

# **Family-Student Handbook South Fayette Middle School**

**2019 – 2020**

**“In diversity there is beauty and there is strength.”**

**-Maya Angelou**

## **Mission Statement**

*The mission of the South Fayette Township School District, in partnership with the community, is to cultivate academic, artistic, and athletic excellence of the whole child by fostering the skills to be confident, ethical, empathetic, and responsible global citizens.*

Middle School is an exciting time for growth and learning, and we look forward to having you as a valued member of this learning community. This handbook will help you to become familiar with processes, procedures, guidelines, and policies related to general school information, attendance, academics, and conduct for the middle school.

The South Fayette Township School District is committed to the values of “Tradition, Pride, & Excellence”. Hard work, a positive attitude, and showing each other dignity and respect are essential to meeting these high expectations. Additionally, South Fayette Middle School believes that every child matters and that each child should be able to express his/her individualism in ways that are acknowledged, celebrated, and included.

It is our goal, as your principals, to offer the most productive middle-level educational experience for all children, in which each child is a special member of their school community. We also highly value the partnerships that are built between school, home, and community, and we look forward to working with members of these groups in order to celebrate the accomplishments of all of our students.

*Ms. Kristin Deichler*  
*Middle School Principal*

*Mr. Kevin Maurer*  
*Assistant Middle School Principal*

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The South Fayette Township School District Board of Education will abide by the Regulations and Responsibilities as adopted by the State Board of Education.

### **I. Free Education and Attendance**

- A. All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- B. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
  - 1. The student is married.
  - 2. The student is pregnant.
  - 3. The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
  - 4. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

### **II. Student Responsibilities**

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

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

### **III. School Rules**

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

### **IV. Discrimination**

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963), no student shall be denied access to a free and full public education, nor shall a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

**V. Corporal Punishment**

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

**VI. Exclusions from school**

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

day period.

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

## VII. Exclusion from Classes - In-School Suspension

- A. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- B. Communication to the parents or guardian shall follow the suspension action taken by the school.
- C. When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in 12.8 (relating to hearings).
- D. The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

## VIII. Hearings

- A. *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- B. *Formal hearing.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student.

The following due process requirements shall be observed with regard to the formal hearing:

- a. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- b. At least three days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- c. The hearing shall be held in private unless the student or parent requests a public hearing.
- d. The student may be represented by counsel, at the parents or guardians' expense, and to have his parent or guardian attend the hearing.
- e. The student has the right to be presented with the names of witnesses

against the student, and copies of the statements and affidavits of those witnesses.

- f. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- g. The student has the right to testify and present witnesses on his own behalf.
- h. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- i. The proceeding must be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. However, a hearing may be delayed for any of the following reasons, in which case the hearing shall be held with as soon as reasonably possible:
  - (a) Laboratory reports are needed from law enforcement agencies.
  - (b) Evaluations or other court or administrative proceedings are pending due to a student invoking his or her rights under the Individuals with Disabilities Education Act (20 U.S.C. Sections 1400 – 1482).
  - (c) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary do to the condition or best interests of the victim.
- j. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

C. *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

- 1. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
- 2. The following due process requirements are to be observed in regard to the informal hearing:
  - a. Notification of the reasons for the suspension shall be given in writing to the

parents or guardians and to the student.

- b. Sufficient notice of the time and place of the informal hearing shall be given.
- c. A student has the right to question any witnesses present at the hearing.
- d. A student has the right to speak and produce witnesses on his own behalf.
- e. The school entity shall offer to hold the informal hearing within the first five days of the suspension.

*ATTENDANCE*

## **ATTENDANCE**

Regular attendance is vitally linked to success in school. When a student is absent from school it disrupts the continuity of the learning process. While we recognize that absence is sometimes unavoidable, we stress the importance of having students make up any work missed on a timely basis as directed by their classroom teachers.

All attendance related questions, requests and correspondence (e.g. request for early dismissals, submission of excuses, student pickup) should go directly to Mrs. Rebecca Bruce in the Student Center by email at [msattendance@southfayette.org](mailto:msattendance@southfayette.org) or please call at 412-221-4542, Ext. 258.

A student who arrives after 10:30 a.m. will be marked ½ day absent. A student who arrives after 12:25 p.m. will be marked absent for the full day. A student who leaves before 10:30 a.m. will be marked absent for the full day. A student who leaves before 12:25 p.m. will be marked absent for ½ day.

## **TEACHER RESPONSIBILITY**

1. Keep accurate daily attendance records on each assigned student, categorizing absences as excused or unexcused. Note which excused absences are school sanctioned absences and which absences are suspensions.
2. Report to the designated persons as outlined in the attendance regulations the student's absence from class.
3. Provide make-up work for all students who have excused absences from class, including excuses for approved school activities and assure that there is no academic penalty if work is completed.

## **STUDENT RESPONSIBILITY**

1. A student must not be absent from any class for twenty days or more to be eligible for academic credit.
2. All student absences are either excused or unexcused.
3. It is the responsibility of the student to request make-up work from the teacher and to submit the work according to pre-established school and classroom guidelines.

## **PARENT RESPONSIBILITY**

1. The Commonwealth of Pennsylvania requires all children between the ages of 8 and 17 to attend school unless legally excused. Parents are responsible for their child's attendance at school. As part of their responsibility, parents are expected to provide the school with a written excuse for their child's absence on the day the student returns but no later than the third day.
2. The parent should contact the school if extenuating circumstances regarding a child's absence

exists.

## EXCUSED ABSENCES

1. Excused absences are prescribed by law in the Pennsylvania School Code. The following reasons will be considered an excused absence from school:
  - a. A student's illness or physical injury as verified by parent or physician
  - b. Death in the immediate family
  - c. Quarantine
  - d. Observance of a bona-fide religious holiday in accordance with the student's religious beliefs
  - e. Health care from a licensed practitioner when it is not practical or possible to receive such care outside of school hours (verification required from the health care provider)
  - f. Family educational trips and tours (approved in advance by completing the proper travel form obtained from the Student Center)
  - g. Urgent personal reasons that are approved by the school administration
  - h. Court appearance (verification required)
  - i. School sanctioned educational tours or trips
  - j. Suspension from school
  
2. If a student has been absent from school, the parent must provide the Student Center with a written excuse within three days of their return to school. The excuse may be provided in writing or via email at [mecolaiacovo@southfayette.org](mailto:mecolaiacovo@southfayette.org) and must include the following:
  - The student's first and last name
  - Grade level
  - Date of absence
  - Reason for absence
  - Signature of parent or guardian
  - Phone number or email address where the parent may be contacted during the day

The administrative assistant will acknowledge receipt of the excuse in a return email.
  
3. Failure to provide an excuse within three days of the return to school will result in the excuse being considered an unexcused absence pending the receipt of a valid parental excuse.
  
4. Absences for which excuses are submitted that contain reasons for absence that are not included in the list above (a-j) will be deemed unexcused absences.
  
5. A student whose absence is excused will have the opportunity to make up work assigned during the period of his/her absence. If a student misses one day, they will have one day to make up work, if they miss two days, they will have two days to make up work, etc. It is primarily the responsibility of the student to arrange make up work missed during his/her absence.
  
6. Being absent from school for any reason the day before a previously announced exam or assignment due date does not excuse a student from taking the exam or completing and turning

in the assignment on that due date.

7. If a student does not get an excuse on the first day after an absence, a reminder letter is sent via email to the parent or a written reminder is given to the student on that day. On the third day following an absence, students who have not brought excuses are called to the office and asked to phone their parents. Parents are able to email, fax, or bring the excuse to the middle school before 3:00 that day.

### **UNEXCUSED ABSENCES**

1. Absences for shopping, hair appointments and reasons other than those listed are considered unexcused. Missing the bus, oversleeping and automobile failure are also examples of unexcused absences. Unexcused absences also include days missed because of parental neglect, illegal employment or a student being willfully truant (absent from school without the permission of a parent/guardian and school officials).
2. An unexcused absence for a student under the age of 17 is also an illegal absence. An illegal absence is any absence that does not fall under one of the previously listed “Excused Absences.”
3. Excuses must be submitted by the end of the third school day following a student’s return. Excuses will not be accepted after that time. If an excuse is not received, the absence will turn to an “unexcused” absence. Once an absence has been marked as unexcused, it cannot be changed to an excused absence.
4. School Attendance Notification Procedures:
  - At the occurrence of the **3rd** unexcused absence, a certified letter will be issued to the parent/guardian. At the High School level, student drivers will lose driving privileges.
  - At the occurrence of the **4th** unexcused absence, a School Attendance Improvement Conference will be scheduled. Parents/Guardians will receive a certified letter and phone call regarding the scheduling of the School Attendance Improvement Conference.
  - At the occurrence of the **6th** unexcused absence and following the School Attendance Improvement Conference, a referral will be made to a community-based Attendance Program or to CYF **AND** charges will be filed with the District Magistrate.
  - At the occurrence of the **10th** total absence, a letter will be sent from the principal and a doctor’s note (or other documentation of a legal absence) will be required for every subsequent absence. Without this documentation, all absences from this point forward are considered unexcused.
  - At the occurrence of the **15th** total absence (unexcused and excused), the parent will be notified and a referral will be made to the District Magistrate
  - At the occurrence of the **20th** total absence (unexcused and excused), an Attendance Hearing will be held to consider retention in the current grade.

In accordance with Pennsylvania School Code, any unexcused absences in excess of **ten** consecutive days will result in an automatic withdrawal from the school district.

5. STUDENTS MAY NOT RECEIVE CREDIT ABOVE 50% FOR WORK ASSIGNED ON THE DAY OF AN UNEXCUSED ABSENCE. This means that the teacher will record a “50” or less for any assignment, graded paper, quiz, test, homework, or any other work for which points/grades are assigned, and that score will be factored into the student’s grade for that marking period. **EXCEPTION:** Unexcused absences that are a result of the failure to submit a proper excuse within the three (3) day period will not result in the loss of academic credit.

### EARLY DISMISSALS

Early dismissals from school are considered absence from school and **will follow the same guidelines for classification of excused/unexcused.** Students are responsible for making up all work missed in a timely fashion while being dismissed from school for **excused** reasons.

Dismissals before 10:30 a.m. will be marked as a full day absent. Dismissals before 12:25 p.m. will be marked as ½ day absent. Any dismissal before the end of the last period is considered an early dismissal.

Students, especially those involved in extracurricular activities, are not to sign out of school and return before dismissal, except in cases of family emergency or medical/dental appointments.

If a student wishes to be dismissed early from school, he/she is **required** to submit to the attendance office a written statement, signed by a parent or guardian, that contains the following: **(Request forms may be obtained in the office.)**

- a. Student's name (first/last)
- b. Grade level
- c. Day and date for dismissal
- d. Reason for early dismissal; if medical appointment, name of doctor and time of appointment must be included
- e. Signature of parent or guardian
- f. Phone number where parent/guardian may be contacted during the day.
- g. **No student will be dismissed early unless signed out by the parent/guardian.**

Procedures for early dismissals:

1. Requests must be presented to the attendance secretary for approval.
2. Students will be called from their class for early dismissal.
3. All students leaving for early dismissals must be signed out at the time of dismissal by a parent/guardian or designated school official.
4. Students returning from an early dismissal are to report to the Student Center and sign in. If returning from a doctor's appointment, verification must be submitted at that time. A pass to class will be issued by the attendance secretary.

5. A student who becomes ill or injured during the school must report to the nurse. A parent will be contacted, and the pupil will be dismissed if necessary.
6. No student is permitted to leave the school building without the knowledge and permission of the appropriate school officials.

### **TARDY POLICY**

Students are expected to be in class/homeroom by the posted start of the school day. If a student arrives after that time, they must report to the Student Center/Main Office. A written excuse from the parent/guardian or a doctor explaining the reason for the tardiness is required to be submitted. Reasons for excused tardies and protocols for submitting excuses are consistent with the attendance policies. Oversleeping, missing the bus, car trouble and like excuses are not considered acceptable reasons for tardiness and will be considered unexcused.

1. Students who are tardy to school will have three school days to present an excuse to the Student Center/Main Office.
  - a. At the Elementary and Intermediate School, students **must** be escorted by a parent and signed into school. This will constitute the parent excuse.
  - b. At the Middle and High School, students **may** be escorted in by a parent and signed into school. This will constitute the parent excuse. If the parent does not escort the student into school, a written excuse must be presented within three school days.
2. Failure to turn in a note within the allotted time frame will result in the tardiness being considered unexcused.
3. After the fourth unexcused tardy, the student will receive a written warning from the Student Center/Main Office.
4. After the fifth unexcused tardy, a certified letter will be sent home and a warning will be provided regarding referral to the Magistrate and loss of privileges.
5. Further unexcused tardies will result in additional consequences and loss of privileges and possible referral to the Magistrate.

Any student who is tardy (excused or unexcused) 10 days without proper medical documentation will be required to submit a doctor's note for subsequent excused tardies.

### **EXCESSIVE TARDIES**

During the first nine weeks, a student is permitted to have a *maximum* of 10 tardies. During the second nine weeks, a student is permitted to have a cumulative *maximum* of 15 tardies. During the third nine weeks, a student is permitted to have a cumulative *maximum* of 20 tardies. During the fourth nine weeks, a student is permitted to have a cumulative *maximum* of 24 tardies. Exceeding the maximum limit in any nine weeks will result in charges being filed with the local district magistrate.

**Parents will be notified throughout the year as students approach the maximum number of tardies throughout the school year.**

### **ATTENDANCE REQUIREMENTS FOR PARTICIPATION**

To participate in extracurricular activities, students must be present in school by no later than 10:30 a.m., and any early dismissal may not take place before 2:00 p.m. The student's tardy or early dismissal **must be excused** as per the guidelines indicated (see above).

### **EDUCATIONAL TOURS**

Upon receipt of an approved Educational Trip Request form, pupils may be excused from school attendance during the school term at the expense of the parents/guardians. When such a tour or trip is so determined by the District Superintendent or his designee to serve an educational purpose and pupil participants therein are subject to direction and supervision by an adult acceptable to the District Superintendent/designee, and to the parents of the pupil concerned, the trip will be subject to the following conditions:

1. Educational tours or trips will be considered for approval if the District Superintendent or designee determines that such a tour or trip will be of educational significance to the student. In order for the District Superintendent or designee to make such a determination, the parent shall provide a written request for excusal which shall indicate the days to be missed, the destination of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session. **THE TOUR/TRIP MAY NOT EXCEED TEN (10) DAYS.**
2. **Unless some emergency arises, such requests shall be made at least two weeks prior to the date of the tour or trip.**
3. Unless some unusual family circumstances exist, **such tours or trips shall not be approved during the final two weeks of the school term.**
4. **Educational trip requests will not be approved during dates reserved for standardized testing (i.e. PSSA, etc.)** Please check the District calendar and website for these dates each year.
5. If more than one child in a family will be taking the tour or trip, the requests for the children shall be made to the principal of the school of each involved child so that their absences may be cleared with the appropriate principal.
6. All school work missed during the approved tour or trip shall be made up on the "initiative of the student and at the reasonable convenience of the teacher." Students may not be excused for more than 10 days per year for educational tours. Tours sponsored by the school district **are to be included in the 10-day limitation.**
7. School-sponsored trips which are one day or more in length are included in the 10-day trip/tour limitation. Students and their parents must exercise caution in arranging educational trips or in granting permission for student participation in school-sponsored trips or club-sponsored off-

campus activities. The purpose of the limitation is to align

the policies of the South Fayette Middle School with the 10-day trip/tour limitation prescribed by the Pennsylvania State Department of Education. Students may find it necessary to choose which tours/trips they are able to attend.

8. Family trips or vacations which cause students to miss one day or more of absence from school will be considered parent excused unless an educational trip form is submitted in lieu of a parent excuse.

### CLASS ATTENDANCE

1. Students are expected to attend all of their classes as they appear on their schedule.
2. **No student is permitted to be excused from a class unless the scheduled classroom teacher has received prior notice and given approval.** Students who fail to follow this procedure will be issued a class cut and will receive no credit for work for that period.
3. Students who are attending scheduled school activities must check with the classroom teacher prior to the activity in order to receive all assignments and work.
4. Procedures for excusal from activity time must follow the same above procedures. The resource teacher must have a written request from a staff member prior to the student being granted permission to leave. Failure to do so will be considered a class cut. The activity teacher at his/her discretion may also issue passes to the writing lab, nurse or restroom.

### 20 DAYS OR MORE OF CLASS ABSENCE

South Fayette Middle School has established procedures for attendance which stress the strong relationship that exists between good school attendance and academic achievement. Learning experiences that occur in the classroom are meaningful and essential components of the instructional process. Student absences disrupt educational continuity and decrease direct teacher-student interaction, as well as impose limitations on opportunities for interaction and participation with other students. Therefore, for a student to receive credit for a course, he/she must meet both academic and attendance standards.

Listed below is the general procedure that will be used for contacting parents/guardians after the indicated number of days of school and/or class absence.

	<u>Procedure</u>	<u>Action Taken</u>
15 days of absence	The attendance secretary notifies the principal, school nurse and counselor via written documentation and sends certified letter home.	Parent/Guardian notified via certified letter and charges filed with District Magistrate.

20 days of absence

Attendance secretary notifies principal.

An attendance hearing will be held to consider retention in the current grade.

### **GRADE RESULTS RELATED TO ACADEMIC ACHIEVEMENT AND ATTENDANCE**

1. If a student fails to meet the academic requirements of a course ("D" or better), the student's attendance record becomes irrelevant. The student will receive an "F" for academic failure and has no right of appeal before the Appeals Committee.
2. If in the opinion of the Attendance Appeals Committee, after a hearing, a student has not met the attendance requirements, the student will receive an "NC" signifying no credit for the course. A "0" quality point average will be assigned, and the grade will not be included in the determination of quality point average.

### **ATTENDANCE APPEALS COMMITTEE**

1. The Appeals Committee will consist of the middle school principal or the principal's designee, the school nurse and three to five additional members of the school staff.
2. Present at the Attendance Appeals Committee hearing could be the student, parent/guardian, and members of the Appeals Committee and any other person the principal believes necessary to ensure a fair hearing.
3. The Attendance Appeals Committee meeting for student hearings will take place during the last two weeks of each semester.

### **REVIEW PROCEDURE**

To initiate the review procedure, the student must:

1. Currently be earning a passing grade in the course on the twentieth day of absence.
2. Follow the procedures required to file an appeal.

### **PROCEDURES TO FILE AN APPEAL**

The purpose of an appeal hearing before the Attendance Appeals Committee is to grant the student the opportunity to show cause why the student should receive academic credit for course(s) in which the student has not met the attendance requirements. If a hearing is granted by the Attendance Appeals Committee, parents will be notified of the hearing date and time and notified to attend. The burden of proof falls upon the student and the parents.

1. After the twentieth absence, the student will receive an "NC" grade. A certified letter will be

mailed to the parents by the principal and will include a Student Request for an Attendance Related Hearing form.

2. The student must complete the form for the Request for an Attendance Related Hearing and submit it to the office.
3. The attendance secretary will notify the student's teachers to forward an attendance report to the attendance secretary. This information will be reviewed by the attendance committee.
4. The Attendance Appeals Committee will meet and notify the student, parent and teacher as to whether the hearing is granted or denied, and if granted, the date, time and place for the hearing.
5. The Attendance Appeals Committee will formally notify the student, parent and teacher of the action taken by the committee.



***GENERAL  
INFORMATION***

## ADDRESSES

South Fayette High School  
3640 Old Oakdale Road • McDonald, PA 15057

South Fayette Middle School  
3700 Old Oakdale Road • McDonald, PA 15057

South Fayette Intermediate School  
1200 Lt. Will Way • McDonald, PA 15057

South Fayette Elementary School  
3620 Old Oakdale Road • McDonald, PA 15057

South Fayette Pupil Personnel Offices  
3660 Old Oakdale Road • McDonald, PA 15057

South Fayette Bus Garage and Maintenance Offices  
1300 Lt. Will Way • McDonald, PA 15057

South Fayette Stadium and Administration Offices  
3680 Old Oakdale Road • McDonald, PA 15057

## ANNOUNCEMENTS

Announcements are made each morning via the Public Address System. Any announcement which is to be made must be approved by the sponsoring faculty member and the principal. All announcements must be submitted electronically with the necessary approval by 8:00 a.m. on the morning they are to be announced.

Announcements for bulletin boards in individual classrooms must be approved by the classroom teacher. Students who desire to post any announcements or signs in the hallways must have prior authorization from the principal. Signs should be removed by the students/group within three days following the conclusion of the events.

## ASSEMBLY PROGRAMS

Throughout the year, assembly programs will be presented for the benefit and enjoyment of the student body. Some programs may be attended by the entire student body while others may be attended by a specific class only. The following procedures are to be observed for assembly programs at South Fayette Middle School:

1. Enter the assembly area and sit in assigned seats. **Teachers will sit with their classes. If students are authorized to be elsewhere, a written note must be presented to the classroom teacher prior to the assembly.**
2. Courtesy is expected at all times throughout assembly programs. Whistling,

booing, etc., will not be tolerated.

3. Upon dismissal from the assembly program, students are to leave in an orderly fashion, quickly and quietly as possible.
4. Students who fail to attend Wednesday or Saturday detention may be denied permission to attend assembly programs at the principal's discretion.

## **ACTIVITIES**

The following activities are offered to middle school students contingent upon staff sponsorship:

### **Art Club**

The National Junior Art Honor Society is an extracurricular activity for 7<sup>th</sup> and 8<sup>th</sup> grade students. Membership is available for students interested in art-related activities. Activities include after school meetings to discuss art-related topics or engage in hands-on art activities.

### **Band**

Students participating in the Middle School Band rehearse on alternating days. Rudimentary content, ensemble techniques, and intonation training are emphasized here. Concert programs are presented during the year.

### **Chorus**

7<sup>th</sup>/8<sup>th</sup> grade Chorus is a graded course, designed for those who are serious about singing and want to develop their voices and learn various musical repertoires. Students will learn basic music and singing skills in an ensemble setting, while singing music of many cultures and genres. These students will perform at least two concerts during the school year, possibly incorporating instruments, solos/duets/small group songs, or narrative opportunities.

### **Drama Club**

The middle school Drama Club is a non-auditioned, non-performance group for all middle school students that focuses on theater basics in a fun and relaxed atmosphere. Students in drama club learn basic theater lingo and improve their acting skills through individual and group exercises, games and activities. Students work on skits and scenes that are presented informally during club time. Depending upon student interest, skits and scenes may be presented for an audience.

### **Environmental Club**

The environmental club is an organization of 7<sup>th</sup> and 8<sup>th</sup> grade students who care for and are concerned about Environmental issues. The goal of the club is: to increase awareness of the environment and current environmental issues locally, nationally, and internationally. Students participate in a variety of activities, including service projects, environmental science competitions, and outdoor trips, such as guided nature hikes and geocaching.

### **Forensics League**

The Forensics League provides students the opportunity to develop speaking skills in concert with other middle schools through competitions. Students meet after school to prepare for the competitions.

### **French Club**

The French Club is designed to allow students to explore the cultures of various Francophone countries by participating in chaperoned after-school activities such as gargoyle creating, scavenger hunts, cooking, playing authentic games from the target country, viewing movies in French, attending concerts, visiting restaurants, and attending field trips.

### **German Club**

The German Club is an after school activity that provides students the opportunity to extend their knowledge of the foreign language and culture through active participation utilizing field trips, arts and crafts, games, and other activities.

### **Girls Who Code**

The intention of the national program entitled Girls Who Code is to support and increase the number of women in computer science. Our middle school club focuses on girls, technology, and teamwork.

### **Green Team**

The Green Team is an after school club that is open for students in all grade levels to join. The Green Team works on making the school community aware of recycling and “earth/green” friendly initiatives and choices. The Green Team also works with projects in the community to beautify and clean spaces.

### **GSA (Gay-Straight Alliance)**

The GSA provides a welcoming, safe, and supportive environment for students of the LBGTQ community, those who are questioning, and straight allies who support this population of students.

### **Jazz Ensemble**

The ensemble is comprised of 7th and 8th grade students that play brass, woodwind, and pitched percussion instruments. Students that play the drum set, guitar, or bass guitar are also welcome to join the club. The ensemble focuses on jazz basics, concepts, rehearsing and performing jazz repertoire.

### **Library Club**

The Library Club is designed to nurture a love of reading and promote the use of the library to students. Members will be involved in promoting reading throughout the school as well as helping to keep library operations running smoothly.

### **Lion Hearts**

The Lion Hearts Club is a social service organization for middle school students that foster leadership and responsible citizenship. The focus of the Lion Hearts is to perform community service, enjoy helping others, and enhance personal leadership skills through service.

### **Media Club**

The middle school media club affords students the opportunity to write, film, and edit video segments to capture school events and highlight student achievement. Additionally, students serve as directors and anchors of a news program to share school announcements with the SFMS community.

### **Musical**

The middle school musical is an extracurricular activity that provides an opportunity for students who

enjoy music, drama, art, and dancing to perform on stage, a quality theatrical musical production, as well as an experience working with their peers.

### **Newspaper**

The middle school newspaper club gives students the opportunity to meet and design a school newspaper. Students will focus on aspects of quality journalism, as well as, the process of publication. The newspaper staff will publish an informative, interesting newspaper quarterly.

### **Screen-printing Club**

Students take part in the design process and creation of screen-printed products for school groups, local organizations, and charitable organizations.

### **Spanish Club**

The Spanish Club is an after school activity that provides students the opportunity to extend their knowledge of the foreign language and culture through active participation utilizing field trips, arts and crafts, games, and other activities.

### **Stage Crew**

The middle school stage crew allows students the opportunity to be involved in the middle school musical. They will learn what goes on behind the scenes of a musical. They will be given responsibilities to carry out during the performance.

### **Student Council**

The Middle School Student Council is a volunteer-based organization for students in grades six through eight. Also, two fifth grade students from each homeroom are selected as Council representatives. Student Council is an organization that fosters leadership, creativity, volunteerism, and team work skills.

### **Yearbook**

The yearbook staff produces the middle school yearbook using current computer software and photography techniques. Staff members choose the yearbook cover, organize the various sections of the yearbook, photograph school events and students, design the page layouts using computer programs created for yearbook production, and crop photographs to fit the page layouts.

**Please visit our website to view the most updated list of clubs**

## **ACTIVITY PARTICIPATION**

It is the duty of all concerned with school activities:

1. To emphasize the proper ideals of sportsmanship, respect, and ethical conduct.
2. To stress the values derived from good citizenship.
3. To show cordial courtesy to fellow students, visitors, and others.
4. To establish a positive relationship among participants.
5. To encourage leadership, use of initiative, and good judgment among participants.

**Students who violate the Code of Conduct of the South Fayette Township School District will be disciplined according to its policy. Any student who is suspended from school will not be**

**permitted to participate in any extracurricular activity during the time of suspension or other disciplinary consequence (i.e. detention, etc.)**

While participating in any South Fayette Middle School activity, students will abide by the following code. Failure to do so may result in dismissal from the activity.

Substance Use/Abuse:

Any athletic/activity participant known by his/her sponsor to use alcoholic beverages or stimulant-depressive drugs during the course of his or her membership in that activity may be issued consequences that impact the participation in the activity and may lead to dismissal from that activity. Any decision relative to participation in future activities will be left to the discretion of individual sponsors and the Administrative Staff. The consequences of the Drug and Alcohol Policy as set forth by the Board of School Directors of the South Fayette Township School District will be adhered to for this offense if the occurrence was at school, on school grounds, or at a school function.

**ADVISORY/COMMUNITY-BUILDING PROGRAM**

The middle school has an Advisory Program in which each student identifies staff members that they would like to have serving as their adult advocate. Each student is then assigned one of those staff members as an advisor. Students attend Advisory Groups for at least one 1-hour session and an Activity Period each month. During the 1-hour Advisory Group Meeting, the building operates on an alternate schedule. In these Advisory Groups, the advisor and students work together on activities that support the three pillars of this program: Academic Progress, Peer Connections, and Personalized Support. Advisors can also serve in the capacity of an advocate and connection for each student outside of Advisory Group time. All members of the teaching staff, the counselors, and principals serve as advisors.

The intention of the Advisory Program is to support students as they navigate adolescence through middle school, excel to their optimal potential, recognize and celebrate diversity, and build a positive community while decreasing incidents of bullying and negativity.

In addition to the community-building aspect of this program, the middle school follows the adopted Board Policy on Bullying/Cyberbullying.

**ATHLETICS**

The following sports are offered to students in grades 7-8:

Fall:            Football  
                  Girls Soccer  
                  Boys Soccer  
                  Cheerleading  
                  Boys and Girls Cross Country  
                  Girls Basketball

Winter: Boys Basketball  
Junior High Wrestling (grades 7–9)  
Freshman Club Hockey (grades 6–9)  
Cheerleading

Spring: Girls Volleyball  
Boys and Girls Swimming  
Boys and Girls Track

Students will remain in class as long as possible on game days. The coaches will notify teachers when students may leave for sporting events.

Students participating in sports are expected to abide by all rules and regulations established in the Athletic Handbook for Students, Parents, and Coaches.

### **BACKPACKS**

Students are encouraged to utilize backpacks or similar book bags in order to protect their textbooks and laptops while commuting to and from school. However, students are not permitted to carry backpacks or book bags throughout the course of the school day. Students will have ample opportunity to visit their lockers at specific times of the day to retrieve items necessary for classes.

### **BUS TRANSPORTATION AND REGULATIONS**

Students are transported to and from school by school busses. Proper conduct at the bus stop and on the bus is essential to maintain safety. Students are to walk to and from the assigned stop and wait in an orderly fashion. They are to avoid "fooling around" and stand back from the road at all times, waiting until the bus comes to a full stop before boarding.

While riding the bus, students are to remain seated at all times. All behavior that distracts the bus driver is prohibited, including but not limited to standing, pushing, fighting, yelling, smoking, use of profane language, eating, drinking, littering, and the use of radios or other types of electronic equipment. Students who do not comply with bus rules will be reported to the office for discipline. Repeated misbehavior may result in the permanent loss of bus privileges for the student.

Bus transportation is provided for all students in the South Fayette Township School District. Bus stops are located as conveniently as possible for everyone. Students are urged to be at their bus stop 5 minutes prior to the scheduled departure time. Students are not permitted to ride another bus to school without prior permission from the office. **If a student misses the bus, parents/guardians are responsible for their transportation to school. Missing the bus is not an excused tardy or absence.**

Students must ride the bus to which they are assigned and be transported to their home. Parents requesting that a student be picked up or dropped off at the residence of a permanent caregiver must

submit a request in writing. Busses will only pick up and drop off students at regularly scheduled stops. Parents who have questions concerning bussing should contact the school office or the Director of Transportation, at (412) 221-4542 ext. 455.

**No student may ride the elementary or high school bus without prior approval of the Building Principal.** No bus passes will be issued without a written note from a parent/guardian asking for permission for the designated change. Students who stay after school for academic assistance from a faculty member may ride home on the elementary or high school bus if they (1) obtain a parental permission slip, (2) sign up in the office one day in advance, and (3) obtain a bus pass from the principal or his/her designee. Permission will be granted on the availability of seats on the elementary or high school bus.

**Each student is assigned to a particular bus stop and a specific bus. No change relating to the stop or the bus is to be made unless the following procedure is followed:**

1. Submit a written request to the principal signed by a parent or guardian indicating:
  - a. Student's name
  - b. Grade level
  - c. Day/Date
  - d. Reason for request
  - e. Details of change
2. Submit the note authorized by the principal to the bus driver upon entering the bus.

### **COMMUNICATON WITH PARENTS**

Because South Fayette Middle School recognizes that parents are the primary educators of their child, communication between parents and school is essential. To increase communication, a Parent Advisory Council has been organized. This body meets monthly in the middle school building, and the dates/times for these meetings can be located on the District calendar. During this meeting, an open-forum agenda allows for the exchange of questions and ideas between parents and the middle school principals.

When parents have a question or concern, we encourage you to call or email the individual teacher or the school office. Parents/Guardians will automatically receive electronic communications from the middle school at the email addresses (up to 2) that are registered with their child's PowerSchool account. Parents/Guardians are asked to visit the district website for directions concerning sign up.

When a student is absent from school, parents will receive an automated phone message. There will also be various other occasions when automated messages may be generated to provide parents with specific school-related information.

**CRISIS COUNSELING**

In the event of a serious or tragic event impacting the school or the South Fayette community, the South Fayette Township School District may enlist the assistance of outside counseling agencies and resources to help students and faculty cope with such events as they unfold. Outside counseling will be provided by professional counseling agencies that have experience in helping schools cope with tragic events.

The names of these agencies will also be made available to facilitate outside consultation for those who so desire.

If you do not wish for your child to have access to the aforementioned resources in times of crisis, please complete the form below and return it to the middle school office. All information will be kept confidential.

.....

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
would hereby like to inform the South Fayette Middle School that I do not grant my child permission to meet with outside counselors or counseling agencies in the instance of a serious or tragic event impacting the South Fayette township or school. Furthermore, I realize that should I desire to arrange outside counseling to assist my child in dealing with such an event, I can obtain the phone numbers or addresses for such agencies, by contacting the school guidance department.

Parent/Guardian Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_



## DANCES/SPECIAL EVENTS

School sponsored dances and other special events will be held for students throughout the school year. The following information is in effect for all South Fayette Middle School events:

1. Only those students for whom the event is intended may attend. For example, middle school dances do not permit guests from other schools.
2. All rules and responsibilities and disciplinary actions that apply to students are in effect at all school functions.
3. No students will be permitted to leave the event without a parent or re-enter the event after leaving.
4. Students suspected to be under the influence will be handled according to the Board Policy for Drug and Alcohol Abuse.
5. Possession or use of tobacco products is prohibited.
6. Students must be in attendance at school on the day of the event in order to attend.
7. Students who are suspended, have failed to attend detention, are academically ineligible, or are ineligible because of attendance may be excluded from attending or participating in events at the discretion of the administration.
8. Student attendance/participation in any and all extracurricular activities or events is at the discretion of the building level administration.

## DISMISSAL

Middle school students will be dismissed for parent pick-up at 2:50 PM. Students will need to report to the office for this dismissal. Bus dismissal for middle school students begins at 2:53 p.m. Students who are walking (with prior parent permission) or are attending scheduled, after school activities and sports are dismissed at 3:00.

All students who are not under the supervision of a faculty member must leave the building within ten (10) minutes after the final dismissal bell. Students remaining in the building without proper supervision will be disciplined according to the Code of Conduct. Students may not remain after school for a sporting event. They must go home and return at the time the event starts.

**Parents are asked not to request an early dismissal after 2:15 unless it is absolutely necessary.**

## **DRESS REGULATIONS**

All students are expected to take pride in their appearance. Any form of dress and/or personal appearance that distracts or disrupts the educational environment or tends to diminish instructional effectiveness or the disciplinary control of the teacher is considered a safety concern will not be permitted.

Additionally, tops which expose midriffs, tube tops, tank tops with spaghetti straps (unless they are under a shirt or sweater), halter tops, excessively short shorts or skirts less than finger-tip length, bandannas, headbands, sunglasses, slippers, pajamas or hats are not permitted. Any article displaying indecent writing, allusions to drugs, alcohol, tobacco, gangs, violent acts, indecent pictures or slogans are inappropriate and will not be considered acceptable dress. Pants that are excessively long pose a safety problem and may not be worn. Pants must be secured properly at waist and not expose boxers or underwear. Coats and outerwear are not permitted to be worn in the school building during regular school hours, 7:45 to dismissal. Outerwear includes such items as winter jackets, parkas, trench coats, windbreakers, and other items not typically worn inside a home or office. If extenuating circumstances should occur within the school with regards to temperatures, the principal or designee will make exceptions as appropriate. For health and safety reasons, footwear must be worn at all times.

If a student fails to comply with these guidelines, they will be directed to the office and parents will be called to bring appropriate clothing. If the clothing cannot be brought to school, we will provide students with clothing to wear that day. If this is a repeat offense, the matter will be treated as a Level II offense as per the Code of Conduct.

## **ELECTRONIC DEVICES**

Unauthorized use of electronic and/or digital devices is prohibited by students upon arrival to school in the morning until dismissal at the end of the school day. School administrators may seize any evidence indicating a student is violating or has violated the law or school policy. If a student is in possession of any of these items, the item will be confiscated and turned in to the Student Center. Items will **only be returned directly to a parent/guardian.** Parents/guardians will be notified if an item is confiscated. They may pick the item up that day until 3:00 or any day at their earliest convenience during school hours. If this is a repeat offense, the matter will be treated as a Level II offense as per the Code of Conduct.

If a cell phone is needed during after school activities, students may keep it turned off inside a backpack in their locker. Ringing phones or phones in students' possession will be confiscated. Besides the possibility of theft and damage, this policy is designed to prevent distraction and disruption of the educational process. With the addition of camera phones, this policy also respects student privacy. Taking pictures or video of individuals for any reason without the permission of a faculty or staff member is expressly prohibited.

If you have a specific need to be in possession of any of the above named items, you must request and have a meeting with the principal to receive permission.

### EMAIL (PARENTS)

We will maintain a communication link with parents who wish to receive such things as the daily announcements, etc., electronically through e-mail. We will be using a system to send mass emails from the middle school, as necessary, and these emails will be delivered to the primary account/s established in PowerSchool (up to two addresses).

### EMERGENCY AND FIRE DRILLS

Monthly fire drills and other periodic emergency preparedness drills will be held throughout the year. Classroom teachers will issue specific instructions that must be followed exactly. No one in the building is excused from participating in a fire or emergency drill.

### EMERGENCY SCHOOL CANCELLATIONS

School cancellations, delays, and early dismissals will be recorded on the district voice mail system (412-221-4542 or 724-693-9468) and the district Electronic School Information System (724-693-9960). Information will also be broadcast via local media.

**\*\*It is important that parents have an emergency plan in place in the event of an unexpected emergency dismissal. Parents must update changes in phone numbers and e-mail addresses for emergency contact immediately and all students should be aware of family plans in the case of an emergency.**

### FIELD TRIPS

Throughout the year field trips may be offered in individual classrooms or as a grade level activity. It must be understood that participation in a field trip is a privilege and not a right. **Students who have three or more Level III or IV disciplinary offenses during the school year may not be able to participate in field trips outside of the school district.** Students will also be denied the opportunity to participate in field trips if they have not fulfilled their obligation for Saturday detention as set forth in the Code of Conduct. These matters are at the discretion of the building principal. Additionally, students must understand that all school policies and procedures are in effect for all school related activities, including field trips. To participate in school field trips, the student must have written permission from the parent/guardian prior to the field trip.

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

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Students who wish to refrain from such participation shall remain respectfully silent through the flag salute and the Pledge of Allegiance. Students whose manners or actions are disruptive during the Pledge of Allegiance or the flag salute will be subject to appropriate disciplinary action as per the Code of Conduct.

## **FOOD COURT PROCEDURES**

Lunch is served in the food court. Monthly menus are published and emailed home at the end of the preceding month. Students in the middle school may purchase their lunch for \$2.30. On occasion specialty baskets will be offered, ranging in price. These prices will be clearly marked in the food court. A free or reduced cost lunch program that is based on family size and income is available to all families. Information and applications for this program are sent home with the students on the first day of school. If you have any questions about this program, please call the food service department at extension 279.

The following procedures are to be followed during the lunch period:

- Students are to report to the food court and remain seated during the entire lunch unless given permission otherwise.
- Students who desire to leave the food court during lunch must present written permission which was obtained prior to the lunch period.
- Students are expected to wait in line in an orderly fashion without cutting in front of each other.
- Students should talk in a normal tone of voice in the food court; shouting or loud voices are not permitted.
- Students are not permitted to take food or drinks from the food court without permission.
- Students are responsible for disposing of all of their own trash in the proper receptacles and returning trays to the designated area.
- No food may be ordered from outside vendors.
- Parents are not permitted to bring lunch for groups of students.
- Parents bringing in lunches **for their children** must bring them to the office.
- Seating arrangements are at the discretion of the building level administration.

### **Student Accounts**

Parents/Guardians are required to keep a positive balance in their child's account at all times. We urge parents to visit the mySchoolBucks website at <https://www.myschoolbucks.com> to set up an account. (You will need your child's student ID number to do so.) The website enables parents to view their child's balance, purchasing history, and payment history. As an added convenience, parents can also make a credit card payment online via mySchoolBucks. There is a service fee for each online transaction made.

Payments to replenish student accounts may be made in the form of cash, check, or money order. Please enclose these payments in an envelope, and **always** record your child's first name, last name, and student ID# on the check, money order, and envelope. All checks should be made payable to South Fayette School Cafeteria. Payments can be sent to school with the student to be submitted at the register or can be mailed directly to:

South Fayette High School  
3640 Old Oakdale Road  
McDonald, PA 15057-2580  
Attn: Food Services Director

Students are reminded daily of their account balances. When a student exceeds the balance in their account, food service personnel will contact the family via phone or email and follow up with written documentation. A phone call or courtesy email is sent home as a follow-up to these reminders. Families need to apply monies to the account promptly. If delinquent account balances become excessive, parents/guardians will be called for a meeting with school personnel.

Checks returned for non-sufficient funds to our cafeteria will be charged an additional \$30.00 fee. Parents/guardians will be notified of the charge, and the fee will be added to the student's account.

### **Free and Reduced Lunch**

Free and reduced lunch applications are available to students who qualify. Applications can be accepted anytime during the school year. All applications are kept private and confidential.

Please submit your Free and Reduced application as soon as possible. Applications are available online and can be accepted throughout the school year depending on changes in your family's financial situation. You may fax your completed application to 724-693-8832. This is a private fax line located in the Directors of Food Services secured office.

### **Food Allergies/Special Dietary Needs**

All food allergies or special dietary needs should be reported to the Director of Food Services and the school nurse. If special dietary needs are required, a request in writing must be provided by the physician.

**For additional information, please visit the district website. Under the District Services tab, select "Food Services" to access the following:**

- Charging Policies and Pricing
- Food Court Diagrams and Tour
- Nutritional Breakdown of Menu Items
- Regulations
- 2013-2014 Free and Reduced Meal Packet
- COMPASS (Commonwealth of Pennsylvania Access to Social Services)

### **FAQs**

*Who do I call when I have a question about my child's cafeteria account?*

Please contact the middle school kitchen leader at (412) 221-4542, extension 227.

*Can I be notified about my child's account balance?*

Parents are notified via phone or email when a student has exceeded their account balance. However, this method is not failsafe. As a proactive measure, we advise parents/guardians to visit the mySchoolBucks website and register for an account so that they can personally check their child's balance as often as they see fit.

*How much does a lunch cost?*

Lunch at the middle school costs \$2.30 for a complete meal with milk. Premium meals and a la carte items are also offered at additional costs. Breakfast can be purchased at the middle school for a price of \$1.30. Please visit the Food Services website for additional information.

*What if I have money left over at the end of the school year?*

Monies left at the end of the school year will be held in the student account to be used for the following school year. You may submit a request for a refund during the last week of school prior to summer vacation. Requests should be made directly to:

Director of Food Services  
South Fayette High School  
3640 Old Oakdale Road  
McDonald, PA 15057

Monies can also be requested to be transferred to a sibling.

Note: All accounts must be paid in full each nine weeks (prior to report cards being released) and also must be paid in full before the last day of the school year.

*How does lunch work?*

Middle school students are considered “**offer vs. serve**,” meaning that they are offered all 5 components of the National School Lunch Program; however, they can decline 2 of the 5 choices and their food still qualifies as a meal. They must take 3 items to qualify as a meal. If they choose less than 3 items, these items will count as an a la carte selection and the student will be charged a la carte pricing. Students that qualify for free and reduced meals must take at least 3 items to qualify as a reimbursable meal.

For all other questions, please phone contact the Director of Food Services

The South Fayette School District lunch program is based on the guidelines set forth by the National School Lunch Program, the Department of Education and the US Department of Health to assure food safety and a nutritious well-balanced meal is offered each day for your child.

According to these guidelines:

- No food may be brought in or offered to students during lunch that might interfere with the National School Lunch Program. (This does not apply to students bringing in bagged lunches brought from home for individual use.)
- Staff/Faculty/Parents may not offer parties (i.e. pizza) or snacks in place of the daily scheduled lunch that will interfere with the NSLP.
- All food/details/kitchen arrangements for camps such as band camp or football camp must be coordinated and pre-approved through the Supervisor of Food Services.

- Hoagies, donuts, candy, and snacks used as fundraisers may not be sold or distributed near the food court during lunch.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **GUIDANCE**

The purpose of guidance services is to help students in social, emotional, educational, vocational, and personal development. The counselors are in the guidance office in the middle school daily during school hours. Conferences with students receive first consideration of the counselors' time and are scheduled whenever necessary. The counselors will assist the student in areas such as recommending materials to improve study habits, helping students make curriculum selections as they move to the high school, and in offering aid in problems of adjustment such as listening to students and discussing problems. Parents are also encouraged to contact the guidance counselors when issues arise with their student.

### **HALL PASSES**

Students are not to leave their assigned area for any reason without an DESIGNATED HALL PASS. Students who will be leaving a class and not returning must secure a "Special Pass" for that purpose. The following should be noted:

1. If a student desires to leave a class or a resource area for any reason to go to another destination (ex. make-up test, special help, guidance, etc.) the student must present a pass to the teacher at the beginning of the period. The teacher may or may not grant permission for that student to leave dependent upon the circumstances.

2. No student may leave a classroom without permission from the teacher.

**Students who do not follow the procedures described above will be considered as cutting class and will receive no makeup privileges for any work missed.** Appropriate disciplinary action will be taken as outlined in the Code of Conduct.

### **HOMEWORK AND LAPTOPS**

Homework is necessary to reinforce a student's daily classwork. Parents are encouraged to assist their student in developing good study habits which include self-discipline and independence. Time should be budgeted for homework. Students can anticipate 60-120 minutes of homework daily depending upon their grade level.

Students in all middle level grades will be provided with a laptop, compliments of the school district. This device is to be used by the students daily to record both short and long term assignments. Each grade level team of teachers will review the use of the laptop with their students and communicate specific requirements for its use to parents.

The laptop is an important aide in the development of organizational skills. Many middle schoolers are not, by nature, organized. Therefore, it is incumbent upon both teachers and parents to guide students in the development of these lifelong skills. In some cases, middle school students may find it beneficial to purchase their own planner/paper agenda to assist with organizational skills.

### **HOMEWORK FOR ABSENT STUDENTS**

1. Calls must be into the office between 7:30 and 8:15 a.m. for homework to be available at the end of that day.
2. For calls received after 8:15 a.m., homework **will not** be available until the next day.
3. Calls should not be placed for homework unless the student is absent **two or more days**.
4. When homework is gathered for a student and placed in the office, it is expected that it will be completed upon the student's return. **No time extension will be given.**

### **ILLNESS, ACCIDENTS, IMMUNIZATIONS AND NURSING SERVICES**

All accidents or illness should be reported to the office or school nurse promptly. The appropriate care will be administered by school personnel. Parents will be notified.

The nurse's office is for emergency cases only. Only injuries or sudden illnesses occurring during the school day will be cared for in the nurse's office. Pupils must secure a note from their classroom teacher and then report to the nurse's office. If a student is ill at the close of a period, he/she should report to the next class to secure a pass to the nurse. The student will be permitted to stay in the health office for only one period. If the illness is prolonged, the student will be sent home after permission has been granted by a parent or guardian. No student may leave the building or go home because of illness unless excused by the doctor, nurse, or office.

The following mandated examinations are conducted by the school physician or school nurse unless

prior documentation is submitted to the school nurse:

Physical	Grade 5 or 6
Vision, Height, Weight	Grades 6, 7, & 8
Hearing	Grade 7
Dental	Grade 6 or 7
Scoliosis	Grades 6 & 7

### BMI (Body Mass Index) Student Screenings

Section 1402 of the Public School Code requires each child of school age to be measured for height and weight by the school nurse. This growth screening enables school nurses to:

1. Monitor growth and development patterns of students
2. Identify students who may be undernourished or overweight
3. Notify parents of screening results with a recommendation to share findings with the student's health care provider for further evaluation and intervention, if necessary

We will be using a computer program to record and monitor each student's growth pattern. A letter will be mailed home yearly with each child's BMI. The letter will indicate whether the child is underweight, normal, or overweight. Follow-up with the child's health care provider will be recommended when appropriate.

### Immunization

Children in ALL grades (K-12)

- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after 4th birthday)-properly spaced
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) 3 doses are acceptable if 3rd dose is after the fourth birthday and at least 6 months after previous dose.
- 2 doses of measles, mumps, and rubella\*\* -properly spaced
- 3 doses of hepatitis B -properly spaced
- 2 doses of varicella (chicken pox) properly spaced or evidence of immunity

Children in grades 7th-12 Grades need additional immunization requirements for attendance:

- 2 doses of MCV -first dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade. If the dose was given at age 16 years of age or older, only one dose is required.
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

\* Usually given as DTap, DTP,

\*\* Usually given as MMR

### LAPTOP DEVICES

South Fayette Middle School students will receive a laptop computer which will be used in the classrooms for instructional purposes. After initial distribution, parent(s)/guardian(s) will need to pay \$25.00 each year for the annual Accidental Damage Protection Service fee. The device remains the property of South Fayette School District and is for educational purposes only. The District's acceptable use policies, procedures, rules, and guidelines as well as local, state, and federal statutes

apply.

### **Required Forms and Fees:**

**Laptop Repair Form:** Parents complete this form when/if something happens accidentally at home. The first period teacher will then take this information and enter a Help Desk ticket to resolve the issue.

**Lost Form:** This form is completed when a student loses his/her laptop and/or accessories. The Accidental Damage Protection Service (ADPS) does not cover a device when it is lost or stolen. Parents are responsible for repayment.

**Accidental Damage Protective Service:** Cost of ADPS is \$25.00. This is a yearly fee. Check or money order should be made payable to “South Fayette Township School District.” Please write your child’s first and last name on the memo line of the check. If the fee is not paid, the student is NOT permitted to take the laptop home. The \$25.00 fee does not cover a lost or stolen laptop. If the laptop is lost or stolen, the school should be notified and you will need to complete a police report as well. ADPS covers all damage to the device and power cord, and enables the students to have their devices fixed or replaced due to accidental damage or breakage.

**Loan Agreement:** The Loan Agreement is for one laptop and one protective case. The laptop remains the property of South Fayette School District and is for educational purposes only. The District’s acceptable use policies, procedures, rules, and guidelines as well as local, state, and federal statutes apply.

**Technology Record Form:** Once this form is completed, two copies will be made. One copy will be kept at the school and one should remain at home. This form verifies that the student has a laptop specific serial number.

### **Digital Citizenship:**

Students and parents should regularly discuss the responsibility associated with having a laptop, as well as internet safety regularly with their student. Parents are encouraged to monitor for age-appropriate content as well as the proper care of the device. No markings, writings, drawings, or stickers may be put on the laptop surface. The District is teaching digital citizenship, starting in the Elementary School. District filters are in place while on campus and connected to the District network limiting access to materials that may be considered harmful to children.

### **Computers:**

Every student at the middle school will be issued a laptop as part of the district’s 1:1 technology initiative. Students are responsible for bringing their fully charged laptop to school each day and must adhere to the following guidelines:

### **Students:**

- Must adhere to the Acceptable Use of the Internet and Bullying/Cyber bullying policies whether accessing the Internet through the school’s Wi-Fi or a cellular provider.

- Are prohibited from taking pictures of tests, texting other students their answers, or engaging in conduct that compromises academic integrity in any way.
- Taking pictures, video, or audio of individuals for any reason without permission of a teacher or staff member is prohibited.

Additionally, students’:

- Actions considered inappropriate offline are considered inappropriate online.
- Use of laptops is prohibited in bathrooms.
- Use of laptops is prohibited during emergency drills, as it may compromise the health, safety, and welfare of all students.

All district issued laptops are networked throughout the school campus. Each faculty member has a laptop computer. All staff members have e-mail addresses which are listed in the front of the handbook for easy reference.

When using the laptops, students are to only go to the websites assigned by their teacher. They are to treat the laptops gently so they do not damage the equipment. Parents and students are bound by the technology agreement presented upon issuance:

To ensure an optimal learning environment for all students, the following process will be used:

- First occurrence- computer is serviced and returned as soon as possible
- Second occurrence- computer is serviced and returned as soon as possible; the students will also meet to discuss the matter with the building principals, and parent contact will follow
- Third occurrence- computer is serviced and returned as soon as possible, pending receipt of an additional \$25 fee from parent/guardian
- Fourth and Subsequent Occurrences- building principals will determine consequences, including but not limited to additional service fees and/or loss of device privileges

### **LATE START FOR SCHOOL DAY – MONTHLY**

As part of the collective bargaining agreement with the school district, South Fayette teachers will come in early on designated Mondays for purposes of Staff Development that include learning new technology, training in curricular areas, and utilizing other tools that will enhance education for SF students. Please refer to the District Calendar in the back of the handbook for specific dates. The middle school day will begin two hours later, and class periods will be adjusted accordingly.

### **LOCKERS**

Lockers are the property of the South Fayette School District and are provided to students for the storing of school related items and clothing. School lockers are not the property of the students, and lockers may be searched by school officials.

Students are assigned lockers. Students must use the lockers to which they are assigned and may not

share lockers or use a locker not assigned to them. The custodial staff will periodically remove belongings found in unassigned lockers. Students are not permitted to affix stickers or other adhesive items to the lockers.

### **MEDICAL EXCUSES FOR PHYSICAL EDUCATION**

All students are required by state law to participate in physical education classes unless they provide a medical excuse from their doctor for exemption. The following procedures should be followed:

1. The medical excuse (including dates and specific limitations) must be presented to the school nurse.
2. The original will be kept on file in the nurse's office and a copy will be forwarded to the physical education teacher.
3. If the exemption is for an extended period, the student will be rescheduled through the guidance office and given alternative assignments and/or an Adaptive Physical Education Program.

A medical excuse **DOES NOT** exempt a student from the requirements of physical education.

### **MEDICATION AT SCHOOL**

**Under no circumstances will school personnel diagnose, provide, or prescribe any medicine for a student. Medication shall include all pills, drugs, and medicines prescribed by a physician and any over-the-counter medicines. No herbal remedies will be given during the school day.**

The South Fayette Township School District requests that medicine be given at home during non-school hours. However, it recognizes that sometimes it is essential for medication to be administered at school. Any medication to be administered during school hours must be accompanied by a written request signed by both a physician and parent/guardian.

#### **I. Prescription Medication**

- A. A written request must be submitted by the parent/guardian requesting the school nurse administer medication as prescribed by a physician.
- B. Physician's signed request (note or medication form) authorizing the administration of the prescribed medication.
- C. Prescription medication must be in a pharmacy labeled bottle containing:

1. Name and telephone of the pharmacy
2. Pupil's name
3. Name of the physician
4. Name of the drug
5. Prescribed dose and times of administration
6. Rx number

#### **II. Non-Prescription (over-the-counter) Medication**

- A. A written request must be submitted by the parent/guardian requesting the school nurse administer over-the-counter medication as prescribed by the physician.
- B. A Physician's signed request (note or medication form) authorizing the administration of all over-the-counter medication.
- C. Over-the-Counter Medication must be in the *original manufacturer's package* and imprinted with the dosage instructions that are typically found on labeled bottles, blister packs, tubes, or cans.

III. Storage of Medication

Medication shall be kept in a secured appropriate storage area in the health office.

IV. Transportation of Medication to School

All medication shall be brought to school by the parent and kept in the health office. If this is not possible, the pharmacy-labeled container or original manufacturer's package must be sent to school in a sealed envelope with a note signed by the parent/guardian stating the number of tablets being sent to school. The nurse will verify this information with a phone call to the parent/guardian.

V. Request for Administration of Medication During School Hours Form

This form is available in the health office, on the school nurse web page under Pupil Services, or a sample is included in the student handbook. The form is not essential to use as long as all the requested information is included in a written note.

VI. Medication Administration

All medications shall be administered by the school nurse or self-administered by the student upon request. Only in an emergency shall a school employee other than the school nurse administer medication to a student. A parent or legal guardian may come to school to administer medication to their child.

VII. Emergency Medications

Under emergency medical situations such as anaphylactic shock, the school physician has ordered certain medications, such as epinephrine (EpiPen or Epi-Pen Jr.) to be administered. Please refer to the district website to view our school district's current standing medication orders, signed by our school physician. Parents should notify the school nurse if they have any questions or concerns regarding the school district's standing orders for medication. Health office information can be found on the district website under the section, District Services, then under Nursing Services.

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

### VIII. Self-administration of Inhalers

**Students in the South Fayette Township School District will be allowed to carry and self-administer their metered dose inhaler (MDI) medication in school as needed for asthma and other respiratory conditions. The inhaler may be used to alleviate and/or prevent the onset of asthmatic symptoms. This procedure includes dosages required at school, on school-sponsored transportation, or at an activity, event, or program sponsored by or in which the pupil's school is participating.**

To ensure your child's health and safety, you and your child's physician will need to complete a medication order and authorization form, and return it to the school nurse. This authorization shall provide the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medicine is needed. It shall also include any serious reaction that may occur in conjunction with use of the medication. In addition, this authorization relieves the school of responsibility for the benefits or consequences of the medication. It also acknowledges that the school bears no responsibility for ensuring that the medication is taken.

The nurse will review proper MDI administration technique with your child and evaluate that self-administration is safe and appropriate. You and your child must then sign the self-administration assessment and contact form.

***All children in grades K-12 must notify the school nurse immediately following each use of an inhaler, and sign off such self-administration on the medication record.***

The student will be held responsible to keep their inhaler in a safe place that is not accessible to other students. If any irresponsible behavior is observed in the use of the inhaler, such as sharing medication with another student, the inhaler will immediately be confiscated and parent notified of the loss of the privilege to self-administer.

**It is highly recommended that you keep an additional inhaler in the health office should your child forget his/her inhaler.**

**SOUTH FAYETTE TOWNSHIP SCHOOL DISTRICT**  
**REQUEST FOR ADMINISTRATION OF MEDICATION**

***DURING SCHOOL HOURS***

**Fax 724-693-2762 (K to 4)      Fax 724-693-0860 (5 to 8)      Fax 724-693-9843 (9 to 12)**

The South Fayette Township School District requests that medication be given at home during non-school hours. However, it recognizes that sometimes it is essential for medication to be administered at school. *Any medication to be administered during school hours must include both physician and parent signature.* No “**over-the-counter**” medication will be given to any student without an order from a physician, along with signatures from the physician and parent. All **PRESCRIPTION** medication must be in a pharmacy labeled container. The label must include the name and phone number of the pharmacy, the pupil’s name, the physician’s name, the medication, the currently prescribed dose, time of administration and the Rx numbers. All **NONPRESCRIPTION** medication must be in an original container.

All medications shall be brought to the school by the parent and kept in the nurse’s office. If this is not possible, the pharmacy-labeled container or original manufacturer’s package must be sent to school in a sealed envelope with a note signed by the parent/guardian stating the number of tablets being sent to school.

STUDENT’S NAME

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_

PHYSICIAN’S NAME (please print): \_\_\_\_\_

PHYSICIAN’S PHONE \_\_\_\_\_ FAX \_\_\_\_\_

DIAGNOSIS: \_\_\_\_\_

NAME OF MEDICINE: \_\_\_\_\_ DOSAGE: \_\_\_\_\_ ROUTE: \_\_\_\_\_

IF MEDICATION IS TO BE GIVEN **DAILY**, AT WHAT TIME? \_\_\_\_\_

IF MEDICATION IS TO BE GIVEN “**WHEN NEEDED**,”  
DESCRIBE INDICATIONS: \_\_\_\_\_

HOW SOON CAN IT BE REPEATED? \_\_\_\_\_

LIST SIGNIFICANT SIDE EFFECTS: \_\_\_\_\_

LENGTH OF TIME THIS TREATMENT IS RECOMMENDED? \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

PHYSICIAN'S SIGNATURE:

\_\_\_\_\_ DATE: \_\_\_\_\_

**TO BE COMPLETED BY PARENT/GUARDIAN:**

**I understand fully the directions that have been given to the school by the physician and agree to permit the school to administer this medication to my child. In consideration of the school district's agreement to use good faith efforts to properly administer this medication, the district is hereby relieved from liability for any failure to properly administer the same. I also authorize the school to contact said physician regarding this medication**

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_

\_\_\_\_\_

## **OPEN HOUSE & CELEBRATION OF EXCELLENCE**

Parents, families, and community members are cordially invited to join us in the fall for Open House/Curriculum Night. The curriculum for the upcoming school year will be discussed. In the spring we will host "Celebrating Excellence in Learning." This is a great opportunity to view student work and share our pride in student accomplishments.

## **PARENT ADVISORY COUNCIL/PARENT VOLUNTEERS**

Parents/guardians are encouraged to take an active role in the educational experiences of their student. If you are not a parent volunteer, middle school is the perfect time to start. If you are, don't stop. Several opportunities are available for parent involvement. Some volunteering opportunities may include obtaining state-mandated clearances.

Parent Advisory Council (PAC) is an organization of middle school parents who meet once a month. This group is essential to the "life" of our middle school. For information concerning becoming involved, please contact the school office. Dates and times for meetings can be found on the District calendar.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held at the end of the first nine-week period in November. At the middle school, we utilize a student led conferencing model in which the students are active participants during the conferences and their attendance is vital. Parents are encouraged to contact teachers to arrange conferences throughout the school year on an as needed basis. This can be accomplished by contacting the teacher directly or by calling the school office.

## **POWERSCHOOL PARENT PORTAL**

Middle school parents have the opportunity to access their child's grades and other student information electronically via the PowerSchool parent portal. Parents are issued PowerSchool credentials as part of the initial enrollment process. If you have any questions about the parent portal or about PowerSchool in general, please contact the Network Administrator.

## **REQUIRED ANNUAL NOTICES** **South Fayette Township School District**

To view the current Annual Notices, please visit the Pupil Services section under the "District Services" tab of the school district's website.

## **RESTROOM POLICY**

The restrooms in the middle school are provided for the benefit of all students. They are to be used only for their intended purpose. To ensure appropriate restroom use, the following policy is in effect:

1. Students are not to loiter or linger in the restroom. It is not a locker room, nor is it a beauty salon; therefore, the facilities are to be used quickly and students should return to their assigned area immediately.
2. The restrooms will be monitored by the administration and teaching staff.
3. Keep your restrooms clean and orderly. Be respectful of others who use the restrooms. Remember that this is your school.
4. Please report to the office immediately any restroom damage or maintenance issues.
5. Failure to adhere to these guidelines will result in the restriction of lavatory privileges.

## **SCHOOL-ISSUED MATERIALS**

Textbooks, calculators, laptops, musical instruments, etc. are issued to students for use during the school year. Students are responsible for returning the specific materials (often indicated by a number) issued to them. Students who have damaged materials or materials that are lost or stolen are responsible and must pay the replacement cost of the item.

## **SCHOOL STORE**

There is a school store located in the middle school food court. Students may purchase school spirit items, South Fayette clothing, and various school supplies at the school store. Please do not permit students to bring large amounts of money to school for school store purchases. Parents are encouraged to visit the school store to make purchases requiring large amounts of money.

## **STUDENT ACTIVITY FUND**

All money collected for fundraising projects must be submitted to the Activities Account which is maintained in the main office. No separate bank accounts are permitted.

## **STUDENT RECORDS**

There are up to three separate student records files for each child in the middle school. The information on file in these locations is only shared on a “need-to-know” basis due to FERPA and HIPPA regulations. Medical records are housed with the school nurse in the building where the child attends school. The school nurse informs teachers of the student about any medical information only when necessary. Permanent records for each child are housed in the Student Center and contain grades, attendance information, PSSA scores, etc. Discipline records are also housed in the Student Center, but independent of permanent records. Finally, for students with IEPs, GIEPs, or 504 Service Plans, special education records are housed in the Pupil Personnel offices.

### **STUDENT SALES**

Students are not permitted to sell any articles or tickets of any type in school unless approval has been given by the principal. No pop, candy, or food items are permitted to be sold during the school day.

### **TEACHER SELECTION**

All Faculty members at South Fayette Middle School are highly qualified in their subject areas. Students are assigned to teachers on a random basis and requests for specific teachers cannot be honored.

### **TELEPHONES**

Students must have a pass from their teacher in order to use the office phone. Students may ask permission to use the office phone when an emergency arises. Students will not be called to the phone to receive messages. In the case of an emergency, office personnel will deliver messages to the students.

### **TUTORING**

All students will be advised of individual and/or group tutoring sessions provided by their teachers. Many teachers come in early or stay after school on specific days of the week to assist students.

### **VALUABLES**

Students are cautioned not to bring large amounts of money, electronics, cameras, jewelry, or valuables to school. If any valuables must be brought to school, it should be taken to the office. Students are responsible for their personal property. The school cannot be held responsible for losses when these recommendations are not followed.

### **VISITORS**

All visitors to South Fayette Middle School will be required to produce photo ID which will be scanned using visitor management software upon entering any South Fayette Township School District building. Visitors will be issued a photographic visitor ID badge which must be clearly displayed for the duration of their visit. Additionally, permission of the classroom teacher and/or building administration must be obtained before a visitor may be present in the classroom. Students from other schools will not be granted access to the building unless a pre-approved educational activity sanctioned by the administrators from both districts exists.

Students **may not** bring friends or siblings to classes at any time.

## WELLNESS

A healthy school environment is conducive to learning and good for the health of everyone at school. An educational program that promotes a healthy school environment will be incorporated into the students' instruction, when possible. The information provided will assist students in making decisions in matters of personal, family and community health and safety. The instruction, when incorporated, will be reflected in the following areas:

1. It will use active, participatory instructional strategies to engage all students.
2. It will address social and media influences on student behavior and help students identify healthy alternatives to specific high-risk behavior.
3. It will emphasize critical knowledge and skills that students need in order to obtain, understand and use basic health information and services in ways that enhance healthy living.
4. It will focus on high-risk behaviors as they relate to the health of students, both short-term and long-term, including those related to nutrition and physical behavior.
5. It will include accurate and up-to-date information that is developmentally appropriate for students.

Nutrition information will be disseminated throughout the District in a variety of ways including the following:

1. Handouts
2. Posters and bulletin boards
3. Postings on the District's web site
4. Articles and information provided in District and school newsletters

In order to promote family and community involvement in supporting and reinforcing nutrition information, family and community members are asked to reinforce the District's efforts in the schools in the following areas:

1. Review nutritional information with students as provided by the District through monthly newsletters and menus.
2. Parents are encouraged to send healthy meals, which do not include soda/pop, to school with their child/children when students do not purchase District lunches.
3. All groups associated with the school district will be encouraged to promote wellness that leads to good choices being made relative to nutrition, physical activity, and overall health.

*ACADEMICS*

## GRADING SYSTEM

The evaluation of pupil progress and achievement is the responsibility of each member of the professional staff of South Fayette Middle School. Grades will reflect a student's progress as to the quality of performance and the educational growth of the student.

Grading will be by percentage points and based upon points earned for course requirements such as tests, projects, reports and class participation. Grades will be reported as **percentages**.

**Specific requirements established by each individual teacher for every course will be distributed to students, discussed with each class, posted in classrooms, and will be on file in the main office for your review.**

The grading scale is as follows:

A+	—	100% - 98%
A	—	97% - 93%
A-	—	92% - 90%
B+	—	89% - 88%
B	—	87% - 83%
B-	—	82% - 80%
C+	—	79% - 78%
C	—	77% - 73%
C-	—	72% - 70%
D	—	69% - 65%
F	—	64% - 0%
I	—	Incomplete*

\*Indicates that the student has not completed course requirements. Course work must be completed within 10 school days or the student will receive an "F".

6<sup>th</sup> grade students enrolled in Pre-Algebra must achieve an 80% in order to advance to Algebra I in grade 7. All 7<sup>th</sup> grade Algebra I students must achieve 80% in order to advance to Geometry. All Algebra I students in grade 8 must achieve a 75% in order to advance to Geometry in 9<sup>th</sup> grade. Those below 75% will repeat Algebra in 9<sup>th</sup> grade.

## HONOR ROLL

Honor Roll will be determined by grades earned during each of the four nine week periods.

Highest Honor — Students who achieve a 4.0000 Grade Point Average and above will be placed on the Highest Honor Roll.

High Honor — Students who achieve a 3.7500 Grade Point Average and above will be placed on the High Honor Roll.

Honor — Students who achieve a 3.2500 Grade Point Average and above will be

placed on the Honor Roll.

### DETERMINATION OF QUALITY POINT AVERAGE (Q.P.A.)

To obtain the number of quality points for each course taken, multiply the credit of the course by the appropriate letter grade value (for each nine week period, the nine week letter grade is used; for the end of the year, the final grade is used):

A+	—	4.25	Quality Points
A	—	4.00	Quality Points
A-	—	3.75	Quality Points
B+	—	3.25	Quality Points
B	—	3.00	Quality Points
B-	—	2.75	Quality Points
C+	—	2.25	Quality Points
C	—	2.00	Quality Points
C-	—	1.75	Quality Points
D	—	1.00	Quality Point
F	—	0.00	Quality Points

Total the Quality Points for all courses taken and total the number of credits for all courses taken.

Divide the Total Quality Points by the Total Number of Credits to obtain the Q.P.A.

Quality Point Averages for honor roll purposes are determined by the converted letter grades earned for each grading period.

### DETERMINATION OF FINAL GRADES

Final grades are determined by averaging the percentages earned in each of the grading periods.

### SUMMER SCHOOL

The following are specific requirements for promotion by subject area:

- A student who fails four (4) major subjects will not be promoted to the next grade level.
- Any student who receives a failing grade in Language Arts is required to successfully complete summer school in Language Arts in order to be promoted to the next grade level.
- A student who fails **both** Science and Social Studies must successfully complete summer school in one (1) of the two subjects in order to be promoted to the next grade level.
  
- Any student who receives a failing grade in Mathematics cannot be promoted to the next, sequential math course without successfully completing the course in which they are currently enrolled. All sixth grade students enrolled in the Mathematical Functions course must successfully complete this course in order to be promoted.

South Fayette Township School District may conduct summer school sessions. The cost of the sessions and transportation are the responsibility of the student's family. If summer school is not held at South Fayette, the guidance department will provide parents with a list of area locations where classes may be taken.

### **MAKE-UP WORK**

The following guidelines have been established for make-up work in the middle school.

1. If a student is absent from class for one (1) day, he/she upon return to school is required to submit all work due that was assigned prior to the day of absence and take test(s) assigned prior to the day of absence provided no new material on the test was taught that day.
2. If a student is absent from class for more than one day, the student has make-up days equivalent to the number of days absent from the day he/she returns to school to make-up all work (tests, quizzes, assignments, etc.). It is the **responsibility of the student** to meet with the teacher before or after class to make proper arrangements and secure the information needed regarding the tests, etc., that need to be completed.
3. In extenuating circumstances, when a student has been absent due to illness, accident, etc. for more than seven consecutive days, provisions may be made to extend the timeline for make-up work.
4. Students who fail to fulfill their responsibilities for make-up work will receive a "0" for the work, tests, etc. not completed.

Students who are absent from class for **excused** reasons, including approved school activities, must be given the opportunity to make up all work and will not be penalized academically for not being present in class, provided they complete all make-up work according to the above guidelines.

Students who participate in an approved school activity or School Sponsored Educational Trip must check with their teachers to receive information concerning classroom work and to schedule any missed assessments previous to participating in the activity. Any extenuating or special circumstances (i.e. later than scheduled return from the trip) should be discussed with the classroom teacher upon returning to school.

Approved school activities include those listed on the daily bulletin, field trips, school programs, athletic events, etc. Visits to the guidance office, other teacher's areas, writing lab, etc., are **not** legitimate reasons to be absent from a scheduled class **unless** previously approved by the scheduled classroom teacher.

### **EXTRA CREDIT**

Each classroom teacher is expected to provide students with a clear understanding of the assessment practices related to their individual course. Grades assigned should reflect the achievement based upon the specific criteria expected in the course and outlined by the teacher. **Individual extra credit assignments will not be given by teachers so that a student may improve his/her letter grade.** Teachers may at their discretion assign projects, presentations, problems, etc. that result in bonuses. In this case, however, all students share equal opportunities to participate.

**Note:** The purpose of "extra credit" is **not** to allow students to gain enough points to significantly alter a final or quarter grade. Extra credit allows a teacher to make an improved judgment of a student's academic capability.

### **RETURN OF TESTS**

The assessment practice of testing provides the student and teacher information regarding the level of achievement. Testing provides the feedback to the teacher that is needed to revise teaching style, to re-teach content, and to develop guidelines for pacing instruction. Testing enables students to review individual areas of proficiency and deficiency and adjust their future efforts accordingly.

All tests will be returned to and discussed with the students within one week of the test being administered. It is the sole responsibility of the student to share the test results with the parent and the student's responsibility alone to seek assistance in the event that he/she believes that an assigned grade was inaccurate. Assessments which involve lengthy projects and essays will also be returned in a timely fashion. Common assessments, that are not available to be sent home, will be available for review by parents/guardians within the school building.

### **INTERIM PROGRESS REPORTS**

Parents/Guardians will be notified via email of Interim Progress Report day in which grades reflecting the midpoint of each nine weeks can be viewed online. Parents can also access current, daily performance information via the PowerSchool parent portal.

No failing grades ("Fs") should be given unless:

1. The parent has been contacted by phone or email. This means an actual conversation has taken place or an email response indicating acknowledgement of receipt of email (in these cases documentation must be on file in the office), **OR**
2. An individual letter was sent by the teacher in a timely fashion and is on file in the main and guidance offices.

### **HOMEWORK POLICY**

Each student has the responsibility to develop good work and study habits. In preparing assignments, the student should:

1. Make sure he/she understands the assignment—its purpose, when it is due, and how it should be done.
2. Ask for further explanation if original directions are not completely understood.
3. Arrange to make up missed assignments as required by the teacher.
4. Budget time for homework. Anticipate 60-120 minutes of cumulative homework daily. When study time is provided during the school day the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once.
5. Analyze study habits and take advantage of available study helps.
6. Write assigned homework in a neat and legible manner in your agenda.

### **EXTRACURRICULAR ELIGIBILITY**

South Fayette Township School District encourages all students to participate in extracurricular activities. The only activities in which ineligible students may participate are those which are written into and considered part of the regular course curriculum. It is the responsibility of each individual coach or sponsor to prohibit students who are ineligible from participating (this includes practice). Each coach or sponsor will be provided with a list of all students who are ineligible. All students will be treated equitably. Students who are suspended from school may not participate (play or practice) in any extracurricular activities. The following classifications of Eligibility are in effect at South Fayette Middle School:

#### **Weekly Eligibility (Grades of Students who participate in athletics and/or extracurricular activities are reviewed weekly)**

1. Teachers will be provided weekly with a list of students who are registered as a participant in each extracurricular activity. By Friday morning of each week, teachers will be required to indicate any students who are in danger of failing ("D" average) or failing their course for the current 9-week period. Students must receive one warning during each grading period prior to being designated as failing a course.
2. The lists will be compiled by the Athletic Director. Any student who is failing two or more courses will be considered ineligible for the following week (Monday through Saturday). The student will be notified by the coach or sponsor. That student is not permitted to practice or participate during that time.
3. As indicated by the ineligibility lists, students who are carrying a "D" average in one or more subjects for two successive weeks are encouraged to seek additional assistance in the applicable subject areas. This student is not ineligible; however, the district is making every attempt to promote support for the student who is encountering academic difficulty. If deemed necessary, the coach may waive this section at his/her discretion.

**Nine Week Academic Eligibility (Grades of all students in Grades 6-8 are reviewed)**

At the end of each nine week period, (at the end of the year, final average will be used) report cards for all students will be reviewed.

To be eligible for attendance at school functions and/or participation in extracurricular events, a student must pursue a curriculum approved by the principal and must not be failing two or more courses. Evaluation or subject credits shall conform with the standards established by the Pennsylvania Department of Education. A student ineligible for this reason will be denied participation in all extracurricular activities, school events, and non-curricular events for a period of 20 school days. Parents/guardians will be notified by mail of this ineligibility.

**Year to Year Eligibility**

Students are ineligible to participate in interscholastic athletics and extracurricular activities if they fail two or more courses that are worth one credit and meet all year. Students may participate if they complete the necessary remedial course work over the summer.

**Note:** Students' eligibility will be reviewed after 20 school days. Students may be declared eligible after this period.

**Attendance Eligibility (Attendance reports for all students, Grades 6-8, are reviewed)**

A student who is absent from school during a semester for a total of twenty or more school days shall not be eligible for attendance at school functions and/or participation in extracurricular activities until he/she has been in attendance for a total of sixty days following his/her twentieth day of absence. The District Attendance Committee may waive application of this rule in the case of a consecutive absence of five or more school days due to confining injury/illness, death in the immediate family, court subpoena, quarantine, or required attendance of a religious activity/function. Parents/guardians of students in this category will be notified in writing of this ineligibility.

**SCHEDULING**

Scheduling for the following school year will be done each spring. All middle school students will receive a copy of the Program of Studies for the South Fayette Middle School. Discussions of this curriculum guide will be conducted for all classes by the Guidance Counselor and Principal. The need for placement in remedial or advanced courses for students will be determined based upon data and individual student needs.

**CODE  
OF  
CONDUCT**

## **STUDENT CONDUCT INFORMATION**

South Fayette Township School District believes that it is essential for our schools to provide a safe atmosphere that is conducive to learning. Students must be able to work together and to accept and share responsibilities. Although discipline begins in the home, the school provides reinforcement and continued opportunity for students to learn self-discipline and behaviors appropriate for becoming responsible citizens and living productive lives in our society.

Discipline is more than making a student do what is right; it should encourage a student to choose what is right. Maintaining appropriate standards of discipline in the South Fayette Township School District is essential to the establishment of a proper educational environment. The Discipline Code of Conduct will be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. **Additionally, students must understand that administrators shall have the authority to enforce other reasonable disciplinary actions which they find warranted by situations not covered specifically (including limiting student participation/attendance in extracurricular school-based events/special assemblies/programs aimed at rewarding positive student effort and performance).**

Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary depending on the individual case and the process may be initiated at any step deemed appropriate. In general, these steps are followed:

1. Teacher and student discuss problem
2. Teacher and parent discuss problem
3. Teacher, counselor, parent/guardian and/or student meet to discuss problem
4. Principal, parent/guardian, student and other school personnel are involved
5. School officials, parent/guardian, student and social service agencies are involved
6. An administrative review occurs with the principal
7. A superintendent's review occurs with the administrative staff and the superintendent
8. School Board hearing

## **DISCIPLINARY CONSEQUENCES**

### **After School Detention (Assigned by an Administrator) 3:00 P.M.-4:30 P.M.**

A student may be assigned by an Administrator to Wednesday detention from 3:00 p.m.-4:30 p.m. Transportation is provided by the school district. Parents and students will have a minimum of one-day advance notice of the detention. Parents will be called and an attempt to personally talk to the parent will be made; however, if there is no other choice, a message may be left on a recorder. A teacher will be assigned to supervise the detention and students must abide by all rules of the detention program. Students may be assigned written work. Students who do not arrive on time or fail to report for Wednesday detention will be assigned Saturday detention.

### **Saturday Detention (Assigned by an Administrator) 9:00 A.M.-NOON**

A student may be assigned Saturday detention by an administrator or his/her designee. Transportation is the responsibility of the student and/or parent/guardian. Parents and students will have a minimum of one-day notice of the detention. Parents will be called and written documentation will be made explaining the reason(s) for the detention. A teacher will be assigned to supervise and students must abide by all rules of the detention program. Students must be on time for detention. There is **no** admission after 9:00 a.m.

In the event of inclement weather, please call the main school number for notice of cancellation of Saturday detention. A decision will be made on Saturday of inclement weather prior to 8:15 am.

### **Out-of-School Suspension**

Out-of-school suspension is the exclusion of a student from school and all school related activities and functions for a period of 1 to 10 days. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing. The student shall have the opportunity to respond to the accusation. A student who does not modify his/her behavior following an out-of-school suspension may be recommended to the board for expulsion.

*Note:* Any student who is suspended from school may not attend or participate in any school sponsored activity. Students who are suspended out of school are not permitted on school grounds for the duration of the suspension.

### **Reconciliation Through Restorative Practices**

#### **RECONCILIATION**

Invariably, students will break rules as stated in the diversity and equity, unlawful harassment, and bullying/cyberbullying policies in the Handbook. When this happens, students will need to re-enter the community for the community to heal. Reconciliation is a collaborative and interpersonal process that may include respectful dialogue as well as active listening about the event or occurrence in order to begin to reestablish healthy interactions and relationships. The District will work towards reconciliation through the use of restorative/transformational justice practices. These practices are defined as a way to hold individuals responsible for their actions, repair harm and hurt to victims, and provide resources and support to individuals who caused harm by reintegrating them back into the community. In other words, justice, according to restorative justice, is not an eye for an eye.

Restorative justice centers mutual respect, dialogue, and a commitment to building and maintaining relationships as opposed to focusing solely on the misbehavior (Macready, 2009).

Restorative justice is constituted by a set of questions, which are always more transformative than definitive answers:

- a. Who has been hurt and what are their needs?
- b. Whose obligation is it to meet those needs (and what are their needs?)
- c. Who else has been affected by this event?
- d. What is a participatory process that engages all those impacted to decide what needs to be done?

**Consequences and supports include but are not limited to: forms of mediation (if agreed upon by all parties), teacher-student-parent meetings, interactions with a school counselor/social worker, communication with teachers as needed, referrals to the SAP teams and restorative practices (reflection/improvement statements, courses on topics related to the offense(s) or other restorative practices).** Restorative justice practices follow seven principles:

1. Meeting student needs
2. Providing accountability and support
3. Making things right
4. Viewing conflict as a learning opportunity
5. Building healthy learning communities
6. Restoring relationships
7. Addressing power imbalances.

These practices are consistent with the Association for Middle-Level Education and with Teaching for Tolerance's ([www.tolerance.org](http://www.tolerance.org)) publication, [\*A Guide for Administrators, Counselors, and Teachers Responding to Hate and Bias at School.\*](#)

*For an example on how to Build a More Forgiving Community, see the website below:*  
[https://greatergood.berkeley.edu/article/item/how\\_to\\_build\\_a\\_more\\_forgiving\\_community](https://greatergood.berkeley.edu/article/item/how_to_build_a_more_forgiving_community)

Forgiveness is a complex process that involves individuals and the larger community and is positioned within past and present harms. The District will use restorative/transformational justice practices during the reconciliation process to work towards forgiveness. Forgiveness is an individual and internal process where the party/parties seek greater understanding of the event, occurrence or situation. Forgiveness is also a community process, that requires our highest aspirations and ideals to be reflected in our actions when harm is caused. As a learning community, we will create opportunities for students to increase their cultural and global competencies by learning how to make conscious, deliberate decisions to release feelings of resentment or vengeance toward a person or group who has harmed them. The District sees this as instrumental in growing and supporting collaborative and confident community members. (See page 11, South Fayette School District 2019-2022 Strategic Plan).

## PUNITIVE VS. RESTORATIVE DISCIPLINE

PUNITIVE	RESTORATIVE
“Misbehavior” defined as breaking school rules or letting school down.	“Misbehavior” defined as harm (emotional/mental/physical) done to one person/group by another.
Focus is on what happened and establishing blame or guilt.	Focus on problem-solving by expressing feelings and needs and exploring how to address problems in the future.
Adversarial relationship and process. Includes an authority figure with power to decide on penalty, in conflict with wrongdoer.	Dialogue and negotiation with everyone involved in communication and cooperation with each other.
Imposition of pain or unpleasantness to punish and deter/prevent.	Restitution as a means of restoring both parties, the goal being reconciliation and acknowledging responsibility for choices.
Attention to rules and adherence to due process.	Attention to relationships and achievement of a mutually desired outcome.
Conflict/wrongdoing represented as impersonal and abstract; individual versus school.	Conflict/wrongdoing recognized as interpersonal conflicts with opportunity for learning.
One social injury compounded by another.	Focus on repair of social injury/damage.
School community as spectators, represented by member of staff dealing with situation; those directly affected uninvolved and powerless.	School community involved in facilitating restoration; those affected taken into consideration; empowerment.
Accountability defined in terms of receiving punishment.	Accountability defined as understanding impact of actions, taking responsibility for choices, and suggesting ways to repair harm.
What rule was broken?	Who was harmed?
Who broke it?	What are their needs?
How should they be punished?	Who will be held accountable for making things right?
Lecturing Students	Student-Student Mediations
Self-Directed Detentions	Staff-Student Mediations
In School Suspension	Peace Circles
Out of School Suspension	Reinstatement Conversations
Expulsion	Community Building Circles

\*It should be noted that punitive and restorative discipline can, and will be, used in tandem. However, each discipline infraction will involve a Restorative Justice practice, but not necessarily a Punitive Discipline practice. For example, when a student is returning from suspension they will, at a minimum, they should also engage in a restorative reinstatement conversation.

Macready, T. (2009). Learning social responsibility in schools: A restorative practice. *Educational Psychology in Practice*, 25(3), 211-220.

## **Expulsion**

Expulsion is exclusion from school for a serious offense or series of offenses. The expulsion period exceeds ten school days and may be permanent. The Board or a Committee of the Board consisting of at least five members will make the final decision regarding expulsion.

### **WEDNESDAY DETENTION**

- Attended Detention- Obligation fulfilled
- OR**
- “No Show” at Detention- Saturday Detention assigned

### **SATURDAY DETENTION**

- Attended Detention- Obligation fulfilled
- OR**
- “No Show” at Detention- Two Saturday Detentions assigned and no activities outside of classroom for following week
  - **FIRST SATURDAY DETENTION**
    - Attended- Resume activities and will attend second Saturday Detention
    - OR**
    - “No Show” at first Saturday Detention- Three Saturday Detentions assigned and suspended (45 days loss of activity privileges)
      - **FIRST SATURDAY DETENTION**
        - Attended and will attend following 2<sup>nd</sup> and 3<sup>rd</sup> Detentions
        - OR**
        - “No Show”- Suspended (45 days loss of activity privileges)
      - **SECOND SATURDAY DETENTION**
        - Attended and will attend 3<sup>rd</sup> Detention
        - OR**
        - “No Show”- Suspended (45 days loss of activity privileges)
    - THIRD SATURDAY DETENTION**
      - Attended- Obligation fulfilled
  - **SECOND SATURDAY DETENTION**
    - Attended both Detentions- Obligation Fulfilled
- OR**
- “No Show” at second Detention- 2 Saturday Detentions assigned and no activities outside of classroom until obligation is fulfilled
  - **FIRST SATURDAY DETENTION**
    - Attended and will attend 2<sup>nd</sup> Saturday Detention

**OR**

- “No Show”- Suspended (45 days loss of activity privileges)
- **SECOND SATURDAY DETENTION**
  - Attended- Obligation fulfilled

**OR**

- “No Show”- Suspended (45 days loss of activity privileges)

## **DISCIPLINARY STRUCTURE**

### **LEVEL 1**

Level I misconduct involves minor misbehavior on the part of the student which impedes orderly classroom procedure, or interferes with the orderly operation of the school and/or school sponsored activities.

**These behaviors are to be handled by the individual staff member;** however, such misbehavior may be indicative of a problem that should be referred to appropriate support staff.

An accurate record of the offense, intervention, and disciplinary action must be maintained by the staff member.

Reoccurrence of the misbehavior may require a referral to the administration for further intervention and disciplinary action.

### **Examples of Level I Offenses:**

- Classroom Tardiness
- Disrespectful language or gesture (minor)
- Disruptive Behavior (minor)
- Dress Code Violation
- Non-defiant failure to carry out directions
- Cheating\*
- Insubordination related to classroom expectations
- Consumption of food or beverages outside the cafeteria

**\*Note:** Student should receive a "0" grade, parent should be notified, and administration should be notified in writing.

### **Listed below are options available to staff members for Level I Discipline:**

Verbal Reprimand  
Student Conference  
Special Assignment  
Behavioral Contract  
Teacher-assigned detention

Conference with student/teacher/counselor

Conference with parent/student/teacher

Electronic devices:

- Confiscation of device by staff member and submission to office
- Device will only be returned to a parent or guardian

After the above disciplinary options have been exhausted, the discipline may proceed to Level II.

### **CHEATING**

Cheating is defined by the South Fayette Township School District to include the following:

1. Obtaining assistance in any way from another student during examinations.
2. Knowingly giving assistance to another student during examinations.
3. The use of notes, books etc. or any source of information during examinations that is not authorized by the examiner.
4. Obtaining without authorization an examination or any part thereof.
5. Having knowledge of a stolen examination and not reporting it to an administrator or faculty member.
6. Providing one's work for another student to copy and submit as his/her own.
7. Using another student's work to copy and submit as his/her own.
8. Altering, or causing to be altered, the record of any grade on a test, quiz, etc. in a grade book, office, or other record.
9. Plagiarism - taking or imitating the ideas, thoughts or language of another to represent them as one's original work. If the ideas, thoughts or language from another source must be used, it is the student's responsibility to footnote or annotate the information appropriately.
10. Copying or using another person's electronically stored file to use as his/her own.
11. Entering another person's computer file.
12. Using personal electronic device to photograph any portion of an assessment or to share assessment answers.

Please Note: At the discretion of each teacher, student work may be required to be submitted through an anti-plagiarism software program known as SafeAssignment. This program will check student papers against internet, paper mills, academic and professional content, as well as papers previously submitted by South Fayette Township District students.

All student work will be recorded in an institutional database on the Blackboard Server for future scanning. If you do not wish to have your student's work archived, please contact your building principal. Questions regarding this tool should be directed to the Director of Technology or to the building principals.

### **DISCIPLINARY ACTION FOR CHEATING**

At the discretion of the classroom teacher and the administration, the following consequences may be assigned:

- Student will receive a "0" for the work. The faculty member will contact the parent by phone and a follow-up letter will be sent by the faculty member. Documentation will be placed in the student's discipline file.

- Student will receive a failing grade for the current nine-week period. A parent/teacher conference will be held with the student and an administrator. Written documentation will be placed in the student's discipline file.
- Student will receive a failing grade for the course and face a possible hearing before the Board of Education. A parent conference will be held with the principal. Written documentation will be placed in the student's discipline file.

Note: The use of computers or other electronic devices to cheat may result in the revocation or restriction of computer privileges.

## **DISCIPLINARY STRUCTURE**

### **LEVEL II**

Level II involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school or school sponsored activity. These infractions may result from the continuation of Level I behaviors and require the intervention of personnel on the administrative level or other so specified persons. Teachers who encounter these behaviors within the classroom setting are required to:

1. **Discuss all disciplinary referrals with student.**
2. **Communicate appropriately with parent prior to submitting referral.**
3. **Turn referral in the Student Center**

A proper and accurate record of the offense is documented by the staff member, and the student is referred to the administration for appropriate disciplinary action.

The administrator meets with the student to review documentation and assign appropriate disciplinary consequences.

A parent conference is held (in person or by telephone).

The teacher/parent/student are informed, in writing, of the action.

A proper and accurate record of the offense and the disciplinary action is maintained with a copy forwarded to the parent and teacher.

### **Examples of Level II Behaviors**

Forgery (minor)  
 Verbal altercation  
 Driving to school without authorization  
 Presence unauthorized area of building  
 Racial/Ethnic or other insensitivity  
 Trespassing during suspension  
 Physical altercation (minor)  
 Bus violations (minor)  
 Minor destruction of school property  
 (consequence includes restitution)  
 Inappropriate public display of affection  
 Possession and/or use of lighters, matches  
 and/or other tobacco paraphernalia

Inappropriate language not directed at  
 person  
 Safety violations  
 Continuation of unmodified Level I behaviors  
 Failure to attend Teacher After School  
 Detention  
 Unauthorized use of personal radios/  
 cds/pagers/lasers/cell phones/computers  
 Lying to faculty, staff or administration

Possession and/or use of tobacco/nicotine products, including electronic cigarettes and other nicotine  
 delivery devices\*\*

**Listed below are possible consequences available to the administration for Level II Discipline:**

Wednesday Detention – parental contact  
 by letter/telephone  
 Saturday Detention – parental contact by  
 letter/telephone  
 Conference with parent/guardian/student/  
 administrator  
 Confiscation of device by staff  
 member and submission to office  
 Restorative action/reflection/lesson

One day out of school suspension – parental  
 contact by letter/telephone  
 Required conference with parent/guardian/  
 student/administrator for reinstatement  
 Other referrals as deemed appropriate by  
 the administration  
 Device will only be returned to parent/guardian  
 Proceed to Level II disciplinary action

*\*Note:* Initial minor dress code violations will be attempted to be resolved by a conference with the  
 Administration/student. Subsequent violations will result in further disciplinary consequences.

**POSSESSION AND/OR USE OF TOBACCO/NICOTINE PRODUCTS\*\***

The use and/or possession of tobacco/nicotine products pose a serious health hazard to the user and the  
 members of our school. Students who are found to be in possession of or using tobacco products on  
 school grounds or during school sponsored trips will be cited and required to appear in front of the  
 local magistrate. The following consequences relate to the possession and/or use of tobacco/nicotine  
 products.

**First Offense:**

Citation – First time offenders and their parents may be offered the option of attendance, at their own  
 expense, at a smoking cessation/education program outside the district that is intended to educate  
 students about the dangers of tobacco and nicotine use. Failure to attend this class will result in:

- One Saturday detention
- Payment of all fines and court costs
- 

**Second Offense:**

- Citation
- Two Saturday detentions
- Payment of all fines and court costs

**Third Offense:**

- Citation
- One day out-of-school suspension
- Payment of all fines and court costs

**Fourth Offense:**

- Citation
- Three Day Suspension
- Paying all fines and court costs
- Parent conference required in order to return to school

Incidents involving these offenses will result in issuance of a citation.

**DISCIPLINARY STRUCTURE**

**LEVEL III**

Level III misconduct involves behavior on the part of the student which includes acts directed towards person/property, impedes orderly classroom procedure, and/or interferes with the orderly operations of the school and/or school sponsored activities.

These infractions may result from the continuation of Level II behaviors, but more frequently may be construed more serious in nature and require the immediate intervention of personnel on the administrative level. Teachers who encounter these behaviors within the classroom setting are required to:

1. **Discuss all disciplinary referrals with student.**
2. **Communicate appropriately with parent prior to submitting referral.**
3. **Turn referral into the Student Center.**

Those acts which are criminal in nature may automatically be referred to the appropriate law enforcement office.

Parents or guardians will be informed of the infraction and discipline action taken in all cases.

Level III suspensions are imposed on students whose behaviors threaten the safety and well being of the students and staff. No person has the right to threaten or harm anyone in our school.

**Examples of Level III Behaviors**

Physical fighting\*

Assault\*

Use of profane/obscene abusive language or gestures directed at a person

Open defiance of a member of the staff

Vandalism (minor) (consequences include restitution)\*

(consequences includes restitution)

Violation of drug and alcohol policy

Theft (consequences includes restitution-circumstances reviewed as major or minor)

Disrespect toward a member of the staff or visitor to the school district	Possession or distribution of pornographic materials
Harassment (major or continued)*	Continuation of unmodified Level II behavior
Extortion	
Ethnic/Racial or other intimidation**	
Forgery (major)	
Truancy*	Threats (minor) to staff members
Behaviors which do or have the potential to endanger the safety and well-being of others	

\*Incidents involving these offenses will result in issuance of a citation.

\*\*Will result in a restorative practice.

**Listed below are possible consequences available to the administration for Level III Discipline:**

2 Saturday detentions	10 days out of school suspension – parental contact by letter/telephone
2 Saturday detentions with community service (truancy only)	Superintendent review
1 to 3 days out of school suspension – parental contact by letter/telephone	Required conference with parent/guardian student/administrator/counselors for reinstatement
Restorative action/ reflection/lesson	
IEP team reconvened for “Manifestation Determination” meeting (Special Education)	
	Proceed to Level IV discipline

**\*Note:** A student who commits a total of three (3) or more Level III violations **will** be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities, including dances, class celebrations and the graduation ceremony.

Although the consequences above are available for discipline, the specific discipline will be determined by an investigation of the incident and consistent with policies and procedures.

**DISCIPLINARY STRUCTURE**

**LEVEL IV**

Level IV misconduct involves behavior on the part of the student which includes acts of violence directed towards persons/property which pose a threat to the health, safety, welfare and/or morals of others in the school and/or materially disrupts the educational environment. Included in Level IV violations are unmodified Level I, II and III actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of School Directors.

Parents or guardians will be contacted by phone soon as possible. A letter will also be forwarded with the infraction and disciplinary action taken in all cases.

**Examples of Level IV Behaviors**

Physical assault on a staff member  
Violation of Weapons Policy  
Inciting so as to cause a riot  
Drug and Alcohol Policy violations  
Causing false alarms

Vandalism (major)\*  
Possession and/or use of explosive devices  
Terroristic threats  
Arson, bomb threats  
Threats to staff members

\*Incidents involving these offenses will result in issuance of a citation. Any student who refuses the request of a search by an administrator that is proper and reasonable is subject to disciplinary consequences including suspension and possible expulsion hearing with the board of directors.

**Listed below are the disciplinary consequences for Level IV offenses:**

10 days out of school suspension with possible recommendation to the Board of School Directors for expulsion

All violations of the Criminal Code will be referred to appropriate authorities

**INTERPRETATION OF VARIOUS OFFENSES**

**Arson** Refers to a student attempting to cause damage or destruction to property and/or placing another person in danger of death or bodily injury by igniting an object or causing an explosion.

**Assault** Refers to one or more students' unlawful attempt to injure another (on a student) student/students physically without physical retaliation by the victim. Students shall neither intentionally nor recklessly attempt to cause nor threaten to cause injury to another person or persons. Reasonable self-defense as determined by administrative investigation will not be considered physical retaliation.

**Assault** Refers to one or more students' unlawful attempt to injure a member of (on a staff member) the staff by attempting intentionally and/or recklessly to cause or threaten to cause injury.

**Bomb Threats** Refers to the act or involvement in the act of reporting a threat that could cause the evacuation of the building, place of assembly or facility of transportation.

Refusal to obey a direct, reasonable request from any staff member including teachers, administrators, secretaries, custodians, aides, bus drivers, cafeteria workers, etc. Reasonable is defined as that which will not threaten the health, safety or welfare of an individual student.

**Display of Affection** Refers to visible and open displays of affection that involves but is not (inappropriate)limited to kissing, caressing, embracing and/or other bodily contact.

**Disrespect** Students and staff are expected to conduct themselves in a respectful (toward staff member) manner. However, students must understand that staff members are responsible for providing direction, correcting misbehaviors and giving directives. Although students may not agree with the directives, unless they are a threat to their health, safety or

welfare, students must follow them without disrespectful gestures and/or language. A student who engages in disrespectful behaviors as indicated will be subject to Level III disciplinary actions.

**Drug and Alcohol** School Policy is summarized in this document. Students involved in **Violations** drug and alcohol policy violations will be disciplined according to the guidelines set forth in this policy.

**Intimidation** School Policy #249 (Diversity and Ethnicity Policy) **Intimidation of any group is defined as:** Words and actions directed toward the actual or perceived race, color, religion, national origin/ethnicity, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual constitute intimidation when such words and actions have the purpose or effect of interfering with a student's educational performance, or creating an unwelcome, intimidating, hostile, or offensive educational environment.

Refers to the act of obtaining money or property from an unwilling person by physical force, intimidation, blackmail, ultimatum, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence or fear.

**False Alarms** Refers to students who intentionally pull emergency alarms and/or manipulate emergency or security alarms thus causing possible threat to the safety of those present in the school building.

Using physical means to settle a disagreement. Any physical confrontation that results in disciplinary action may include the involvement of local law enforcement and/or a citation with the magistrate.

Refers to the alteration or otherwise falsification of any school document or communication. Such communications include but are not limited to hall passes, tardy to school or absent from school excuses, early dismissal passes, request for temporary absence, field trip requests, scheduling changes, dental or doctor appointments, request for educational trips or tours, permanent records, athletic eligibility, report cards, deficiency reports, discipline referrals, physical examination forms and identification requests by school personnel.

**Harassment** Refers to the use of force, touching, noise, coercion, threat intimidation, fear, obscene language, obscene gestures, suggestive sexual actions or verbalizations of any other unwanted contact or interaction with another person as part of an isolated incident or as actions that take place over time. For purposes of the student code of conduct, bullying is considered a form of harassment.

**Inciting so as to Cause a Riot** Refers to the use of activities that may pose a threat to the health, safety, welfare and/or morals of others in the school and/or disrupts the educational environment.

**Physical Altercation** Refers to the act of engaging in inappropriate physical contact.

**Safety Violations** Includes throwing snowballs or objects, refusing to wear safety equipment in shop, blatant disregard for safety procedures, horseplay.

**Terroristic Threats** A threat to commit any crime of violence with the purpose to terrorize or to cause evacuation of a building, place of assembly or facility of transportation or otherwise cause serious public inconvenience.

**Theft** Refers to illegal taking of money or materials belonging to any students, staff member or the South Fayette Township School District.

**Threats on Staff** Language directed to a staff member that demonstrates intent to harm a staff member or their family.

**Truancy** Student is absent from school without parent/guardian permission and/or knowledge.

**Under the Influence** A student shall be considered to be “under the influence” of drugs and/or alcohol if he or she has consumed or used either of the above prior to, during, or after school or school related activities and this is discovered while the student is on school property or attending a school related event.

**Verbal Altercation** Refers to a loud shouting match or argument between/among students.

**Weapons Policy** School Policy #218.5 provides that a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. Weapons are defined as listed, but not limited to: knife, cutting instrument, cutting tool, nun-chuck stick, firearm (pellet guns, BB guns, look-alike firearms), shotgun, rifle, explosive device, any tool, Bowie knife, Dirk knife, lock-blade knife, hunting knife, chains, brass knuckles, night sticks, ax handles, metal knuckles, straight razors, poisons, noxious, irritating or poisonous gases (mace), razor, loaded cane, sword cane, machete, tazers, or shockers or anything used to threaten and/or cause harm. Violators of this policy may be prosecuted. This policy is summarized later in this document.

### **TARDY TO CLASS**

1. Students are expected to be in class when the period begins, unless they enter with a written excuse from a school official verifying legitimate reasons for the lateness.
2. An unexcused tardy to class that results in 10 minutes or more of class being missed will be considered an unexcused tardy.
3. Five unexcused tardies to class will result in a class cut.
  - A. The first through third unexcused tardies to class will result in verbal warnings by the classroom teacher as well as documentation of the dates and minutes tardy. The teacher will discuss the problem with the student and, on the third unexcused tardy, will inform the parent of the problem.

- B. The fourth unexcused tardy to class will result in the teacher submitting a written disciplinary referral indicating the dates of the previous tardies and the fourth tardy to the Student Center. The administration will schedule a conference with the student, parent, and teacher.
- C. The fifth tardy to class will result in the teacher submitting written documentation of the previous tardies, a Wednesday detention being assigned by the administration and Level I of the class cut policy being invoked.

### CLASS CUTTING

Class cutting refers to failure to attend scheduled classes or excessive tardiness to class.

#### A. First Offense Consequences

1. The teacher notifies the Student Center in writing after he/she has verified that it is a class cut by completing a disciplinary form.
2. Wednesday detention is assigned by the administration.
3. Parental contact will be made by letter or telephone from the administration with documentation in the student's disciplinary file.
4. Explanation of the consequence of cutting class to both the student and parent/guardian is given.
5. "0" for class work missed; no make-up privileges.

#### B. Second Offense Consequences

1. The teacher notifies the Student Center in writing after he/she has verified that it is a class cut and indicates on the disciplinary form the date of the previous offense.
2. Saturday detention is assigned by the administration.
3. Parental contact by letter or telephone.
4. Conference with parent/guardian/student/administrator/guidance counselor.
5. Parent signature on official notification indicating understanding that the next cut from that particular class will result in an automatic failure.
6. "0" for class work missed; no make-up privileges.

#### C. Third Offense Consequences

1. The teacher notifies the Student Center in writing after he/she has verified that it is a class cut and indicates on the disciplinary form the dates of the previous offenses.
2. Two Saturday detentions are assigned by the administration.
3. Parental contact by letter or telephone.
4. Required conference with parent/guardian/student/administrator.
5. **Notification of parent/guardian that the student has forfeited all course credit and will receive an "NC".**

Students who leave school without permission or are truant will be assigned two Saturday detentions and may be required to do 5 hours of community service. Additionally their absence will be recorded as unexcused and in their individual classes will be given a class cut.

### **TRANSPORTATION**

Bus conduct will be classified in accordance with the Code of Conduct of South Fayette Middle School. However, specific bus violations include: (1) not remaining in seat while bus is in motion, (2) loud conversation, (3) unnecessary noise, (4) boisterous conduct, whistling or calling to people from the bus, (5) throwing objects from or onto the bus, (6) failure to keep all parts of the body inside the bus, (7) littering on the bus, (8) eating or drinking on the bus.

**Students found in violation of these guidelines of acceptable bus behavior will be judged according to the Code of Conduct and may be subject to the loss of bus privileges.**

Assigned seats will also be considered when the administration deems it appropriate. Any further misconduct will result in the loss of bus privileges for the remainder of the school year. Loss of transportation does not excuse a student from attending school.

### **DISTRICT-WIDE DIGNITY & RESPECT INFORMATION**

**Definition:** School-wide Positive Behavioral Supports (SPBS) is a proactive team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide Positive Behavior Support increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized intervention strategies. The South Fayette School District Board of Education, administration, and staff endorse and support UPMC Dignity and Respect Campaign as part of our school-wide positive behavior support system.

As part of “Positive Behavior Support” for all students district-wide, the South Fayette Township School District promotes a proactive approach to student behavior to sustain safe and effective schools. The South Fayette Township School District along with UPMC Inclusion Program believes that these values are crucial to building and sustaining an environment in which everyone feels included, valued, and appreciated.

1. Sweat the small stuff
2. Smile
3. Listen
4. Say hello
5. Say thank you
6. Reinvent the wheel
7. Be open
8. Be flexible
9. Join the team
10. Be relationship builder
11. Treat others the way they want to be treated
12. Be culturally competent

13. Break the ice
14. Demonstrate mutual respect
15. Ask
16. Find common ground
17. Communicate respectfully
18. Practice patience
19. Seek understanding
20. Share point of view
21. Get someone else's point of view
22. Lead the way
23. Do the right thing
24. Be considerate
25. Remember, we all make mistakes
26. Get involved
27. Become a mentor
28. Take a healthy step
29. Lend a hand
30. Be a champion of Dignity and Respect

We are a District that fully embraces and implement research-based practices in instruction and behavior. This is a universal, proactive intervention for all students in schools to demonstrate and model dignity and respect toward each other. This policy requires that the South Fayette School District utilize a school wide system of supports that include proactive strategies for defining, teaching, and supporting appropriate student behavior to create a positive school climate. This school-wide positive behavior support system is for all students within the District and shall be implemented in areas including the classroom, and unstructured settings such as the hallways, restrooms, cafeteria, playground, etc.

This positive behavior support system is an application of behaviorally-based systems approach that is used to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-based practices and environments in which teaching and learning occurs. The South Fayette Township School District school-wide positive behavior support system is designed to teach respect, responsibility, and safety on the South Fayette School District Campus. The South Fayette Township School District encourages students to continuously make good behavior choices through dignity and respect with their fellow peers and staff.

### **COMPUTER USAGE POLICY**

The South Fayette Township School District has established computer facilities and provided devices to each student to support its philosophy to provide a comprehensive education that meets the needs of all students and will prepare them adequately for their future. Proper use of all equipment, software, facilities and supplies is required by all students. Any person involved in violating this policy will be subject to disciplinary action.

Parents or guardians shall be responsible for the loss or destruction of school property and that of other pupils and teachers when such damage or loss is the result of deliberate or mischievous action on the part of their children.

The following are examples of direct violations of the Computer Usage Policy of the South Fayette Township School District:

1. Vandalism by damaging computer facilities, equipment, software or supplies.
  2. Theft of equipment, time, service, software, or supplies.
  3. Misuse of facilities, equipment, software or supplies.
  4. Plagiarizing by unauthorized entry or transfer of files to read, change, copy or destroy.
  5. Sharing unauthorized information.
  6. Possession of software or materials that will enable a student to break the code to enter a file system, computer program, or data base.
  7. Any attempt to break into a file or system by circumventing security procedures.
  8. Unauthorized use of school equipment.
  9. Use of computers to create or send abusive or obscene messages.
  10. Violations of copyright and/or licensing agreements.
  11. Unauthorized presence in the computer room.
1. Violation of the Internet Policy

Following an investigation, subsequent disciplinary action may include any or all of the following:

- a. Restriction or revocation of computer privileges
- b. Restitution
- c. Referral to legal authorities for prosecution

### **School Board Policy 218.1 WEAPONS POLICY**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck stick, firearm, pellet gun, BB gun, look-alike weapon, shotgun, rifle, explosive device, Bowie knife, Dirk knife, lock-blade knife, hunting knife, chains, brass knuckles, night sticks, ax handles, metal knuckles, straight razors, poisons, noxious, irritating or poisonous gases (mace), razor, loaded

cane, sword cane, machete, tazers, shockers, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

The Board hereby directs the Superintendent or his/her designee to develop and implement a plan for the ongoing protection of the educational community regarding the possession of weapons on school property. This plan is to include implementation of procedures in the event weapons are found on a student and is geared directly towards student safety.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

Any school employee who has reasonable suspicion that a student is in violation of this policy shall immediately inform the building principal, who will conduct the complete investigation. The principal must notify the Superintendent, make every effort to contact the parent/guardian (documenting attempts) as soon as possible, and if deemed appropriate summon local law enforcement officials.

Upon just cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched or have his/her locker searched by a school official in the presence of a witness. If the student resists being searched or having his/her locker searched, the principal will immediately summon local law enforcement officials and request assistance. Parents/ Guardians shall be notified as soon as possible.

If a student is found in violation of this policy, the student shall:

1. Receive a ten (10) day out-of-school suspension.
2. Be given the opportunity to attend an informal hearing with the principal, unless this provision is waived by the parent/guardian during the ten (10) day suspension.

Formal due process proceedings before the Board regarding expulsion shall be scheduled in cases where the administration is recommending expulsion.

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

**Nothing in this policy is to be construed to interfere with items necessary for the educational program. This could include but not be limited to items in shop class instruction, science instruction, home economics class and art room instruction.**

### Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

### **School Board Policy 222. TOBACCO USE**

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

Possession shall mean having any of the defined products on your person, in a handbag, locker, or other area in the person's control.

The Board prohibits tobacco use and possession 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.

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who violates the tobacco use policy.

The Superintendent or designee shall develop procedures to implement this policy, which shall include:

1. Annually informing all students, parents/guardians and staff members of the tobacco use policy of this district through the student/parent handbook, parent newsletter and other efficient methods.
2. Instruction on the potential hazards of the use of tobacco in the health curriculum.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Furthermore, any student found in possession of or using tobacco products in violation of this policy shall be issued a citation and prosecuted for a summary offense.

The student may be sentenced to pay a fine of not more than \$50 for the benefit of the school district, and to pay court costs as assigned by the magistrate. An alternative may be the student

being assigned to adjudication alternatives, as determined by the local magistrate. Conviction of this offense cannot be placed on a criminal record.

Violations of this policy will also result in progressive discipline unless a particular violation is deemed to be willful or contemptuous of this policy, in which case, harsher discipline may be imposed than called for in progressive discipline as outlined in the student/parent handbook.

### **School Board Policy 247. HAZING**

*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.*

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.

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.

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.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Verbal instructions by the coach or sponsor at the start of the season or program.

#### Complaint Procedure

1. 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.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the 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.
5. If 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.

### **School Board Policy 248 - UNLAWFUL HARASSMENT**

Unlawful harassment creates a hostile learning environment for all students. The South Fayette Township School District (SFTSD) is committed to maintaining a learning environment for students that is safe, positive, and free from unlawful harassment. Therefore, the District shall prohibit unlawful harassment in any form of any student or third party at school or any school-sponsored activity.

The Board of School Directors 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, as well as on district property. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

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

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

For purposes of this policy, unlawful harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's actual or perceived race, color, religion, national origin/ethnicity, ancestry, mental or physical disability, sexual orientation, gender or gender identity when such conduct:

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

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:

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.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse and or of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct of a sexual nature that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Superintendent shall designate a Compliance Officer and an Alternate Compliance Officer.

<b>INFRACTION OF HARASSMENT</b>	<b>DISCIPLINARY CONSEQUENCE</b>	<b>RESTORATIVE / RECONCILIATION</b>
<p>Consist of verbal, written, graphic or physical conduct relating to an individual's actual or perceived race, color, religion, national origin/ethnicity, ancestry, mental or physical disability, sexual orientation, gender or gender identity when such conduct:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.</li> <li>3. Otherwise adversely affects an individual's learning opportunities</li> </ol>	<p>Appropriate discipline will be implemented per the respective school handbook.</p>	<p>Support may include but is not limited to: interactions with a school counselor/social worker, communication with teachers as needed, referrals to the Student Assistance Program, restorative lessons and service- oriented opportunities.</p>

## **Procedure**

Any student who believes that he or she has observed or been subjected to conduct constituting unlawful harassment should immediately report the incident to any principal, assistant principal, other administrator, school counselor, school psychologist, school social worker, teacher or school nurse. Any person who receives a report or complaint of alleged unlawful harassment must immediately communicate the report or complaint to the Compliance Officer.

Upon receipt of a report or complaint of unlawful harassment, or as soon thereafter or as reasonably possible, the District, through the Compliance Officer or his or her designee, will commence a prompt, thorough and impartial investigation of the report or complaint. The investigation will be conducted in a manner that respects the privacy of all parties concerned to the extent consistent with the District's legal obligation to investigate claims of unlawful harassment and to take corrective action where such conduct is determined to have occurred. The nature and extent of the investigation to be conducted shall be determined by the circumstances involved, including the nature and severity of the alleged conduct, the existence and number of witnesses and the existence of disputed facts.

If the District determines that unlawful harassment has occurred, prompt, effective remedial action will be taken to eliminate the harassing conduct and prevent future occurrences of harassment. In addition, the District will impose appropriate disciplinary action on the harassing party commensurate with the severity of the offense.

The District does not tolerate retaliation against any individual who has made a report or complaint of alleged harassment or participated in the investigation of a report or complaint of alleged harassment. Any person who believes that he or she has been subjected to retaliation for reporting harassment or participating in the investigation of a report or complaint of alleged harassment should immediately report the retaliation in the manner set forth above. Any report or complaint of retaliation will also be promptly, thoroughly and impartially investigated in accordance with the procedure outlined above. If a report or complaint of retaliation is substantiated, appropriate disciplinary action will be taken.

## **Administrative Responsibility**

It shall be the responsibility of the Administration to:

1. Communicate to students, employees and staff information to recognize, discourage and refrain from unlawful harassment.
2. Inform District students, employees and staff as to the reporting procedure when a student or employee believes that he or she has been harassed.
3. Conduct a prompt, thorough and impartial investigation of all reports or complaints of alleged unlawful harassment.
4. Impose prompt and effective remedial action, including disciplinary action as may be appropriate, in order to stop the harassing conduct and prevent future incidents of unlawful harassment.

## **Communication**

This policy shall be communicated to all District students, employees and staff.

### **Complaint Procedure – Informal Procedure**

If the complainant and the person accused of harassment agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the formal procedures set forth in this policy. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether unlawful harassment occurred.

### **Complaint Procedure – Formal Procedure**

#### **Step 1 – File Report**

Any student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy should report the incident to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported immediately. Further, any student who has knowledge of conduct which may constitute unlawful harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who has notice that a student may have been a victim of unlawful harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the Report of Harassment form to make complaints of harassment; however, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged unlawful harassment to the Compliance Officer. Any complaint that involves the Compliance Officer or principal shall be reported to the Superintendent.

The complaint and identity of the complainant and alleged harasser will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law.

#### **Step 2 – Investigation**

Upon receipt of a report of alleged unlawful harassment, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the district. The investigation shall be completed as soon as practicable, which generally should be not later than fourteen (14) calendar days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the

alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer determines that more than fourteen (14) days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported in accordance with Board policy.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The district shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the district shall consider, at a minimum:

1. The surrounding circumstances.
2. The nature of the behavior.
3. Past incidents or past or continuing patterns of behavior.
4. The relationship between the parties.
5. How often the conduct occurred.
6. The identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim).
7. The location of the alleged harassment.
8. The ages of the parties.
9. The context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, then the report shall be sent to the Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

### **Step 3 – Action By Superintendent**

Within five (5) calendar days of receiving the Compliance Officer's report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or designee determines that unlawful harassment occurred, the district shall take prompt, corrective action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline, up to and including expulsion or discharge.

Whether or not the Superintendent or designee determines that unlawful harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receive counseling.

**Step 4 – Appeal**

If the Superintendent or designee determines that no unlawful harassment occurred, the complainant may appeal this finding to the Board within fifteen (15) calendar days of receiving the decision. Notice of appeal must be filed with the Superintendent, who shall forward the record to the Board. The Board shall make a decision with thirty (30) calendar days of receiving the record. The Board may ask for oral or written argument from the aggrieved party and the Superintendent and any other individual the Board deems relevant.

If the Superintendent or designee determines that unlawful harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

**South Fayette Township School District**

**REPORT OF HARASSMENT**

1.Name: \_\_\_\_\_

2.School/Building: \_\_\_\_\_

3.Describe the conduct you found objectionable, including what force, if any was used; verbal statements (threats, requests, demands, etc.); what if any physical contact was involved (additional sheets may be attached):

4.The name of the person or persons alleged to be harassing you:

\_\_\_\_\_

5.If the alleged unlawful harassment was directed against another person, identify the other person:

\_\_\_\_\_

6.Date of the incident described in #3:

\_\_\_\_\_

7.Approximate time of the incident's occurrence, as described in #3:

\_\_\_\_\_

8.Location of the incident described in #3:

\_\_\_\_\_  
\_\_\_\_\_

9.Names of any witnesses to the incident described in #3:

\_\_\_\_\_  
\_\_\_\_\_

10.Please briefly identify the actions you would like to be taken by the School District in correcting the matter you have identified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Person completing the complaint form: \_\_\_\_\_

12. Date this complaint was submitted: \_\_\_\_\_ Complainant's Signature

\_\_\_\_\_

\_\_\_\_\_

**RETURN YOUR COMPLAINT TO YOUR PRINCIPAL OR THE COMPLIANCE OFFICER, OR  
THE ALTERNATE COMPLIANCE OFFICER.**

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**Office Use:**

Date Received: \_\_\_\_\_

Person Receiving Complaint: \_\_\_\_\_

## **School Board Policy 249. BULLYING/CYBERBULLYING**

The South Fayette Township School District is committed to providing a district climate that encourages inclusion by creating a safe, positive learning environment for all students. We recognize 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, bullying of any kind will not be tolerated. Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts which occurs in a school setting, that (a) are directed at another student or students; (b) are severe, persistent or pervasive; and (c) have the effect of (i) substantially interfering with the student's education (ii) creating a threatening environment and/or (iii) substantially disturbing the orderly operation of the school.

Bullying includes, but is not limited to, physical intimidation or assault; extortion; oral or written threats; malicious teasing, putdowns, social isolation or name calling; threatening looks, gestures, or actions; cruel rumors; and false accusations, including any of the foregoing via electronic communications such as the internet, email, text messaging, or other methods. Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, at any activity sponsored, supervised or sanctioned by the District, or any other time that students are subject to the jurisdiction of the District.

The Board prohibits all forms of bullying by district students and staff. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

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.

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.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. 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.

<b>INFRACTION OF BULLYING / CYBERBULLYING</b>	<b>DISCIPLINARY CONSEQUENCE</b>	<b>RESTORATIVE / RECONCILIATION</b>
Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts which occurs in a school setting, that (a) are directed at	Appropriate discipline will be implemented per the respective school handbook.	Support may include but is not limited to: mediation (if agreed upon by all parties), teacher-student-parent meetings, interactions with a school

<p>another student or students; (b) are severe, persistent or pervasive; and (c) have the effect of (i) substantially interfering with the student’s education (ii) creating a threatening environment and/or (iii) substantially disturbing the orderly operation of the school.</p> <p>Bullying includes, but is not limited to, physical intimidation or assault; extortion; oral or written threats; malicious teasing, putdowns, social isolation or name calling; threatening looks, gestures, or actions; cruel rumors; and false accusations, including any of the foregoing via electronic communications such as the internet, email, text messaging, or other methods.</p> <p>Bullying, as defined in this policy, includes cyberbullying.</p>		<p>counselor/social worker, communication with teachers as needed, referrals to the Student Assistance Program, restorative lessons and service- oriented opportunities.</p>
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## School Board Policy- DIVERSITY AND EQUITY

### **Introduction:**

Hate will never be welcome or tolerated in the South Fayette Township School District (SFTSD). Every student and every educator and staff member — regardless of their race, ethnicity, gender identity, sexual orientation, citizenship status, mental and physical ability status, and/or religion — is a valued member of our SFTSD community. The District recognizes that we must remain steadfast in our commitment to foster an environment where all members of the community feel welcome, respected and safe in all of our schools, buildings and facilities. In order to nurture a stronger community, the District is also committed to providing an environment and practices for reconciliation that not only include reflection and restoration but also creates the conditions for forgiveness.

### **Preamble:**

The South Fayette Township School District believes that equity, diversity and inclusion are integral to the District's vision, mission and goals. Addressing the needs of all learners requires recognition of the inherent value of diversity and acknowledgment that educational excellence requires a commitment to equity in the opportunities provided to students and their resulting experiences.

In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that negatively affect a positive learning community, and to eliminate disparities in educational experiences for students from underserved and underrepresented populations, the District shall proactively endeavor to identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate opportunity gaps, and impede equal access to all students for full participation in the SFTSD community.

### **Purpose**

The purpose of this policy is to support an equitable learning environment that honors and respects the diversity of the students attending our schools and living in our community. Behaviors that create an unsafe, intimidating or hostile learning environment for students will not be tolerated and allegations of such conduct will be investigated.

### **Definition**

**Intimidation of any group is defined as:** Words and actions directed toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual constitute intimidation when such words and actions have the purpose or effect of interfering with a student's educational performance, or creating an unwelcome, intimidating, hostile, or offensive educational environment.

### **Diversity and Equity**

The District believes that intimidation of any kind derails our efforts to educate students and enable them to thrive locally and in a global society. Students who commit the offense of intimidation respect to the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual, whether such conduct occurs on school grounds or during school-sponsored trips, events or activities, will be disciplined and mandated to reconcile through restorative practices.

The following consequences relate to intimidation as outlined above:

<b>INFRACTION OF INTIMIDATION</b>	<b>DISCIPLINARY CONSEQUENCE</b>	<b>RESTORATIVE / RECONCILIATION</b>
Including, but not limited to the use of language (name calling-verbal, social media, offensive gestures or pictures, use of symbols (wearing ethnic symbols in a manner in which they are unintended and misrepresented), threats, defacing and destroying property, vandalism, graffiti, destruction of symbols, retaliation.	Appropriate discipline will be implemented per the District’s discipline policy/procedures.	Support may include but is not limited to: mediation (if agreed upon by all parties), teacher-student-parent meetings, interactions with a school counselor/social worker, communication with teachers as needed, referrals to the Student Assistance Program, restorative lessons and service- oriented opportunities.

The following categories of severity will be used to inform the progressive discipline model as outlined in the respective school handbooks.

<b>INSENSITIVITY</b>	<b>DISCRIMINATION</b>	<b>INTIMIDATION</b>
Definition: Showing a lack of feeling or concern for others because of actual or perceived difference of race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity.	Definition: Purposeful unjust or prejudicial treatment of someone due to their actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity.	Definition: Words and actions directed toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual constitute intimidation when such words and actions have the purpose or effect of interfering with a student’s educational performance, or creating an unwelcome, intimidating, hostile or offensive educational environment.

**Authority related to Diversity and Equity Policy**

**Shared responsibilities of community members**

Each student shall be responsible to respect the human dignity and rights of others in order to foster an atmosphere free from insensitivity, discrimination and intimidation.

Each teacher shall be responsible for creating a safe learning environment for all students by fostering a culture that is free from insensitivity, discrimination and intimidation of any kind.

Building administrators shall work to create a community within each building that does not tolerate insensitivity, discrimination and intimidation of any kind.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Such administrative regulations shall be reviewed annually with students, parents, and/or guardians.

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 of School Directors.

**SUMMARIZATION OF DRUG AND ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES**

*Table 2: Drug and Alcohol Policy*

<b>SITUATIONAL/ CATEGORY</b>	<b>IMMEDIATE ACTION</b>	<b>INVESTIGATION</b>	<b>NOTIFICATION OF PARENTS</b>	<b>NOTIFICATIONS OF POLICE</b>	<b>DISPOSITION OF SUBSTANCE</b>	<b>DISCIPLINE/ REHABILITATION</b>
1. A student is suspected of possible drug, mood-altering, or lookalike substance or alcohol use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance.	Limited to staff member contacting coordinators or principal for assistance.	Limited to behavioral problem.	Not applicable.	Not applicable.	None. Referral to SAP Team
2. A student contacts a staff member in regard to the drug, mood-altering, or look-alike substance or alcohol use of another student.	The student who contacts a staff member is encouraged to get the student with a problem to personally seek assistance.	Staff member contacts SAP Team member.	Not applicable.	Not applicable.	Not applicable.	None. Referral to SAP Team member.
3. A student volunteers information about personal drug, mood altering, or look-alike substance or alcohol use and asks for help.	Student informed of services available and encouraged to seek assistance.	Staff member will request advice from SAP Team member.	Only with the consent of the student, unless there is a clear and imminent danger.	Not applicable.	Not applicable.	None. Referral to SAP Team.
4. The student possesses drug-related paraphernalia, no evidence of use.	Principal summoned, paraphernalia confiscated. Staff member writes anecdotal	The student, his/her locker and other possessions will be searched. Confiscation of substance.	Yes.	At the discretion of principal.	Analysis, if warranted.	Required meetings with SAP Team or principal. Level III Violation -3 day suspension.

	report.					
5. A student possesses uses or is under the influence of drugs, mood-altering, or look-alike substances, or alcohol. First offense cooperative behavior.	Principal is summoned. Staff member writes anecdotal report.	The student, his/her locker and other possessions will be searched. Confiscation of substance.	Yes, parental conference arranged as soon as possible.	At the discretion of principal	Analysis will be made.	Informal hearing. Level III Violation – 5 day suspension. Required participation in a chemical abuse program as determined after assessment by service provider.
6. The student has a drug, mood–altering, or look–alike substance or alcohol related medical emergency.	The nurse will be summoned immediately . Student may be transported to medical facility.	The principal will investigate the incident. This will include a search of his student, locker and other possessions.	Notification of the incident in the case of a health problem or medical emergency.	Only in cases where the safety of the emergency victim or school population is at risk.	Analysis will be made.	Level III Violation- 5 day suspension. May include time or hospitalization. Referral to SAP Team. If evidence of further violation, see appropriate situation category.
7. A student possesses uses or is under this influence of drugs, mood-altering, or look-alike substances or alcohol. First offense, uncooperative behavior.	Principal is summoned. Staff member writes anecdotal report.	The student, his/her locker and other possessions will be searched. Confiscation of substance.	Yes, required to come to school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Level III Violation- 10day suspension. Possible board hearing. Required participation in a chemical abuse program as determined after assessment by service provider.

<p>8. A student possesses uses or is under the influence of drugs, mood-altering, or look-alike substances or alcohol at a school-related activity on or off school property.</p>	<p>Chaperone will contact group advisor, police and principal. Medical assistance will be called if necessary.</p>	<p>The student, his/her locker and possessions are searched. Confiscation of substance.</p>	<p>Yes, immediately.</p>	<p>At the discretion of group advisor or principal.</p>	<p>Analysis will be made for possible use in further proceeding.</p>	<p>Level III-5 day cooperative. Level IV-10 day, uncooperative.</p> <p>Parents contacted to come for student immediately. Possible board hearing. Required participation in a chemical abuse program, as determined after assessment by service provider.</p>
<p>9. A student is caught again in possession, use or is under the influence of drugs, mood-altering, or look-alike substances, or alcohol.</p>	<p>Principal is summoned, staff member writes anecdotal report. Medical assistance will be called if necessary.</p>	<p>The student, his/her locker and possessions are searched. Confiscation of substance.</p>	<p>Yes, requested to come to principal's office immediately.</p>	<p>Yes.</p>	<p>Analysis will be made for possible use in further proceedings.</p>	<p>Level IV Violation.</p> <p>The student shall be suspended from school for ten days and shall be referred to the Board of school Directors for a board hearing and action. Administration will require that conditions for the return to school. If expulsion, include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility.</p>

<p>10. The student is distributing a drug, mood-altering, or look-alike substance, alcohol or controlled substance.</p>	<p>Principal is summoned. Staff member writes anecdotal report.</p>	<p>The student, his/her locker and possessions are searched. Confiscation of substance.</p>	<p>Yes, requested to come to principal's office immediately.</p>	<p>Yes, in order that they may take further action.</p>	<p>Analysis will be made for possible use in further proceedings.</p>	<p>Level IV Violation.  The student shall be suspended from school ten days and shall be referred to the Board of School Directors for Board hearing and Board action. The Administration will require that conditions for the return to school. If expulsion, include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility.</p>
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## **ALMA MATER**

**SOUTH FAYETTE MAY WE BE,  
EVER FAITHFUL TO THEE,  
MAY THY CHILDREN ALL CHERISH THY NAME**

**FOR THE GOOD THOU HAS DONE,  
FOR EACH VICTORY WE'VE WON  
ALMA MATER TO THEE ALL THY FAME,  
DEAR OLD HIGH, THOU HAS SERVED US SO WELL,**

**ALL THY VIRTUES WE NEVER CAN TELL  
OTHER SCHOOLS WE MAY ALL SOON FORGET,  
BUT WE'LL ALWAYS LOVE DEAR SOUTH FAYETTE.**

**SCHOOL COLORS: Green & White**

**MASCOT: Lion**