



# Student Handbook 2022-23



**Springdale Jr-Sr High School  
Allegheny Valley School District  
501 Butler Road  
Springdale, Pennsylvania 15144  
724.274.8100 Phone  
724.274.2106 Fax**

Springdale Jr-Sr High School Bell Schedules									
Regular Bell			2-Hour Delay			AM Assembly		PM Assembly	
Warning Bell - 7:40			(Period 5 before Period 4)			Warning Bell - 7:40		Warning Bell - 7:40	
Period 1 w/ Attendance	7:45 - 8:34	Period 1 w/ attendance	9:45 - 10:14	Attendance & Announcements	7:45 - 7:53	Period 1 w/ attendance	7:45 - 8:27		
Announcements	8:34 - 8:42	Announcements	10:14 - 10:22	Assembly	7:57 - 8:42	Announcements	8:27 - 8:35		
Period 2	8:46 - 9:34	Period 2	10:26 - 10:54	Period 1	8:46 - 9:34	Period 2	8:39 - 9:20		
Period 3	9:38 - 10:26	Period 3	10:58 - 11:26	Period 2	9:38 - 10:08	Period 3	9:34 - 10:05		
Period 4	10:30 - 11:18	Period 5	11:30 - 11:56	Period 3	10:12 - 10:50	Period 4	10:09 - 10:50		
Period 5	11:18 - 11:48	Period 4	11:56 - 12:26	Period 4	10:54 - 11:32	Period 5	10:54 - 11:24		
		A	B	Period 5	11:36 - 12:06		B	11:24 - 11:54	
		B	C		12:06 - 12:36		C	11:54 - 12:24	
		C		Period 4	12:36 - 1:06	Period 6	12:28 - 1:09		
Period 6	12:52 - 1:40	Period 6	1:32 - 2:00	Period 6	1:10 - 1:49	Period 7	1:13 - 1:54		
Period 7	1:44 - 2:32	Period 7	2:04 - 2:32	Period 7	1:53 - 2:32	Assembly	1:58 - 2:32		

**ALLEGHENY VALLEY SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS**

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Kathleen Haas .....Vice-President  
Paula Jean Moretti .....Treasurer  
Hamsini Rajgopal, Ed.D .....Secretary  
Matthew Hoffman, Esq.....Solicitor  
Beth Bosco David Buchman Salvatore Conte  
Jessica Griggle Stephen P. Puskar Glenna Renaldi

**ALLEGHENY VALLEY SCHOOL DISTRICT AND SPRINGDALE JR-SR HIGH SCHOOL ADMINISTRATION**

Patrick M. Graczyk, Ed.D.....Superintendent  
Melissa Holler, Ph.D.....Supervisor of Pupil Services  
Andrew Leviski.....High School Principal  
Melissa Gibbon.....High School Assistant Principal  
Gregory J. Heavner .....Elementary Supervisor  
Jennifer Vecchio .....Coordinator of Curriculum & Instruction/Transportation Director  
Hamsini Rajgopal, Ed.D .....Director of Finance & Business Operations  
Janice Zastawniak ..... Public Relations Director  
Tina Kaczor.....Technology Specialist  
Alan Donnelly .....Food Service Director  
Julius Zangrille.....Supervisor of Buildings & Grounds  
Amanda Noel.....Athletic Director

**SPRINGDALE JR-SR HIGH SCHOOL FACULTY AND STAFF**

**English:** Mr. Travis Aiken  
Mr.Gerald Clark  
Ms. Keely Grover  
Ms. Heather Harapko  
Ms. Dayna Hrin  
Ms. Kelly McConville  
**Mathematics:** Mr. Steven C. Bielak  
Ms. Kelly McGee  
Mr. Matthew Noll  
Mr. Jeffrey Pugh  
Ms. Courtney Yaksich  
**Science:** Mr. Christopher Allman  
Mr. Richard L. Johns II  
Ms. Makenna Krebs  
Ms. Nicole Tryon  
Ms. Kaylen Woods  
**Social Studies:** Ms. Wendi M. Hegedus  
Ms. Nancy Kelley  
Mr. Nick Spehar  
Mr. Conner Green  
**Foreign Language:** Ms. Bailey DeTesta  
Mr. Chris Squire  
**Nurse:** Ms. Kandi Conner  
**Health/Phys. Ed.:** Mr. Daniel J. Pschirer  
Ms. Amanda L. Waronsky  
**Practical Arts:** Ms. Cally Fleming  
Ms. Melissa Leger  
Mr. Brian S. Novak  
Mr. Andrew Tsangaris  
**Fine Arts:** Ms. Elizabeth A. Minda  
Ms. Sarah Patrick  
Mr. Stephen P. Smietana  
**Learning Support:** Ms. Rachel Tinker  
Ms. Carly Simmen  
Mr. Jacob Lauer  
Mr. Curtis D. Poremski  
**Gifted Support:** Ms. Susan M. Mellon  
**Guidance Counselors:** Ms. Rebecca Dyer  
Ms. Andrea Sadowski  
**School Social Worker:** Ms. Danielle Britton  
**School Police Officer:** Ofc. Thomas Downing  
**Clerical:** Ms. Megan Dale  
Ms. Jodi Lepish  
Ms. Jamie Medure

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# **Welcome to Springdale Jr-Sr High School**

The student handbook has been prepared as a ready reference guide for school policies and regulations. All students and parents should take the time to read this information and become familiar with the materials so that the high school years will be productive and enjoyable.

Springdale Jr-Sr High School is your school. Be proud of it and always conduct yourself in a manner that will reflect pride in yourself, your school, and your community.

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## **OUR MISSION**

The mission of the Allegheny Valley School District, a group of small traditional communities, is to educate all students to achieve their maximum potential. A dedicated staff, in partnership with school, home, and community, will empower students to become responsible and contributing citizens able to meet challenges in an international society

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## **ATTENDANCE**

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained even through after-school instruction. Ideas are presented and interactions between class members and/or the instructor occur that cannot be regained in any other setting. These experiences are a vital part of the student's total learning environment. The compulsory school attendance law, school code sections 1326-1339, adds credence to the process of education. This law reaffirms the regular continuity of instruction, classroom participation, and other learning experiences that each student needs to maximize educational benefits.

### **ATTENDANCE GUIDELINES**

1. Three consecutive days or more of absence will require an excuse from a physician.
2. Excessive on-and-off absenteeism beyond ten days will also require a physician's excuse. Failure or refusal to supply a valid certificate will result in an unlawful absence. Note: It is to the student's advantage to submit a physician's excuse when medical attention is received.
3. There will be provisions for teaching the value of regular school attendance as well as investigating and counseling students who are frequently absent. A truancy elimination plan (TEP) will be made for excessive absence/truancy. This plan may include a Student Assistance Program (SAP) referral, counseling sessions, parent/guardian conferences, a reprimand, detention, and/or a criminal complaint being filed. If student attendance is not modified by the less severe measures, repeated offenses may result in expulsion from school.
4. In all cases where the school district shall have approved and provided homebound or other tutorial instruction of a pupil because of extended illness or disability, such tutored pupil shall, for the purpose of this school rule, be regarded as present in the classroom for each day such approved instruction shall have been given to such pupil.
5. In all cases where disciplinary suspension has been imposed against any pupil, in accordance with the regulations of the Pennsylvania State Board of Education, such disciplined pupil shall be permitted to make up examinations and work missed during the period of his/her disciplinary suspension. When such pupil shall have made up such missed examinations and work, such pupil, for the purpose of this school rule, shall be regarded as present in the classroom during each day of his/her period of disciplinary suspension. Days of absence not counted toward the twenty day limit include excuses for religious holidays, illness confirmed by a doctor's excuse (received within three days from return to school due to the absence), an excuse obtained from the principal for a medical appointment or other urgent reason, or out-of-school suspension. (*AVSD Board Policy 204*)

### **Absence from School**

"Absence" is defined as the non-attendance of a pupil on those days and half-days in which school is in session. **Students who fail to submit a written excuse within three school days following an absence will be charged with an unexcused absence.**

Pupils who have received an excused absence will be permitted to make up any class work missed during their absence. Students receiving an unexcused absence or tardy will not be permitted to make up assigned work for the time missed.

### **Written Explanation for Absence**

Parents shall furnish a written explanation for the absence of a child. A legal excuse is the parent's only protection from arrest. In case of arrest, the burden of proof is on the parent to show that the absence of the child should be excused. In case of chronic and irregular absence, school authorities may request a physician's excuse showing such absence to be justifiable (as outlined above). Statements must be signed by a licensed medical practitioner. The excuse must include the following information: student's full name, date of absence, reason for absence, and the signature of the parent/guardian.

### **Procedure for Return to School Following an Absence**

The reporting and recording of an absence and tardiness is an important function. It is required by the Department of Education for reimbursement purposes, but more important, it is necessary to maintain control within the school. It is necessary for a student, regardless of age, to bring or fax (724-274-2106) an excuse from his/her parent/guardian when returning to school after being absent. This excuse must be presented to the main office immediately upon returning to school. Students who fail to submit a written parental excuse within three school days following an absence will be charged with an unexcused absence. Students must always check in the main office upon returning from an absence. All excuses, including tardiness, will be recorded in the main office. Pupils who have received an excused absence will be permitted to make up any class work missed during their absence; students receiving an unexcused absence or tardy will not be permitted to make up assigned work for the time missed.

### **Excused Absence**

"Excused Absence" refers to absence for any number of legal reasons. All absences under this category may be classified into two groups: non-attendance due to unpreventable causes and non-attendance due to other legal reasons. Examples include illness, quarantine, accident recovery, required court attendance, death in family,

approved\* family educational trips, educational tours and trips, or other exceptionally urgent reasons as determined by the principal. For absences other than illness, the parent must contact the principal for approval. \*Students must have pre-approval for family educational trips from the building principal or the absence will be marked as unexcused.

### **Unexcused and Unlawful Absences**

Unexcused absences are coded as unlawful. Unexcused absence is the absence of a pupil due to parental/guardian neglect, illegal employment, or truancy. They include, but are not limited to, the following: car problems, absence through parent neglect, illegally employed, unapproved family vacation, missing the bus, sleeping in (no alarm), truancy, failure to obtain doctor's verification of an absence after three (3) consecutive school days missed. Students receiving an unexcused absence or tardy will not be permitted to make up assigned work for the time missed. Unlawful absences are considered unexcused absences for all pupils less than seventeen years of age. For any day a student is illegally absent, the student will be denied the opportunity to make up work or tests. The school will impose the following penalties on students for unexcused or unlawful absences:

1. First Offense (three days of unexcused absence)
  - a. Official notice will be sent by mail to notify parents/guardians;
  - b. A parental/guardian conference may be required;
  - c. A truancy elimination plan (TEP) may be developed.
2. Subsequent Offense(s)
  - a. A criminal complaint may be submitted to the District Justice for any day beyond the three days referenced above;
  - b. A parental/guardian conference may be required.

### **Tardiness**

Tardiness is defined as the arrival to school of a pupil after the first period bell rings, provided the pupil is in attendance before 11:00 a.m. Tardiness may be excused for legitimate reasons, such as illness, required court attendance, or other exceptionally urgent reasons as determined by the principal. All other tardiness is unexcused. In addition, when a child is illegally absent for portions of a day, these portions will be added together and translated into equivalent days.

- Any student who arrives at school after the warning bell must report directly to the main office for a tardy slip.
- Students arriving to school after 11:00 a.m. will be considered absent for one-half day.
- Students arriving to school after the end of the fifth period will be considered absent for the entire day. Continued tardiness will result in additional disciplinary action. An accumulation of fifteen (15) tardies may result in truancy charges filed with the Magistrate.

### **Missed Assignments**

If a student has an excused absence, it is his/her responsibility to make up missed school work. Students will have time equal to the length of their excused absence to make up work, except in cases of pre-approved educational trips, wherein students are required to submit all completed assignments upon return. Students may not receive credit for their missed assignments if their absence is unexcused. In cases of extended illness (three or more days), a parent/guardian may contact the main office for assignments. The teacher(s) will prepare assignments for pick up between 2:30 p.m. and 3:30 p.m. in the main office. It is the responsibility of the parent/guardian or student to make arrangements for assignments to be picked up. Students receiving an "I" (Incomplete) grade for a grading period will have ten (10) days following the end of the grading period to make up the assigned work. Work not completed within the given time period will receive no credit.

### **Early Dismissals**

When a student, regardless of age, needs to leave school early, a written request from his/her parent/guardian **MUST** be presented to the main office prior to the homeroom period. The administration reserves the right to request verification of any early dismissal. The written request must contain the following information:

- student's full name
- date and time
- reason for the early dismissal
- name and telephone number of the doctor or dentist (if applicable)
- signature of parent/guardian
- home/business telephone number of parent/guardian

All parents/guardians, or authorized persons must sign the log in the main office for early dismissals. Students will not be released alone without written permission on the excuse. Upon return to school following an early dismissal, an excuse from the appointment, as indicated on the request for early dismissal, **MUST** be submitted to the main office. If such excuse is not presented within three (3) days after return to school, the early dismissal will be recorded as unexcused and subject to the terms of unexcused absences.



### **Excessive Absenteeism**

It is the policy of the AVSD to require a physician's excuse for a child's absence when it is determined by the Principal that a child's school attendance pattern is chronic and irregular. When this situation exists, the parent/guardian will be informed by letter or phone that an excessive number of days have been missed and a physician's certificate may be required. Note: It is to the student's advantage to submit a physician's excuse when medical attention is received.

- Three consecutive days or more of absence will require a physician's excuse. If the absences do not diminish, the parents/guardians shall be notified in writing that a physician excuse shall be required for any or all absences.
- Excessive on-and-off absences beyond ten days will require a doctor's excuse. Failure or refusal to supply a valid certificate will result in an unlawful absence.

### **Homebound Instruction**

Upon realization that a student will be absent for an extended period of time, homebound instruction may be provided through the main office. Applications are available in the main office. The application, including a statement from a physician verifying that the student will be unable to attend school, is mandatory. Hours of instruction for the major subject areas, per the administration, will be provided. Physician statements must include:

1. The nature of the illness or disability
2. The date the disability began
3. The estimated duration of the confinement
4. The prognosis
5. A request for tutoring

These completed applications must be approved also by the Superintendent

### **Class Cuts**

No student will be excused from class without permission; absence from class without written permission is an unexcused absence and an act of truancy. Any student absent from class in excess of ten minutes will be subject to disciplinary action as outlined in the Student Behavior Code. An accumulation of ten (10) class cut periods may result in truancy charges being filed with the District Justice.

### **Family Educational Trips and Educational Trips or Tours**

Students that plan to be absent from school for any kind of trip or tour, even if only for one day, will be required to obtain prior permission from the principal. Requests for any kind of trip or tour must include the educational reason for the absence. This request must be made in writing by a parent/guardian at least one week prior to the trip. All school work must be completed and turned in within three school days upon the students return from the pre-approved trip. Assignments not returned will result in a zero, no make-up time will be permitted. Any days missed for trips or tours not approved by the principal will be recorded as unexcused (unlawful) absences. *Note: For obvious educational reasons, trips and tours should not be scheduled in September or May. Except in extreme cases, requests for these months will be denied.*

### **Religious Holidays and Activities**

A pupil may be excused from school for observance of recognized holidays or activities by particular religious groups in accordance with Pennsylvania School Laws. Submission of a written request must be made prior to the day(s) of absence.

### **SCHOOL POLICY FOR STUDENTS SEVENTEEN YEARS OF AGE OR OLDER (Above the Compulsory Age)**

The Allegheny Valley School District's procedure governing unexcused absences for students seventeen years of age or older requires that parents be notified by certified letter that their son/daughter has missed three full days or six half-day sessions of school which have been unexcused. If a seventh half-day session is recorded as unexcused, the student and parent/guardian will be required to appear for a conference with the Principal. Parents of the student must contact the office within three days following the recording of the unexcused absence. If an eighth half-day session is recorded as unexcused, the student will be placed on in-school suspension pending an appearance of student and parent/guardian before the Superintendent. Parents must contact the Superintendent's Office within three days of notification to arrange a conference. If a ninth half-day session is recorded as unexcused, the student will automatically be suspended. A notice shall be delivered by certified mail informing the parent or guardian of this suspension. After notification is received by the parent of the child's suspension, reinstatement will be considered only if the parents of the student contact the Superintendent's Office within three days to arrange for a meeting before a committee of the School Board. At that time, a decision will be made regarding the child's future attendance in the Allegheny Valley School District. If the committee believes the child should not be permitted to return to school, the matter will be referred to the Board of School Directors for a hearing.

## ACTIVITY PROGRAMS

Springdale Jr-Sr High School maintains an extensive extracurricular program. Each student is encouraged to belong to at least one after-school activity. New clubs or activities can be initiated by students and will be incorporated into the activities program if enough students are interested, if a faculty sponsor is available, if proper approvals are given, and if the necessary facilities can be provided. For a complete list of clubs and organizations, please see the district's website.

### Athletics

Springdale Jr-Sr High School is a member of the P.I.A.A. and W.P.I.A.L. and is required to adhere to the rules and regulations of these organizations. Please reference the AVSD Athletic Manual for all sports, rules and regulations.

Sports programs are available in the following areas:

- *BOYS*: Basketball, Baseball, Football, Soccer, Tennis, Track & Field & Wrestling\* (in co-op with Riverview School District)
- *GIRLS*: Basketball, Soccer, Softball, Tennis, Track & Field, Volleyball Wrestling\* (in co-op with Riverview School District)

### National Honor Society (NHS)

1. Membership in this chapter shall be based upon scholarship, service, leadership, and character.
2. Candidates eligible for membership in this chapter must meet the following scholarship requirements: Juniors 90% GPA based on 10 quarters; Sophomores 90% GPA based on 6 quarters.
3. A signed recommendation from two faculty members will be required for each student wishing to be considered for membership into the NHS. These recommendations for selection will evaluate the student's leadership, service, and character. *(One letter of recommendation must be from a community service organization verifying services performed and number of hours.)*
4. To be eligible for membership, a student must be in attendance in Springdale High School for a period of one semester prior to being nominated as a candidate to the NHS.
5. Students must maintain a GPA of 90% while a member of the NHS.

### Attendance Rules for All Extracurricular Activities

If students participating in afterschool activities and/or athletics are absent from school, they must check in the attendance office before 11:00 a.m. in order to participate, practice, or compete on that day. If such students are absent the entire day, they may not participate, compete, or practice that afternoon, evening, and/or weekend (if absence occurs on Friday).

### ASSEMBLY CONDUCT

Assembly seats are assigned in the auditorium by grade sections. Students and homeroom teachers are asked to sit together as homerooms unless participating on the stage. Students are to move to their seats quickly and quietly. All talking should cease when the program begins, and students should indicate their sincere appreciation by continued attention and applause only.

### BULLYING/HARRASSMENT

The District prohibits all forms of bullying of students and third parties by all district students, staff members, contracted individuals vendors, volunteers, and third parties in the school. The District encourages students and third parties who have been bullied to promptly report such incidents to the designated employees. *(AVSD Policy 249)*

Bullying, as defined by law, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

The District prohibits all forms of unlawful harassment of students and third parties by all districts students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. *(AVSD Board Policy 248)*

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

## **BUS REGULATIONS**

Students who ride school buses must conduct themselves in a safe and proper manner and fully cooperate with the bus driver. Drivers must be completely in charge of their buses at all times – without distraction – to ensure student safety. **Students must ride the bus to which they are assigned.** Only assigned bus students are permitted to ride the daily school buses or activity buses after the regular school day. Any students in violation of any bus regulation will be subject to disciplinary action. School rules apply at all times.

- Vulgarity, profanity, fighting, rowdiness, and/or behavior inconsistent with safe transportation procedures will not be tolerated; bus privileges will be revoked for such behavior.
- Students may not block the aisles or emergency doors with musical instruments, lunch boxes, backpacks, or other possessions.
- Students may not extend arms, legs, or heads out of windows at any times.
- Students may not operate the bus door or tamper with the emergency door.
- Students are reminded that no smoking or tobacco use is permitted on the buses.

## **CAFETERIA/FOOD SERVICE**

The school cafeteria is maintained as a vital part of the health program of the School District. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. All students are to either purchase their lunch or bring a lunch from home. Balances are not to be carried on any purchases; notices will be included upon the accumulation of any balance exceeding \$15. Cafeteria balance must be at zero to participate in the graduation ceremony.

The lunchroom management and fellow students will appreciate cooperation in:

- Depositing all lunch litter in wastebaskets.
- Returning trays and utensils to the dish washing area.
- Leaving the tables and floor in a clean condition for others.
- Not taking food from the cafeteria.
- Remaining in the cafeteria area for the duration of the lunch period. Students may not leave the cafeteria without permission from monitors. Monitors may assign clean-up duties, designated seating, or after-school detention, or may recommend suspension to administration.

Violations of the above regulations may result in revoking a student's cafeteria privileges.

## **Food Service Account Monitoring**

The food service department has a program by which parents/guardians and/or students can monitor food choices and balances. PAYFORIT.NET is a computerized program that tracks all purchases made by students for breakfast and/or lunch. Parents/guardians are able to deposit money into this program and receive detailed reports of the spending and eating habits.

## **Free and Reduced Lunch**

Applications for free and/or reduced lunch are available from the food service department or online at <https://www.paschoolmeals.com/Register.aspx>. Those who qualify for this program will receive a free or reduced cost for student lunch. Lunches that qualify for this program are the regular menu items for the day - any 'extras' such as ice cream, second portions, etc. are NOT considered within the menu items and are subject to the regular pricing.

## **DAMAGE TO EQUIPMENT AND BOOKS/DEBTS**

Unnecessary damage to school technology equipment (iPad, laptop, calculators, etc.) must be paid for by those students responsible. Unnecessary wear and tear on textbooks by students will result in a fee for replacement cost at the time the books are returned. Students will be charged for lost books and technology equipment. All school debts must be paid before a student can graduate.

**DISCIPLINE** (see also *Disciplinary Action and Student Behavior* at the end of this Handbook)

## **Guidelines**

The guidelines for administering discipline in the Springdale Jr-Sr High School are authorized by the Allegheny Valley School District Board of School Directors. The guidelines listed are to be interpreted as procedures pertaining to specific situations at the Springdale Jr-Sr High School. The list of procedures and applicable situations is by no means complete and final, but is subject to additions, deletions, and modifications. The rules and regulations contained in this handbook are a partial representation. The complete policy guides are on file in the administration office. (*AVSD Board Policy 218*)

## **Suspensions**

There are two types of suspensions: out-of-school and in-school (Alternative Learning Center). Students who are suspended in-school or out-of-school are **ineligible** for all student activities during the days of suspension. Further, students serving out-of-school suspension may not be on school property at any time during the term of the suspension.

### **Out-Of-School Suspension**

The out-of-school suspension requires the student to be at home during school hours on the days when the suspension is in effect. The student may make up work missed during the suspension within the same number of calendar days as the suspension. It is the student's responsibility to make arrangements with his/her teachers for these assignments. If the out-of-school suspension exceeds three school days, the student and parent/guardian shall be given the opportunity for an informal hearing consistent with the requirements set forth in the laws of Pennsylvania.

1. Students will be notified by the Assistant Principal and/or Principal.
2. Parent/guardians will be notified.
3. Parents will be provided a letter explaining the reason for the out-of-school suspension.
4. A conference between the student, parent/guardian, and administrator may be required for readmission.

### **In-School Suspension**

An in-school suspension requires that a student spend a designated number of full school days (not counting absences) in the Alternative Learning Center, during which the student will continue with regular school work. On the days when the in-school suspension is in effect, the student will travel to and from school in the normal manner. Upon reporting to in-school suspension, with all the necessary school related materials, he/she shall remain there until end of the school day.

1. Students and parents/guardians will be notified by a school administrator.
2. Instructors will be notified of the scheduled day in the Alternative Learning Center and are to provide specific assignments designed to continue the student's education.
3. At the beginning of the school day, the student reports directly to in-school suspension with all books and materials.
4. Students assigned to the Alternative Learning Center will turn in any handheld devices to the monitor for the duration of the day.
5. Students assigned to in-school suspension will eat lunch in the in-school suspension room.

### **Tobacco Possession Regulations**

Act 145 of 1996 amends the Pennsylvania Crime Code (Title 18) to include language prohibiting students from possession of or using tobacco in a school building, a school bus, or any school property, including home schools. Upon conviction, the student will be found guilty of a summary offense and subject to a fine of up to \$50 plus court costs. Students violating tobacco regulations will be sent to the Assistant Principal or Principal the tobacco will be taken and the parent notified of the violation. The student will be cited for the tobacco use. A conference with the student and the student's parent/guardian may be necessary for the student to remain in school.

### **Drug and Alcohol Misuse**

The misuse and/or abuse of alcohol, other drugs and/or mood-altering substances is a serious problem with legal, physical, and social implications for the whole school community. To protect the health, safety, and welfare of its students, staff, and the educational process, the Allegheny Valley School District (AVSD) prohibits the use, possession, sale, or distribution of alcohol, drugs, or mood-altering substances and/or drug paraphernalia on school property including lockers, vehicles used to transport students, at designated school bus stops, and at school-sponsored or related activities, whether on or off school property. The violation of this policy shall be cause for a student to be disciplined as prescribed by AVSD Board Policy 227, Alcohol and Drugs.

### **Weapons Regulations**

Weapons and/or replicas of weapons are forbidden on school property. Act 26 of 1995 requires an expulsion of a student for at least one year for possession of a weapon on school property.

**"Weapon"** - Shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun-chuck stick, brass or metal knuckles, firearm, shotgun, rifle, look-a-like gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.

**"Possession"** - a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while he/she is on school property, on property being used by the school at a school function or activity, at any school event held away from the school or while the student is on his/her way to or from school. Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student's parents and to the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. Weapons under the control of law enforcement personnel

are permitted. The Principal may authorize other persons to possess weapons in school buildings. The Principal may prescribe special conditions or procedures to be followed before giving such authorization. (AVSD Board Policy #218.1, Weapons)

### **Plagiarism/Cheating**

It is the responsibility of each student to submit class work, assignments, and/or projects that represent his/her own work. Plagiarism is presenting the ideas or statements of another without crediting the original source. Even unintentional plagiarism is theft. Cheating could include copying, providing or receiving answers, or theft of any of the following: papers, tests, homework, etc. A plagiarized source includes but is not limited to: books, music, internet sources, electronic media, spoken works, or other student work. Failure to comply with these Cheating/Plagiarism guidelines will result in the following disciplinary action(s):

- First Offense: (a) Teacher parent contact; (b) 0% grade for the assignment with no opportunity afforded for make-up; and (c) One (1) to three (3) after school detentions for the incident
  - Second Offense: (a) Student/parent meeting with teacher and/or administration; (b) 0% grade for the assignment with no opportunity afforded for make-up; and (c) One (1) day of In School Suspension for the cumulated second offense.
  - Third Offense: (a) Student/parent meeting with administration; (b) 0% grade for the assignment with no opportunity afforded for make-up; and (c) One (1) day of Out of School Suspension for the cumulated third offense.
- Continued offenses will be dealt with on an individual basis.

### **FIELD TRIPS**

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curriculum activities and/or celebrations of accomplishments. **Field trips are a privilege. The final decision to attend a field trip rests with the Principal. Decisions can be based on attendance, grades, behavior, outstanding bills, detention, or a combination of these items.** When on the field trip, students will follow the same rules they follow when in a District building or on District property.

### **FIRE DRILLS/EMERGENCY EVACUATIONS**

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

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his or her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal beliefs or religious convictions. However, all students must stand for the Pledge of Allegiance. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

### **FORBES ROAD CAREER AND TECHNOLOGY CENTER**

Forbes Road Career and Technology Center (FRCTC) offer high school students and area adults the opportunity to train for immediate employment or advanced placement in many colleges and technical schools. Students in grades ten, eleven, and twelve attend on either a half-day or full-day basis.

On days when FRCTC does not have classes, but AVSD classes are in session, the following procedure will be followed:

- Students in the second and third year programs, who attend the mid-morning session report to school as usual on regular buses. They will attend classes at Springdale High School until the time of usual departure to FRCTC; at which point they are dismissed and are not required to return for the end of day classes, unless deemed necessary by the administration. Parents are responsible for their child's transportation home.
- Students who attend the first year morning session will be picked up by the bus at their regular stop at an adjusted time schedule to arrive at the high school by 10:30 a.m. for regularly scheduled classes. All morning session students who walk to school should plan to arrive by 10:30 a.m.

On days when FRCTC is in session but Allegheny Valley School District is closed, students will attend FRCTC at their regularly scheduled times and be bused home. Students in the mid-morning session will be picked up and dropped off at their appropriate bus stops.

### **FREEDOM OF EXPRESSION**

Students have the right to express themselves, unless the expression materially and substantially interferes with the education process, threatens immediate harm to the welfare of the school or community, encourages unlawful activities, or interferes with another individual's rights.

## FUNDRAISING

All fundraising must be approved by the Principal prior to the beginning of any sales. Fundraising involving food products MUST adhere to the District's Wellness Policy. Only fundraisers submitted by board-approved activity group sponsors will be considered for administrative approval. Requests for fundraisers must include information regarding the item being sold or the activity, the beginning and ending dates, and the reason for the request. Such requests should be submitted at least one month in advance of the sale. No raffles may be conducted by student organizations. Only fundraisers sponsored by a school-related activity may be conducted in the high school building. In accordance with the District Wellness Policy and PA Dept. of Education guidelines, at no time are any food product fundraisers permitted in the cafeteria during lunch sessions.

## GRADING

All grades will be represented by percentages. Grade Point Average (GPA) is calculated on a weighted and unweighted basis. Weighted GPA includes the percentage earned times 1.15 for an AP course and 1.1 for an honors course (as listed below); unweighted GPA includes the percentage earned. There will be a floor of 40% for all subjects for the first, second, and third quarters. This floor would mean that no matter what percentage a student earns, he or she could not receive below a 40% on his/her report card. Students will receive the percentage earned during the fourth quarter, mid-term and final exams. To equate percentages to a letter grade, use the following scale:

A	90-100%	C	70-79%	F	59% and below
B	80-89%	D	60-69%	W	withdrawal

### AP and Honors Classes

The District will operate Advanced Placement (AP) classes as determined by student registration. AP classes are weighted at a rate of 1.15 times the percentage earned. These classes include: AP English Language and Comp, AP English Literature and Composition, AP U.S. History, AP Statistics; AP Calculus AB, AP Calculus BC, AP Biology, AP Chemistry and AP Physics. Students who do not achieve at least a 70% in an AP class will not receive weighted credit for that class. The Allegheny Valley School District encourages all students enrolled in an AP course to take the end-of-year AP exam and will cover the cost of each test. Students who do not score a 3 or above on an end-of-year AP exam will be responsible to reimburse the school district the cost of the exam.

Two honors classes will be offered in Honors Trig/Pre-Calc and Honors Chemistry as determined by student registration. These classes will be weighted at a rate of 1.1 times the percentage earned. Students who do not achieve at least a 70% in an honors class will not receive weighted credit for that class.

### Honor Roll

Honor Roll – To qualify, a student must earn an 80% or higher with no one credit class reporting below 80% and carry a minimum of seven credits.

High Honor Roll – To qualify, a student must earn a 94% or higher with no one credit class reporting below 80% and carry a minimum of seven credits.

### Honors Banquet

To qualify for the annual honors banquet, a student must have a minimum GPA of 94% for the first three quarters of the current school year. In calculating averages for this event, numbers are not rounded to the nearest whole number.

## GRADUATION REQUIREMENTS

As in every school District, students in Allegheny Valley must complete a number of requirements in order to graduate. For students graduating in 2023, every student must complete the following:

At Allegheny Valley School District, by graduation for the class of 2018 and thereafter, a minimum of 24 credits is required for graduation from high school. These credits must include:

- English 4.0 credits
- Social Studies 4.0 credits
- Mathematics 3.0 credits
- Science 3.0 credits
- Physical Education 2.0 credits
- Health 1.0 credits
- Communications/Public Speaking 0.5 credit
- Personal Finance 0.5 credit
- S.T.E.M. Elective 1.0 credit
- Electives (one in Arts or Humanities) 1.0 credit#
- Other Electives 4.0 credits
- Score Proficient or Advanced on Literature and Algebra I Keystone Exam or equivalent.

To participate in graduation, a student must successfully complete the requirements of the State and the School District, satisfy all financial obligations, and complete all disciplinary requirements. A student must also be present at all graduation rehearsals and follow the graduation procedures that are distributed at that time. Any student who commits a violation of the disciplinary code resulting in a suspension within ten days of graduation may not be permitted to participate in the Commencement Ceremony and may receive his/her diploma at a later date.

## **LIBRARY**

The school library is a learning center where students can complement their studies through the use of books, computers, magazines, pamphlets, videos, etc. Students are required to have a hall pass filled out properly prior to entering the library. Students should show self-reliance in the use of the library and regard for the rights of others in their behavior. If students behave in a manner that is not conducive to a library environment, they may have their library privileges restricted. Any debts incurred for overdue, lost, and/or damaged books and library materials are to be paid no later than the end of the school year. Students owing any debt to the library at the end of the school year may have their library privileges suspended until payment is made.

## **LOCKERS**

There should be no expectations of privacy regarding student lockers. All students will be assigned lockers. Students should keep only clothing and school-related materials in lockers and should keep their locker locked at all times. **School-issued locks are the only type permissible.** Locks are available in the main office for a \$5 deposit, refunded upon the return of the lock. State regulations permit school authorities to search a student's locker and seize any illegal materials; such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Students should maintain their lockers in a neat and orderly manner.

## **PARKING FOR STUDENTS**

By School Board regulations, students are not permitted to drive cars to school unless they have secured and purchased a permit from the main office. The annual cost for a permit is determined by the School Board. A request for a permit may be made by completing the application form which includes a reason for needing to drive to school. The application must be signed by the student's parent/ guardian. Application forms for permits may be obtained in the main office of the high school. Each student must register the vehicle every school year and show evidence of insurance coverage. If granted a student permit, students must park in the designated student parking lot located on the corner of Butler Road and Marion Avenue or alternate area as necessary. Each student must display a parking permit for the current school year. A fee for lost parking permits will be charged. Student vehicles that are parked in unauthorized or restricted zones will be issued a citation, incur a fine, and/or towed at the expense of the owner. In addition, students must adhere to the following rules when driving to school:

- Students may not drive from school grounds during school hours unless permission is granted by the Principal.
- Students may not sit in cars during the school day. Students must leave their car within two minutes after arriving at school.
- Students may not enter the parking lot during the school day unless permission is obtained from the main office.
- Student safety must be respected at all times.
- Any combination of eight excused/unexcused tardies may result in revocation of driving privileges for the remainder of the school year. Excessive morning absences may result in removal of driving privileges.
- Students attending Forbes Road Career & Technology Center may not drive to Forbes Road without authorization from the building administration.

## **POSTERS AND POSTED NOTICES**

All notices or posters must be attached to a bulletin board or mounting strips in the hallways. No tape is permitted on the painted walls. **All posters must be approved by a building administrator.** All posted materials must be removed at the end of the approved event.

## **RECORDS**

### **Student Information**

It is the responsibility of all students to maintain a current listing of personal information in the high school office. Any change of address or telephone number must be reported as soon as possible following the change.

### **Guardianship**

Any student residing with someone other than a parent, for any amount of time during the school year, must report this information to the high school office. According to Section 1302 of the School Code, parents are required to submit the forms: *Residents and Right to Free School Privileges* and *Residents Keeping A Child of School Age (not his/her own)*. These legal, notarized forms must be approved by the Board of School Directors to complete the enrollment process for such students.

### **Transcripts/Diplomas**

Student transcripts are available to all Springdale Jr-Sr High School students and alumni. All undergraduates are permitted five transcripts free of charge. Unofficial transcripts, requested for personal use, are subject to a fee as determined by the Board of School Directors. Official transcripts requested by outside agencies and authorized by the student will be free of charge. Diplomas are issued to students upon their meeting District graduation requirements. Additional copies of diplomas are not kept by the school.

## **SCHEDULE CHANGES**

All schedule changes must be made prior to the start of the school year. Guidance counselors will be available on a few days during the summer to make any revisions to one's schedule.

### **Exceptions:**

Schedule changes will be made during the week before the opening of school and the first week of school under the following conditions:

1. If a student's schedule is incorrect as a result of a clerical error.
2. If a student has significantly changed his/her future plans and other classes are required, as noted by the college of his/her choice.
3. If, based on the student's performance during the final quarter or summer school, the student should move to the advanced academic course selection.

## **SCHOOL DELAYS AND CLOSINGS**

The District participates in several programs to relay important information regarding school closings and delays to parents/guardians:

1. Blackboard Connect®, a computerized emergency phone system, will be used for delays, cancellations and emergencies. Forms to include immediate contacts for these alerts are given to students at the beginning of each school year (or upon registration). Parents/guardians should list, in order of contact, any person to be contacted with the delay/cancellation notice.
  2. KDKA radio and television broadcast the information beginning at 6 a.m. Information may also be released to other television stations. All listings are under the Allegheny Valley School District and not the name of the school building.
  3. The District's web site, [www.avsdweb.org](http://www.avsdweb.org), displays the information as soon as it becomes available. The District encourages all parents to use the web site for official information. The District is not responsible for misinformation provided by the media.
- PARENTS ARE ASKED NOT TO CALL THE SCHOOL.** In the event of an early dismissal, parents who work and are not at home are urged to plan with their children where to go should such a situation arise.

For school closings, students will utilize virtual instruction or Flexible Instruction Days.

## **SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT**

Springdale High School is working with teachers and students to practice school wide positive behavior which is a framework for enhancing adoption and implementation of a continuum of evidence-based interventions to achieve academically and behaviorally important outcomes for all students. Developing a positive school climate maximizes academic engagement and achievement while minimizing rates of rule violating behaviors. Positive school climate engages acts of respectful and responsible behaviors while organizing school functions to be more efficient, effective and relevant.



## **SEARCHES**

The Board authorizes the administration 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 AVSD Board Policy 226 - Searches. A complete copy of the policy is available upon request in the building's main office or on the District's web site.

In addition, for increased school management, the district also reserves the right to subject students to recorded surveillance, by video or audio means, throughout the school day and on the school bus. The recordings may be used as evidence of inappropriate student actions or behavior.

## **STUDENT ATTIRE GUIDELINES**

1. Attire must not be destructive to school property.
2. Dress must comply with all health and safety codes.
3. Dress must not interfere with the educational process or the rights of others.
4. Shoes must be worn.
5. Hats and hoods are prohibited in the building.
6. Winter coats and jackets must not be worn in the hallways or classrooms.
7. Bare midriffs, see-through garments, bare backs, halter tops, low-cut blouses and pants, spaghetti-strap tank tops, cutoffs, and torn clothing are prohibited.
8. Obscene or profane language, provocative pictures, and alcohol/drug related logos on clothing or jewelry are prohibited on self. Chains, any other inappropriate or dangerous apparel will be prohibited.

If school authorities decide a student is dressed inappropriately or offensively, that student will have the opportunity to change his/her attire. If a change of clothing cannot be done, the student will be removed from classes until an appropriate replacement of clothing is made. If none can be found, the student may be sent home. Multiple dress code offenders may also receive additional discipline. (AVSD Board Policy 221)

## **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, comprehensive effort in classroom work, and conformance to school rules and regulations. Most importantly, students share with the administration and the staff, a responsibility to develop a climate within the school that is conducive to 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 all 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.

### **Students' Responsibilities are to:**

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Return all required forms including: signed emergency and phone/address information, technology usage, Blackboard Connect, etc.
3. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have knowledge of importance in relation to such cases.
4. Dress and groom their selves so as to meet fair standards of safety, health, and common standards of decency.
5. Assume that until a rule is waived, altered, or repealed, it is in full effect.
6. Assist the school staff in running a safe school for all enrolled students.
7. Be aware of and comply with state and local laws.
8. Protect and take care of District property.
9. Attend school daily, except when excused, and be on time to all classes and other school functions.
10. Make all arrangements for making up work when absent from school.
11. Pursue and attempt to complete the courses of study prescribed by the state and local school authorities.
12. Avoid inaccuracies in student newspapers or publications and avoid indecent or obscene language and topics that incite student unrest.
13. Refrain from using disrespectful, indecent, or obscene gestures or language in direct contact with other persons.
14. Act in a responsible manner at all school, events, and at visiting facilities.

## **STUDENT RIGHTS**

Students do have legal rights as persons and citizens; students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

## STUDENT SERVICE

### Guidance

Each student enrolled in Springdale Jr-Sr High School has, in addition to classroom teachers, a counselor to discuss any educational, vocational, social, or personal problems. The counselor will arrange a time during the school day when a private conference can be held in one of the counseling rooms.

### Working Permits

The Child Labor Laws set up certain standards of age, physical fitness, and education that the child must meet before he or she can be employed in a specified list of occupations. If a student wishes to engage in an employment not specifically forbid and wishes to work at such hours as do not violate the law nor interfere with regular school attendance, that student should apply for a suitable employment certificate at the guidance office. It is necessary to present a birth certificate when applying for the certificate.

### Health Services

The nurses' suite is located in "B" wing. First aid is available to those students who become ill or are injured while in school. The students are to obtain a pass from the classroom teacher when it is necessary to see the nurse. Students should **not** go to the nurse's suite between periods, but should report to the next class and be released. Emergencies are an exception to this rule. Under no circumstance is a student to go home because of illness or injury unless excused by the nurse or the Principal. Students should report to the main office when the nurse is not available. Student visits to the nurse's suite will be recorded and monitored by both the nurse and other school personnel.

It is the belief of the Allegheny Valley School District that the taking of medications in the schools is kept to a minimum. The following procedures are to be followed when it becomes necessary for school personnel to administer medication during the school day:

1. Only those medications prescribed by a doctor will be administered.
2. The student will be required to present a physician's signed statement, with instructions including: name of medication, dosage, time the medication is to be taken, and any possible side effects or special instructions.
3. Written parental consent must accompany the physician's statement.
4. Only daily dosages in the original prescription container will be accepted. The school will not be responsible for more than one day's supply of medication.
5. The medication will be kept under lock and key in the nurse's suite or Principals office labeled as indicated in item #2.
6. Medication is to be taken in the presence of the school nurse. If the nurse is not in the building, the medication will be taken in the presence of the Principal or his/her designee.

The school should be notified if students develop any of these diseases or conditions, including but limited to: Covid-19, chicken pox, pink eye, impetigo contagiosa, MRSA, ringworm, lice (exclusion lasts until the student is free from all nits), scabies, scarlet fever, and/or strep throat. Re-admission of any child to school following such an illness will be determined by the child being symptom-free as well as the possible observance of the exclusion period.

In cases where a student is in need of physical assistance by means of crutches, wheelchair, etc., and requires the use of the elevator, arrangements will be made through the school nurse. A physician statement is required for arrangements to be made in accordance with a physician order for said student to use the assistance equipment and elevator systems within the school buildings.

### Health and Dental Examinations *(AVSD School Board Policy 209)*

In compliance with the school code, the School Board requires that all students of this District submit to health and dental examinations. Each student shall receive comprehensive health examination upon original entry to the District and while in sixth and eleventh grades. These examinations will be conducted by the school physician. A private examination, conducted at the parent/guardian request and expense, will be accepted in lieu of the school examination.

In addition, each child shall receive a comprehensive dental examination upon original entry to the District and while in third and seventh grades. These examinations will be conducted by the school dentist. A private examination, conducted at the parent/guardian request and expense, will be accepted in lieu of the school examination.

Parents/guardians of children who are to be examined shall be notified of these examinations. The notice shall include the date and location of the examination. Special forms are available at each school for those parents/guardians having their child examined by their own private doctor or dentist. A student who presents a statement signed by his/her parent/guardian that a

medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons. Please note that all students MUST comply with this policy or be removed from school until such time that this provision is fulfilled by the parent/guardian and student. This private physical or dental exam must follow the timelines established by the District for the respective year requested and should not carry over from year-to- year.

The following are conducted annually:

- Vision tests, conducted by the school nurse, beginning with kindergarten.
- Audio tests are given in kindergarten, first, second, third, seventh and eleventh grades and special ungraded classes.
- Scoliosis (spinal curvature) screening for sixth and seventh grade.
- Height, weight, and BMI measurements for all students in all grades.
- A cumulative record of medical examination is maintained for all students.

### **Student Assistance (SAP)**

This program, available to all students, is designed to:

1. Identify the high-risk student who is having problems in school due to alcohol use, drug use, depression, or other mental health problems.
2. Intervene/refer these students for appropriate help. Once a student has been referred, a systematic process is used by specially trained school personnel to determine if the student needs help. Referrals may be made by parents, students, faculty, or other concerned individuals. Details of all referrals are confidential. In addition, the District contracts with outside agencies to offer programs in skill building, counseling services, education, information dissemination, problem identification and referrals, parent and school in-service training, extensive consultation to community and School District personnel, and alternative pro-social leadership activities.

### **TECHNOLOGY USAGE**

The computing facilities in the AVSD are provided for use by the District's students, staff, and community members in support of the programs of the District. All users of the facilities are responsible for seeing that these facilities are used in effective, efficient, ethical, and lawful manner. Disciplinary actions that may be taken include, but are not limited to, loss of computer use privileges, dismissal from computer-related class, discipline under the discipline policies of the District, and/or appropriate legal action. All students using the computers in the school will be required to sign an access and usage form. This form must also be signed by a parent/guardian. The form outlines all computer and internet rules. (AVSD Board Policy 815; 815.2)

Students will be permitted to utilize handheld devices for educational purposes only when a teacher permits. Additionally, students will not be permitted to use handheld devices in the hallways, cafeteria, or other common areas. Failure to adhere to the expectations of the handheld device usage agreement and the District Computer Usage Policy (AVSD Board Policy 237, 815, 815.2) will result in disciplinary action, as detailed in the disciplinary action and student behavior section of the student handbook.

### **VISITORS**

Students are not to bring visitors to school. Students from other schools or other persons visiting Springdale Jr-Sr High School without authorization from the administration will be charged with trespassing by the police. Visitors are to enter the building via the main office entrance, register in the main office with a valid state license/ID, and receive a visitor pass. The visitor pass must be visible at all times while in the building; unauthorized visitors in the building will be reported to the administration and subject to District guidelines.

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### **PUBLIC NOTICES**

*Please Note: Additional notices are posted in the AVSD "Public Notices" document, available from the school or District office.*

### **BEHAVIOR PLANS**

In an effort to meet the individual needs of our population of students with emotional disabilities, it is the policy of the Allegheny Valley School District to implement the behavior intervention plans of all exceptional children who have them as part of their Individual Education Plan (IEP). Parents and school-based teams have and will continue to have input into these plans. However, at any time unilateral actions may be taken by administrative personnel to insure the health and safety of the school community in matters such as drugs, alcohol, weapons, or physical violence.

## **FERPA**

Parents have certain rights in regard to their child's school records guaranteed by the Family Educational Rights and Privacy Act (FERPA). Parents have a right to review, inspect, or obtain a copy of the records. They may make a written request for copies of their child's records at a fee not to exceed duplicating costs. If a parent believes that any information is inaccurate or misleading, he/she may challenge the contents of the records. Parents have the right to refuse individual consent where such permission is needed for releasing certain student information. According to FERPA, 1974, various, non-confidential information can be released to outside agencies without parental consent. This directory information consists of name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates and attendance, degrees and awards received, and other similar information. If a parent does not want directory information released, he/she must notify their child's building Principal, in writing, by September 15th of the school year or within two weeks of registration.

## **GIFTED SUPPORT (GATE)**

The Allegheny Valley School District makes every effort to identify gifted students and to provide these pupils with free, appropriate, and public education. The District has developed a program for these intellectually gifted students, which is an essential part of the total education program. The Gifted Education Program provides enrichment and acceleration options to the curriculum. In the elementary program, IEP goals are reached by concentrating on development of gifted behaviors. The secondary program takes this development a step further concentrating on Advanced Placement classes, enrichment experiences, and acceleration in one or more academic disciplines. Both programs include many varied classes and activities to help students reach their full potential.

Evaluation for the Gifted Education Program is held year-round at all three schools in the District. Parents must give prior written permission for an intelligence evaluation. It is important to note that parents have a right to be part of the evaluation process by providing any information that shall be considered in determining the student's educational strengths. A written educational report is prepared summarizing the results of testing. All test results are held in strict confidence and will be shared with only parents and appropriate school personnel.

## **PHOTOGRAPHS**

Individual and/or group interviews, photographs, or videotapes of AVSD students may be taken during the school year for use by the District in publications, its website, or local newspapers. Only photos of students OR names of students will be published on the District's website or through staff member pages. In addition, Allegheny Valley School District provides opportunities for positive media publicity by arranging for reporters or photographers to interview and/or photograph students. A staff member is always present at these times. If a parent/guardian would prefer that his/her child not be photographed or interviewed for publicity purposes, a written notification must be submitted by September 15 of the current year to the Allegheny Valley School District, c/o Public Relations Director at 300 Pearl Avenue, Cheswick, PA 15024.

## **SCREENING AND EVALUATION SERVICES FOR SCHOOL-AGE STUDENTS**

The Allegheny Valley School District provides a free, appropriate, public education to eligible students according to state and federal mandates. To be eligible, the child must be of school age, need specially designed instruction, and meet eligibility criteria for mentally, gifted, and/or one or more of the following physical or mental disabilities as set forth in the Pennsylvania State Standards; autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment including blindness.

The district uses the following procedures for locating, identifying, and evaluating specified needs of school-aged students requiring special programs or services. Screening efforts are designed to identify potential signs of developmental delays and other risk factors that could indicate disabilities. These procedures, as required by law, are as follows:

As prescribed by Section 1402 of the School Code, the district routinely conducts screenings of a child's hearing acuity in the following grades: Kindergarten, 1, 2, 3, 7 and 11. Visual acuity is screened in every grade. Speech and language skills are screened in Kindergarten and on a referral basis. Gross motor and fine-motor skills, academic skills, and social and/or emotional skills are assessed by classroom teachers and support staff on an on-going basis. Screening activities include review of group-based data, such as cumulative enrollment and health records, report cards, curriculum-based and performance-based assessments, and ability and achievement test scores. Identified needs from these screening sources as well as information obtained from parents and outside agencies, are assessed and noted within student records. School records are always open and available to parents,

and only to school officials who have legitimate "need to know" information about the child. Information from the records is released to other persons or agencies only with appropriate authorization, which involves written permission, by parents.

If it is determined that a child needs additional services/interventions, the instructional team will make adjustments relative to such things as the child's learning style, behavior, physical inabilities, and speech problems to be more in keeping with traditional classroom expectancies. Parents are encouraged to be actively involved in the planning and implementation of intervention strategies. When the student does not make expected progress with this assistance or the screening results suggest that the student may be eligible, the district seeks parental consent to conduct a multidisciplinary evaluation (MDE).

If a MDE is appropriate, the district will provide a "Permission to Evaluate" form to the parent outlining the purpose of the evaluation and the type of assessments that will be used. Parents must provide informed consent by signing and returning the permission before any evaluations can be completed. The purpose of the MDE is to establish the student's eligibility and need for special education and/or related services. Upon receipt of the signed permission, the district has 60 calendar days to complete the evaluation process. Parents who suspect their child is eligible may request an evaluation at any time to the building principal or contact the Special Education Department. The request must be in writing. If the request is made orally, a copy of the "Permission to Evaluate" form will be provided to the parents within 10 calendar days of the oral request.

After the assessments are completed, an Evaluation Report (ER) will be compiled with parent involvement. The ER will determine if the student has a disability and requires specially designed instruction. The report will include specific recommendations for the types of intervention(s) necessary to deal with the child's specified needs. A copy of the Evaluation Report will be provided to the parent and the instructional team working with the student. For the student who has been found to be eligible for and in need of special education services, a meeting of the Individualized Education Program (IEP) team will be scheduled with parent involvement in order to develop the IEP for the student.

Eligible students are provided with a continuum of supports and services designed to meet their individual needs. These services may include supplementary aids and services, and/or itinerant, supplemental or full-time support. The extent of special education services and the location for the delivery of such services are determined by the parents and staff at the IEP team meeting and are based on the student's identified needs and abilities, chronological age, and the intensity of the specified intervention. The school district also provides related services, such as transportation, physical therapy, and occupational therapy that are required to enable the student to derive educational benefits. Services are provided in the least restrictive environment to the maximum extent appropriate. The IEP team must first consider the regular classroom with the provision of supplementary aids and services before considering the provision of services in other settings.

Prior to the initiation of services, a "Notice of Recommended Educational Placement" (NOREP) must be signed by the parent indicating approval for the services to be provided. Parents may obtain additional information regarding special education services and/or parental due process rights by contacting the child's school principal or the Special Education Department.

## **SPECIAL EDUCATION SERVICES**

It is the policy of the Allegheny Valley School District that every child shall be provided with the opportunity for a free, appropriate, and public education. Based on *Gaskins vs. the Commonwealth of Pennsylvania*, it is required that school Districts increase their capacity to educate students with disabilities in regular education classrooms with appropriate supports. Therefore, students with disabilities in the Allegheny Valley School District are educated with students who do not have disabilities to the maximum extent appropriate. The Allegheny Valley School District is committed to providing all necessary supplemental aids and services available to all exceptional students who need them before considering a more restrictive placement. In addition, these services are designed to provide meaningful educational benefits and are delivered in such a manner that avoids stigmatizing students.

## **SERVICES FOR PROTECTED HANDICAPPED STUDENTS / CHAPTER 15 REGULATIONS**

In compliance with state and federal law, the Allegheny Valley School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school programs and extracurricular activities to the extent appropriate to the student's abilities. 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. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible students enrolled (or seeking enrollment) in special education programs. To obtain additional information about the evaluation procedures and provisions of services to protected handicapped students, contact the Special Education Department.

## **SERVICES FOR PRESCHOOL AGE CHILDREN**

Act 212, the Early Intervention System Act, entitles all preschool age children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities are eligible for early intervention services.

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. Contact: The Alliance for Infants and Toddlers, 2100 Wharton Street, Suite 705, Pittsburgh, PA 15203, 412-431-1905.

The Pennsylvania Department of Education is responsible for providing services to preschool age children from ages three through five. Contact Project DART, 475 E. Waterfront Drive, Homestead, PA 15120 or by phone at 412-394-5739 for more information.

## **MCKINNEY-VENTO HOMELESS ACT**

The McKinney-Vento Homeless Assistance Act provides guidelines for school districts to assist students and families who find themselves in a situation where they are homeless. The act requires that students who qualify as homeless are able to remain in their current school or enables them to immediately register in a school closer to their living arrangement.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals who are:

- Children and youth sharing the housing of other persons due to loss of housing, economic hardship or similar reason;
- Children and youth living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Children and youth living in emergency or transitional shelters;
- Children and youth living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation;
- Children and youth living in substandard housing (no running water or working utilities, etc.).

If you or someone you know is in a situation meeting these definitions, please contact the Allegheny Valley Homeless Liaison, Dr. Melissa Holler, Supervisor of Pupil Services at 724-274-5300, mholler@avsd.k12.pa.us or your building principal or guidance counselor so that the District can assist with a seamless educational transition.

## **DISCLAIMER**

Students and parents should realize that the laws of the Commonwealth do not end at the property line of the school! If a student's behavior warrants the involvement of the local or state departments, those authorities will be called and the student will be subjected to their proceedings as well as the school's disciplinary actions. This procedure is extremely important in cases involving theft, fighting, assault, disorderly conduct, drug offenses, vandalism, and possessions of dangerous illegal weapons. The guidelines in this handbook are not intended to be all inclusive, as they do not always cover every situation and every condition. Therefore, if in the judgment of the high school administration, a student's behavior is not defined in the code of student conduct, the administration will take the appropriate action in the best interest of the student and the school. Student discipline will **not** be placed on their Permanent Record.

### DISCIPLINARY ACTION AND STUDENT BEHAVIOR - Minor Behaviors

Minor behavior is defined as misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors should be handled by an individual staff member. However, such behaviors may be indicative of a problem that should be referred to appropriate support staff or administration. It is at the discretion of the staff member to apply the appropriate intervention (including, but not limited to: changed seat, parental notification/conference, and/or detention) based on the nature, severity, and/or frequency of these infractions. Teachers may have additional rules for specific rooms or settings; student failure to follow these rules may also result in discipline

Behavior	Definition	Example(s)
Cheating/Plagiarism	Turning in work as your own when it was done by someone else. Also see Plagiarism/Cheating for complete definition and discipline.	Copying, providing or receiving answers, theft of books, music, internet sources, electronic media, spoken words, or other student work; or using the work of someone else without giving proper credit.
Disruption	Engaging in low-intensity, but inappropriate, disruption that impedes orderly classroom procedures.	Noisemaking, tapping, humming, not coming to class prepared, excessive talking with peers, calling out
Eating/Drinking in Class	Consuming food or beverage in a classroom without approval by teacher	Having coffee in class, finishing breakfast/lunch in class, snacks, candy
Insubordination	Engaging in brief or low-intensity failure to follow directions; talking back	Head down, refusal to participate or work, talking back/sass
Physical Contact	Engaging in non-serious but inappropriate physical contact	Choking, playful punching, repeated horseplay, tripping, pushing/horseplay that may result in injury
Tardy to Class	Failure to arrive to class on time	Not in seat at bell, not in room, not in seat at 30 seconds
Technology Violation	Turned on and/or using portable or personal radios, pagers, cellular phone, or other electronic devices in areas not permitted or in classrooms not permitting usage.	Ear buds, cell phones (reading or sending texts, reading or posting on social media, etc.), iPods, I Pads, etc. present and/or in view.
Unacceptable Language and/or Gesture	Engaging in low-intensity use of inappropriate language/gestures	Profanity not directed at anyone, off-color remarks (race, religion, sexual orientation, etc.) not directed at anyone

### DISCIPLINARY ACTION AND STUDENT BEHAVIOR - LEVEL 1

Definition of Level 1: Minor misbehavior on the part of the student with impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors should be handled by an individual staff member. However, such behaviors may be indicative of a problem that should be referred to appropriate support staff. It is at the discretion of the administrator to warn, assign detention, in-school suspension, out-of-school suspension, or exclusion from extra-curricular activities for these infractions.

Behavior	Definition	First Offense	Second Offense	Third Offense
Disruption in class, hall, library, cafeteria, auditorium, or locker room	Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.	One to Three After-School Detentions	One to Three After-School Detentions or One Day of In-School Suspension	One Day of Out-of-School Suspension
Eating in unauthorized area. Removing food or drink from the cafeteria	Breakfast and lunch are to be eaten in the cafeteria only. No food or drink is to be taken from the cafeteria	One After-School Detention	Two after-school detentions	Three after-school detentions
Gambling	Participation in games of chance for the purpose of exchanging money or other items	One to Three After-School Detentions	One day of In-School Suspension	One to Three Days of Out-of-School Suspension
Inappropriate Displays of Affection	Overly demonstrative is play of affection deemed inappropriate for the educational environment.	One After-School Detention	Two After-School In-School Detentions	Three After-School Detentions
Plagiarism/Cheating	Turning in work as your own when it was done by someone else. See Plagiarism/Cheating for complete definition and discipline.	One to Three After-School Detentions	One Day of In-School Suspension	One Day of Out-of-School Suspension
Unacceptable Language or Gesture	Unacceptable verbal abuse, hand gestures, and/or using offensive language	One to Three After-School Detentions	One Day of In-School Suspension	One Day of Out-of-School Suspension

Possession of handheld device when not permitted	Turned on and/or using portable or personal radios, pagers, cell phones, electronic devices, etc., in areas not permitted or in classrooms not permitting usage.	Three After-School Detentions AND Equipment Confiscated	One Day of In-School Suspension AND Equipment Confiscated	Two Days of In-School Suspension AND Equipment Confiscated
<b>DISCIPLINARY ACTION AND STUDENT BEHAVIOR - LEVEL 2</b>				
Definition of Level 2: Misbehavior whose frequency or seriousness tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level 1 misbehaviors, normally require the intervention of administrative personnel because the execution of Level I disciplinary options have failed to correct the situation. It is at the discretion of the administrator to assign detention, in-school suspension, or out-of-school suspension for any of the following infractions.				
<b>Behavior</b>	<b>Definition</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Insubordination/defiance to an administrator, faculty, or school staff member	Failure to abide by school regulations. Failure to comply with a legitimate request by a staff member. To encourage other students to be insubordinate and/or insolent	One Day of In-School Suspension	One to Three Days of In-School Suspension	One to Three Days of Out-of-School Suspension
Tardy to School	Arrival to school later than 7:45 a.m.	(Third Tardy) One After-School Detention	(Fourth Tardy) One to Three After-School Detentions OR One Day of In-School Suspension	(Fifth Tardy) One Day of In-School Suspension (Eight Tardy) Loss of Parking Privileges
Falsification of oral and/or written communication/documentation	Intentionally falsifying written documentation or verbally lying to any staff member concerning school-related matters	One Day of In-School Suspension	One to Three Days of In-School Suspension	One to three Days of Out-of-School Suspension
Possession of obscene material	Any material that is obscene, that is not helpful, and/or useful in the educational process	One Day of In-School Suspension	One Day of In-School Suspension	One to Three Days of Out-of-School Suspension
Leaving school grounds after entering school grounds before the start of the school day, the returning to school grounds to begin the day	Entering school grounds, then leaving school grounds before the start of the school day for non-school sanctioned activities, then returning to school grounds to begin the day.	One to Three After-School Detentions	One Day of In-School Suspension	One to Three Days of In-School Suspension
Defacing school property	Engaging in behavior leading to damage and/or destruction of school property. Restitution must be made in all acts of vandalism	One Day of In-School Suspension	One to Three Days of In-School Suspension	One to Three Days of Out-of-School Suspension
Inappropriate Dress	Failure to comply with proper school regulations	One After-School Detention	Three After-School Detentions	One Day of In-School Suspension
Possession of matches and/or lighter	Possession of any type of matches, lighter, or similar paraphernalia	One to Three After-School Detentions	One Day of In-School Suspension (Items Confiscated)	One to Three Days of In-School Suspension (Items Confiscated)
Safety Violation	Any hazardous or potentially hazardous behavior which would result in injury	One to Three After-School Detentions	One to Three Days of In-School Suspension	One to Three Days of Out-of-School Suspension
Bullying	When a student is repeatedly exposed to negative actions (verbal, mental, physical, etc.) by a student or students over time	One to Three After-School Detentions	One to Three Days of In-School Suspension	One to Three Days of Out-of-School Suspension
Not staying for teacher-assigned detention	Failure to serve a teacher-assigned after-school detention	All offenses: One day administrator-assigned After-School Detention		
Not staying for administrator-assigned detention	Failure to serve an administrator-assigned after-school detention	All offenses: One day of In-School Suspension		



### DISCIPLINARY ACTION AND STUDENT BEHAVIOR - LEVEL 3

Definition of Level 3: Acts directed against persons or property but whose consequences do not seriously endanger the health of safety of others in the school. These acts normally require administrative discipline. Corrective measures which the school should undertake are dependent upon the extent of the school's resources for remediation of the situation in the best interest of all the students. It is at the discretion of the administrator to assign detention, in-school suspension (Alternative Learning Center), or out-of-school suspension for any of the following infractions.

Behavior	Definition	First Offense	Second Offense	Third Offense
Possession and/or use of tobacco, vapor, products, or look-alike substances in school or on school grounds, school bus, or at a school-sponsored activity	Possession of tobacco (including smokeless and/or vapor products) in the school building or on school grounds. <i>Student will be referred to the appropriate law enforcement agency (AVSD Board Policy 222)</i>	One to three days of in-school suspension	Three Days of In-School Suspension	One to Three Days of Out-of-School Suspension
Leaving the school building without permission	Leaving school grounds without prior administrative approval. <i>*If a student cuts a class and leaves the building, the student will be disciplined for both infractions.</i>	One day of in-school suspension	Two Days of In-School Suspension	Three Days of In-School Suspension
Absent from class without permission (Cutting Class)	Any absence from class that is not explained by a legitimate excuse (absence bulletin, field trip, tardy, early dismissal) Not in designated area as required by the classroom teacher	Three days of after-school detention	One Day of In-School Suspension	Three Days of In-School Suspension
Technology Usage Policy Violation	Violation of school networking/internet policies	<i>*Discipline determined by severity of the offense. Student may be referred to appropriate law-enforcement agency.</i>		

### DISCIPLINARY ACTION AND STUDENT BEHAVIOR - LEVEL 4

Definition of Level 4: Acts which result in violence to another person or property or pose a direct threat to the safety of others in the school. These acts are criminal in nature and are so serious that they always require administrative action. The intervention of law enforcement authorities and/or action by the Board of School Directors may also be required. It is at the discretion of the administrator to assign detention, in-school suspension or out-of-school suspension for any of the following infractions.

Behavior	Definition	Discipline
Fighting	Slapping, hitting, striking, etc. with apparent intent to inflict bodily harm.	All offenses: Three to ten days of out-of-school suspension. <i>*Student will be referred to the appropriate law enforcement agency. The student may be charged with disorderly conduct (18 PA.C.S.5503) and/or simple assault (18 PA.C.S.2701)</i>
Illicit use and/or possession of alcohol or drugs, look-alike substances, or paraphernalia	Possession, use of, abuse of any controlled substance, including alcohol	All offenses: Three to ten days of out-of-school suspension and a referral to the Superintendent for expulsion. <i>*Student will be referred to the Student Assistance Program (SAP) an intervention will begin immediately **Student will be referred to the appropriate law enforcement agency for appropriate action: Alcohol/Underage Drinking (18 PA.C.S.6308); drugs Act 64 (Controlled Substance, Drug Device and Cosmetic Act: C.S.D.D.C.A.)</i>
Selling of drugs	Selling and/or Intent to Sell any Controlled Substance	All offenses: Three to ten days of out-of-school suspension and a referral to the Superintendent for expulsion. <i>*All offenses are subject to a citation through the District Justice and criminal prosecution under the law **Student will be referred to the appropriate law enforcement agency for criminal prosecution under Act 64 (Controlled Substance, Drug Device, and Cosmetic Act C.S.D.D.C.A.)</i>
Possession of a weapon	Possession of any object intended to result in violence to another person or property or pose a direct threat to the safety of other in the school	All offenses - Three to ten days out-of-school suspension and the enforcement of Act 26. <i>*Act 26 deals with weapons in the schools, which mandates and automatic one-year expulsion.</i>
Possession of dangerous chemical or fireworks	Possession, exchange, sale, or setting-off of explosive devices	All offenses - Three to ten days out-of-school suspension and referral to the Superintendent

Willful damage to school property (institutional vandalism)	Engaging in behavior leading to the damage and/or destruction of school property	All offenses: Three to ten days out-of-school suspension, restitution, referral to the Superintendent for expulsion. <i>*The student will be referred to the appropriate law enforcement agency for criminal prosecution under institutional vandalism (19 P.A.C.S.3307)</i>		
Theft or receiving of stolen property	<i>*The student may be referred to the appropriate law enforcement agency for criminal prosecution under theft (18 P.A.C.S. 3921 or 18 P.A.C.S. 3924)</i>	One to three days in or out of school suspension + restitution	Three to ten days out of school suspension + referral to Superintendent for hearing	Three to ten days out of school suspension + referral to Superintendent for expulsion hearing
Verbal or physical assault of an administrator, teacher, school staff and/or their property	Any verbal or physical movement intended to inflict bodily harm.	All offenses: Three to ten days out-of-school suspension + referral to the Superintendent for expulsion. <i>*The student will be referred to the appropriate law enforcement agency for aggravated assault (18 P.S.C.S. 2702) and/or harassment (18 P.A.C.S.2706)</i>		
Bomb Threats	Deliberate threat to harm others through explosive devices.	All offenses: Three to ten days out-of-school suspension, restitution, referral to the Superintendent for a hearing. <i>*All offenses, the student will be charged with terroristic threats (18 P.A.C.S. 2706)</i>		
Tampering with fire extinguishers/setting or creating false alarms	Deliberate disruption by using fire extinguishers, setting off fire alarms, or otherwise causing false emergency alarm.	Three to ten days in- or out-of-school suspension, possible referral to the Superintendent for expulsion. <i>*The student will be referred to the appropriate law enforcement agency for criminal prosecution under 18 P.A.C.S. 3305</i>		
Terroristic Threats	Major threats made verbally, written, or otherwise communicated, directed toward any person, staff member, student, or school property	All offenses - Three to ten days out-of-school suspension, restitution, referral to the Superintendent for hearing. <i>*All offenses, the student will be charged with terroristic threats (18 P.A.C.S. 2706)</i>		