

SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: GRADUATION
REQUIREMENTS

ADOPTED: February 16, 2010

REVISED: August 18, 2014

217. GRADUATION REQUIREMENTS	
1. Purpose	The Board shall acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding diplomas and certificates at graduation ceremonies.
2. Authority Title 22 Sec. 4.24, 4.51, 4.52	The Board shall adopt the graduation requirements students must achieve in accordance with state regulations.
Title 22 Sec. 4.13, 4.24 Pol. 100	The Board shall include the district's graduation requirements in the Strategic Plan.
SC 1611, 1613 Title 22 Sec. 4.13, 4.24	The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board.
SC 1614 Title 22 Sec. 11.27 Pol. 113	The Board shall permit a student with a disability, who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Program (IEP) prescribes continued educational services. The student may receive a high school diploma when s/he completes his/her Individualized Education Program (IEP).
	A list of all candidates for the award of a diploma shall be submitted to the Board for its approval.
SC 1613 Title 22 Sec. 4.12 Pol. 102, 127	A requirement for graduation shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which shall be aligned with established state academic and common core standards.

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	<p>The Board requires that each candidate for graduation shall have earned 26 credits.</p> <p>The required planned courses shall include the following:</p> <ol style="list-style-type: none"> 1. English - four (4) planned courses. 2. Social Studies - four (4) planned courses. 3. Mathematics - four (4) planned courses. 4. Science - four (4) planned courses. 5. Foreign Languages - two (2) planned courses. 6. Health Education - one (1) planned course. 7. Physical Education - a planned course in each of grades 9, 10, 11 and 12. 8. Basic Skills - a planned course that will alternate between Technology and Physical Education throughout the entire freshman school year. 9. Consumer Education - one (1) planned course to include child care. 10. Electives - the number of courses needed to earn a minimum of twenty-six (26) units (no course may fulfill a requirement in more than one (1) area). <p>With prior approval, another course may be substituted for one (1) required planned course in this area, depending on vocational plans of the student.</p> <p>In addition to the graduation requirements listed, all students must participate in thirty two (32) hours of pre-approved community service and every student must be involved in one school sponsored activity each year. This includes clubs, student government, athletics, marching band, drama, etc.</p>
Title 22 Sec. 11.4, 11.8	<p>The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.</p>
Title 22 Sec. 11.5, 11.8	<p>A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.</p>

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<p>4. Guidelines Pol. 213, 216</p>	<p>Accurate recording of each student's achievement of established state academic and common core standards shall be maintained, as required by law and state regulations.</p>
<p>Pol. 212</p>	<p>Students and parents/guardians shall be informed of graduation requirements students are required to complete.</p> <p>Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.</p> <p>A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.</p>
<p>SC 1611</p>	<p><u>Diplomas For Eligible Veterans</u></p> <p>In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.</p> <p>Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.</p> <p>The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1611, 1613, 1614</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.13, 4.24, 4.51, 4.52, 11.4, 11.5, 11.8, 11.27</p> <p>Board Policy – 100, 102, 113, 127, 212, 213, 216, 233</p>

SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TOBACCO

ADOPTED: February 16, 2010

REVISED: August 18, 2014

	222. TOBACCO
1. Purpose	The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.
2. Definition 18 Pa. C.S.A. Sec. 6306.1	For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, or any device, including but not limited to an electronic cigarette, which is intended to simulate or be a substitute for tobacco smoking. Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user.
3. Authority 18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183 Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1	<p>The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco policy by publishing such policy in the student handbook, parent newsletters, posted notices, district website and other efficient methods.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>

<p>5. Guidelines SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 Pol. 805.1</p> <p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p> <p>SC 1303-A Pol. 805.1</p> <p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by students to the Office for Safe Schools on the required form.</p> <p>A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, 403.1</p> <p>Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305</p> <p>Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 7114</p>
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Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

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

Board Policy – 000, 103.1, 113.1, 113.2, 805.1

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<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p>
<p>4. Delegation of Responsibility 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment as administrators. The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal laws and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful educational training and experience. 2. Scholarship and intellectual prowess. 3. Appreciation of children. 4. Emotional and mental maturity and stability. <p>The Superintendent or designee shall, in the conduct of recruiting activities, seek candidates from this state and surrounding states.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p>
<p>42 U.S.C. Sec. 12112</p>	<p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the tasks of the job for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>

References:

School Code – 24 P.S. Sec. 111, 508, 1106, 1109, 1142

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 49.111, 49.121

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

Federal Anti-Discrimination Laws –

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

42 U.S.C. Sec. 2000e et seq. (Title VII)

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

Board Policy – 104

SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF DISTRICT
STAFF

ADOPTED: April 20, 2010

REVISED: August 18, 2014

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

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

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

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

SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: TOBACCO

ADOPTED: April 20, 2010

REVISED: August 18, 2014

	323. TOBACCO
1. Purpose	The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.
2. Definitions: 18 Pa. C.S.A. Sec. 6306.1	For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, or any device, including but not limited to an electronic cigarette, which is intended to simulate or be a substitute for tobacco smoking. Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user.
3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	The Board prohibits tobacco use by administrative, professional and support employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.
35 P.S. Sec. 1223.5	The Board prohibits tobacco use by district employees at school-sponsored activities that are held off school property.
35 P.S. Sec. 1223.5	The district shall annually notify employees about the Board's tobacco policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.
4. Guidelines SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 805.1	The Superintendent or designee may report incidents involving the sale of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
SC 1303-A	In accordance with state law, the Superintendent shall annually, by July 31, report

Pol 805.1	<p>incidents of possession, use or sale of tobacco on school property to the Office for Safe Schools on the required form.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22</p> <p>Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Board Policy – 805.1</p>
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SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TUITION INCOME

ADOPTED: January 22, 2008

REVISED: August 18, 2014

	607. TUITION INCOME												
1. Authority SC 1316 Pol. 202	When the district receives students who are residents of another school district, it shall assess tuition charges in accordance with the School Code.												
2. Delegation of Responsibility	It shall be the responsibility of the Business Manager to invoice tuition for approved students.												
3. Guidelines	<p>Tuition invoices shall be sent to parents/guardians before the beginning of each semester. Alternate payment arrangement can be approved by the Superintendent in cases where justified. When tuition is in arrears, the parent/guardian will be notified and will have fifteen (15) days, at the direction of the Superintendent, from the time of notification to pay the amount specified. Failure to make required payments shall result in termination of the tuition privilege. Tuition invoices to school district shall be at the end of the school year.</p> <p>Tuition rates for students placed in the district by another district shall be at the state calculated tuition rate.</p>												
SC 2561	<p>Nonresident parents/guardians who request permission to send their children to Sharpsville Area schools and receive approval from the Superintendent of Schools shall be charged tuition.</p> <p>The tuition rates effective with the 2014-15 year are as follows:</p> <table><tr><td>School Year</td><td>Kindergarten one-half (½) day</td><td>Grades 1-12</td><td>Grandfathered Employees</td></tr><tr><td>2014-15</td><td>\$1,750.00</td><td>\$3,500.00</td><td>\$350.00</td></tr><tr><td>2015-16</td><td>\$2,000.00</td><td>\$4,000.00</td><td>\$500.00</td></tr></table> <p>Unless otherwise altered by Board action, the tuition rates shall increase by five percent (5%) over the previous year.</p>	School Year	Kindergarten one-half (½) day	Grades 1-12	Grandfathered Employees	2014-15	\$1,750.00	\$3,500.00	\$350.00	2015-16	\$2,000.00	\$4,000.00	\$500.00
School Year	Kindergarten one-half (½) day	Grades 1-12	Grandfathered Employees										
2014-15	\$1,750.00	\$3,500.00	\$350.00										
2015-16	\$2,000.00	\$4,000.00	\$500.00										

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

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

Full tuition will be charged for the first and second child of a nonresident family. The third child will be charged one-half ($\frac{1}{2}$) the tuition rate. The fourth child will be charged one-fourth ($\frac{1}{4}$) of the tuition rate.

Tuition for children of full-time employees who had non-resident children enrolled in the district during the 2013-14 school year will be grandfathered and charged the discounted rates as established in this policy. Any employee who did not have non-resident children enrolled in the district during the 2013-14 school year and chooses to enroll their child/children will be charged the full tuition rate established in this policy. A **full-time employee** of the district is defined as those employees receiving the full benefit package as provided by a contract with the district. Tuition will also be waived for students who have been recommended by the Courts to continue their education in Sharpville.

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

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

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

References:

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

Board Policy – 202

SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC ATTENDANCE AT
SCHOOL EVENTS

ADOPTED: May 19, 2008

REVISED: August 18, 2014

904. PUBLIC ATTENDANCE AT SCHOOL EVENTS	
1. Purpose	The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.
2. Definitions: 18 Pa. C.S.A. Sec. 6306.1	For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, or any device, including but not limited to an electronic cigarette, which is intended to simulate or be a substitute for tobacco smoking. Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user.
3. Authority SC 511, 775	The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.
4. Guidelines	A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.
	<u>Tobacco</u>
35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.
SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 805.1	The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
SC 1303-A	In accordance with state law, the Superintendent shall annually, by July 31, report all

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Pol. 805.1	incidents of possession, use or sale of tobacco by any person on school property to the Office for Safe Schools on the required form.
35 P.S. Sec. 1223.5	The district shall annually notify staff, parents/guardians and members of the public about the district's tobacco policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.
43 P.S. Sec. 953 28 CFR Sec. 35.136 Pol. 718	<p><u>Service Animals</u></p> <p>Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 403.1</p> <p>Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 953</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35</p> <p>Board Policy – 718, 805.1</p>

Superintendent Goals 2014-2015

August 18, 2014

I. Athletics

- A. To work collaboratively with the Board, Athletic Director and Administration in the development and implementation of a Sharpsville Area School District Athletic Hall of Fame.
- B. Work collaboratively with the High School Principal, Athletic Director, Coaches and Students to uphold the provisions stated in the Athletic Handbook.

II. Buildings and Grounds

- A. To insure that the Buildings and Grounds are maintained in such a manner that they present a source of pride to the community and students and are conducive to a quality educational program.
- B. To develop and implement a hiring plan that will; 1) increase the ability of the current work force to complete all tasks with a minimum of cost for outside contractors; 2) insure that the district has certified personnel related to the major areas of construction, electricity, plumbing and HVAC and 3) insure that the current needs of the buildings and grounds are updated through the development of short term, 3 year and 5 year plans.
- C. Work with the Buildings and Grounds Committee to establish projects for completion related to a completed Needs Assessment and Feasibility Study. This will include projects under consideration for Act 39.
- D. Implement an on-line work order system to allow for better organization and tracking of work orders and their completion. Attempt to align these work orders with a cost analysis of work hours needed, materials needed and overall costs in order to allow for a more accurate budget analysis of the Department.

III. Curriculum

- A. To work collaboratively with administration, staff and students to develop and implement a Project Based Learning opportunity for all grade levels that will stress; research, technology, writing and the use of higher order thinking skills.
- B. Work collaboratively with administration and staff to focus on the use of data review and analysis to strengthen educational practice and instruction within the District.
- C. Work collaboratively with administration and staff to focus on three main areas of staff development; differentiation of instruction, integration of technology into the all areas of the curriculum and greater integration of writing into all areas of the curriculum.
- D. Work with administration and staff to insure that all staff has developed PA Core Based curriculum maps that are consistent within the grade/department and indicate the use of best practices.

- E. Insure that all staff and administration have developed web-sites that are useful and contain information that is well maintained (at least every two weeks) and provides a resource to the community and potential families moving into the District.
- F. Develop a committee comprised of Board members, administration, staff and students to review the Graduation Requirements for the District and make recommendations based upon the committee's findings.
- G. Work collaboratively with administration and teachers to design a new K-12 technology curriculum, utilizing robotics, video game theory, and computer applications as cornerstones of the program.
- H. Work collaboratively with administration and staff to design an Autistic Support curriculum and program that meets the diverse needs of identified learners. Develop and implement a Sensory Room that will have a positive affect on the learning environment.

IV. Finance

- A. Work collaboratively with the Board and the Business Manager to review revenues and expenditures to develop a plan for the presentation of a balanced budget that provides for a high quality education demonstrating fiscal responsibility.
- B. Research and apply for grants that will support the various programs within the District without placing financial strain on the District's resources.
- C. Incorporation of the District's Education Foundation and to place ourselves in a position to qualify for EITC tax credits.

V. Personnel

- A. Provide professional development to appropriate staff in the areas of; Safety Mechanics (Passive Restraint), Writing Defensible IEP's, Differentiation of Supervision, Web Page Development, Journaling for Medical Access, AESOP and other needs as they become evident.
- B. Work with Mr. Vannoy to insure a successful transition to the position of Director of Student Services.
- C. Work collaboratively with the Business Manager to insure that Medical Access and Random Moment Time Studies are completed successfully by District personnel.
- D. Insure that the best candidates are presented to the School Board for all current and future vacancies.

VI. Technology

- A. Work with the Director of Technology/Data Integrator to insure that the District follows the plan for computer replacement and updating hardware and software needs.
- B. Insure that the Director of Technology/Data Integrator is working collaboratively within the classrooms to assist teachers with utilizing current curriculum and software to enhance classroom instruction.
- C. Insure that the day to day operation of the Technology Department supports the needs of the teaching and support staff to provide a quality education to all students.

VI. Public Relations

- A. Provide a visible presence at school and community events in order to support our staff and students.
- B. Continue to improve the web site and insure that all staff web sites are current.
- C. Develop District-wide Veteran's Day Program working with our staff and community agencies in order to recognize the sacrifice of our Veteran's and their importance in our history and community.
- D. Insure that our staff, students and schools are given opportunities to shine and demonstrate that the District is truly a place "where miracles happen every day".

VII. Bullying


- A. Change the focus from bullying to the "6 Pillars of Character".
- B. Continue to meet with the Bullying Committee.


VIII. Relocation

- A. Work with the Relocation Committee to develop and implement a plan for the new location of Central Office.

Approved by the Sharpsville Area School Board on August 18 2014.

Signed,


Mr. William Henwood, SASD Board President


Dr. Brad A. Ferko, Superintendent

**SHARPSVILLE AREA SCHOOL DISTRICT
CAFETERIA REPORT**

JUNE 2014

	BUDGET	MONTH	BUDGET TO DATE	YEAR TO DATE
Beginning Cash Balance		\$34,312.35		\$17,327.44
Revenues:				
Lunch/a La Carte Sales	\$266,771	\$3,886.16	\$266,771	\$228,606.15
Adult Lunches	6,250	371.12	6,250	10,162.10
Special Functions	12,250	3,168.48	12,250	14,688.99
Head Start	8,500	1,774.85	8,500	4,945.10
State Subsidy	22,714	0.00	22,714	17,351.86
Social Security Subsidy	12,776	0.00	12,776	0.00
Retirement Subsidy	24,120	0.00	24,120	0.00
Federal Subsidy	274,046	0.00	274,046	222,086.82
Donated Commodities	0	0.00	0	0.00
Transfers from General Fund	0	0.00	0	25,000.00
Interest	10	0.39	96	6.50
Other	0	170.00	0	170.00
Account's Receivable	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>42,628.30</u>
Total Revenues	\$627,437	\$9,371.00	\$627,523	\$565,645.82
Expenditures:				
Wages	\$229,118	\$21,825.47	229,118	\$212,877.07
Employee Benefits	87,796	1,669.54	87,796	16,250.93
Repairs & Maintenance	5,000	2,399.16	5,000	9,862.11
Other Purchased Services	1,250	0.00	1,250	968.98
Non-Food Supplies	18,500	456.74	18,500	16,747.41
Food Supplies	267,115	8,746.03	267,115	198,197.51
Milk	49,787	6,918.69	49,787	56,168.10
Value of Donated Foods	0	0.00	0.00	0.00
Fees/Memberships	500	0.00	500.00	138.00
Accounts Payable	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>70,095.43</u>
Total Expenditures	<u>\$659,066</u>	<u>\$42,015.63</u>	<u>\$659,066</u>	<u>\$581,305.54</u>
Ending Cash Balance	<u>-\$31,629</u>	<u>\$1,667.72</u>	<u>-\$31,543</u>	<u>\$1,667.72</u>

**SHARPSVILLE AREA SCHOOL DISTRICT
CAFETERIA REPORT**

JULY 2014

	BUDGET	MONTH	BUDGET TO DATE	YEAR TO DATE
Beginning Cash Balance		\$1,667.72		\$1,667.72
Revenues:				
Lunch/Breakfast/A La Carte	\$250,603	\$12.50	\$0	\$12.50
Adult Lunches	5,130	0.00	0	0.00
Special Functions	12,000	0.00	0	0.00
Head Start	8,870	0.00	0	0.00
State Subsidy	19,335	0.00	0	0.00
Social Security Subsidy	10,444	0.00	0	0.00
Retirement Subsidy	28,838	0.00	0	0.00
Federal Subsidy	262,478	0.00	0	0.00
Donated Commodities	0	0.00	0	0.00
Transfers from General Fund	0	0.00	0	0.00
Interest	0	0.82	0	0.82
Other	0	0.00	0	0.00
Account's Receivable	<u>0</u>	<u>39,397.02</u>	<u>0</u>	<u>39,397.02</u>
Total Revenues	597,698	39,410.34	\$0	39,410.34
Expenditures:				
Wages	250,981	0.00	0	0.00
Employee Benefits	36,923	0.00	0	0.00
FMSC Expenses	272,211	0.00	0	0.00
Value of Donated Foods	0	0.00	0	0.00
Accounts Payable	<u>0</u>	<u>977.80</u>	<u>0</u>	<u>977.80</u>
Total Expenditures	\$560,115	\$977.80	\$0	\$977.80
Ending Cash Balance	<u>\$37,583</u>	<u>\$40,100.26</u>	<u>\$0</u>	<u>\$40,100.26</u>

SHARPSVILLE AREA SCHOOL DISTRICT TESTING SCHEDULE

DEVELOPMENTAL READING ASSESSMENT-

Grades K-5

Tests are given in October and April, with teachers having an option to give a third test in January

4SIGHT TESTS-

Grades 3-5

Tests are given in September, December and February

P.S.S.A.-ENGLISH/LANGUAGE ARTS AND MATHEMATICS

Grades 3-8

Tests are given in April

P.S.S.A.-SCIENCE

Grades 4, 8

Tests are given in April and May

KAMICO-

Grades K-5

Tests are given at the end of each 9 weeks and a final test in May

KEYSTONES-

Tests are given following a student taking Algebra I

Tests are given following a student taking Biology

Tests are given following a student taking English Literature and Composition 10

ARMED SERVICES VOCATIONAL APTITUDE BATTERY TEST (ASVAB)-

Grade 11

Test is optional

P.S.A.T.-

Grades 9-11

S.A.T.-

Grades 11-12

Tests are given in October/May

CHANGES TO MS/HS STUDENT HANDBOOK

- Page 2 Changes made to tests given. PSSA writing is now incorporated into English Language Arts.
- Page 5 Changes made to PSSA and Keystone testing dates.
- Page 6 Language added addressing students entering the front entrances of the buildings. Students will not be able to access the buildings through the Wakefield entrances.
- Page 12 New parking Regulations added.
- Pages 37/38 Pre-Algebra added to the Grade 6 Curriculum and Health removed from the Grade 6 and Grade 7 Curriculum.

PART OF THE FEW.....



ONE OF THE BEST

**2014-2015
STUDENT HANDBOOK
SHARPSVILLE AREA HIGH SCHOOL
SHARPSVILLE MIDDLE SCHOOL**

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SHARPSVILLE AREA SCHOOL DISTRICT'S

MISSION STATEMENT

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

NON-DISCRIMINATION

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

NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

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

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

SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE EXCEPTIONAL STUDENTS

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

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

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

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

The following tests are given:

- Pre-Kindergarten = **Early Screening Inventory**
- Grades K, 1, 2, 3, 5 = **CTBS Tera Nova (first edition), spring**
- Grades K, 1, 2, 3, 4, 5 = **CTBS Tera Nova, multiple assessments**
- Grade 3 = **COGAT – cognitive abilities test**
- Grade 8, 9, 10 = **Keystone Exams/End of Course Exams**
Algebra: Algebra I or Academic Algebra I = grades 8, 9, 10
Biology: Academic Biology = grade 9
Literature: Literature and Composition II = grade 10
- Grade 3, 4, 5, 6, 7, 8 = **PSSAs**
English Language Arts = grades 3, 4, 5, 6, 7, 8
Math = grades 3, 4, 5, 6, 7, 8
Science = grades 4, 8

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

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

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

Services for Protected Handicapped Students

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

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

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

Services for Gifted Students:

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

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

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

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

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

Services for Preschool Children

Act 212, the Early Intervention Services System Act, entitles **all** preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services. At risk children are eligible for screening and tracking.

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

Confidentiality of Student Records

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

RIGHT TO REQUEST TEACHER QUALIFICATIONS

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

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

PENNSYLVANIA SCHOOL ASSESSMENT PROGRAM (PSSA) TESTING DATES

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

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

The following tests are given:

- The mandatory PSSA English Language Arts Assessment will be given to grades 6, 7, and 8 during the testing window of April 13, 2015 through April 17, 2015.
- The mandatory PSSA Math Assessment will be given to grades 6, 7, and 8 during the testing window of April 20, 2015 through April 24, 2015.
- The mandatory PSSA Science Assessment will be given to grade 8 during the testing window of April 27, 2015 through May 1, 2015.
- 8th grade Algebra I students will take the Algebra I Keystone Exam during the testing window of May 13, 2015 through May 27, 2015.
- PSSA testing make ups will be May 4, 2015 through May 8, 2015.

KEYSTONE EXAMS

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

- The testing window will be May 13, 2015 through May 27, 2015.

EDUCATIONAL PROGRAMS

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

Each program will include:

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

SCHOOL CLOSINGS/CANCELLATIONS

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

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

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

PLEASE DO NOT CALL THE SCHOOL!

ENTERING THE BUILDING

Students must enter the Middle School and High School through the main entrances. All other doors will not be available for entry into the buildings.

DAILY TIME SCHEDULE

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

TWO HOUR DELAY TIME SCHEDULE

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

ATTENDANCE POLICY

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

Closed Campus

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

Absence and Truancy

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

Absence is defined as:

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

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

Excused absences include the following:

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

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

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

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

On the morning following an absence, the student must bring to school a written statement from his/her parent/guardian stating the exact reason for the absence. This statement should include the student's name, grade, date of absence, the specific reason for the absence, and the parent/guardian signature. If no parental excuse is given to a school official within three (3) school days, the student will be marked illegal (16 years of age and under) or unexcused (17 years of age and over).

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

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

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

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

Penalties For Truancy - Act 29

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

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

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

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

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

Tardy To School

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

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

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

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

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

Excusals from School During the Day – Medical/Dental Appointments

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

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

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

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

STUDENT HEALTH SERVICES

If a student becomes ill during the school day, he/she should report to the main office. Office staff will then contact the nurse, who will decide what should be done. Students must not leave the building because of illness without authorization from the school nurse or main office personnel. Students leaving school without permission will be treated as an offender and could receive suspension for this action.

SCHOOL INSURANCE

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

MEDICATION

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

BUS TRANSPORTATION

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

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

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

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

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

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

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

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

GENERAL INFORMATION

Visitors

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

Trespassing

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

Telephone

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

Fire Drills

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

Parking Regulations – High School Only

In order for students to apply for a parking permit beginning in the 2014-2015 school year, they must meet the following pre-requisites:

- Students must be in good standing and have no fines or payments that are due;
- Students must have at least a 2.8 G.P.A and not have failed any classes;
- Students must have received at least a proficient on any Keystone Exam;
- If a student has not met qualifications #2 and #3 then they must be enrolled in a tutoring program and attending at least 3 days per week in order to maintain driving privileges.
- Discipline
 - 1st Suspension - Warning
 - 2nd Suspension – Loss of Driving Privileges for one week
 - 3rd Suspension – Loss of Driving Privileges for one Semester.
 - 4th Suspension – Loss of Driving Privileges for one calendar year.

Students are permitted to park in the West Lot at the far end of the Middle School. You are not permitted to enter through the Middle School. In the event that all parking spaces are registered, provisions will be made for overflow parking.

Registration - All vehicles driven to school and parked on school property must be registered with a parking sticker. You may obtain your sticker through the High School Office. This applies also to vehicles driven only occasionally. The parking sticker requires you to park in your designated spot. You may share your permit with another student as long as their car is registered as well.

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

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

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

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

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

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

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

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

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

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

Student Valuables

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

Lost And Found

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

Work Release – High School Only

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

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

Working Papers – High School Only

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

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

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

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

Locker Search Policy

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

The courts have held that school lockers are school property loaned to the student for the student's convenience. (School authorities may search the student's locker **without** prior warning in seeking contraband. School authorities are charged with the safety of all students under their care and supervision. Courts have reasoned that the school extends locker use to students only for legitimate purposes). Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that school officials will conduct random, periodic sweeping searches of all lockers.

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

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

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

Physical Education

All students must participate in physical education. In view of this it is strongly urged that the student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a **written** statement should

be presented which clearly sets forth the limitations and is signed by the family doctor. The statement will be made a part of the student's record. Students are not excused from physical education.

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

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

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

Study Halls And Passes

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

Permit To Drop A Course

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

Program Change

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

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

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

Book Bags – Middle School Only

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

Homebound Instruction

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

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

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

Withdrawal and Transfer

Contact the Guidance Office for specific details.

STUDENT CONDUCT/BEHAVIOR

Supervision of Students

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

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

Cell Phone Policy

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

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

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

Student Rights

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

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

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

Student Responsibilities

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

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

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

It is the responsibility of the students to:

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

- **Avoid inaccuracies in student newspapers or publications and indecent or obscene language.**
- ***Public Display of Affection*** - It is important that students do not display public affection in a fashion that will be interpreted as too personal or private. Consistent attention drawn to this matter could result in disciplinary action.
- **YOU** are responsible for what you say and what you write.
- **Regardless of your intent, written and verbal threats to individuals or to the school will be taken seriously. All information will be shared with the police. DO NOT put yourself in this situation. In today's world, threats are not a joking matter.**

Network Usage

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

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

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

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

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

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

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

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

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

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

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

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

Home Use Of On-Line Resources

Several on-line resources available within the District have recently become available to students and staff at home. These resources can be accessed via the District's web page at **<http://www.sharpsville.k12.pa.us>** then by following the Library Resources link. These resources include SIRS, Electric Library, Infotrac Searchbank, and The Gale Discovering Series.

Flag Salute and Pledge of Allegiance

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

Conduct At Athletic Events/School Functions

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

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

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

School Sponsored Trips/Competitions

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

Textbooks

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

Care Of School Property

Students are not to mark school furniture, walls, ceiling, floor, or equipment with pen, pencil, paint, or any other instrument. **Do not** tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. All costs of replacing, repairing, or cleaning such items are the sole responsibility of the student.

Fine Policy

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

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

Cafeteria Conduct

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

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

Library Procedures

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

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

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

DISCIPLINE CODE

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

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

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

Detention

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

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

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

Restriction

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

Suspension

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

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

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

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

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

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

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

HEARINGS

Informal Hearing

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

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

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

Formal Hearing

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

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

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

TOBACCO POLICY

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

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

Violation of this policy will result in:

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

DRUG AND ALCOHOL POLICY

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

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

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

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

Students That Seek Assistance/Help

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

WEAPONS POLICY

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

SEXUAL HARASSMENT

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

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

VANDALISM

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

Students who destroy or vandalize school property will be required to pay restitution. Vandalism can also result in disciplinary action involving detention, suspension, or expulsion. Section 777 of the Public School Code classifies vandalism as a misdemeanor. A person

convicted of vandalism can be fined **not less than** \$50 and **not more than** \$1,000, pay restitution, and be sentenced up to six (6) months in jail. If you should happen to damage something by accident, you should bring it to the attention of a teacher or the administrator.

THEFT

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

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

FIGHTING/DISORDERLY CONDUCT

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

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

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

ARSON AND RELATED ACTIONS

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

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

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

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

CLASSROOM DISRUPTIONS

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

STUDENTS AND THE POLICE

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

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

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

DISRESPECT/ASSAULT OF AN EMPLOYEE

Verbal Abuse, Obscene Gestures, or Obscene Language

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

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

Intentional Physical Contact

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

ABSENCE FROM CLASS WITHOUT PERMISSION

First Offense (Depending on Circumstances)

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

Second Offense

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

Third Offense and Subsequent Offense(s)

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

LEAVING THE BUILDING/GROUNDS WITHOUT PERMISSION

First Offense

- Three (3) days suspension

Second Offense

- Five (5) days suspension

Third and Subsequent Offense(s)

- Ten (10) days suspension

DRESS/WEARING APPAREL CODE

Students are expected to dress and groom themselves according to the community's standards of decency, neatness, cleanliness, and suitability for school. Please be advised that a committee will be formed to develop a set of standards to follow for appropriate attire at all formal and semi-formal dances. The following parameters will serve as a guide for the dress code at Sharpville Area High School and Middle School:

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

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

Bottoms:

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

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

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

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

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

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

First Offense

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

Second Offense

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

Third Offense

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

Continual Offenses

- The student will be suspended from school.

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

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

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN SCHOOL ATHLETICS/ACTIVITIES

Eligibility

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

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

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

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

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

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

Tardiness/Illness Eligibility

Students are to be in school the **entire day** to be eligible to participate in activities (this includes practices and athletic events.) This means that students are to be in school **on time**, not late. The only time that student athletes are permitted to come in late the morning after a game would be if

the coaches have been given prior approval by the principal to tell the students that they can be late. If that is the case, a time would be established setting a deadline for students to be in school in order to be eligible to participate in that day's activities. This does not affect students who are excused from school for a normal doctor or dental appointment that had been previously scheduled and approved by the high school office.

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

Philosophy

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

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

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

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

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

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

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

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

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

Objectives

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

Athletic Committee

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

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

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

A member of the School Board will act as Chairperson of the Committee and will be appointed to this position by the School Board President. Head coaches will be invited to attend meetings concerning their sport and to participate in interviews for the purpose of hiring assistant coaches for that sport.

ACADEMICS

Grading System

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

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

Plagiarism and/or Cheating

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

Cheating includes but is not limited to:

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

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

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

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

Consequences:

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

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

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

Report Cards

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

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

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

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

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

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

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

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

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

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

Calculation of class rank is as follows:

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

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

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

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

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

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

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

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

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

Selection of Valedictorian and Salutatorian - Effective Class of 2016 **To Be Revised**

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

- | | |
|--------------------------------|-------------|
| • US History | 1 Credit |
| • World History | 1 Credit |
| • Government | 1 Credit* |
| • Psychology | 1 Credit |
| • Literature and Composition 1 | 1 Credit |
| • Literature and Composition 2 | 1 Credit |
| • Literature and Composition 3 | 1 Credit |
| • Literature and Composition 4 | 1 Credit* |
| • Academic Algebra 2 | 1 Credit |
| • Academic Geometry | 1 Credit |
| • Algebra 3/Trigonometry | 1 Credit |
| • Biology/Lab | 1.4 Credits |
| • Chemistry/Lab | 1.4 Credits |
| • Physics/Lab | 1.4 Credits |
| • Human Anatomy | 1 Credit |

• Health	.6 Credits
• Physical Education 9	.5 Credits
• Physical Education 10	.3 Credits
• Physical Education 11	.4 Credits
• Physical Education 12	.4 Credits
• Computer Skills	.5 Credits
• Spanish 1	1 Credit
• Spanish 2	1 Credit
• Spanish 3	1 Credit
• Spanish 4	<u>1 Credit</u>
	22.9 Credits

***You must take four of the following courses:**

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

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

Graduation Requirements – High School Only

High School - The graduation requirements for Sharpsville Area High School are based on grades 9, 10, 11 and 12 in accordance with the State Board of Education regulations. Twenty-six (26) units in the following curriculum areas in grades 9, 10, 11 and 12 shall be required for graduation for all students. The required planned courses shall include the following:

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

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

Career Center Students - Follow the above criteria except:

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

Cosmetology Students will follow the above criteria except:

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

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

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

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

Academic Awards Program – High School Only

Criteria:

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

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

Curriculum – Middle School Only

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Pre-Algebra 6 Language Arts Math	Language Arts Integrated Math Social Studies	Language Arts Algebra/Pre-Algebra Social Studies

Social Studies	Earth Science	Physical Science
Life Science	Art Appreciation	Art Appreciation
Art Appreciation	Music Appreciation	Music Appreciation
Music Appreciation	Computer Technology	Family/Consumer Science
Library Skills	Family/Consumer Science	Computer Tech & Research
Computer Technology	Physical Education	Health & Physical Education
Physical Education	Concert Band	Concert Band
Band	Choir	Choir
Choir		

Special Programs – Middle School Only

- Learning Support
- Special Education
- Gifted Program
- Tutoring

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

Student Activity

To be eligible to participate in interscholastic athletics, cheerleading, and the band, the student must be in school the **entire day** of the scheduled activity. A student who is **tardy**, other than a medical excuse or doctor's appointment, is prohibited from participation. A student must be in school at least one half (1/2) day in order to attend (as a spectator) any school function or activity. A student who leaves early because of illness is not permitted to return. Attending or participating in school activities including assemblies, programs, and dances is a privilege and not a right. Students in attendance at any school sponsored activity or event are expected to behave in an orderly manner, observe all school rules and regulations, and directives of all administrators, chaperones, and advisors in attendance. Behavior that is contrary to the aforementioned may result in disciplinary action resulting in the student being banned from attending and/or participation.

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

Summer School/Correspondence Courses – Middle School Only

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

Summer School/Tutorial /Correspondence Courses – High School Only

Summer Courses (at Local High Schools) – Summer courses given at local high schools

require failure as a prerequisite. These must have prior approval by the principal or guidance counselor.

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

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

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

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

Enrollment is limited to students in grades 11 and 12. Juniors who maintain a cumulative QPA of 3.5 or higher (on a 4.00 scale) and seniors who maintain a cumulative QPA of 3.25 or higher (on a 4.00 scale) are eligible. Prior to invitation for application, students must be approved by a Faculty Review Committee which determines if these students also have high standards in service, leadership, and character as defined in the Bylaws of the National Honor Society approved by the National Council. NHS is an invitation only organization. No student may solicit the organization for membership. Invitations and applications will be distributed in early December. Applications are reviewed by the Faculty Council, and students are notified by early January. Incomplete and/or late applications are automatically disqualified. Once inducted, all members must attend regular meetings and participate in at least two (2) service activities yearly to maintain membership. Display of behavior lacking in character of an NHS member (in or out of the school) may be grounds for review by the Faculty Council and may lead to discipline or dismissal from membership.

Selection Criteria Other Than Scholarship:

Leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities

- **Exemplifies positive attitudes**
- **Inspires positive behavior in others**
- **Demonstrates academic initiative**
- **Successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, demonstrates reliability and dependability**
- **Is a leader in the classroom, at work, and in other school or community activities**
- **Is thoroughly dependable in any responsibility accepted**
- **Is willing to uphold and maintain a loyal school attitude**

Service:

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

Character:

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

Dismissal - Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were

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

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

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

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

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

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

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

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

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

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

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

Taking criticism willingly and accepting recommendations graciously:

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

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

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

Make Up Work

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

In-School Suspension (AIA)

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

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

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

Schoolwide Tutoring:

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

Parental/Guardian Involvement:

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

Consequences:

- Saturday detention will be assigned to any student who misses a scheduled S.O.S. appointment. Work, athletics, etc. will not be acceptable excuses for missing.
- One (1) day of AIA will be assigned, and the Saturday detention will be reassigned for any missed Saturday detention. Work, athletics, etc. will not be acceptable excuses for missing.

Tutoring Program

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

The SOS schedule is as follows:

- Mondays: Health, Physical Education, Social Studies
- Tuesdays: Art, Music, Science
- Wednesdays: Family/Consumer Science, Industrial Technology, Math
- Thursdays: Language Arts, Spanish

Homework

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

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

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

CSIU Parent Portal

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

SCHOOL GUIDANCE

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

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

SHARPSVILLE ALMA MATER

Long may we cherish our loyalty to you,

And to our colors we'll ever be true

Proudly we carry our banner of right,

We stand protecting it by day and by night,

We stand protecting it by day and by night.

Our alma mater with glory will shine

Until God's love and faith are ours divine,

Until God's love and faith are ours divine.

[illegible]

NOTES

[illegible]



SHARPSVILLE AREA SCHOOL DISTRICT

**ATHLETIC HANDBOOK
2014-15**



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PREFACE

Success in athletics can be attributed to a combination of factors, such as: good coaching techniques, discipline, and the ability to handle the students. This Handbook contains information that should be carefully read and followed by all coaches. In addition to the rules and regulations governing each sport, it contains statements, which if practiced consistently by all coaches will result in a successful program. If athletes learn nothing more from their coaches than organization and discipline, they can be successful in life's ventures. We do no favors for athletes or the team by bending the rules. This only leads to resentment on the part of the athletes who are giving one hundred percent. The coach who enforces the policies contained herein will be a winner.

Athletics holds a prominent position in the program of Sharpsville Area High School. However, at no time will athletics be permitted to become competitive with the academic philosophy of our school.

Individual coaches may offer optional out-of-season programs. Players' attendance at these out of season training programs cannot be made mandatory and there will be no retribution towards a player who chooses not to participate.

Because of the small size of the District, students are encouraged to participate in various athletic and extra-curricular activities in order to expand their experiences. Coaches/Advisors must cooperate to help these students have a rewarding experience. The program in season has priority over other out-of-season programs. When two programs are simultaneously in season, a performance, game, etc. should take priority over a practice. Students are to be encouraged and not discouraged or made to have to choose between one or the other. Our programs depend on students and it is our duty to support their efforts.

This manual is intended to benefit the School Board, Athletic Committee, Administration, Athletic Director, and Coaches.

PHILOSOPHY & OBJECTIVES FOR ATHLETICS

Philosophy: The athletic program in the Sharpsville Area School District is designed to promote a wholesome atmosphere of good sportsmanship, teamwork, and competition among the students and to generate school spirit. The Administration of the Sharpsville Area School District believes that the success of the athletic program is not necessarily measured by the record of victories compiled by the various teams.

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

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

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

Middle School programs are a continuation of the elementary programs. The emphasis is on learning how to play the game, working on skills, and teamwork. Win/lose competition is not to be the prime incentive. Therefore, all students shall be given the opportunity to participate in every aspect of the program. Playing at this level is more important than the winning of the game.

High School Varsity and Junior Varsity programs are designed to the maximum learned skills in competition representing our school. At this level, not all team members may get in every contest. It is our hope that when the contest has been decided, free substitution will be utilized. All parental concerns should be addressed through the Sharpsville Area School District Athletic Complaint Form as attached as Appendix D.

Effective coaching presumes efficient planning. Practice sessions as well as every phase of the entire sport activity must be planned in advance. Athletes participating in a PIAA sport are permitted at the same time to participate on teams not sponsored by the Sharpsville Area School District or PIAA. The PIAA sport practices and games take priority over the outside team. The student-athlete cannot be penalized by the coaching staff for participating in the out of school activity when it does not interfere with practices or competitions of the in-season PIAA Sport.

Objectives:

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

SAFETY IN SPORTS

A student participating in or desiring to participate in an athletic activity and the student's parent or guardian shall, each school year prior to participation by the student in an athletic activity, sign and return to the student's school an acknowledgement of receipt and review of a concussion and traumatic brain injury information sheet.

A student who as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the student's school entity exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The governing body of a school entity may designate a specific person or persons, who must be appropriate medical professionals, to provide written clearance for return to participation.

Once each school year, a coach shall complete the concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health and the Cardiac Wise on-line course. A coach shall not coach an athletic activity until the coach completes the training course required under this subsection. The governing body of a school entity shall establish the following minimum penalties for a coach found in violation of the removal from play or return to play requirements:

1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a third violation, permanent suspension from coaching any athletic activity.

PRESEASON HEAT-ACCLIMATIZATION GUIDELINES

Practice or competition in hot and/or humid environmental conditions poses special problems for student-athletes. Heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems.

Core Principles:

1. **Acclimatization Period:** The first three days of football practice commencing on the first starting day – Monday, August 11th. Helmets and shoulder pads with shorts the first 2 days and full gear on third day with contact permitted on third day.
2. These practices are limited to 5 hours of practice daily for the 3 days of heat acclimatization. Practice sessions may be no longer than 3 hours in length and teams must have 2 hours of rest (recovery period) between sessions.
3. If starting the previous week by school option, these days are to be three consecutive days and are not to be earlier than Wednesday the previous week – August 6th. Helmets and shoulder pads with shorts the first 2 days and full gear on third day. No contact on third day(prior to start date).
4. If more than 48 hours between the conclusion of the heat acclimatization program and first day of practice, the program will not have its intended affect medically. Therefore, these practices are limited to five hours per day with no contact on the third day since it is prior to the start of the stipulated fall season.
5. If starting the previous week option is chosen, Monday's practice August 11th – may be 5 hours with a 2 hours buffer between practices and contact may be included.
6. Prevention of Heat Illness from the Sport Medicine Guidelines of the PIAA Handbook should be observed. These include regular measurements of environmental conditions. See Sports Medicine Guidelines for more detail or consult with your athletic trainer and/or team physician.

Out-of-Season Activities: General conditioning provides only partial heat acclimatization. Therefore, student athletes should be exposed gradually to hot and/or humid environmental conditions to provide better heat acclimatization. Each exposure also should involve a gradual increase in the amount of exercise that is undertaken over a period of days to weeks until the exercise intensity and duration is comparable to that likely to occur in competition. If conditions are extreme, training or competition should be held during a cooler time of the day.

When protective gear and clothing is authorized by the school Principal outside of the defined season, frequent rest periods should be scheduled so that the gear and clothing can be loosened to allow evaporation of sweat and other forms of heat loss. During the acclimatization process, it may be advisable to use a minimum of protective gear and clothing and to practice in T-shirts, shorts, socks and shoes. Excessive tape and outer clothing that restrict sweat evaporation should be avoided. Rubberized suits should never be used.

DRUG USE AND ABUSE

The use of drugs in any manner, and/or for the intent of enhancing athletic performance, is prohibited and is a violation of both the District's Athletic Policy and Discipline Code. Drugs may include but are not limited to, any drug sold or distributed for the purpose of athletic enhancement and those referred to in the Student Handbook.

A violation of this policy will result in an immediate suspension from school for a period of ten days and referral for a drug and alcohol assessment. During this period of time, the student-athlete is not permitted to participate, whether it is practice or competition. Upon the student's return to school, they will be permitted to return to the team under a probationary status and must submit to a drug test at the parent's expense .

A second offense of this nature, as it relates to any aspect of school jurisdiction, is an immediate ten-day suspension and referral to the Board of Education for expulsion. In conjunction with a second offense the student will not be permitted any future participation in athletics within the Sharpsville Area School District until they return to school.

We are here to help our student-athletes in any way possible. A self-referral of a drug or alcohol problem will be dealt with and assessed on a case-by-case basis.

Coaches may not distribute any performance enhancers/substances. Any coach who violates this policy will be subject to disciplinary action by the Board of Education.

NOTE: It is the responsibility of the Athletic Director, head coaches and their staff to communicate this policy to all student-athletes.

HAZING, HARASSMENT AND BULLYING

It is the responsibility of the head coach and all assistant and volunteer coaches to inform all student athletes of the District's policies on hazing, harassment, and bullying and to discourage such practices. Further, it the responsibility of all coaches to insure that such incidents do not occur. In the event that something does occur that might be interpreted as a violation of these policies, it must be reported immediately, in writing, to the administration and the Director of Athletics.

The policies in their complete form can be found in the Appendix A.

MEALS

Meals will be provided for any away game that does not allow for the student athlete to return home prior to the start of an athletic contest. It is the responsibility of the head coach to schedule the preparation and pick-up of all meals with the cafeteria supervisor.

TRANSPORTATION

Motor Coaches will be provided by the school district to teams for contests that require a minimum of 250 miles round trip. Provisions will be provided at the discretion of the Athletic Director and Building Principal. All teams that qualify for playoffs will be transported in a motor coach, at the coach's discretion.

ATHLETIC COMMITTEE

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

1. Superintendent
2. School Board President, Ex-Officio
3. Three School Board Members - selected by the President of the Board.
4. Building Level Principal
5. Athletic Director

The Athletic Committee shall meet monthly. A member of the School Board will act as Chairperson of the Committee and will be appointed to this position by the School Board President. Head coaches are welcomed to attend meetings.

DUTIES AND RESPONSIBILITIES OF THE HIGH SCHOOL PRINCIPAL

The High School Principal, in all matters pertaining to interscholastic athletics, is responsible to the Pennsylvania Interscholastic Athletic Association. The Principal may delegate some of these powers and responsibilities but such delegation shall not relieve the Principal of responsibility.

The High School Principal shall:

1. Control all interscholastic athletic relations in which the school participates. This applies to interscholastic athletics for both boys and girls.
2. Sanction all contests in which Sharpsville High School participates. To see that all contracts for interscholastic contests in which the school participates are in writing and bear proper signatures.
3. Exclude any contestant who because of bad habits, or improper conduct, would not represent the school in a becoming manner, and also to exclude any contestant who has suffered serious illness or injury until the participant is pronounced physically fit by a physician.
4. Assure educational eligibility of all participating "in season" athletes; i.e., academically, attendance, discipline, etc., in accordance with the Board Policy 123 – Interscholastic Athletics and the by-laws of this Pennsylvania Interscholastic Athletic Association.
5. Authorize the Athletic Director to represent the school in the absence of the Principal concerning matters of interscholastic athletics.
6. Alert staff and students of required behavior regulations as set forth by either District Ten or the Pennsylvania Interscholastic Athletic Association.
7. Complete an evaluation form on each Head Coach at the conclusion of each coach's season. This evaluation must be completed within a two-week period at the conclusion of the season. A meeting will be scheduled with the principal and the head coach to discuss the contents of the evaluation.
8. The Principal and Athletic Director will be responsible for an individual evaluation on each Head Coach.

DUTIES AND RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

The Athletic Director shall:

1. Be directly responsible to the Principal and indirectly to the Superintendent for the administration and supervision of the interscholastic athletic program. This shall include both boys and girls interscholastic events.
2. Attend Mercer County Athletic Directors meetings, District Ten meetings, and meetings or conferences that are of importance to the proper functioning of the program.
3. Supervise the development of all interscholastic sports at the various levels for boys and girls and see that the policies of the School District are carried out.
4. Prepare the schedules of all sports excluding those assigned by the Mercer County Athletic Conference Executive Secretary. Head Coaches of the various sports will assist in making these schedules by recommending schools for athletic relationships.
5. Make all interscholastic game contracts, have them signed by the High School Principal, and see that confirmation of such contract is on file. This is to be done with the assistance of the Head Coaches.
6. Select, purchase and inventory, with the help of the Head Coaches, equipment and supplies needed for the various athletic teams of the Sharpsville Area School District. All purchases will require a purchase order prior to placing the order.
7. Handle matters affecting cancellation of contests because of weather or other conditions. Cancellations will be made after consultation with the High School Principal.
8. Make transportation arrangements for all "away" contests for all teams with input from the Head Coaches.
9. Keep a complete record of all varsity interscholastic contests (with scores) furnished by the Head Coaches of each sport.

10. Supervise the sale of tickets to interscholastic contests and maintain a payroll of all extra help in carrying out the athletic program. Selection of extra help will be made at the discretion of the Athletic Director.
11. Keep on file a complete inventory of all athletic equipment in the School District. This inventory is to be prepared by the Head Coach.
12. Arrange medical examinations for all students participating in interscholastic events before regular practice sessions of each sport are to begin.
13. Prepare all necessary forms and eligibility rosters of players for athletic contests in compliance with the Pennsylvania Interscholastic Athletic Association. This will be done with the assistance of the Head Coaches. The Athletic Director is to receive information from coaches at least one week prior to the first game.
14. Inform all coaches of their responsibility for making certain that every student participant has on file a medical examination card, school insurance, or an insurance exemption form.
15. Develop the athletic budget for the year.
16. Secure officials, prepare official contracts, and provide method of payment for officials.
17. Maintain and distribute medical trainer supplies.
18. Prepare and arrange for annual Athletic Awards Assembly.
19. Provide a physician for "home" varsity football games.
20. Arrange ambulance service for all "home" football games.
21. Arrange for police services and general security at athletic contests.
22. Supervise "home" athletic contests.
23. Make arrangements for football equipment to be reconditioned (pickup and return).
24. Provide assistance and input to the coaches when called upon.

25. Make arrangements for athletes or teams participating in district and state playoffs (transportation, meals, forms, attendance and supervision).
26. Schedule practices and interscholastic and intramural activities.
27. Maintain all correspondence pertaining to athletics with media.
28. Work closely with the maintenance staff in preparing fields and facilities for contests and practices.
29. Schedule two Athletic Injury Seminars per year.
30. Complete an evaluation form on each Head Coach and Assistant Coach at the conclusion of each coach's season. This evaluation must be completed within a two-week period at the conclusion of the season.

DUTIES AND RESPONSIBILITIES OF THE HEAD COACH

The Head Coach shall:

1. All head coaches (paid and/or volunteer) must complete the on-line concussion course at <http://nfhslearn.com>, and sudden cardiac arrest course, <http://www.sportsafetyinternational.org/cardiacwise/>, every year before the first practice. These courses must be completed and a copy of the certificate turned into the Athletic Director before the first official practice date for the sport. Only one certification is required each year for persons that coach more than one sport.
2. In the event that a coach feels that it is in the best interest of the program to dismiss an athlete from the team, the Head Coach must hold a conference with the Athletic Director and the Building Principal before conducting the dismissal. If a dismissal occurs, the individual will have the opportunity to request a conference with the coaches involved and the administration.
3. Report any major or minor unusual incidents involving the program to the Athletic Director and Principal. This should occur prior to any removal from your team.
4. Be responsible for the control, care, distribution and maintenance of supplies and equipment and facility involved for that particular sport.
5. Supervise and direct the work of all the coaches and athletes in that sport, regardless of the grade level of the activity.
6. Work directly with the Athletic Director in the purchase of equipment.
7. Assist the Athletic Director in the establishment of all schedules in that sport and the hiring of officials for these events when applicable.
8. Provide the Athletic Director with the following information within ten (10) school days after the completion of the season or as the date indicates on the form for inclusion in the Athletic History of the School.
 - a. Summary of Season Results: Opponents and Scores.
 - b. Summary of Season Letter-Winners.
 - c. Summary of Season Inventory.

9. Submit a proposed budget for that sport to the Athletic Director. The Head Coach will receive the budget form in mid-December.
10. Make sure that all students participating in the activity have physical cards signed by the doctor and the parent and insurance exemption forms indicating private coverage, prior to the first practice. These items are to be alphabetized and returned to the Athletic Director as soon as possible, or within five (5) days after the first practice session. Insurance exemption forms provided by the District must be utilized. Although this responsibility may be delegated to assistants at various levels, such delegation shall not relieve the Head Coach of responsibility.
11. Provide the building Principal and Athletic Director with alphabetized (by grade) lists of names with all necessary information of P.I.A.A. eligibility at least one week prior to the first game. Football and Basketball coaches should also provide a numerical roster.
12. Provide the Athletic Director with a Departure Schedule at least three weeks prior to their first contest.
13. Coaches cannot make out-of-season activities mandatory for in-season involvement. A waiver must be signed by all coaches and parents of students participating in off season activities requiring transportation and are included as Appendix B.
14. At the end of the season, complete an evaluation form for each assistant coach. This form will be submitted to the High School Principal no later than two (2) weeks following the last contest. Within two (2) additional weeks, a meeting will be held in order to discuss the contents of this evaluation.
15. Be responsible to notify the media of varsity game results upon completion of each contest.
16. Follow the set of Player Rules established for all athletic programs. These rules can be found at the end of this handbook as Appendix F.
17. Assist with the physical examinations for that sport. A designee may be appointed.
18. Attend the mandatory P.I.A.A. Rules Interpretation Meeting for that sport prior to the start of the season.

19. Follow district guidelines set for player's appearance and actions on and off the playing field.
20. Athletes are not to be practicing (shooting around) without coaching supervision before athletic contest.
21. To report problems, conflicts, or injuries of major significance that occur at contests or practices to the Principal and/or Athletic Director as soon as possible. Also, a written report explaining the circumstances should follow within twenty-four (24) hours.
22. Each Coach is responsible for checking the daily attendance bulletin as well as their mailbox each day in order to assure that their student athletes are in attendance and are eligible. If there is a question or doubt, contact the high school office immediately for clarification.
23. Remain at the athletic site until all players have departed.
24. Coaches may develop their own code of conduct as long as they do not violate school district policy, the athletic policy or a student's constitutional rights.
25. Team rules must be submitted to the Athletic Director and Principal prior to the first day of practice.
26. The Head Coach and at least one paid assistant, if a paid assistant is employed, must ride on the bus to and from all interscholastic games and scrimmages.
27. Coaches and advisors are responsible for working collaboratively to allow students to participate in multiple activities.
28. Sunday practices are allowed under the following conditions;
 - a. The Sunday practice is not the seventh consecutive practice day.
 - b. Permission has been given by the Superintendent.
 - c. The Sunday practice is not mandatory.
 - d. The practice is scheduled to begin after 1:00 p.m.

DUTIES AND RESPONSIBILITIES OF THE ASSISTANT COACHES

It is fundamental that the Coach is completely responsible for the behavior, safety, and welfare of the squad during practice sessions and games. His/her behavior must reflect a positive image which mirrors the behavior expected for each athlete. The coach sets the example for the student athlete. This positive image and good sportsmanship shall be exhibited at every athletic contest or school sponsored event that the coach attends. This includes in-season and out-of-season events.

1. All coaches (paid and/or volunteer) must complete the on-line concussion course at <http://nfhslearn.com>, and sudden cardiac arrest course, <http://www.sportsafetyinternational.org/cardiacwise/>, every year before the first practice. These courses must be completed and a copy of the certificate turned into the Athletic Director before the first official practice date for the sport. Only one certification is required each year for persons that coach more than one sport.
2. Coaches are responsible for unlocking and locking doors of buildings before and after practice sessions.
3. The coach is to be the last one to leave the building.
4. Coaches are to be prompt reporting to practice and are not to leave sessions unattended.
5. Coaches are responsible for seeing that any participant excluded from taking part in the activity, either game or practice, by the medical doctor or nurse, do not re-enter the activity until proper release is granted.
6. They must exhibit good sportsmanship at all times and encourage good sportsmanship both in victory and in defeat.
7. They must instill in their athletes the respect for constituted authority both on and off the playing field.
8. The Head Coach and at least one paid assistant, if a paid assistant is employed, must ride on the bus to and from all interscholastic games and scrimmages.

9. Coaches must insist that all athletes ride the bus to and from all interscholastic games and scrimmages. Any athlete not riding the bus will not be permitted to participate, unless written approval has been granted by the High School Principal, Parents, or Legal Guardian. Please use the Contest Travel Release found in Appendix E.
10. When early dismissal is required, the Coach must obtain permission from the building Principal. The Coach should submit a list of students to the office so that teachers can be made aware of who would be leaving early.
11. All Coaches must attend an Athletic Injury Seminar provided by the School District. The School District will make available two such seminars yearly.
12. All coaches are required to return all school equipment and keys upon completion of their season.
13. Coaches cannot make out-of-season activities mandatory for in-season involvement. A waiver must be signed by all coaches and parents of students participating in off season activities requiring transportation. The waiver is included in the Athletic Handbook as Appendix B.
14. To report problems, conflicts, or injuries of major significance that occur at contests or practices to the Principal and/or Athletic Director as soon as possible. Also, a written report explaining the circumstances should follow within twenty-four (24) hours.
15. Each coach is responsible for checking the daily attendance bulletin as well as their mailbox each day in order to assure that their student athletes are in attendance and are eligible. If there is a question or doubt, contact the high school office immediately for clarification.
16. All Coaches (paid) are responsible for attending a Summer meeting to review the Athletic Handbook

GENERAL REGULATIONS

In order to determine the feasibility of providing a particular athletic program for our students, the following guidelines have been established regulating minimum team numbers and sign up/participation dates. The cut-off days for reporting numbers of participants to the principal are as follows:

Fall Sports:	5 th day of school
Winter Sports:	5 th day after the official PIAA practice start date
Spring Sports:	5 th day after the official PIAA practice start date

Players can continue to come out for a sport for a period of two weeks after the first game on the schedule. Pre-season scrimmages are not included in this situation. Once the two week period has been exceeded, no players can be added to a team. The exception will be for a student who moves into the District from another district.

Athletes coming out after the official PIAA start date will be required to go through a two week conditioning period before being permitted to participate in a scheduled game/match etc... The exception would be a student moving into the District after the PIAA start date and who was playing that sport in the prior school at the time of the transfer.

Any coach(es) and athlete(s) who participate in their respective State playoff program will be required to leave the site immediately after being eliminated from the tournament/playoff. Coaches or athletes who want to remain will do so at their own expense.

LATE ARRIVALS FROM AWAY EVENTS

In the case of a late arrival from away events, the following guidelines will be used for arrival to school the following day. In the case of a bus arriving between 12:00 a.m. and 1:00 a.m., the students who were on the bus for the event will have their starting time extended to 9:00 a.m. In the case of a bus arriving later than 1:00 a.m., the students who were on the bus for the event will have their starting time delayed to 10:00 a.m.

This is only to be utilized in the case of a bus failure, an accident that is not preventable by the head coach and their coaching staff or if an athletic contest went longer than expected. It does not allow for any pre-planned stops. In addition, the high school office should be notified of the situation the following morning by 7:40 A.M. The delayed starting time will be strictly adhered to and the same policies will be in effect for any tardiness past the designed time.

MINIMUM PARTICIPANT REQUIREMENTS

	Varsity	Total Team Members
Fall		
Football	22	30
Volleyball	8	12
Cross Country	15	25
Golf	5	10
Soccer	15	21
Winter		
Wrestling	13	NA
Girls Basketball	10	15
Boys Basketball	10	15
Spring		
Track	30	NA
Baseball	12	21
Softball	12	21

Any sport not meeting the minimum number of participants will be placed on probation for that year. The Head Coach of a sport that has been placed on probation will be required to meet with the Athletic Committee within one month of the completion of their season.

PHYSICAL EXAMINATION POLICY

The Pennsylvania Interscholastic Athletic Association and the Sharpsville Area School District require pupils to have a physical examination before entering interscholastic practices, scrimmages, or games. The Sharpsville Area School District requires the physical to be given prior to each sport season. The Athletic Director will make arrangements with the Doctor for these examinations.

The Head Coach and Assistant Coaches will insist that all candidates have this physical prior to any participation. Breach of this requirement will necessitate Administrative discipline.

STATE REGULATIONS FOR SPORTS

The Pennsylvania Interscholastic Athletic Association will serve the Sharpsville Area School District as a guide.

LOCAL REGULATIONS FOR SPORTS

The District X rules and regulations will prevail in areas not covered by the Pennsylvania Interscholastic Athletic Association's rules and regulations.

COACHES EMERGENCY PROCEDURES

1. Coaches should give necessary assistance to injured athletes.
2. Contact the parents immediately if accident warrants. The parent and/or guardian should inform the coach as to what to do with the injured athlete.
3. If immediate care seems essential and the parent cannot be contacted, call an ambulance service. Give details of the injury and the exact location for pick-up.
4. A written accident report must be filed.
5. Contact the Building Principal in the event of a serious injury.

ACCIDENT/PERSONAL INJURY REPORT

An Accident and Personal Injury Report form must be submitted to the high school/middle school office within twenty-four hours of a workplace student/staff/coach injury or accident resulting in the need for medical attention regardless of lost time or no lost time.

If necessary, attach a letter detailing any additional information that may be pertinent to the incident. Be sure to include the date of the injury, the individual(s) injured, a description of the accident and any additional remarks that are necessary. Once completed be sure to prepare a duplicate, submit one copy to the high school/middle school office and send one copy to the Superintendent's Office if medical treatment is beyond the capability of the school.

TRANSPORTATION TO CONTESTS

Head coaches are to assume the responsibility of providing the Athletic Director with dates and times they will require transportation to all "away" athletic events. This request should be done for the season at least three weeks prior to the first contest.

The Head Coach and at least one paid assistant, if a paid assistant is employed, must ride on the bus to and from all interscholastic games and scrimmages.

EQUIPMENT FOR ATHLETICS

All Head Coaches are responsible for equipment requests and inventories of equipment in their sport. Forms are provided for these items.

Students shall be informed that athletic equipment purchased by the School District must be returned at the conclusion of the season. Students failing to return equipment may have report cards and/or awards withheld and are responsible for paying for any lost equipment. Equipment damaged beyond normal wear and tear will be the responsibility of the athlete to pay for replacement of such equipment.

SELECTION OF GATE PERSONNEL

Personnel needed to operate an athletic event (ticket sellers, ticket takers, clock personnel, security, chain crew, etc.) will be selected as needed per sport. The selection of these persons will be at the discretion of the Athletic Director.

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN SCHOOL ATHLETICS/ACTIVITIES

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

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

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

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

TARDINESS/ILLNESS ELIGIBILITY

Students are to be in school the entire day to be eligible to participate in activities (practices, games, activities). This means that students are to be in school on time, not late. The only time that student athletes are permitted to come in late the morning after a game would be if the coaches have been given prior approval by the High School Principal to tell the students that they can be late.

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

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

ATHLETIC AWARDS

- A. Authority to make awards - The Head Coach shall recommend the members of the squad who have met the requirements for a letter. If any problems arise due to extenuating circumstances, a committee composed of the Principal, Athletic Director, and the Head Coach shall make the final decision.
- B. Awards
 - 1. Six inch chenille letter and certificate - all varsity sports, including cheerleading. A letter will be awarded to an athlete the first time he/she meets the qualifications of each sport.
 - 2. The second year a participant meets the requirements he/she will receive a leatherette certificate and a metal insignia for that sport.
 - 3. The third year a participant meets the requirement he/she will receive a 5 1/2" by 7" silver plated plaque and service bar.
 - 4. The fourth year a participant meets the requirement he/she will receive an 8" by 8" gold plated plaque.
- C. General criteria in meeting the requirements for a letter:
 - 1. Attendance/Participation - Athletes should attend all practices unless excused by the Head Coach. Athletes must compete the entire season, including District and State competition in order to earn a letter.
 - 2. Sportsmanship - Athletes should realize that they are representing their school and community and should conduct themselves in such a manner that they are unquestionable assets to both.

3. Adherence to Training Rules - Athletes must abide by the training rules set forth by the Head Coach and the Athletic Department.
4. Interscholastic Competitions - Participants must compete in Pennsylvania Interscholastic Athletic Association approved interscholastic varsity level sports or competitions.

D. Specific criteria in meeting the requirements for a letter.

1. ***Football/Basketball:*** Must participate in at least fifty (50) percent of the quarters played during the season.
2. ***Golf/Girls' Volleyball:*** Must play in at least fifty (50) percent of all varsity matches.
3. ***Wrestling:*** Must participate in at least half of the varsity matches and score at least a total of eight team points.
4. ***Baseball/Softball:*** Must participate in at least fifty (50) percent of the innings played during the season.
5. ***Soccer:*** two halves per game – must participate in at least 50% of the halves of all varsity matches (excluding scrimmages).
6. ***Track/Cross Country:*** Must participate in at least half of the varsity meets and score at least twenty-one (21) points.

- Dual Meet Requirements:

First Place	5 points
Second Place	3 points
Third Place	1 point

- Invitational Requirements:

First Place	10 points
Second Place	8 points
Third Place	6 points
Fourth Place	4 points
Fifth Place	2 points
Sixth Place	1 point

- Standard set at all athletic Invitationals

The athlete will receive ten (10) points for district qualifying standards set by the Pennsylvania Interscholastic Athletic Association in their individual events. Relay standards are set by the coaches because the district does not have a set time. Athletes reaching the coach's standard will also receive ten (10) points and will be eligible to compete at the District Ten meet.

7. ***Cheerleading:*** All cheerleaders, regardless of grade, are eligible to cheer for any sport. Only varsity squads can letter. Lettering is achieved by the number of games attended per season. All girls must attend ninety (90) percent of designated season games excluding tournaments. If a cheerleader misses more than ten (10) percent of the games, a valid excuse is required (example: death in family). Working is not a valid excuse.
8. ***Special Situations:***
 - a. ***Managers:*** Fulfill the duties assigned by the Head Coach. Recommendation of the Head Coach shall determine award winners.
 - b. ***Two Years in the Same Sport:*** Any athlete who participated in the same sport during his/her junior and senior years and did not meet the specific requirements for a letter, may be recommended for a letter by the Head Coach.
 - c. ***Trainers:*** Fulfill the duties assigned by the Head Coach. Recommendation of the Head Coach shall determine award winners.
 - d. ***Injured Athletes:*** An athlete who has been injured and cannot complete the season or who cannot meet the requirements of that sport may receive a letter upon the recommendation of the Head Coach.

No. 247

**SHARPSVILLE
AREA
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: HAZING

ADOPTED: February 16, 2010

REVISED: March 19, 2012

	247. HAZING
1. Purpose	The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.
2. Definitions	<p>For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.</p> <p>Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p>Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p>
3. Authority SC 510, 511 Pol. 122, 123	<p>The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.</p> <p>The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.</p>

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<p>4. Delegation of Responsibility</p>	<p>The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.</p> <p>The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.</p> <p>Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.</p> <p>The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, and posting of notice/signs.</p>
<p>5. Guidelines</p>	<p><u>Complaint Procedure</u></p> <p>When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.</p> <p>The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.</p> <p>The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.</p> <p>If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.</p> <p>The investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.</p>

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	<p>The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511</p> <p>Board Policy – 122, 123</p>
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No. 248

**SHARPSVILLE
AREA
SCHOOL DISTRICT**

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: February 16, 2010

REVISED: March 19, 2012

	248. UNLAWFUL HARASSMENT
<p>1. Purpose</p> <p>2. Authority 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 CFR Sec. 1606.8(a)</p>	<p>The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.</p> <p>The Board prohibits all forms of unlawful harassment of students and third parties by all district 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.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
<p>3. Definitions 29 CFR Sec. 1606.8(a)</p>	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 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.

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<p>29 CFR Sec. 1604.11(a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services or treatment. 4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.
<p>4. Delegation of Responsibility Pol. 103</p>	<p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p> <p>Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the student or third party of the right to file a complaint and the complaint procedure.

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<p>5. Guidelines</p>	<ol style="list-style-type: none"> 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. 3. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint. <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p>
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	<p>Step 3 – Investigative Report</p> <p>The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.</p> <p>Step 4 – District Action</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.</p> <p>Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.</p> <p>If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"> 1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation. 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation. 4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.
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	<p>References:</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>Harassment Regulations and Guidelines</p> <p>Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)</p> <p>Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties</p> <p>Board Policy – 103, 103.1, 806</p>
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248. ATTACHMENT

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____
 Home Address: _____
 Home Phone: _____
 School Building: _____
 Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

Race	Color	National Origin
Gender	Age	Disability
Religion	Sexual Orientation	

Name of person you believe violated the district's unlawful harassment policy: _____

If the alleged harassment was directed against another person, identify the other person: _____

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

 Complainant's Signature

 Date

 Received By

 Date

No. 249

SHARPSVILLE
AREA
SCHOOL DISTRICT

SECTION: PUPILS

TITLE: BULLYING/
CYBERBULLYING

ADOPTED: December 1, 2008

REVISED: February 16, 2010

	249. BULLYING/CYBERBULLYING
1. Purpose	<p>The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.</p>
2. Definitions SC 1303.1-A	<p>Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school. <p>Bullying, as defined in this policy, includes cyberbullying.</p> <p>School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.</p>
3. Authority SC 1303.1-A	<p>The Board prohibits all forms of bullying by district students.</p> <p>The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.</p> <p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p>

249. BULLYING/CYBERBULLYING - Pg. 2

4. Delegation of Responsibility	Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.
	The Superintendent or designee shall develop administrative regulations to implement this policy.
SC 1303.1-A	The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.
SC 1303.1-A	The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.
SC 1303.1-A	<p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Board's Bullying Policy. 2. Report of bullying incidents. 3. Information on the development and implementation of any bullying prevention, intervention or education programs.
5. Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218	The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.
	This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.
	<u>Education</u>
SC 1303-A, 1303.1-A Pol. 236	The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

249. BULLYING/CYBERBULLYING - Pg. 3

<p>SC 1303.1-A Pol. 218, 233</p>	<p><u>Consequences For Violations</u></p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"> 1. Counseling within the school. 2. Parental conference. 3. Loss of school privileges. 4. Transfer to another school building, classroom or school bus. 5. Exclusion from school-sponsored activities. 6. Detention. 7. Suspension. 8. Expulsion. 9. Counseling/Therapy outside of school. 10. Referral to law enforcement officials. <p>References:</p> <p>School Code – 24 P.S. Sec. 1302-A, 1303.1-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3</p> <p>Board Policy – 000, 218, 233, 236</p>
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WAIVER OF LIABILITY AND INDEMNIFICATION

Acknowledgment and Assumption of Risk:

In consideration of being permitted to participate in any athletic/sports events related to or sponsored by Sharpsville Area School District ("SASD"), and any events and activities related thereto, and intending to be legally bound, the undersigned hereby agrees and acknowledges that:

I am aware of the dangers and the risks to my person and property and to those of my passenger(s) when I transport student-athletes(s) or other individual(s) in a privately-owned motor vehicle to or from athletic/sport activities or related events sponsored by or related to the SASD.

I understand that operating a motor vehicle while engaged in the above activities involves certain risks for physical injury or property damage. I also understand that there are potential risks to myself and my passenger(s) while operating a motor vehicle of which I may not presently be aware. Because of the dangers of operating a motor vehicle in these circumstances, I recognize the importance and agree to fully comply with all applicable laws, policies, rules and regulations, of any local, state or federal agencies and any SASD supervisor's instructions regarding this activity.

I understand that the SASD does not provide insurance coverage for privately-owned vehicles, and that my personal liability insurance may not provide coverage for such risks, and I shall consult with my insurance agent or carrier, as the SASD has no responsibility or liability for any injury or damage resulting from my operation of a motor vehicle.

I voluntarily elect to transport student-athletes or other individuals in a private motor vehicle with knowledge of the dangers and risks involved, financial or otherwise, and I hereby agree to accept and assume any and all risks and liability, including but not limited to, property damage, personal injury, disability, or death that may result therefrom.

Waiver of Liability and Indemnification:

In consideration of being permitted to participate in athletic/sport events related to or sponsored by Sharpsville Area School District ("SASD"), and any other related events and activities, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, and intending to be legally bound, the undersigned hereby agrees and acknowledges that he/she will forever:

a. waive, release, and discharge the SASD, its elected or appointed officers, employees, agents, attorneys, and insurance carriers, collectively "**Releasees**") from any and all liability for my death, disability, personal injury, property damage, property theft or claims of any nature whatsoever, or that of any passenger(s) which may hereafter accrue to me or them, or my estate or the estate of any passengers as a direct or indirect result of my negligence or the negligence of others that may occur while transporting student-athletes or other individuals to and from athletic/sport activities or events in a private motor vehicle; and

b. agree to defend, indemnify, and hold harmless the Releasees, from and against any and all claims of any nature whatsoever including all costs, expenses and attorneys' fees which in any manner result from my own actions, inactions or negligence, and the action, inaction or negligence of others while transporting student-athletes or other individuals to and/or from athletic/sport activities or events sponsored by or related to the SASD in a private motor vehicle.

I hereby consent that this release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

READ BEFORE SIGNING: I, the undersigned, affirm that I am at least 18 years of age and I am freely signing this Waiver of Liability, and Indemnification Agreement. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to me. I further agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

Name: _____

Signature: _____

Witness: _____

Date: _____

Date: _____

WAIVER OF LIABILITY, AND INDEMNIFICATION - FOR MINOR

Acknowledgment and Assumption of Risk: In consideration of being permitted to participate in any athletic/sport events related to or sponsored by Sharpsville Area School District ("SASD"), the undersigned parent(s) and/or legal guardian(s) of the minor-participant, intending to be legally bound, hereby acknowledge and agree as follows:

That the minor-participant may be transported in a privately-owned vehicle to and/or from any athletic/sport events related to or sponsored by the SASD, and any other events and activities related thereto. The parent(s) and/or legal guardian(s) shall instruct the minor-participant prior to being transported in a privately owned motor vehicle, that he/she should inspect the vehicle and equipment to be used and if the participant believes anything is unsafe, he/she should immediately advise his/her coach or supervisor of such condition(s) and refuse to participate in the event or be transported in such motor vehicle.

That being transported in a motor involves certain risks of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from the vehicle operators actions, inactions or negligence, but also from the action, inaction or negligence of others, or the condition of any equipment used. Further, that there may be other risks not known or reasonably foreseeable.

That the SASD does not provide insurance coverage for privately-owned motor vehicles and has no responsibility or liability for any injury resulting from such vehicles, and the personal motor vehicle liability insurance of the owner/operator of a privately-owned motor vehicle may not provide coverage for such risks.

I/We voluntarily elect to permit the undersigned minor-participant to be transported to and/or from any athletic/sport events related to or sponsored by the SASD in a privately-owned motor vehicle with knowledge of the danger involved, and hereby agree to accept and assume any and all risks, including but not limited to, property damage, permanent disability, or death of the minor-participant.

Waiver of Liability and Indemnification: In consideration of the minor-participant being permitted to participate in any athletic/sport events related to or sponsored by Sharpsville Area School District ("SASD"), I/we, the parent(s) and/or legal guardian(s) of the minor-participant, intending to be legally bound hereby acknowledge and agree to forever:

a. waive, release, and discharge the SASD and its elected or appointed officers, employees, agents, attorneys, and insurance carriers, (collectively "Releasees") from of any and all liability to each of the undersigned, their heirs and/or next of kin for any and all claims, demands, losses or damages or injury, including death or damage to property, caused or alleged to be caused in whole or in part from the actions, inactions or negligence of the operator of a privately-owned motor vehicle, and the action, inaction or negligence of others, and assume any and all liability for the minor-participant's death, disability, personal injury, property damage, property theft or claims of any nature whatsoever which may hereafter accrue to the minor-participant or the parent(s) and/or legal guardian(s) of the minor-participant, and his/her estate as a direct or indirect result of the minor-participant being transported to and/or from any athletic/sport events related to or sponsored by the SASD ; and

b. agree to defend, indemnify, and hold harmless the Releasees from and against any and all liability or claims of any nature whatsoever including all costs, expenses and attorneys' fees, which in any manner result from the actions, inactions or negligence of the operator of the privately-owned motor vehicle, or the action, inaction or negligence of others, as a direct or indirect result of the minor-participant being transported in a privately-owned motor vehicle to and/or from any athletic/sport events related to or sponsored by the SASD and any other events and activities related thereto.

The undersigned have read this form and fully understand that by signing this form he/she/they are giving up legal rights and/or remedies which may otherwise be available to him/her/them regarding any losses that may sustain as a result of the minor's participation in the above-referenced activity. I/We agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

(Signature of parent or guardian)

Date: _____

Adult Witness: _____

(Signature of minor-participant)

Date: _____

Adult Witness: _____

Parents/Guardians:

Because of the large amount of time that our coaches spend with their student athletes in interpersonal relationships; it is no surprise to find that at the root of a large number of team problems is poor communications. A positive relationship between coaches and parents can greatly influence players, fans, and overall team atmosphere. Therefore, we have prepared the following chain of command flowchart to assure that the message that is heard is not different than the one intended. We appreciate your strict adherence to our guidelines to assure your child's well-being throughout the season.

Communicate Concern to Head Coach and Assistant



Communicate Concern to Athletic Director



Communicate Concern to Building Level Principal



Communicate Concern to Superintendent



Communicate Concern to the Board of Education

Parents may not address a coach regarding an issue until 24 hours following an athletic contest. Violations of this procedure will result in possible parent suspension from future contests or for the individual season.

If you have any questions/concerns, please feel free to contact Ms. Amanda Shannon (Ext. 1560), Athletic Director, Mr. John Vannoy (Ext. 2850), Middle School Principal or Mr. Timothy Dadich (Ext. 1850), High School Principal. We can all be reached at (724) 962-8300.

Yours in Athletics,

Sharpsville Administration

SHARPSVILLE AREA SCHOOL DISTRICT ATHLETIC COMPLAINT FORM

Individual filing complaint _____ Date _____

In the space provided below, please specify your complaint in detail. If you require more space, use the reverse side of this form. Please sign the form upon completion and return to the office of the athletic director.

[illegible]

Signature _____

SHARPSVILLE AREA SCHOOL DISTRICT
CONTEST TRAVEL RELEASE

(Date)

This is to certify that _____ has my permission to ride
(Student's name)
(to - from – both) the _____ athletic contest on _____.
(sport) (Date)
at _____
(Location of Contest)

I certify that I am personally transporting the above – named student, or have Arranged for transportation with an adult (non-student) of my choosing for this student.

The reason for not riding the bus is _____

(The reason must be sufficiently urgent to family needs to justify the request.)

I understand that the Sharpsville Middle/High School rules require that students ride the bus to and from all events and a departure from this requirement will release the Sharpsville Area School District and its employees and officers from all liability with reference to the above – stated transportation.

This form must be on file with the main office before the dismissal of school on the day of the contest.

(Signature of parent/guardian)

APPROVED

NOT APPROVED

Signature of Principal

PLAYER RULES

- You are a student first and an athlete second. You must maintain the academic standards set forth by the Sharpsville Area School District Athletic Handbook or you will be declared ineligible. The handbook is available on the District website at www.sharpsville.k12.pa.us.
- You are a role model to other students in the school system, especially the young ones, be sure to conduct yourself properly at all times, especially on the field.
- Expectations for your behavior extend into the classroom as well. Any student suspended from school (in or out) will be suspended from practice and/or games for the same span of time. A second suspension may result in dismissal from the team.
- In the event that you accumulate three unexcused absences, you will no longer be able to participate in athletic events for the remainder of the season in which the unexcused absences occurred.
- The coaches will do what is necessary to foster and maintain a positive team environment for all players, managers and coaches. The High School Athletic Handbook will be used as a guideline to promote sportsmanship, teamwork, character and development. Do not criticize your coaches or teammates. That behavior breaks down morale and unity. All parent concerns will be addressed with the SASD athletic complaint form.
- All players will dress and conduct themselves appropriately at practices/sporting events. Any misbehavior may result in suspension or dismissal from the team.
- All uniforms and equipment will be turned in at the final event of the season. Failure to do so will result in a fine for the replacement value of the equipment.
- Bullying and hazing will not be tolerated. The Sharpsville Area School District reserves the right to involve law enforcement in any violation of the Bullying, cyberbullying or hazing policies.

PARENT COMMUNICATION PLAN CONTRACT

Parenting and coaching are complicated tasks for every individual involved in the process. It is the position of the Sharpsville Area School District to promote a wholesome atmosphere of good sportsmanship, teamwork and competition among the students and to generate school spirit.

Middle School programs are a continuation of the elementary programs. The emphasis is on learning how to play the game, working on skills, and teamwork. Win/lose competition is not to be the prime incentive. Therefore, all students shall be given the opportunity to participate in every aspect of the program. Playing at this level is more important than the winning of the game.

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

There are situations that may require a conference between coaches and parents. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary parental concerns should be addressed through the Sharpsville Area School District Athletic Complaint Form. This form should not be used for questioning playing time, coaching philosophy, and/or other student athletes. It should only be used for issues such as concerns about your child's behavior, ways to help improve your child's performance, or the treatment of your child mentally and physically. The form can be found in the high school office.

As children become involved in programs at school they will experience some of the most rewarding moments of their lives. However, it is also important to understand that there will be times when things do not go exactly as they wish. During these moments, discussion with a coach is encouraged.

Please sign, detach, and return to the Head Coach prior to the start of the season. Keep the Player Rules and Parent Communication Plan Contract for your reference.

My signature below indicates that I have read, understood, and agreed to the Player Rules and Parent Communication Plan Contract.

Player Signature

Parent Signature

Parent Signature

**Elementary Runs
2014-2015**

Bus 95

Driver: Mrs. Gill

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

Bus 96

Driver: Mr. Johnson

First stop -Lake Rd 8:10, Winner 8:12, Lake 8:15, North Neshannock 8:17, Clay Furnace 8:19, McMinn 8:20, Lake Road 8:23, N. Hermitage Rd. 8:25
Creative Day Care 8:32, Then proceed to the Elementary School

Bus 98

Driver: Mr. Ivey

First stop – Fox Creek Development 8:02, Cricket Lane, Peacock - Saranac 8:10, Anchorage 8:15, Shadow Dr. 8:17, Dunham 8:18, Birch, Harding, Ford, Tamarak 8:20, South Mercer Ave. 8:25, then proceed to Elementary School.

Bus 99

Driver: Ms. Aicher

First stop -Walnut 7:50, Twitmyer/Covert 7:51, Baywoods 7:56, Maplewood 8:01, Springwood 8:02, Thomason 8:04, Cardinal 8:06, Hummingbird 8:07, Blue Jay 8:10, N.Hermitage 8:15, Stewart 8:16, Wynwood 8:18, Thorn. S.Walnut Union 8:25, proceed to Elementary School

Bus 100

Driver: Mrs. Hoffman

First stop – Tamarack 8:01, then proceed to Ivanhoe 8:07, Saranac 8:15, Powers 8:17, Buckeye 8:18, Hunter 8:20, High St. 8:23, Prospect 8:25, Church St. 8:26, W. Shenango St. 8:30-- Then proceed to Elementary School

Bus 101

Driver: Mr. Henderson

First stop –Kane Rd 8:00, Carlisle 8:05, Darien 8:06, Summit 8:10, Colt, Carlisle, Rutledge 8:13, Saranac 8:15, Bortner Place 8:25, Eagle Place 8:26, Saranac, High/Water 8:29, High/Mercer 8:30, Mercer/Cedar, Rite Aid 8:31, Then proceed to Elementary School.

Bus 3776

Mr. Moore

First stop – Buckeye 7:48 then proceed to Orangeville Rd. 7:53, Seneca 8:03, Whiting 8:05, Hartford 8:10, Lakeside 8:14, Seneca 8:17, Shenango St. 8:25 then proceed to Elementary School.

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

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

TURN OVER FOR SECONDARY RUNS

**High School/Middle School runs
2014-2015**

Bus 3776

Mr. Moore

First stop- Covert/S. Walnut 6:50, North Hermitage Rd. 6:55, Lake Rd. 7:00, Nora St. 7:04, Milton 7:06, Woodlawn 7:07, Parkview 7:08, Charles 7:10, Valley View 7:13. Then proceed to High School.

Bus 95

Driver: Mrs. Gill

First stop 6:55 a.m. on Buckeye then proceed to Orangeville Road 7:00, Seneca 7:08, SloanWood Circle 7:15, Tamarack 7:16, High/ Water 7:21, High/Mercer 7:22, Rite Aid on Mercer Ave. 7:23. Then proceed to the High School

Bus 98

Driver: Mr. Ivey

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

Bus 101

Driver: Mr. Henderson

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

Bus 5159

Driver: Mrs. BuCher

First stop – Darien 6:45, Carlisle 6:50, Rutledge 6:52 Orangeville 6:55, Whiting 7:01, Lakeside 7:03, Seneca 7:05, Aspen Lane 7:08, High St 7:15, W. Shenango 7:18, Shenango Street (gazebo) 7:20 –Then proceed to High School

Bus 96

Driver: Mr. Johnson

First stop – Hartford 6:50, Tamarack 6:53, then proceed to Redbud Lane 6:56, Ivanhoe 7:01, Hill Rd. 7:07, Crestview 7:09, Ivanhoe 7:09, Buckeye 7:10, Driver Lane 7:12 continue on Buckeye 7:12, Then proceed to the High School

Bus 100

Driver: Mrs. Hoffman

First stop- Gull Lane 6:45 then proceed to Kane Rd. 6:50, Carlisle 6:52, Rutledge 7:00, Summit 7:01, Rutledge 7:05, Saranac 7:10, S. Walnut/Ridge 7:20– Then proceed to High School

Bus 99

Driver Ms. Aicher

First stop –Lake 6:35 a.m., Neshannock 6:41, then proceed to Clay Furnace 6:46, McMinn 6:49, turnaround Clay Furnace 6:51, Lake Rd 6:52, Winner 6:53, Robertson 6:56, S. Mercer Ave. 7:17 – Then proceed to the High School.

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

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

SHARPSVILLE AREA SCHOOL DISTRICT BUSING SCHEDULE
AN EEO INSTITUTION
2014-2015

Transfer students A.M. Loading

Van #8

Driver: Ms. Jewell

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

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

Bus # 100

Driver: Mrs. Hoffman

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

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

Transfer students P.M. Loading

Bus #8

Driver: Ms. Jewell

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

Bus # 100

Driver: Mrs. Hoffman

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

Bus#121

Driver: Mrs.Greenawalt

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

Sharpsville Area Students to Mercer County Career Center

Bus #5159

Driver: Mrs.BuCher/Mrs. Esmond

Leave 7:30 A.M. from High School

Arrive 8:00 A.M. Career Center

Leave 10:50 from Career Center

Arrive 11:15 A.M. Highschool

KEYSTONE

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

Driver: Mrs. Greenawalt

Pick up Corner Stops in Sharpsville Boro 7:25 A.M., Good Hope Keystone 7:56

A.M. then Keystone Middle School Rt. 18.

Bus #121 P.M. Keystone

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

SHARPSVILLE AREA SCHOOL DISTRICT

STA BUS DRIVERS/SUBSTITUTE DRIVERS 2014-2015

<u>BUS</u>	<u>DRIVER</u>
95	Lori Gill
96	Kevin Johnson
KDG/2 nd ½ Vo-Tech	Jean Esmond
2 nd Vo-Tech Bus	Daniel Funk
98	Marvin Ivey
99	Sherry Aicher
100	Debbie Holfman
101	Ernie Henderson
3776	Emanuel Moore
5159	Kim Bucher
121	Bonnie Greenawalt
8	Susan Jewell
Monitor #8	Lisa Maxwell
Sub Driver	George Beaulieu
Sub Driver	John Zurko
Sub Driver	Christine Miodrag
Sub Driver	Marie Popatak
Sub Driver	Steve Skarosi
Sub Driver	Tom McIntosh
Sub Driver	Lenny Simon
Sub Driver	Stan Snieack
Sub Driver	Ed Holiga
Sub Driver	James Antel
Sub Driver	Donna Paveik

Sub Driver

Sub Driver

Sub Driver

Sub Driver

Sub Driver

Sub Monitor

John Titus

Donna Bonasera

Kendra Davis

Dawn Yuran

Mike Lance

Verna Adams

Erdos Transport Service
BUS DRIVERS/SUBSTITUTE DRIVERS
2014-2015

Pam Erdos

Phil Erdos

Jeffrey Parcetich

Wayne Rust

Ray DeMartinis

Reynolds School District Driver

2014-2015

Mary Ellen Hoover Bus 8

Going to the Meadow Valley Christian School (Amish School)

CONTRACT FOR THE TRANSPORTATION OF SCHOOL PUPILS

All contracts for transportation of school pupils, including pupil transportation by taxicab, shall be executed in accordance with this form except when pupil transportation is to be provided on a fare basis by public conveyances.

THIS AGREEMENT ENTERED INTO THIS 18th DAY OF August, 2014 BY AND BETWEEN THE BOARD OF SCHOOL DIRECTORS OF THE SHARPSVILLE SCHOOL DISTRICT OR SYSTEM, OF MERCER COUNTY,

INTER. UNIT # IV HEREINAFTER REFERRED TO AS THE BOARD, AND Erdos Transport Services OF MERCER, PA, HEREINAFTER REFERRED TO AS THE CONTRACTOR.

WITNESSETH:

1. For the consideration hereinafter mentioned, the CONTRACTOR agrees to provide transportation for school Pupils who shall be designated by the BOARD, to and from such points, along and over such routes, and at times set forth in schedule attached hereto and made a part hereof for school year 2014-2015..
2. The BOARD shall pay the CONTRACTOR the sum of (please see attached sheet) each day he transports said pupils. If there is a change in the sum, a new contract shall be executed.
3. Transportation upon the terms and conditions herein specified in items 1 to 22 inclusive shall begin (Month) AUGUST 25, 2014.
4. This contract shall terminate on JUNE 30, 2015 unless terminated earlier for cause or by mutual consent of the parties hereto.
5. Prior to the effective date of this contract, the BOARD shall have evidence that a public liability insurance policy of adequate coverage shall be in effect for the duration of the contract.
6. When the same vehicle is serving more than one school, the BOARD shall make every effort to reconcile the school calendars of the school served.
7. The CONTRACTOR agrees to furnish such reports as may be required by the BOARD or its designated representative.
8. The Sharpsville Area School District is to be named as an additional insured with respect to the activities of the named insured.
9. The CONTRACTOR shall furnish vehicles which conform to the standards for school transportation vehicles approved by the Department of Traffic Safety of the Pennsylvania Department of Transportation, Public Utility Commission and Mass Transit Authorities as applicable. School buses and Type A vehicles shall meet the minimum standards of the Bureau of Traffic Safety and shall pass annual inspection by the Pennsylvania State Police during the month of August. Type B and C school vehicles shall conform to the minimum standards of the Bureau of Traffic Safety. All vehicles shall conform to the provisions of the laws of the Commonwealth, and shall be in good mechanical and sanitary condition.
10. The CONTRACTOR agrees to comply with and observe all provisions of the Pennsylvania Vehicle Code and all applicable laws.
11. Every school bus driver shall meet all the requirements of the Bureau of Traffic Safety of the Pennsylvania Department of Traffic Safety of the Pennsylvania Department of Transportation in regard to application, age, fitness, competence, conduct, licensing, physical examination and continuing eligibility, provided, that such operators shall have passed periodically administered physical examinations required by either the Public Utility Commission, the Interstate Commerce Commission or the Department of Transportation. The contractor must provide to the District for Board approval all drivers' qualifications prior to the drivers having any contact with the District's students.
12. Bus routes and bus stops shall be determined by the BOARD and may be modified by the BOARD as occasion demands. The operator shall not deviate from the designated route except by written consent of the BOARD or, in the case of an emergency, which shall be reported promptly to the BOARD or the BOARD's designated representative.

13. An operating time schedule shall be prepared by the BOARD in cooperation with the CONTRACTOR. This schedule shall designate the time and place of all bus stops, both morning and evening, and shall be posted in the bus and at the school. The bus shall not depart from any designated stop before two minutes after the scheduled time unless all pupils to be transported from that point are aboard. The time schedule may be modified by the BOARD as occasion demands but only after due notice has been give to parents and operator.
14. Pupils shall be taken on and discharged from the bus only at the designated stops and at extreme right of the road. No pupils shall be permitted to get on or off the bus while it is in motion. No school bus operator shall start his bus or signal the driver of any vehicle, who has stopped in compliance with the provisions of Section 3208 of the School Laws of Pennsylvania, to proceed until after each child who may have alighted therefrom shall have reached a place of safety.
15. No person other than a school pupil shall be transported in a school vehicle except that a teacher or other school official may ride when designated by the BOARD. Nothing except passengers and their belongings shall be transported in the school vehicle while it is engaged in transporting pupils to and from school.
16. The vehicle shall come to a complete stop immediately before traversing railway or trolley grade crossings and shall make a complete stop at all highway intersections protected by a "stop" sign.
17. A school bus, including Type A vehicles shall not be loaded beyond the seating capacity as set forth in minimum standards and as indicated on the "Approved School Bus Sticker." All other public conveyances when transporting school children under contract shall provide adequate seating for each student with no standees permitted.
18. The speed of a vehicle shall at all times be consistent with the safety of the passengers and shall at no time exceed the speed limit as set forth in the minimum standards of the Bureau of Traffic Safety, PennDot, as promulgated from the Vehicle Code.
19. It is understood and agreed to by both parties hereto that the CONTRACTOR, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an INDEPENDENT CONTRACTOR and is not an officer, agent or employee of the aforesaid school district.
20. This contract shall not be transferred. Another school bus which has been lawfully certified for current sure in Pennsylvania and/or another properly certified driver may be substituted in emergencies upon consent of the BOARD or the designated representative, but only for the duration of the emergency.
21. Any violation of the terms of this contract may, at the option of the BOARD, operate as a cause for termination in accordance with item 4.
22. The BOARD shall adjust all matters arising out of this contract not specifically provided for therein.
23. Attach all additional conditions between the BOARD and CONTRACTOR that have not been listed.

IN WITNESS WHEREOF, the parties above named have hereto set their hands and seals the day and year aforesaid.

BY PHILIP J. ERDOS DBA
ERDOS TRANSPORT SERVICES

7875 LAMOR RD., MERCER, PA 16137

Phil Erdos

DATE _____

RECOMMENDED FOR BOARD APPROVAL

Superintendent or
Executive Direct

Dr Brad Ferko

FOR THE BOARD OF SCHOOL DIRECTORS
SHARPSVILLE AREA SCHOOL DISTRICT

Bill Henwood President

Jaime Roberts Secretary

701 PIERCE AVE., SHARPSVILLE, PA 16150

Philip J. Erdos
ETS (Erdos Transport Services)
7875 Lamor Road, Mercer, PA

Transportation Quotes – School Year 2014-2015

Route	School Attending	Cost per Run	Cost per Day
1.	St. Michaels (Greenville, PA)	\$22.00	\$44.00
2.	Mercer Jr./Sr. High (Mercer, PA)	\$32.00	\$64.00
3.	Living Word Christian School (Greenville, PA)	\$33.00	\$66.00
4.	Neshannock High (New Castle, PA)	\$49.00	\$98.00
5.	Summer Early Intervention	\$12.00	\$24.00

REYNOLDS SCHOOL DISTRICT
CONTRACT FOR THE TRANSPORTATION OF SCHOOL PUPILS

This Agreement entered into this 20th day of August, 2014 by and between the Board of School Directors of the Reynolds School District 16125, (hereinafter referred to as the "Provider District"), and the Board of School Directors of the Sharpsville Area School District, 701 Pierce Avenue, Sharpsville, PA, 16150 (hereinafter referred to as the "Recipient District"),

WITNESSETH:

1. For consideration hereinafter mentioned, the Provider District agrees to provide transportation for school pupils who shall be designated by the Recipient District to and from such points, along and over such routes, and at times set forth in a schedule attached hereto and made a part hereof for the school year 2014 - 2015.
2. The Recipient District shall pay the Provider District the sum of \$20.00 each day that said students are transported. If there is a change in this sum, an amended contract shall be executed.
3. Transportation upon the terms and conditions herein specified in Items 1 to 9 inclusive and in accordance with the schedule shall begin September 2, 2014
4. This contract shall terminate on June 30, 2015 unless terminated earlier for cause or by mutual consent of the parties hereto.
5. The Provider District agrees to furnish such reports as may be required by the Recipient District or its designated representatives.
6. Bus routes and bus stops shall be determined by the Provider District and may be modified by the Board as occasion demands.

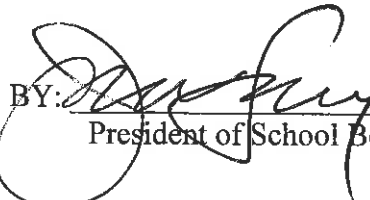
7. An operating time schedule shall be prepared by the Provider District in cooperation with the Recipient District. This schedule shall designate the time and place of all bus stops, both morning and evening, and shall be placed in the vehicle. The bus shall not depart from any designated stop before the scheduled time unless all pupils to be transported from that point are aboard. The time schedule may be modified by the Provider District as occasion demands but only after due notice has been given to parents and operator.

8. Pupils shall be taken on and discharged from the vehicle only at the designated stops and in accordance with the laws and regulations of the Commonwealth of Pennsylvania. No pupils shall be permitted to get on or off the vehicle while in motion.

9. No person other than a school pupil shall be transported in a school vehicle except that a teacher or other school official may ride when designated by the Provider District. Nothing except passengers and their belongings shall be transported in the school vehicle while it is engaged in transporting pupils to and from school.

IN WITNESS WHEREOF, the Parties hereto being duly authorized, execute this Agreement, intending to be legally bound hereby, the day and year first above written.

Reynolds School District
Provider District Name

BY: 

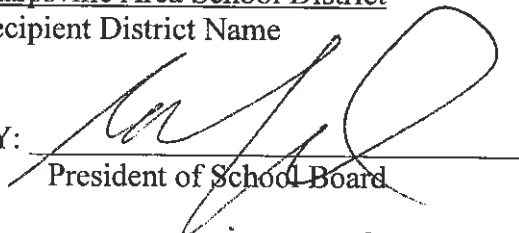
President of School Board

ATTEST: Susan L. Corns

Board Secretary

DATE: Aug 20, 2014

Sharpville Area School District
Recipient District Name

BY: 

President of School Board

ATTEST: James L. Rakento

Board Secretary

DATE: 8/20/14

STA 2014-2015
Sharpsville- Sharon Bus Inventory

BUS	Vin #	Year	Make	Model	PAX	PLATE	INFO	BRAKES	REG. name+address
	Sharpsville buses								
95	4DRBUC8NOFB659882	2015	INTERNATIONAL	IC	72	SC70420	route	AIR	
96	4DRBUAFP18B556501	2008	INTERNATIONAL	CE 200	72	SC49295	route	hydraulic	
97	4DRBUC8N9FB659881	2015	INTERNATIONAL	IC	72	SC70385	route/votech	AIR	
98	4DRBUSKN5DB119864	2013	INTERNATIONAL	CE	72	SC63676	route	AIR	
99	4DRBUSKN3AB185261	2010	INTERNATIONAL	CE	77	BA66219	route	AIR	
100	4DRBUSKN0BB319807	2011	INTERNATIONAL	CE	72	BA65795	route	AIR	
101	4DRBUSKN3EB773702	2014	INTERNATIONAL	CE 200	72	SC66650	route	AIR	
3776	4DRBUSKNOCB606095	2012	INTERNATIONAL	bluebird	72	SC60949	route	AIR	
121	4DRBUAFN88B556011	2008	INTERNATIONAL	CE	72	SC50079	route	AIR	
8	4DRBUSKLCB613894	2012	INTERNATIONAL	CE	18+2 WC	SC61030	route	AIR	
31	4DRBUSKN2CB650115	2012	INTERNATIONAL	CE	48	SC61053	route/votech	Air	
SPARE									
93	4DRBRABP43B950798	2004	INTERNATIONAL	INT.	72	SC34780	spare	hydraulic	
94	4DRBRABP63B950656	2003	International	AmTran	72	SC22076	spare	hydraulic	
131	4UZAAXCS83CK71524	2003	FREIGHTLINER	Thomas	11 +2 wc	SC33831	spare	AIR	
268	1GBJG31F211199055	2001	CHEVY 3500	BLUEBIRD	24	SC32480	D	spare	Hydraulic

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 Mercer, PA 16137
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 Fax - 724-662-2238

VEHICLE LIST 2014 - 2015

#	Year	Make	Model	VIN #	Seating	Rating
1	2013	Ford	Fiesta	3FADP4BJ4DM221040	5	School
2	2013	Ford	Fiesta	3FADP4BJ7DM165384	5	School
3	2012	Ford	Fiesta	3FADP4BJXCM102830	5	School
4	2011	Ford	E-150	1FDNE1BW1BDA10283	9	School
5	2011	Ford	E-150	1FDNE1BW3BDB15472	9	School
6	2011	Ford	E-150	1FDNE1BW5BDA56554	9	School
7	2011	Chevrolet	HHR	3GNBABFW7BS511379	5	School
8	2009	Chevrolet	1500 Van	1GNFG154891121722	8	School
9	2009	Dodge	Caravan	2D8HN44E79R526342	7	School
10	2008	Ford	E-150	1FTNE14W08DA61624	8	School
11	2008	Dodge	Caravan	1D8HN44H78B109536	7	School
12	2008	Dodge	Caravan	2D8HN44H38R695167	7	School
13	2008	Dodge	Caravan	1D8HN44H48B127556	7	School
14	2007	Dodge	Sprinter	WD8PE745575168684	10	School
15	2007	Chrysler	Town & Country	1A4GJ45R57B197072	7	School
16	2006	Dodge	Caravan	1D4GP24R46B598298	7	School
17	2006	Dodge	Sprinter	WD8PD744965951113	10	School
18	2006	Dodge	Sprinter	WD8PD744165863253	10	School
19	2005	Chrysler	Town & Country	1C4GP45R75B430693	7	School
20	2005	Dodge	Caravan	1D4GP25R55B421398	7	School
21	2004	Dodge	Sprinter	WD5PD643X45621976	10	School
22	2004	Ford	E-150	1FMRE11L34HA15134	8	School
23	2004	Ford	E-150	1FMRE11L24HB09103	8	School

Reynolds School District Driver

2014-2015

Mary Ellen Hoover Bus 8

Going to the Meadow Valley Christian School (Amish School)

