, 3, and 4.

### High School/Middle School

Your child’s report card will be available on the Parent Portal approximately one (1) week after the last day of the grading period.

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

## 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

## Scheduling Permit to Drop/Change a Course (Student Initiated)

### Permit to Drop a Course (Student Initiated)

Permission to drop a course is difficult to obtain. When a student elects a course, they are expected to complete it. If a course is dropped after the first two (2) weeks into the course, a failing grade will be recorded on the permanent record card and no credit will be given.

### Program Change (Student Initiated)

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

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

After the first two (2) weeks into the course, if a course is dropped from the schedule, a failing grade will be recorded on your permanent record card and no credit will be given. No partial credits are ever given for successful completion of any quarter of the course.

## School Closings/Cancellations

Should it be necessary to close or have a 2-hour delay in case of inclement weather or other emergencies, an announcement will be posted on the District website, App, and Facebook

## School Insurance

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

## School Property

Schools help students learn to respect property and develop feelings of pride in community institutions. Students are responsible for the proper care of school property, as well as, the school supplies and equipment entrusted to their use such as books, computers, desks, lockers, tables and chairs within the classroom, bathroom stall walls and mirrors. Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Students who willfully damage school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. All costs of replacing, repairing, or cleaning such items are the sole responsibility of the parent and student.



## School Spirit at All School Sponsored Events

Sharpshville Area School District encourages and promotes 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 school personnel managing the events will be greatly appreciated and beneficial to all parties. The same code of conduct is expected at all school functions 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. All policies students are expected to follow while in school apply to any and all trips unless specifically stated otherwise – this includes dress code.

## Searches

In accordance with [District Policy # 226 - Searches](#), School officials have the authority to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

### Individualized Suspicion Searches

Individual students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

## Special Education Services for School-Age Exceptional Students

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

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

Parents/guardians may obtain additional information regarding special education services, programs and parental due process rights by contacting the Sharpshville Area School District's Office of Student Services at (724) 962-8300 ext. 1651.



### Services for Protected Handicapped Students

In compliance with state and federal law, Section 504 of the Rehabilitation Act of 1973, the Sharpshville Area School District will provide services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These related services are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in, or access to, an aspect of the school program.

For further information about the evaluation procedures and provision of services to protected handicapped students contact Sharpshville Area School District's Office of Student Services at (724) 962-8300 ext. 1651.

### 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 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 years of age. The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three through five. For more information about these programs, contact the Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127, (724) 458-6700.

## Speech Therapy

Speech therapy is available to students who need this service. Initial screening is performed through the Kindergarten registration process and during the school year for all new students.

## Standardized Testing Schedule

### Elementary

Standardized tests are administered to the students throughout their school careers. The tests are to determine the children's achievement and aptitude. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are an invaluable aid to the teachers and other professional staff in diagnosing individual strengths and weaknesses in





order to provide more effective instruction. The following tests may be administered to your child as part of the testing program:

The results of achievement and state assessment tests will be sent home once the results have been received by the school. Further information about any of these tests can be obtained by contacting the elementary guidance counselor. If you wish to examine your child's cumulative record at any time, you may arrange to do so by making an appointment with the elementary guidance counselor.

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.

Students may opt out of state testing. Parents must notify the building principal and Superintendent in writing at least two (2) weeks prior to testing.

### **PSSA EXAM WINDOWS FOR 2022-2023**

TEST	DATE	GRADE(S)
English Language Arts	April 24-28, 2023	Grades 3-8
Mathematics	May 1-12, 2023	Grades 3-8
Science	May 1-12, 2023	Grades 4 & 8

### Keystone Exams

The Keystone Exams will be administered in Algebra I, Biology, Honor Biology, Literature & Composition 2, Honors Literature & Composition 2 (Grade 10) on the following dates:

May 15-26, 2023

## Student Records Confidentiality

The Sharpville 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.

Each parent/guardian has access to his/her child's records unless the school district has received a copy of a court order, which limits access. The regulation holds even if one parent has custody of the child. Types of records which a parent may wish to review include the following:

1. Directory Information: Identifying name, date of birth, address, age
2. Health Records: Vision, hearing, immunization records, specific conditions
3. Academic Records: Report cards, attendance, test scores

The Sharpville 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. Requests can be made in writing and directed to the building principal.



## Student Responsibilities

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

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

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

It is the responsibility of the students to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
- Dress and groom to meet fair standards of safety and health and so as not to cause substantial disruption to the educational processes.
- Assume that until a rule is waived, altered or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time at all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study 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.

## 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 Valuables & Theft

Students are cautioned not to bring large amounts of money or other valuables to school. If you wear glasses or watches keep track of them at all times. Students, not the school, are responsible for their personal property, including electronic devices. Students that put a lock on their locker should leave the combination or an extra key in the office on file. Unused and unassigned lockers at the high school will be bolted shut for the year.

### 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.

## Summer School/Credit Recovery

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

## Technology/Network Access for Students

The use of computer and network facilities shall be consistent with the curriculum adopted by the School District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The Board supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

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

The District reserves the right to log network use and to monitor fileserver space utilization by District users. The Board establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action. Students are not permitted to use the school district for personal use of the e-mail service; this includes sending, receiving, and/or accessing home services. The only acceptable use of e-mail is for a class-related assignment approved by the subject teacher.

### Prohibited Network Usage

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. The following uses are prohibited: use of the network to facilitate illegal activity including hate mail, discriminatory remarks, and offensive or inflammatory communication; unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials; and destruction, modification, or abuse of network hardware or software. The use of the network for commercial or for-profit purposes; non-work or non-school related work; product



advertisement or political lobbying; to access obscene or pornographic material; to transmit material likely to be offensive or objectionable to recipients; to intentionally obtain or modify files, passwords, and data belonging to other users; loading or use of unauthorized games, programs, files, or other electronic media is also prohibited. Impersonation of another user, inappropriate language or profanity, or use of the network to disrupt the work of other users will not be tolerated.

#### Consequences 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 damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet in addition to the stipulation of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. This may include removal from any and/or all computer related courses for the remainder of the school year.

#### Network Usage Consent Form

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

#### Home Use of Online Resources

Several online resources available within the District have recently become available to students and staff at home. These resources can be accessed via the District's web page at <http://www.sharpsville.k12.pa.us>.

## Technology: One To One Initiative

#### Technology Fee

All students in grades 6 through 12 will be part of the One to One program and will be required to pay an annual technology fee of \$50.00. For those students on a reduced lunch status, the fee is \$25.00. For those students on a free lunch status, the fee will be \$10.00. Payments for grades 6-12 can be made through the school office. All checks should be made to the Sharpsville Area School District if sending cash payment, please send the exact amount. Deadline for payment is October 31, 2023. Failure to pay by the deadline will result in a loss of access to the school's network.

Intentional laptop damage, as determined by district staff, will not be covered. Our intention is to allow each student to keep their Chromebook at the conclusion of making the technology fee payment for five years. The entire cost to repair or replace accidental and intentionally damaged machines falls on the student/parent. Multiple repair claims by any one student will be reviewed and appropriate action taken. Action may include a ban on taking the computer from the building. All technology fees are not refundable.

#### Repair Policy

The annual technology fee will cover all repairs to the laptop as long as there is no evidence of vandalism or misuse. In case of loss, theft, misuse or vandalism, the following approximate costs will be incurred by the parent and paid to Sharpsville Area School District. Full replacement cost of a Chromebook is \$275.00.



1. Chromebook Keyboard: \$49
2. Chromebook LCD: \$99
3. Chromebook Case: \$29
4. Chromebook Charger: \$39
5. Chromebook Battery: \$79
6. Chromebook Bezel: \$49
7. Chromebook Touchpad: \$49
8. Chromebook Motherboard: \$129
9. Loss/Theft: According to Scale

One replacement unit (if needed) is allowed over the lifetime of the Extended Warranty Period

Shipping paid both ways during all 3 years.

Toll-Free Support during Extended Warranty Period

Excluded if damage is result of misuse or abuse

Premium Battery Support includes one replacement of a defective battery per year of warranty

## Terrorist Threats

Terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a terroristic threat. Refer to District Policy # 218.2

- **Communicate** - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[\[1\]](#)
- **Terroristic threat** - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[\[1\]](#)
- **Authority** - The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.
- **Consequences** – Student(s) will be suspended for 10 days with a formal hearing scheduled in front of the school board to determine further consequences or expulsion.

## Textbooks

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

## Title IX: Sexual Harassment and Sexual Assault

### About Title IX

Title IX of the Education Amendments of 1972, often referred to as Title IX, is a Federal civil rights law. Title IX, which began with a focus on discrimination and ensuring equity in sports, includes a major focus on prevention of and response to incidents of sexual harassment and sexual assault.



### Sexual Assault

Sexual assault is any unwanted, non-consensual sexual contact against any individual by force (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, etc.).

### Sexual Harassment

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### Know Your Rights

Title IX prohibits discrimination on the basis of sex in education programs and activities.

All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX.

For a statement describing the rights and responsibilities of victims of sexual harassment or those who are the subject of complaints, contact your school office or visit [the district's Title IX tab on the district webpage.](#)

### How to Get Help or File a Complaint

If you are not sure whether you should make a formal complaint, you can consult the Title IX coordinator at 724 962 8300 x2850 or [hmarshall@sasdpride.org](mailto:hmarshall@sasdpride.org). The Title IX coordinator can help you decide if any action needs to be taken and how best to address your situation.

If you believe that you or a SASD student or staff member has been sexually harassed or sexually assaulted, you can report the incident(s) to any school staff member or the district's Title IX coordinator.

### Title IX Coordinator

The Sharpville Area School District's' Title IX coordinators should have knowledge of all Title IX requirements, the district's policies and procedures on sex discrimination, and of all complaints throughout the district that raise Title IX Issues.

### The Title IX coordinator's core responsibilities include:

- Tracking the district's response to reports and complaints of sexual harassment
- Determining the appropriate response and remedial actions
- Identifying and addressing any patterns or systemic problems revealed by such reports and complaints.

## Trespassing

Students in after school activities must stay in the area designated. Students should be supervised by a teacher or coach at all times. 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 there. 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.

## Tutoring

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 every student and not allow them to get so far behind that there is no hope of them passing.

### High School Tutoring:

- After school tutoring is available to all students Monday –Thursday in all subject areas.
- Individual Teachers may post times they are available quarterly.
- There will also be open library for students who need to take advantage of the library for research.
- Students must notify the subject teacher of their intention to take a makeup test.
- Students who opt to attend the tutoring program in lieu of detention will be given detention credit for attendance. Students must be doing work for a scheduled subject and remain for the total detention time.

### Middle School Tutoring:

1. School wide 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.
2. Every student on the failure list for a subject must attend tutoring for that subject during the following week.
3. Any student with excessive absences will be required to attend tutoring for the subject that is most impacted as a result of the absences.
4. All parents/guardians will be notified of the tutoring 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.

## 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.

## Weapons Policy

*Section 218.1 of the District's Policy Manual states:* Weapons shall include, but are not limited to: any knife or cutting instrument/tool; nun chuck stick; firearm, shotgun, or rifle; or any other tool/instrument or implement capable of inflicting serious bodily injury. Anyone not legally empowered by the School Board who possesses a weapon in a school building, on school grounds, at school sponsored functions, or in any conveyance providing transportation for the school is guilty of a misdemeanor of the first degree and will



be referred to the appropriate legal authorities. Such person, if a student, will also be suspended from school for a period of ten (10) days and will be referred to the School Board for an expulsion hearing, for a period of not less than one (1) calendar year.

## Wellness Policy

Sharpsville Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.

Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards. Please refer to the [Board Policy # 246- School Wellness](#) for more information.

## Withdrawals and Transfers

Contact the Guidance Office for specific details.

## Working Permits

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

All early releases for work require students to personally sign out in the high school office each day. Due to school policy, early release for work will be granted to **seniors only** if scheduling arrangements can be made. (Exceptions to the above will be made on a case-by-case basis.)

### Work Release, Independent Studies and Apprenticeships

Permission for early dismissal for work will be given to **seniors** if they meet state and local requirements for working papers and for graduation. Forms completed by both parents/guardians and employer must be on file in the Guidance Office. No student will be excused unless he/she has a work permit and signs out daily in the High School Office. Exceptions to the above will be made on a case-by-case basis. Work release will only be granted for the **LAST TWO PERIODS OF THE DAY**.

Students excused for work must be passing all subjects. These students must be responsible for their own transportation to the job location and notify the guidance office if their employment is terminated or the





place of employment changes. Students should check with the high school office to secure announcements, which pertain to them. Failure to follow these regulations will result in the loss of early dismissal permission.

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