

# SHADY SIDE ACADEMY



2022-2023  
**SENIOR SCHOOL**  
**Student-Parent Handbook**



## ALMA MATER

Glory to Shady Side,  
her praises sing;  
Faith, honor, loyalty  
as gifts we bring.  
Inspire us through the years;  
'ere remain our pride.  
Glory to our Alma Mater.  
Shady Side.

So stand throughout the years,  
revered and true;  
Guard our memories safely for us,  
we'll keep faith with you.  
Joy, hope and trust in thee  
ever will abide.  
Glory to our Alma Mater,  
Shady Side.

- Words by Stewart H. Steffey

# MISSION AND VALUES

## MISSION

Shady Side Academy's mission is to challenge students to think expansively, act ethically and lead responsibly.

## PHILOSOPHY

Shady Side Academy is a vibrant learning community that values intellectual curiosity, personal integrity and diverse perspectives. Through a rigorous and balanced curriculum of academics, arts and athletics, our students are challenged to explore their passions and excel beyond expectations. Supported by active alumni and parents, our unique culture of faculty-student mentorship inspires students to become lifelong learners and engaged, thoughtful citizens of their communities.

## GUIDING PRINCIPLES

Members of the Shady Side Academy community acknowledge and accept five principles that serve as fundamental points of guidance for all adults and students living and working together in the school community: Honesty, Kindness, Responsibility, Respect and Safety.

## DECLARATION FOR A DIVERSE AND INCLUSIVE COMMUNITY

As an Academy, we must cultivate, understand and embrace the differences among us as part of our educational endeavor. Academy leadership, faculty, staff, alumni, parents and students provide an example by fostering an environment of understanding and respect of all people. Further, we must instruct and empower children to challenge assumptions and ask questions in order to become responsible citizens in a diverse world. We believe that the recognition and appreciation of differences in race, socio-cultural status, religious tradition, age, gender, ability and sexual orientation enhance the individual's sense of identity, broaden respect for others and inspire strong character. As we strive for academic excellence, so shall we strive for richness and depth in the community life at Shady Side Academy. Through curriculum and informal school experiences, students at Shady Side Academy must appreciate and respect the inherent value of all people.

## STATEMENT OF NON-DISCRIMINATION

Shady Side Academy, as an educational institution and as an employer, does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The Academy does not tolerate discrimination, harassment or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in Academy programs or activities.

The Academy responds promptly and equitably to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The Academy is committed to taking prompt action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

For further information on the Academy's Nondiscrimination Policy or to report suspected discrimination, please contact the dean of student life, the chief inclusion, equity and community relations officer, any school counselor, school nurse or head of school.

# COMMUNITY NORMS



## RESPECT IDENTITIES & BACKGROUNDS

- Approach conversations and interactions with empathy, and acknowledge that our experiences and backgrounds are diverse and shape our beliefs.
- 

## PRACTICE SELF-CARE

- Realize that the people around you are willing to help you and that reaching out for support is not a sign of weakness.
- 

## LISTEN INTENTIONALLY

- Listen wholeheartedly with positive intent to learn, understand and gain commonality.
  - Lean into discomfort and suspend judgment of yourself and others.
  - Recognize that ideas are nuanced and complex.
- 

## SPEAK THOUGHTFULLY

- Speak from the “I” perspective; express yourself passionately and thoughtfully.
-

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# GENERAL INFORMATION

## ATTENDANCE

Please call the Deans' Office at 412-968-3117 or email [attendance@shadysideacademy.org](mailto:attendance@shadysideacademy.org) for all attendance-related matters. See page 30 for further information regarding the attendance policy.

## SWITCHBOARD

When school is in session, the switchboard is open from 8 a.m.-4 p.m., at 412-968-3000. During the summer recess, winter break and spring break, the switchboard is open Monday-Thursday, 9 a.m.-4 p.m., and Friday from 9 a.m.-noon.

## COMMUNICATING WITH STUDENTS DURING THE ACADEMIC DAY

Parents may call the Deans' Office at 412-968-3117 or send a text message to their child. Students are not permitted to respond while in class, so they will respond once the class concludes.

IN A TRUE EMERGENCY, WE WILL LOCATE YOUR CHILD. Please know that it may be difficult to locate your student quickly, as students may use most areas of the Senior School campus during their free periods.

## EMAIL

All students, faculty and staff have access to email. Student email addresses are formatted as follows: last two digits of graduation year, last name, first letter of first name@shadysideacademy.org. For example, Joe Smith, Class of 2016, would be 16smithj@shadysideacademy.org. Faculty and staff e-mail addresses are formatted as follows: first letter of first name, last name@shadysideacademy.org. For example, Joe Smith would be jsmith@shadysideacademy.org. Students are expected to check their email at least once per day, and to respond to pertinent emails from SSA adults.

## WEATHER AND EMERGENCY NOTIFICATIONS

In the event of a weather-related delay or closing, families will be notified by School Messenger automated phone call, text alert and email. Closure and delay notices are also sent to local TV stations and posted on the SSA website, Facebook and Twitter pages, weather hotline (412-447-2202) and switchboard voicemail (412-968-3000).

## VISITORS

Admissions visitors should check in at the Admissions Office in Bayard House. All other student visitors should report to the Deans' Office in Rowe Hall and should remain with their Shady Side Academy hosts for the entirety of their visit. All daytime adult visitors to the school should enter Rowe Hall through the doors facing the courtyard outside the Deans' Office and check in with Shady Side Academy personnel. Visitors attending special or athletic events, such as visiting teams and/or spectators, should proceed directly to the area of the event. Alumni, college representatives and family members are permitted on Academy grounds provided that an Academy administrator is aware of and consents to the visit.

No visitors are permitted on Academy grounds after regular school hours unless on official school business, attending sponsored athletic or special events, or visiting a campus resident with the resident's permission.

Note: Students who have been suspended, dismissed or have withdrawn from school for disciplinary reasons may not attend school or any Academy-sponsored activity or be on any Academy property, except with the permission of the Academy President, Head of School or other Senior School administrator. Any person in violation of this policy will be considered in violation of the law and will be subject to prosecution for trespass as provided by Pennsylvania law.

# IMPORTANT CONTACT INFORMATION

ATTENDANCE	Erica Strafalace 412-968-3117
CAMPUS SAFETY	412-352-7657
COUNSELOR	Creighton Runnette 412-968-3202
DIRECTOR OF ADMISSION	Robert Grandizio 412-968-3180
DIRECTOR OF ATHLETICS	Sean Simmons 412-968-3065
DIRECTOR OF COLLEGE COUNSELING	Lauren Lieberman '98 412-968-3099
DIRECTOR OF NURSING	Melanie Haynes 412-968-3131
DEAN OF RESIDENTIAL LIFE	Pamela Boehm 646-276-5306
DEAN OF STUDENT LIFE	Chad A. Green 412-968-3087
DEAN OF STUDIES, ACADEMICS	Claire Logsdon 412-968-3148
FORM III DEAN	J.A. MacDougall 412-968-3108
FORM IV DEAN	Adam Janosko 412-968-3114
FORM V DEAN	Lindsey Myers lmyers@shadysideacademy.org
FORM VI DEAN	Leah Powers 412-968-3090
HEAD DORM ADVISOR: CROFT	Justin Jackson-Strong 404-713-4354
HEAD DORM ADVISOR: MOREWOOD	Pamela Boehm 646-276-5306
HEAD OF SENIOR SCHOOL	Trixie Sabundayo 412-968-3001

LEARNING SPECIALIST	Michael Baranowski 412-447-2216
REGISTRAR/SCHEDULING	Sarah Casey '03 412-968-3133
SWITCHBOARD	412-968-3000
<u>ACADEMIC DEPARTMENT HEADS</u>	
ATHLETICS	Sean Simmons 412-968-3125
COMPUTER SCIENCE	Dawson Haytock dhaytock@shadysideacademy.org
ENGLISH	David Barndollar dbarndollar@shadysideacademy.org
FINE ARTS	Cari Batchelar cbatchelar@shadysideacademy.org
HISTORY	Rachel McCool rmccool@shadysideacademy.org
LIBRARY	Lindsey Myers 412-968-3073
MATHEMATICS	Amy Yam ayam@shadysideacademy.org
PERFORMING ARTS	Dek Ingraham ringraham@shadysideacademy.org
SCIENCE	Joseph Martens jmartens@shadysideacademy.org
WORLD LANGUAGES	Alison Daniel adaniel@shadysideacademy.org
<u>AUXILIARY SERVICES</u>	
BUSINESS OFFICE	Amy Szlachetka 412-968-3137
BUS INFORMATION	Linda Porter 412-968-3022
DINING SERVICES	Cindy Wise 412-968-3111
FINANCIAL AID	Kathleen Zalewski 412-968-3132

# SCHEDULE

Name: \_\_\_\_\_

## SSA Senior School Daily Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Pd. 1 8:15 AM	A	G	F	B	D	H	C	E
Pd. 2 9:10 AM [Testing]	B (A Lab)	D (G Lab)	H (F Lab)	C (B Lab)	E (D Lab)	A (H Lab)	G (C Lab)	F (E Lab)
Assembly 10:05 AM	Asm	Asm	Asm	Asm	Asm	Asm	Asm	Asm
Pd. 3 10:35 AM	C	E	A	G	F	B	D	H
Pd. 4a 11:50 AM	D2	H2	C2	E2	A2	G2	F2	B2
Pd. 4b 12:25 PM	D1	H1	C1	E1	A1	G1	F1	B1
Pd. 4c 12:40 PM								
Pd. 5 1:20 PM [Testing]	E (D Lab)	A (H Lab)	G (C Lab)	F (E Lab)	B (A Lab)	D (G Lab)	H F (Lab)	C (B Lab)
Pd. 6 2:15 PM	F	B	D	H	C	E	A	G
Activities 3:05 PM	Act	Act	Act	Act	Act	Act	Act	Act
Athletics 3:50 PM	Ath	Ath	Ath	Ath	Ath	Ath	Ath	Ath

Assembly Periods (Asm) are used for various large and small group gatherings.

Community Assemblies: Mondays and Fridays

Designated Rooms: Tuesdays

Class Meetings and/or Form Families: One per month, on average

### WEDNESDAY LATE START SCHEDULE

Period 1: 9:35-10:25 a.m.  
 Period 2: 10:30-11:20 a.m.  
 Period 3: 11:25am-12:15 p.m.  
 Period 4a: 12:20-1:10 p.m.  
 Period 4b: 12:45-1:35 p.m.  
 Period 5: 1:40-2:30 p.m.  
 Period 6: 2:35-3:25 p.m.

### WEATHER-RELATED DELAYED OPENING: 35 minute classes with the exception of Periods 2 and 5, which are 50 minutes (these are the designated testing periods).

Period 3:	10:15-10:50 a.m.	Lunch available starting at 10:30 a.m.
Period 4a/b:	10:55-11:30 a.m.	Lunch served
Period 4b/c:	11:20-11:55 a.m.	Lunch served
Period 5:	Noon-12:50 p.m.	Lunch served
Period 6:	12:55-1:30 p.m.	Lunch served
Period 2:	1:35-2:25 p.m.	
Period 1:	2:30-3:05 p.m.	
Activities	3:10-3:45 p.m.	
Athletics	3:50-5:35 p.m.	

## SENIOR SCHOOL FORMAL DRESS DAYS

Formal dress days occur at the Senior School throughout the school year and typically mark special community occasions. The specific dates and occasions will be announced by the Dean of Student Life Office. These will include Convocation, Fides Awards, Cum Laude, Board of Visitors Day, Prize Day and Commencement.

Other dates may be announced throughout the year.

### Formal Dress Standards

Certain days throughout the year are designated as formal dress days. In an effort to honor our fellow students or an outside performance or speaker, dress clothes should be worn throughout the entire day, from 8:30 a.m.-3:20 p.m.

- Navy blue blazer
- White collared dress shirt with tie or blouse with sleeves.
- Khaki dress pants or khaki dress skirt.
- White dresses may be worn in lieu of khaki dress pants and skirts.
- Shoes in good repair (dress shoes, sneakers, athletic shoes).

Please see page 37 for a full description of Dress Standards.

If the purchase of a blue blazer, khaki pants, a tie, or spirit gear T-shirt presents a financial difficulty, please reach out to your advisor or the Dean of Student Life Office for assistance.

# FAMILY AND SCHOOL PARTNERSHIP

## *Educating Children is a Team Effort*

It would be an understatement to say that educating children requires a total team effort. As educators, we at Shady Side Academy strive to provide the support, guidance, and instruction for children to both develop as people and, of course, as learners. Beyond the faculty, coaches, and administrators at Shady Side, the parents of our students are a crucial part of the equation. When students aren't in school, it is parents who are providing encouragement and guidance to their children, as well as helping to ensure that their children are making choices outside of school that would help them to be successful in school.

We all have the same essential goal: that each Shady Side student will be able to attain the knowledge, skills, character traits, and habits of mind required not just for the next step in their educational journey but so that they may live lives that are healthy, fulfilling, and productive. Since we have a common goal, it is essential that Shady Side personnel and families work in partnership to help students achieve that goal.

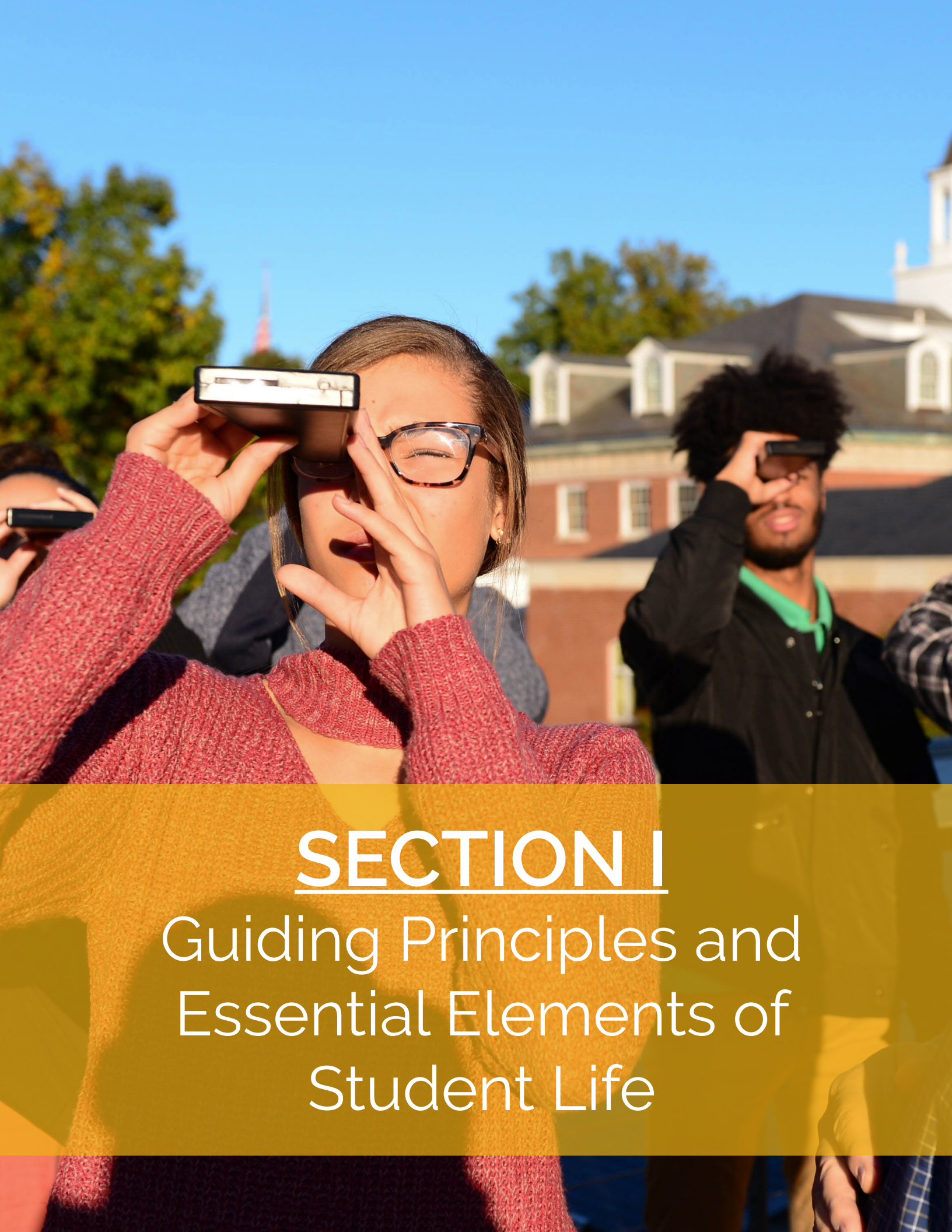
At the heart of any good partnership are a few foundational concepts. Here are some for the SSA/parent partnership:

- We all must start with one assumption: that school personnel and parents of students are making decisions that are well intentioned. We may always agree, but we may also sometimes disagree about a particular issue or course of action. Let's not lose sight of the fact that we all have the same goal, though. Let's try to understand and respect where each other is coming from.
- Like it or not, we all sometimes make mistakes. This is true of educators and of parents. Educating children and raising children are two of the hardest challenges in life. No matter how "expert" we might feel about what we are doing, to be a perfect teacher or a perfect parent is probably not an attainable goal. There is nothing more humbling than being an educator or a parent.
- Good communication is essential to a good partnership. In addition to standard, scheduled communications (grade reports, interims, etc.), communication between school personnel and parents often entails e-mails, phone calls, and in-person conversations. If school personnel have a concern about a student, academic or behavioral, they should convey these concerns to parents in a timely fashion. The same is true of parents. What we ask is that the normal chain-of-command is followed:
  1. Individual teacher, advisor, or coach as needed in ongoing conversations
  2. Department Chair, Dean of Student Life or Dean of Residential Life (where appropriate)
  3. Division Head
  4. Academy President

It is imperative that all communication between Academy personnel and parents/guardians is courteous and respectful.

- Finally, whenever there is an issue or problem with a student, we all need to do our best to ascertain what is really going on. A student's version of events might be different from a teacher's or coach's version of events. While we are all trying to be supportive of our students, we would encourage a healthy skepticism until all of the information is gathered. Some students may try to pit their parents against particular school personnel, and that isn't a healthy or productive situation for anyone.

We do our best to inculcate the Academy's core values of honesty, kindness, respect, responsibility, and safety with our students. These values must also characterize the relationship between Academy personnel and our parents. When we adhere to these values, we not only practice what we preach to our students; we also provide the best possible foundation for the school/parent partnership.



# SECTION I

Guiding Principles and  
Essential Elements of  
Student Life

## OUR GUIDING PRINCIPLES

Shady Side Academy students are expected to abide by the Academy's Guiding Principles of Honesty, Respect, Responsibility, Safety and Kindness while enrolled in the Academy. These Guiding Principles serve as the touchstone for all adults and students working together in our community. These principles guide our activities and interactions, helping us to measure not only what we attempt but also the spirit in which we do so. While these principles guide our daily interactions, they point to the larger, more encompassing ideals and behaviors of integrity, thoughtfulness and compassion. Each Guiding Principle is linked to another. For example, we cannot be respectful individuals if we are not honest with ourselves and others. If we do not act responsibly, we are not being respectful of adults, peers and ourselves. If we make unsafe choices, we are being neither responsible for nor respectful of ourselves or others. If we act unkindly, we are acting neither respectfully nor responsibly.

Parents play a key role in helping students to uphold our standards. In partnership with the Academy, and in accordance with the Shady Side Academy Family and School Partnership, parents and the Academy work together to support and endorse the philosophy, mission and Guiding Principles of our school.

### HONESTY

Honesty is the essential Guiding Principle. Honesty is the act of representing and articulating thoughts, feelings and actions to self and others in an accurate and timely manner. An open, honest environment is essential to our personal well-being as well as the community's well-being.

Personal integrity is based on our honesty and is demonstrated by truthful words and by ethical behavior. Truthfulness in every situation is what we expect of our students at Shady Side Academy, because acting honestly is respectful and responsible. We acknowledge the difference between being honest when confronted and volunteering to be fully truthful knowing that consequences are likely. We acknowledge the higher degree of integrity and personal responsibility in being fully truthful before being confronted by an adult.

### RESPECT AND RESPONSIBILITY

The Academy recognizes and safeguards the importance of each of us in the life of the school. Respect and responsibility are closely linked.

Respect is the attitude and behavior of valuing oneself as well as other people, their roles in the community, and the property of the community by acknowledging their inherent value and treating them accordingly. We each have the right to be respected by others, a right that carries with it the responsibility for each of us to respect the students, faculty, staff, and the property of others, the school facilities, and the Academy itself. When a teacher makes a request of a student in the tone of voice with which they would like to be addressed, this is respect. When students assume responsibility of maintaining their lounge areas instead of looking at that maintenance as "someone else's job," they respect the roles of various members of the community as well as community property. In keeping with the Academy philosophy and our commitment to each other as members of the Shady Side community, learning begins with respect for others and respect for others begins with respect for oneself.

Responsibility is the ongoing understanding and acceptance that our beliefs, attitudes, decisions and actions have implications and outcomes both positive and negative and that we are accountable for our decisions and actions. Responsibility demands that we be mindful of the choices we make, the reasons behind those choices, and the willingness to be truthful about our individual and collective roles in the events that grow out of our choices. We therefore strive to be kind and truthful, to respect rights and property, and to provide each member of the community with the physical, emotional and intellectual safety necessary for growth in a supportive environment. We accept that our decisions both on and off campus can enhance or discredit the reputation of both the individual and the Shady Side community.

## **SAFETY**

Acting safely is to speak and act in such a manner that allows self, others and property to be free from the risk of harm. Security of people and property is essential to living and working together in a community. The responsibility of maintaining a safe environment lies with students and adults alike, no matter what their role in the Shady Side community. We must come to the aid of those in need, quickly react in a responsible manner to any situation that may threaten our safety or the safety of others, confront those who are in the process of making decisions that will put their safety or that of others at risk, and inform the appropriate person when an unsafe situation exists or is developing. Our school should be a place where each of us feels both physically and emotionally safe. We, therefore, have a responsibility to help promote and maintain an environment which is free from all forms of violence.

## **KINDNESS**

Kindness is thinking, speaking and acting with consideration for oneself and others. We hold ourselves to kindness in thought when we first imagine what a situation seems like from another's point of view. In seeing through their eyes, empathy and helpfulness become our primary concerns. We guide ourselves to speak kindly when we consider the sensitivity of others to the power of the language we choose before we put our thoughts into words. We act with a kind heart when we seek to help others and are careful to avoid harming others while pursuing our own goals. Kindness requires that we continually strive to shape our thoughts, words and actions with sincerity, gentleness and benevolence. Community members are expected to treat each other with kindness. Shady Side Academy is a community in which all members have the right to feel both safe and respected.

## **ESSENTIAL ELEMENTS OF STUDENT LIFE**

In addition to abiding by the school expectations outlined throughout The Student-Parent Handbook, an essential part of student life is the ability of each student to meet the school's stated responsibilities and expectations as listed:

- Behave honestly, responsibly, respectfully, safely and with kindness to all as a member of the Shady Side Academy community, whether on or off campus.
- Function with independence and safety in regard to basic living and self-care tasks (e.g., nutrition, sleep, personal hygiene).
- Live cooperatively and respectfully in a school and dorm (if applicable) community, sharing the responsibilities inherent in living together, without adversely affecting others.
- Attend classes and athletics and be on time. Being present and on time is a fundamental requirement of being a student at Shady Side Academy.
- Attend and participate in all required education programs, events, or obligations, some of which may be unique to Shady Side Academy.
- Make use of academic, psychological, and health resources as deemed necessary by adults responsible for students.

As members of the residential life community, boarding students must meet these additional expectations:

- Account for their presence by signing out of and back into the dormitory any time that they leave the dorm.
- Follow all procedures for leaving campus, whether during the school day, in the afternoon or evening, or for the night.
- Attend Study Hall in Rowe Hall from 7:45-9:45 p.m. on school nights.
- Attend all required community gatherings, whether in person or virtual.
- Check in with the dormitory Advisor on duty by 7:40 p.m. and at 10:30 p.m. (on the nights before school days).
- Check in with the dormitory Advisor on duty by 11 p.m. on Friday and Saturday nights.
- Check in with the Nurse on duty at appropriate and regular times (as needed by individual student).
- If ill in the morning, report to the Nurse's office by 8 a.m., or otherwise notify the Nurse via text, or phone.
- If ill in the afternoon or evening, contact the faculty member on duty and/or the Dean of Residential Life. A Nurse will then be contacted.



# SECTION II

## Student Life and Community Resources

Willis  
Munroe

In memory  
OF  
Harry and  
Esther U  
Margolis

Wolf 1970  
Wolf 2007  
Wolf 2009

The Washburns  
Ben 2008  
Caroline 2008

Dr And Mrs  
Alfonso Costa

## STUDENT LIFE

The Academy has long recognized its obligation to help students become independent people. This process involves significant social and emotional growth during the adolescent years. Students learn to celebrate achievements and successes as well as handling challenges, obstacles and setbacks on their own, discovering who they are and how to be the best version of themselves that they can be. Shady Side strives to support this growth in young people by fostering a student culture that is safe, inclusive and fun. Faculty accomplish this through our daily interactions with students as teachers, coaches, advisors and stewards of the school community. Beyond the vibrant faculty-student relationships that characterize the Shady Side experience, students have access to a significant web of professional support and guidance that is both institutional and personalized.

### Dean of Student Life & Dean of Residential Life Office

The Deans' Office is the cornerstone of the student life program. The mission of the Deans' Office is to ensure that the Senior School is a community where students are honest, respectful, responsible, kind and safe. The Deans engage in this work by striving to be clear about expectations, by celebrating student accomplishments (small and large), and by holding students accountable to our community standards.

The Dean of Student Life oversees the student life programs as chief student advocate and works with all students and faculty to promote, nurture and enhance campus life. The Dean of Residential Life oversees all aspects of the boarding program, working with faculty dorm advisors to maintain and grow a healthy and vibrant campus community. Form Deans work with their respective classes, class officers and faculty advisors to organize form-level and school-wide activities and programs. In addition, Form Deans assist the Dean of Student Life and Dean of Residential Life with the development, promotion and implementation of the student life curriculum. The Deans' Office also oversees the myriad clubs and organizations, planning and implementation of school activities with the Student Council, and creates and communicates the Daily Bulletin, known as The Daily Walk.

The Academy can more effectively help students learn and mature when working in partnership with parents. When possible, members of the Deans' Office will communicate by email, letter or telephone with parents in a proactive manner. If and when specific concerns arise (including but not limited to chronic lateness to school appointments, off-campus violations, illegal or unsafe use of a motor vehicle on campus, any unexcused absence, any official disciplinary sanction, any Discipline Committee action, and/or concern that the Academy has about the well-being of a student) parents should expect to be contacted by the school.

### Advisory Program

The Advisory Program is designed to provide each student in our community an opportunity to establish a meaningful relationship with a faculty member. The advisor occupies a unique niche in the student's life here at SSA, and has the opportunity to guide their intellectual and personal growth in ways that a teacher or coach may not. Advisors strive to know and support their advisee across their entire school experience, achieving a "global sense" of the student by synthesizing their academic, social, or athletic and artistic experiences into a single whole. Ideally, an advisor provides the student with an objective adult ear to air concerns and to explore solutions, as well being a source of advice and counsel about issues of concern to the student. A student and their parents should see the advisor as a natural and strong contact within the school, and a logical place to seek guidance or resolve issues. The advisor's role is a multifaceted one, a mixture of guide, advocate, supporter, ambassador for the school, and adult confidant depending on the situation. To create an effective working relationship that encompasses all these roles, it is important for advisors to establish and maintain time to meet with each advisee individually once per eight-day cycle. These individual meetings are typically scheduled in the first week of school or at the beginning of each term.

The advisor contacts their advisees' parents in September to introduce himself/herself and will meet with them once in the fall and once in the spring. When an in-person meeting is not possible (e.g., with a parent of a boarder), the advisor will make plans for a virtual meeting or phone call. Parents can expect the advisor, as the main link between the Academy and the family, to monitor their student's academic progress, meet with their student individually once a cycle, serve as an advocate for the student, summarize the student's progress in a January letter, write a year's summary letter in June, and initiate additional informal contacts as needed throughout the school year.

Advisors are also charged with facilitating the advising curriculum with their respective Advisory groups. This curriculum, as formulated by the Form Deans and Dean of Student Life, is delivered during the weekly Advisory group meetings (also known as "Designated Room") and is designed to foster the social and emotional growth of students while also providing them with a safe space to consider questions and issues of importance to them as students and citizens of the school community. This curriculum also incorporates lessons from The Social Institute, an online learning platform that empowers students to positively navigate their social world - including social media and technology - to fuel their health, happiness and future success.

## **Campus Safety**

The mission of the Shady Side Academy Campus Safety Department is to promote an atmosphere of personal safety and to enhance the overall operation and academic excellence of the community. Through continuous protection, service and education, the Campus Safety Department contributes to the maintenance of an orderly and safe campus environment. The Campus Safety Department strives for excellence in community service to inspire the confidence, respect, support and cooperation of the entire school community.

The Campus Safety team provides our campus with 24 hour a day coverage. During the school day there are a minimum of two officers on duty and at least one officer on duty during the remainder of the day and overnight. These officers are highly trained and several are former law enforcement professionals who have served in a variety of contexts, including campus environments. Students and parents should not hesitate to contact the officer(s) on duty by calling 412-352-7657.

### Shady Side Academy Campus Phone Credential & FOB Control Policy

Shady Side Academy is committed to the safety and security of students, faculty, staff and visitors. The Academy utilizes a locked-door security system for campus buildings to maintain a high level of security and to restrict access to credentialed persons. Campus buildings remained locked at all times. Students, faculty and staff gain access to locked facilities through the use of an Academy-issued credential, either via a smart phone app or small plastic fob.

## **Definitions**

**Door Access Fob:** A small plastic keychain item with embedded proximity technology which has been registered for use by a single student to access campus buildings. To gain access at a locked door by use of a fob, simply place the fob near the door access sensor.

**Smart Phone Credential:** An encrypted code that has been registered to a person through the Academy's security database. The credential, essentially software code, must be registered on the person's smart phone, inside the HID Mobile Access app, which is freely available in the Apple or Google App Stores.

## **Obtaining Door Access Fob or Smart Phone Credential**

Each Senior School student will be provided a smart phone credential, unless a door access fob is specifically requested. Students will not be provided with both types of door access. So that all student door access rights can be generated and ready for the first day of school, at least one week prior to the start of school, any student preferring a door access fob instead of a smart phone credential should notify the Academy via email at: [dooraccess@shadysideacademy.org](mailto:dooraccess@shadysideacademy.org).

Students can prepare for the smart phone credential to be issued by installing the free HID Mobile Access app on their smart phones. The HID Mobile Access app has some customizable settings that control how it works, but as a baseline Bluetooth must be turned ON for the phone credential to function. With the HID Mobile Access app already installed, a student in receipt of the HID Mobile Access "Invitation Email," should click on the hyperlinked invitation code. This will launch the HID Mobile Access app, which will ask the student to verify the invitation code being entered. Students may skip the following tutorial screens. Within a few minutes, the phone should receive a 6-digit Mobile Access ID which will be visible on the HOME screen of the HID Mobile Access app.

### **Lost or Stolen Door Access Fob**

All lost or stolen fobs must be reported immediately to the Campus Safety Department.

### **Forgotten Door Access Fob**

In the event that a person forgets to bring their phone or fob to campus, please come to the Facilities Department and a temporary fob will be issued.

### **Individual Responsibility**

All Academy-issued credentials and door access fobs are the property of Shady Side Academy and may be recovered or cancelled at any time. Any unauthorized fabrication, duplication, possession or use of phone credential or door access fob to enter campus facilities is a direct violation of this policy and any employee or student discovered in violation this policy is subject to disciplinary action.

### **Unlock Requests**

The Campus Safety Department (412-352-7657) serves the Shady Side Academy community 24 hours a day and is always available to assist with the needs of people who require their help.

### **College Counseling**

The College Counseling Office offers a comprehensive program for all students at Shady Side, providing particular focus to students starting in the second term of the Form V year through college matriculation decisions made in May of the Form VI year. The College Counseling program works with students and parents to find the best school with the right fit for a student's future following graduation from SSA, matching academic, athletic, artistic and activity interests and opportunities, between the individual student and several colleges. Form III and Form IV students and their parents meet several times each year for general information sessions on college preparedness topics appropriate for younger grades. Form V and Form VI and their parents have both group and individual meetings to organize general and customized student plans for standardized testing, applying to colleges, application processing, financial aid, athletic recruitment and artistic portfolios. Detailed information on the college counseling program may be found on the public side of the SSA website or by accessing the college counseling pages for each grade level in Canvas.

### **Counseling**

The Counselor, a licensed mental health practitioner, is available to all students, faculty and families for support related to social, emotional and personal issues. Discussions and consultations take place within the boundaries of confidentiality. The Counselor offers consultative, screening and referral services to outside professionals, and serves as a liaison between the Academy and outside mental health professionals when/as needed.

### **The Chill Project**

Shady Side Academy has partnered with Allegheny Health Network (AHN) to provide a wellness program for grades 9-12. The Chill Project is a mindfulness based program that provides exercises and resources to Shady Side students to proactively address stress, pressure and anxiety. Through The Chill Project, students have access to one-on-one outpatient counseling, support groups, school-based outpatient services, school-wide preventative services, exercises and consultations specifically designed for student wellness. The Chill Project uses mindfulness-informed exercises to equip students, teachers and parents with common language and universal skills to identify, discuss and react positively to stress. The Chill Project features dedicated professionals, a calming space and regular instruction to help every member of the Shady Side community better handle pressure and anxiety.

### **Learning Support Program**

Shady Side Academy has a tradition of providing all students with a quality education. Our faculty has an understanding of students' diverse needs, and the individual attention they provide is a hallmark of our Academy. Learning Specialists are located on each of our campuses reflecting a commitment to supporting our students, especially those with learning differences. This ensures that a developmentally appropriate continuum of support services is provided to students as they advance through the Academy. Our learning support program consists of three main components: collaboration, implementation of educational accommodations and academic support.

Collaboration is a vital part of supporting our students' development as learners. As our teachers work closely with students, they are integral in identifying when additional support is needed. The Learning Specialist serves as a liaison among families, students, teachers, administrators and outside professionals. Partnering with families allows for ongoing communication regarding the evaluation process, student progress, and support provided at school and at home.

As students engage with Shady Side's comprehensive and rigorous curriculum, Learning Specialists are on each campus for students who need additional support. While the Learning Specialist can support all students, precedence is given to students with diagnosed learning differences.

#### Overview of Support

At Shady Side Academy, students gain understanding of their individual strengths and challenges in order to meet the requirements of the Academy's rigorous curriculum. In order to support this process, the Learning Specialist leads the design of an individual accommodation plan that meets each student's learning needs and is followed consistently by faculty. The Learning Specialist facilitates the implementation and monitoring of this plan and also provides a variety of supports to students, faculty and parents. The Learning Specialist works one-on-one and in small groups to address a variety of student needs, including study skills, organizational strategies, and academic support. These meetings may also help students better understand their diagnoses, develop strategies for learning, and foster improved communication with teachers. Meetings with parents include discussions to promote understanding of a student's diagnosis, updates on student progress, and strategies to utilize at home. The Learning Specialist also consults with faculty to develop the best learning and teaching strategies for individual students.

At the Senior School, students spend four years developing their own answers to three questions: "What am I good at?", "What's hard for me?", and "How can people help?" With these three answers in mind, students can ably navigate the transition from high school to college, where self-advocacy is critical. Additionally, the Learning Specialist coordinates accommodations for students on standardized tests like the PSAT, SAT, ACT, and AP exams. The Learning Specialist submits accommodation requests on students' behalf and helps students and their families interpret and navigate the standardized testing process.

Please see explanation of accommodations in the language waiver/exemption policy on page 23.

### **Nursing**

The Nurse, a licensed medical practitioner, is available to students, faculty and families for support related to health or physical issues. Discussions and assessments take place within the boundaries of confidentiality. The Nurse offers consultative, screening and referral services to outside medical professionals, and serves as a liaison between the Academy and outside medical professionals when/as needed.

## **STUDENT & COMMUNITY RESOURCES**

### **Activities & Organizations**

#### Clubs

Students who wish to start a new club or organization should contact the Deans' Office or simply complete the club application form which can be found on the Senior School tab of the Students page of the website. All clubs and organizations must have a faculty advisor. Requests for fundraising events should be registered with the Deans' Office.

#### Leadership Development

Shady Side is committed to developing effective student leaders. Students participate in student committees and organizations. The Dean of Student Life and Form Deans offer leadership training throughout the year for established and emerging leaders, including LEAD@SSA, a one-day leadership training conference that occurs annually. These student leaders include but are not limited to club heads, team captains, department associates, student council members, class representatives, community builders, dorm Prefects, editors of student publications and more.

### Service Learning

To promote and embody the Guiding Principles of the Academy, the service learning program provides Shady Side students, faculty and staff the opportunity to work within our own environment and in the larger Pittsburgh community. Committed to direct human service and active involvement in community development, the members of Shady Side Academy have much to offer our neighbors and are keenly aware of how much our neighbors have to teach us. The process of working with, learning from and helping others brings participants a deeper understanding of themselves and their potential, the hope that change is possible, and the understanding that caring does make a difference. Throughout the year, students have opportunities to make a commitment to an ongoing service activity as well as to participate in intensive service projects which range from a few hours to a full day. The ultimate goal of the service learning program is to make the habit of service a lifelong commitment. Interested students should contact the Director of Service Learning, Mrs. Lindsey Myers, at [lmyers@shadysideacademy.org](mailto:lmyers@shadysideacademy.org), with any questions.

### Student Council

Student council is the student government organization. Student council members are role models for the student body and are held to a high standard in terms of their behavior and actions. Student council members organize school-wide events. In addition, they consult with and advise the faculty and administration on issues related to student life. The Dean of Student Life and Head of School, ex officio, serve as the faculty sponsors.

### **McCune Dining Hall & SSA Café**

Shady Side Academy partners with Metz Culinary Management to provide high quality meals for all members of the school community.

Breakfast is typically served in the dining hall Monday through Friday from 7-8:15 a.m. Lunch is determined by each student's schedule, but is typically served in the dining hall between 10:30 a.m.-1:30 p.m. Dinner is typically served in the dining hall from 5-7 p.m. Day students are welcome to attend breakfast or dinner meals in the dining hall and will be charged accordingly. They should conform to the standard school dress code and behavior for each meal.

On weekends, brunch is typically served from 10:30 a.m.-noon, and dinner from 5-6:30 p.m.

Snacks and beverages are available to purchase at the SSA Cafe from 7 a.m.-1:30 p.m., and in McCune Dining Hall between 3-3:45 p.m., with funds available through the student's My Payments Plus (MPP) account.

Please note the following details for 2022-2023 regarding payment, available items and locations:

- MPP accounts must be preloaded with funds. Purchases will not be allowed if there are no funds available in the student's MPP account.
- Breakfast is available Monday, Tuesday, Thursday and Friday from 7-8:30 a.m., and on Wednesday from 7-9:30 a.m. Day students may purchase breakfast items using their MPP funds. Boarders are entitled to a complete breakfast. This includes an entree (hot or cold), three side dishes (hot or cold) and beverage (milk, juice, hot tea or coffee). Packaged items will be offered and may only be purchased using the student's MPP funds (these are not included in any meal plan).
- Lunch will be available for all students in the dining hall. Each day student will receive 160 meal credits. Boarding students receive additional meal credits based on their boarding status. A meal credit will be used each time a day student enters McCune Dining Hall to consume food. Once all 160 meal credits are used, ALL future purchases (including lunch) will be charged to the student's MPP account at ala carte pricing.
- Dinner is available for all students. Boarders are entitled to a complete dinner. Day students may purchase dinner using their MPP funds.

- In the SSA Café, all students may purchase items using MPP funds. Items in the café are NOT eligible for use with meal credits (these can only be used in the Dining Hall).

### **McCune Library**

The McCune Library, open from 7:45 a.m.- 3:45 p.m., Monday through Friday, is a laboratory for learning. Students are expected to respect all library materials and equipment as resources shared by a community of learners, to respect the rights of all members of the school community to have access to library resources, and to abide by the ethical use of information and literature in terms of plagiarism and copyright law. Individual conduct must be conducive to optimum use of the library for concentrated study, research, reading and browsing. The library is open to all students during free periods, lunch, and before and after school. Some library spaces may be reserved for class use periodically throughout the day.

Students are welcome and encouraged to browse the library stacks for materials, or schedule a meeting with the librarian for research assistance. Materials may be borrowed for two weeks and may be renewed if not in demand. Library materials may be placed on reserve to provide equal access for students during class projects. Students may borrow materials from other libraries through interlibrary loan. Overdue notices will be sent to students via email, but the library does not charge late fines. Replacement costs will be charged for each item lost or damaged by the last day of the school year.

The library has a limited number of Chromebooks that may be checked out for use during the school day but must be returned by the end of the day. Policies regarding computer loans and book lending may change depending on current COVID-19 guidelines and protocols. The library also has a limited number of computer chargers available for daily check-out. Please reach out to Mrs. Harrison at [aharrison@shadysideacademy.org](mailto:aharrison@shadysideacademy.org), with any questions.



# SECTION III Academics

## GRADUATION REQUIREMENTS

We believe that a Shady Side Academy diploma should be awarded to students who complete a minimum of four years of high school.

<u>Discipline/Area</u>	<u>Credits</u>
Arts	3 credits
Computer Science	2 credits
English	12 credits
Health	2 credits
History	9 credits, and the U.S. History paper
Mathematics	9 credits
Science	9 credits
World Language	9 credits and mastery of Level 3
Elective Courses	Varies by student to achieve 60 credits
Team Sport Requirement	Minimum of five seasons
Swimming Safety	Required (conducted in Health)
<b>TOTAL: 60 credits</b>	

Students may not enroll in courses at other schools if such registration conflicts with the student's obligations at Shady Side Academy. It is the assumption that the Academy's requirements take priority.

A full-year course is normally three credits and a one-term course is normally one credit. Students must be enrolled in a minimum of 15 credits per year, and may not exceed 18 credits per year, unless exempted by the Dean of Studies.

The arts requirement can be fulfilled by successful completion of courses in theatre, music or visual arts.

All Senior School students (Forms III-VI) must complete two terms of athletic activity each academic year. Athletic activity offerings are broken into two categories: interscholastic athletics and intramural athletics.

Form III and IV: Two terms, both of which must be interscholastic athletics

Form V: Two terms, one of which must be interscholastic athletics

Form VI: Two terms, student choice

If a student participates in multiple offerings in a single term, two terms of participation are still required.

Mathematics courses must be at the level of Mathematics I or higher.

Students must successfully complete Level 3 of a world language. Students must take the final year of study during the school year.

The curriculum of each course is considered and deliberate. Families should not expect exceptions or substitutions within the curriculum; all students will be held accountable for that content and their full participation. Parents who have concerns about a component of a course should speak directly with the teacher, or, if it is in advance of the school year, with the Department Chair or the Dean of Studies.

Unless exempted by the Dean of Studies, the following are required courses for all students entering Shady Side Academy in 9th grade:

- Foundations of Literature and Writing I (Form III)
- Foundations of Literature and Writing II (Form IV)
- Problems in World History (Form III or IV)
- Patterns of Western Identity (Form IV or V)
- United States History (Form V or VI)
- Physics 1 (Form III or IV)
- Chemistry (Form III, IV or V)
- Biology (Form IV or V)
- Contemporary Issues in Teen Health (Form III and Form IV)

In the year of graduation, students must pass the equivalent of four year-long academic courses.

Seniors who fail to fulfill graduation requirements are not permitted to participate in the Commencement Exercises unless given permission by the faculty. The diploma will be awarded upon completion of requirements.

## **ACADEMIC REPORTS**

### Grade Reports

Grades will be formally reported to students and their parents/guardians six times per year: at the mid-point and at the end of the three terms. Written comments about a student's performance in class are included at the end of each term. The teacher comment delineates the specific details about the student's performance in the class and how the letter grade and effort rating were earned.

### Interim Reports

Interim reports are sent throughout the school year for students who are earning less than satisfactory grades/effort ratings, who have experienced significant improvements or declines in grades/effort ratings, or who are to be commended for positive contributions.

### Final Assessments and Review

Yearlong classes must have a minimum of three days of review with no new material presented and no classroom assessments due or given. Final cumulative assessments can include written tests or essays, projects, presentations or performances and are given at the end of all courses. All yearlong courses must give a final assessment.\* Final assessments account for 20% of the final cumulative course grade.

\*Exceptions to this policy will occur in situations deemed pedagogically appropriate by the course instructor(s) and department, and approved by the APC.

## **ACADEMIC STATUS**

It is the responsibility of the Senior School faculty and administration to monitor and foster students' academic progress. For most students, the normal interaction between teacher/Advisor and student is sufficient to realize academic success. For some students, additional support services are required. To provide both support for the student and the teacher(s), as well as timely and appropriate information to the family, levels of support and/or sanction exist.

When a student struggles and/or fails to meet the Academy's academic expectations, required support and sanctions may be applied. When this occurs, the level of communication among the student, parent(s)/guardian(s), Advisor, teacher(s), and administrators is increased and may include, but is not limited to, additional interim reports, parent conferences, Advisor contact, teacher meetings, tutoring and study halls.

The Student Standing Committee (SSC) is a subcommittee of the faculty comprised of the Dean of Studies, the Form Deans and/or the Dean of Student Life, Dean of Residential Life, and the Counselor and/or Learning Specialist as needed. Teachers provide insight into student progress in their courses. The SSC oversees and reviews the academic progress of students and determines the appropriate actions, if necessary. The SSC meets at the midpoint and end of each of the three terms, and/or as needed.

While sanctions are applied typically at the midpoint or the end of any of the three terms, the faculty reserves the right to place a student on academic sanctions at any time during the school year. When a student is placed on academic sanctions, the Dean of Studies notifies the student, their parent(s)/guardian(s) and Advisor.

#### Faculty Required Academic Support

When the faculty has identified that a student is struggling to meet with expectations of the Academy's academic program, they may take some or all of the following actions. The goal of faculty required academic support is to help the student in the short term to become an independent learner and to avoid more formal, long-term academic sanctions. Students are expected to transfer the structure they require from their teachers to themselves. Examples of actions may include, but are not limited to:

- Regular meetings with teachers;
- Meetings with the Learning Support Specialist, who may recommend psycho-educational testing;
- Weekly interim reports in the course(s) in which the student is struggling;
- Adjustment of the student's course of study;
- Assigned study halls, as schedule permits.

#### Academic Warning

If a student's performance or effort rating in a course is less than satisfactory, the student may be placed on Academic Warning. A student with low grades (D or lower) or two effort ratings less than "3" will be reviewed at mid-term or at the end of a term. Other indicators of low performance or effort could include: written comments from the teacher noting declining performance; declining grades; missing major assignments; inadequate, inconsistent, missing or late assignments including homework; frequent lateness and unexcused absence from class; or requests by Advisors.

A student may be placed on academic warning by the Dean of Studies in consultation with the Form Dean, the student's teachers and Advisor. Action taken may include, but is not limited to:

- Required regular meetings with the teacher(s) of the course(s) where failure is possible or effort is unsatisfactory;
- Weekly interims in the course(s) in which failure is possible or effort is unsatisfactory;
- Meetings with the Advisor, as determined by the Advisor;
- Assigned study halls, as schedule permits;
- Meetings with the Learning Support Specialist and/or the Counselor.

A student who is on academic warning for three consecutive trimesters will be reviewed by the Dean of Studies in consultation with the Dean of Student Life and/or the Form Dean, the student's teachers and Advisor for possible movement to academic probation. If a student is placed on academic warning for three non-consecutive trimesters, academic probation will be discussed by the Dean of Studies, Dean of Student Life and/or the Form Dean, the student's teachers and Advisor.

#### Academic Probation

When a student is placed on academic probation, it is a statement by the faculty that the student is either unable or unwilling to meet the Senior School's academic expectations. Unless the student fulfills all specific written conditions of the academic probation, the faculty will recommend to the President of the Academy that the student be dismissed. A student who has been placed on academic probation has one and one half academic terms to meet the conditions of academic probation, unless they have been placed on academic probation at the beginning of Term III, in which case, they have one term to meet the stated expectations. A vote of the faculty is required both to place a student on academic probation and then to recommend to the President that the student be dismissed, if they do not meet the conditions of probation.

Action taken includes, but is not limited to:

- Assigned study halls, as schedule permits. The manner and type of study hall will be determined either by the SSC or by the Dean of Studies;
- Weekly interims in all courses;
- Weekly meetings with the Dean of Studies;
- Curtailment of the student's extracurricular activities;
- Adjustment of the student's course of study.

If a student meets the conditions of academic probation as written, the SSC will review the student's status and make a recommendation to the faculty. A student can be removed from academic probation by a faculty vote.

### **ASSIGNMENT TO CLASSES/STUDENT SCHEDULES**

Students are required to attend classes, including athletics, as printed on their schedules issued by the Registrar or Dean of Studies. No credit will be awarded for classes attended without the Dean of Studies' or Registrar's approval.

### **CUM LAUDE SOCIETY**

The Cum Laude Society was founded in 1906 to recognize and promote learning and sound scholarship in secondary schools. It represents to high schools what the Phi Beta Kappa Society does to colleges; it is a scholastic honor society with academic achievement of the highest order. Shady Side Academy's Chapter of the Cum Laude Society was established in 1929. Student membership is based upon excellence of academic performance in the junior year and in the first two terms of the senior year, and is limited to the top 20% of the graduating class. If a student attends an approved off-campus semester SSA partner program, the GPA will be based on a minimum of 4 graded terms on the Shady Side campus instead of 5 terms. Our chapter certifies these members to be students in good standing in our community, reflecting an honor record and academic honesty. The annual election ceremony takes place in April.

### **DROP/ADD POLICY**

Students are required to attend all classes listed on their schedule. When course changes occur, the Dean of Studies or the Registrar will issue a new schedule.

For year-long courses, the drop/add period ends 8 cycle days after the beginning of Term 1. For term courses and athletics, the drop/add period ends 5 cycle days after the beginning of the term. This drop/add period includes upper-form English classes.

To drop/add a course during the drop/add period, the student must get permission from their parent(s)/guardian(s), Advisor, Department Chair, and the Dean of Studies before requesting a change from the Registrar or Dean of Studies. A Form V or Form VI student who wishes to change a course during the drop/add period must also get permission from their College Counselor. The Academy does not allow course changes due to personality differences between students and teachers; however, if a student has been taught by a teacher in the year immediately prior to the current year, they may request a change of teacher in that course.

### **GRADES AND EFFORT RATINGS**

Course letter grades (A through F) evaluate how well the student has learned the concepts, content, and skills taught in a course. Letter grades are recorded on a student's transcript to represent each term and final grades. Effort ratings (1 through 5) offer feedback about the teacher's perceptions of the student's work ethic and desire to learn and are not recorded on a student's transcript.

Students are not permitted to audit classes.

Failure of a course means that a student receives no credit for that work. Students who fail a course may jeopardize their status at the Academy. Students who fail the equivalent of two three-credit courses, or fail to earn 12 units of credit in one year may be dismissed. All students in a given course are evaluated using the same grading scale. Concerns about the accuracy of a term, year, or exam grade should be addressed first to the student's Advisor and

teacher of the course, then to the Department Chair, and finally to the Dean of Studies, no later than June 30 of the current academic year. Grade disputes outside of that time-frame, for grades earned in previous academic years, will not be considered.

### Course Grades

<u>Grade</u>	<u>Description</u>	<u>Characteristics of Student Behavior</u>
A+ 97-100 A 93-96 A- 90-92	Exceptional	The student's academic work is characterized by a mastery of the course content, goals and skills. The student is able to relate knowledge to new situations and other disciplines, writes articulate, clear and concise papers and expresses understanding in his or her own words. The student is able to use creative and unique approaches in solving problems or analyzing data and takes the initiative in cooperative learning situations.
B+ 87-89 B 83-86 B- 80-82	Mastery	The student's academic work is characterized by a mastery of the essential course goals and skills. The student clearly expresses ideas in both written and oral work, demonstrates the ability to link certain portions of the course content and/or skills, and works cooperatively with peers.
C+ 77-79 C 73-76 C- 70-72	Qualified	The student demonstrates an understanding of the content and skills taught in the course. While making progress, the student needs to make better connections between the course content and/or goals and needs to engage in deeper group discourse.
D+ 67-69 D 63-66 D- 60-62	Limited Comprehension	The student demonstrates limited understanding of the factual content and essential skills of the course. The student needs to further develop connections between the factual and conceptual aspects of the course.
F Below 60	Lacks Understanding	The student has not yet demonstrated an understanding of the factual content and essential skills of the course, and is not prepared to advance to the next level in this discipline.

A student's grade point average is calculated based on year-end grades of courses completed at Shady Side Academy. GPAs are not weighted.

A+ (4.33)	B+ (3.33)	C+ (2.33)	D+ (1.33)	F (0.00)
A (4.00)	B (3.00)	C (2.00)	D (1.00)	
A- (3.67)	B- (2.67)	C- (1.67)	D- (0.67)	

The following grades are not used in computation of the GPA.

P	Pass	Student has successfully completed the goals of the course.
W	Withdrawn	Student has withdrawn from the course, after the drop/add period.
I	Incomplete	Student has not yet completed the expectations of the course. Work must be completed within 15 calendar days of the last day of classes of the term.

## Effort Ratings

<u>Rating</u>	<u>Descriptor</u>	<u>Characteristics of Student Behavior will include one or more of the following:</u>
5	Exemplary	The student takes initiative in class discussions and in assisting peers, reflects in group discussions and leadership roles, listens actively, plans well for long-term assignments and projects, embraces notable personal challenges, sets and works to achieve high personal goals, pursues independent study and enrichment and works to resolve notable personal challenges.
4	Commendable	The student takes intellectual risks, listens well, reflects before making comments, helps peers, accepts personal challenges, seeks help for enrichment, makes contributions that benefit the class and works to improve academic weakness.
3	Expected	The student completes work on time and as assigned, arrives on time and prepared for class, participates and pays attention in class, works cooperatively with teacher and peers, informs teacher of impending absences, abides by agreed upon makeup work schedules, seeks out teachers for extra help and clarification, faithfully attends class and has a positive attitude.
2	Inconsistent	The student is frequently absent from class or is tardy, course work is often inadequate, late or incomplete, classroom behavior is occasionally disruptive, meetings with the teacher are done reluctantly, preparation for class is sporadic or inadequate, group work is resisted, teacher comments or suggestions are sometimes ignored and is often inattentive in the classroom.
1	Unacceptable	The student's absence from class or tardiness is excessive, course work is missing, incomplete and/or submitted late, does not participate in group activities, does not meet with the teacher, notably disruptive in class, teacher recommendations or suggestions are ignored, will not participate, unprepared for class, fails to keep scheduled appointments and has a negative and uncooperative attitude.

An effort rating of 1 or 2 should be cause for concern. A student who earns two effort ratings less than "3" at midterm or end of an academic term may be placed on Academic Warning.

### **INCOMPLETE WORK**

Students are expected to complete all major assignments for a course, including a final exam or equivalent assessment, in a timely fashion. Students may not earn credit for a course unless all major assignments are completed in good faith. If by the end of the term a student has not completed all major course requirements, the student should contact the instructor and the Dean of Studies to explain the circumstances and to arrange for the completion of the missing work, until which time a grade of Incomplete (I) will be assigned. Students will have 15 calendar days from the last day of classes for the term to make up any Incompletes, unless an exemption is granted by the Dean of Studies, after which a grade of F for the term will be assigned if the work is not complete. Students who do not communicate with the Dean of Studies and the course instructor in a timely way to discuss the circumstances of the missing work and to make acceptable arrangements for its completion will be assigned a grade of F for the term.

### **IMPLEMENTATION OF EDUCATIONAL ACCOMMODATIONS**

Students with diagnosed learning differences are required to meet the expectations of our rigorous curriculum. In order for students to receive academic accommodations, a formal diagnosis as part of a psychological, psycho educational, or neuropsychological evaluation completed by a licensed psychologist or neuropsychologist is required. This completed report must be submitted to the Learning Specialist and can be kept confidential. In order to continue receiving accommodations, students must be re-evaluated every three years. While all recommendations from outside evaluators are considered, each division's administration and Learning Specialist will determine which accommodations will be provided on that particular campus. Based upon these determinations, the Learning Specialist will write an accommodation plan. Shady Side Academy, as an

independent school, is not required to modify curriculum, provide dedicated 1:1 personnel for in class instruction, or follow all recommendations in 504 service plans or current Individualized Education Plans (IEPs).

During the Senior School years, students are provided mentorship for increasing their independence which aids them in utilizing effective academic and planning strategies on this campus, college, and beyond. The Learning Specialist guides each student to take responsibility for their role as a learner and empowers them to implement strategies to better navigate the demands of the curriculum. As the students mature into young adults, they are supported in their development of appropriate, efficient and effective self-advocacy skills.

The Learning Specialist is a resource for the faculty, administration and students to share current research-based information on learning differences and to assist in the implementation of accommodation plans. The coordination of accommodations with the College Board and the ACT standardized testing organizations is also provided by the Learning Specialist.

#### **The following academic considerations or accommodations may be provided at Shady Side Senior School**

- Extended time on standardized and classroom exams will be given based upon the recommendation of the qualified evaluator, with 50% as the standard. The Learning Specialist and administrators at a student's division will determine the possible implementation of the recommendation of more than 50% extended time.
- Testing in alternative spaces may be made available.
- Additional testing methods, such as enlarged print, oral testing, or testing with additional breaks, may be provided.
- In the classroom, students may use pre-approved assistive technology devices with the permission of administration and individual faculty.
- If the structure of the class permits, advance notes may be given. This will be determined through discussion between the subject teacher and Learning Specialist.
- Preferential seating, brief breaks, and allowances for appropriate movement in the classroom may be provided when recommended.
- In specific situations, temporary reduction of classroom assignments may be allowed following approval from the Counselor, Learning Specialist, Nurse and administration.

#### **LANGUAGE WAIVER/EXEMPTION POLICY**

The Academy does not take lightly requests for language waivers/exemption from the World Language requirement. A student with a diagnosed language-based learning disability (LBLD), however, may receive accommodations specific to a foreign language that may include an alternative language diploma requirement (ALDR) or, at the extreme, a waiver of the language requirement entirely.

The student requesting accommodations owing to a documented LBLD must submit to the Dean of Studies both a clear rationale for the request and a current report (not more than three years old) of psycho educational testing from a licensed clinician/diagnostician which must document profound impairment. Following a thorough documentation review, including solicitation of past and current teacher input and testimony, assessment/review of the student's past and current achievement in his/her language study and other disciplines, and assessment/review of the student's success in other areas of school life, the Dean of Studies, in consultation with the Head of School, the Department Chair, and the Learning Support Specialist, (and Counselor if needed), will determine whether or not to grant an ALDR or, in the extreme circumstances, a waiver. Whenever possible, an ALDR will be suggested as a substitution for world language study rather than a language waiver being granted.

If an ALDR or waiver is granted, the Dean of Studies in consultation with the aforementioned group, will design ALDRs with equity, the integrity of the diploma, and documented disability in mind. We expect the student and parents to give permission to the College Counseling office to discuss the language waiver with College Admissions so that students are properly supported in their next educational setting.

## **OUT-OF-CLASS ASSIGNMENTS**

The faculty believes that out-of-class homework assignments fulfill an integral curricular function, including preparation for ensuing classes and assessments, practice of basic course skills, review of problem-solving techniques, and testing understanding of course content. Homework provides teachers with opportunities to gauge student progress in all these areas.

Homework for Forms III and IV normally is limited to 45 minutes per night per subject on days when that class meets. Homework for Forms V and VI normally is limited to one hour per night per subject on days when that class meets. In mixed form level classes, the department will designate whether the course is an upper- or lower-level course with regard to homework expectations.

In addition to daily homework, students should expect to be assigned long-term assignments (journals, notebooks, papers and projects) and to prepare for exams. These assignments are given with the understanding that the student will devote time each day toward completing these assignments. Students are urged to budget their time effectively and are expected to use their available unstructured time during the school day to complete some of their homework and other long-term assignments. Students who have elected to prepare for special examinations (e.g., Advanced Placement) should anticipate that extra time will be required to complete programs successfully.

The faculty will make a concerted effort to maintain the integrity of this policy. The policy is, at best, geared toward a daily average expectation, which cannot be construed with rigidity in the best interests of all concerned. The policy does mandate that both students and faculty have a binding responsibility to operate within both the structures and spirit of its parts.

Students who find themselves repeatedly extended in their preparation time should consult with their teacher, Advisor, Form Dean, Learning Specialist, Counselor and/or the Dean of Studies.

## **RELEASE OF RECORDS/TRANSCRIPT REQUESTS**

Transcripts are the academic record of a student's experience at the Senior School, and reflect up to four years of coursework at the Senior School. The transcript lists the courses taken by trimester, the number of credits earned, each trimester's grade for year-long and term length courses, the cumulative GPA at the end of each academic year, and the overall cumulative GPA. Attendance records, effort ratings, academic awards, and disciplinary status are not reflected on the transcript.

Current students may request a transcript from the Registrar by email for applications to programs not related to the college process. College-related requests should be submitted by email to the College Counseling Office. Please note that, assuming approval from the Business Office, three school days are required to complete any request from the date received. In certain instances, a receiving organization/school/person may request an embossed, hand-signed copy of the transcript. In such cases, per instruction from the requestor or the recipient, the registrar or the College Counseling Office may print a transcript, hand sign and emboss it with the school seal, seal it in an envelope with a signature across the flap, and mail it out.

## **STUDY HALL**

The purpose of study hall is to provide a quiet, structured setting for productive work during the school day. Form III students will be assigned to study halls for a portion of their free time. Other students may be assigned to study hall if they have been placed on Academic Warning or Academic Probation.

## **SUMMER STUDY**

Students wishing to fulfill a distribution requirement for graduation at Shady Side Academy's Summer School may do so in only one course per curricular area during their time at the Senior School. For example, a student taking Studio Art 2D in the summer will receive one credit in Art, but if the student takes another Art class in Summer School, he/she will not receive additional credit toward the Arts distribution requirement. The same student may later take SSA Summer School courses to meet distribution requirements in other departments. Courses taken in the summer in addition to the ones receiving distribution credit will, however, count toward the total number of credits required for graduation. SSA Summer School grades are incorporated into students' cumulative GPA in the subsequent school year.

Non-SSA summer classes must be approved in advance by the Dean of Studies and the Department Chair by May 15 if the student plans to use the class to advance in a course placement. The department may require the student to pass the SSA course's final exam with a minimum grade to advance into another course. No SSA credit is given for these summer classes.

## **TESTING**

Students should not have more than two major assessments due in one day. Major assessments can only occur or be due when a class meets in either period 2 or period 5. Major assessments include tests, in-class essays, papers and formal lab reports. This policy does not restrict the use of normal classroom activities that may be part of a student's evaluation, such as quizzes, worksheets, group activities, aural/oral dialogue, drill, board work, etc., whether these activities are formally assessed or not. School work that is expected to be normally done on a daily basis can be collected in any class period. Quizzes should require approximately 20 minutes of standard testing time.

## **TUTOR POLICY**

Teachers are expected to give extra help when they are available during the academic day to students who are experiencing difficulties in their courses. Even though extra help is provided by teachers, we recognize that sometimes parents will feel it necessary to hire a professional tutor for their child. However, such supplemental support should never replace or supplant extra help with a teacher, nor should it be in lieu of accessing peer tutors (Scribes, etc.). From time to time, the Academy may recommend the use of a private professional, and in this case, teachers and Advisors can work with the tutor to provide the appropriate support for the student. In cases where the family has sought out a professional tutor's services without the recommendation of the Academy, there is no expectation that the teacher provide materials for the tutor.

The relationship between the family and the tutor is a private and contractual one, but it is our expectation that parents will share with the tutor the Academy's guidelines on tutoring. Disciplinary cases have taught us that tutors (and parents) need to understand better what we consider an acceptable level of help from someone who is not the teacher. A tutor (or parent) should contact the teacher or Department Chair if she or he has any questions about what constitutes appropriate help.

If the tutor plans to come to the school to meet with the student (particularly in the case of a boarding student), the tutor must provide proof of all necessary clearances and background checks (this process is facilitated by the school's business office via the Dean of Student Life). In addition, in the interest of campus and student safety, we request that parents provide the Dean of Student Life with the name, contact information, and proposed meeting time for the tutor and student. Tutors are permitted to meet with students in Rowe Hall after the academic day when the building is open, though the Academy does not reserve rooms for that purpose.

## **TUTORING GUIDELINES**

Tutoring should be about skill-building and understanding of the material rather than the production and perfection of actual classroom assignments. Any work that a student produces needs to be his or her own, and the student should be able to explain the process used in completion of any assignment.

The following list of do's and don'ts, while not exhaustive, should provide parents and tutors with sufficient direction to avoid violations of our school expectations and rules. It is expected that parents will follow these guidelines and will provide tutors with a copy of these guidelines that they, too, will follow. Any questions about these guidelines or about the assistance being provided a student, be it by a parent or tutor (or perhaps even a fellow student), should be directed to the student's teacher or Dean.

General guidelines:

- Any assistance from a tutor (parent or other source) must be acknowledged by the student to their teacher(s).
- Departmental guidelines on the use of outside sources must be respected by the tutor.
- Tutors and student should read school and department guidelines for Academic Integrity.

Tutors can offer the following assistance:

- assist students at any stage of the writing process: pre-writing, drafting, revising, etc.;
- assist with brainstorming for ideas by asking open questions;
- encourage students to consider other choices in usage, diction, presentation and order of ideas, introductions, conclusions, etc.;
- encourage students to edit and proofread carefully;
- solve problems similar to those assigned for homework but not those actually assigned;
- review specific points of grammar, punctuation, and mechanics;
- review formulae, their derivation and manipulation;
- direct students toward appropriate print and web resources as allowed by the teacher, course, and/or department;
- answer specific, focused questions about grammar, style, tone, usage, vocabulary, formulae, etc., but not specific questions about an assignment; and
- encourage students to get clarification of assignments unclear to them.

Tutors are not to provide the following assistance:

- do a student's written work including transcribing from student dictation;
- write sentences, paragraphs or papers for students;
- supply thesis statements or conclusions on papers;
- identify or select specific evidence from source materials to use in papers;
- supply purposes or conclusions on lab reports;
- complete calculations for students;
- interpret data or results from a lab exercise;
- create tables or graphs for a lab exercise or homework assignment;
- translate significant passages of a foreign language;
- tell students what grade they should receive; and
- write college application essays, short answers, etc.

## WITHDRAWAL POLICY

To withdraw from a course after the drop/add period, the student must get permission from his/her parent(s)/ guardian(s), and the Dean of Studies. A Form V or Form VI student who wishes to withdraw from a course after the drop/add period is over must also consult with their College Counselor.

If a course is dropped after the drop/add period, the course will remain on the student's transcript with the letter grade of "W" (Withdrawn). **Exceptions to this policy can be made with permission from the Dean of Studies if (1) the teacher and department chair consider the student misplaced in the course being dropped and (2) the change is made before the midterm.** The teacher and advisor of the student will be notified of this change. The final day to withdraw from a course is no later than the last course meeting before the final exam.

If a student makes changes to their schedule in the senior year after applications have been filed, they have an obligation to communicate this change to their colleges within two weeks of the change. The College Counseling Office will also report any significant change in a student's schedule at the close of the two-week period.



## SECTION IV

Major School Expectations  
and Community Standards

## MAJOR SCHOOL EXPECTATIONS AND RULES

Honesty, Respect, Responsibility, Safety and Kindness are the foundation upon which our expectations for student behavior are built. While we do not expect perfection, we do expect students and faculty alike to strive to ensure that our words, actions, and behaviors are in alignment with our School's Guiding Principles.

The information in this section is included to clarify the community's expectations of all students.

The focus of our disciplinary system is both educational and restorative: we believe young people best learn from mistakes through a facilitated process that places them at the center of their own learning and development. Accountability to community expectations therefore leads to a disciplinary response designed to help students reflect on the situation and then take requisite action(s) to repair any harm done.

There are certain offenses for which a student should expect to be dismissed from the School regardless of any prior disciplinary record. These include any egregious offense deemed exceptionally misguided or dangerous. Examples include serious instances of discriminatory behavior, hazing, harassment, or bullying, major theft, repeated acts of academic dishonesty, multiple offenses occurring in close proximity of time to each other, or consumption of alcohol or drugs that result in harm or risk of harm to self or others. In addition, separation from the School is a possible outcome, even after a first offense, when a student is selling or providing alcohol or illegal or prescription drugs (including drugs used to treat ADD and ADHD), or is in possession of paraphernalia associated with provision of alcohol or illegal or prescription drugs.

Failure to meet the terms of Disciplinary Probation, lying to a Discipline Committee, a repeated disciplinary warning offense, or a second probationary offense also may lead to separation from the school.

A violation of any of the following **major school expectations** or a **major violation of a community standard** is considered a serious violation of the Academy's Guiding Principles. Serious violation(s) of school rule(s) will likely lead to serious disciplinary consequences, including a meeting with the Disciplinary Committee, followed by a formal disciplinary response. Ultimately, the Head of the Senior School, in cooperation with the Dean of Student Life and Form Dean(s), will determine how to process decisions regarding discipline. Typically, she will choose to use the counsel of the Discipline Committee before making her decision on violations of major school rules but there may be occasions when she chooses to make decisions without the use of the Discipline Committee. (For specific details regarding Disciplinary Responses and the Discipline Committee, please see Section V, page 52).

Examples of violations of major expectations include, but are not limited to those listed below:

### Community

- Actions threatening or posing a risk of harm to the health, safety, or well-being of self or other persons.
- Malicious, threatening, or defamatory remarks of any kind.
- Actions potentially dangerous to people or property, including violation of fire regulations; destruction or defacing of property; and possession, use, or acquisition of any type of weapon, weapon facsimile, ammunition, fireworks, or other hazardous materials.
- Infliction of personal injury, including hazing, violation of privacy (including the use of any recording or imaging technologies), or actions or communications (verbal or written) constituting harassment of any kind.
- Remaining in the presence of others who are breaking rules. Students cannot be willfully blind to rule-breaking activity.
- Bringing discredit to the Academy.
- Theft of goods or services; misuse or electronic communication devices, credit/debit cards, or ID cards. Students may not possess ID cards that contain false information.

- Serious or repeated absenteeism in a single term from required school appointments or repeated terms of poor attendance. Required school appointments include academic classes, study halls if required, athletics, theater rehearsals, afternoon art classes, Advisor meetings, all-school assemblies, teacher or administrative appointments, detention, field trips, or any other school-sponsored activity.

### **Dishonesty**

- Dishonesty, including but not limited to lying, cheating, plagiarizing, misuse of sources, dual submissions of academic work, or facilitating cheating; fraud of any kind, including, by way of example, deceit regarding permission forms or class excuse notes; or falsifying sign-in or sign-out procedures.

### **Drugs, Alcohol, Tobacco & Weapons**

- The possession, use, or testing positively for use of alcoholic beverages, or drugs; the possession of paraphernalia or containers associated with alcohol or drug use, including e-cigarettes and vaporizers; the abuse or misuse of other substances, including inhalants, over-the-counter medicine, or prescription drugs, including those used to treat ADD or ADHD; or being in the presence of alcoholic beverages, or drugs.
- Purchasing, selling, or providing illegal or prescription drugs, or alcohol.
- Providing transportation to obtain drugs or alcohol.
- Smoking in, on, or in close proximity to any Academy building or repeated use of tobacco products.
- Firearms, ammunition, air guns, explosives, knives, fireworks or weapons of any kind, including facsimile firearms of any type.

### **Permissions**

- Serious or repeated violation of rules regarding signing in and out when arriving on or departing from campus.
- Absence from one's dormitory after check-in deadlines.
- Unauthorized dormitory room visiting.
- Serious or repeated violation of regulations regarding the possession, registration, parking, and use of motor vehicles on campus.

### **Technology**

- Violation of the Acceptable Use Policy (see p. 73), including any inappropriate use of the school's computers, network, or telecommunications equipment; failure to comply with copyright laws; repeated or excessive downloading and sharing of any copyrighted material (movies, music, video, etc.) and/or any destructive, inappropriate, and/or hacking behavior. Students are responsible for all content contained on or communicated from personal devices.
- Downloading, distributing, or sharing sexually explicit material.

### **Other**

- Gambling.
- Failure to live up to the terms of Disciplinary Probation.
- An accumulation of offenses that have resulted in repeated disciplinary responses or that otherwise clearly indicate an unwillingness or inability to live within school behavioral guidelines.
- Failure to cooperate in an investigation regarding a possible rule infraction and failure to participate in any part of the Discipline Committee process.

## COMMUNITY STANDARDS

### Academic Integrity

Plagiarism, lying, cheating, stealing, etc. are alien to the Guiding Principle of Honesty and are unacceptable. The principle of academic integrity is the cornerstone of a school community. Cheating or giving and receiving unacknowledged assistance in academic work are unacceptable behaviors in this community. Such actions will likely result in disciplinary actions.

Plagiarism is defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own." (Plagiarism and Originality, New York: Harper, 1952, Page 2). Plagiarism may take the form of repeating another's sentence as your own, adopting a particularly adept phrase as your own or even presenting someone else's line of thinking in a development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a student may use another person's words and thoughts, they must acknowledge (cite) them as such. To "cut and paste" or paraphrase text or images without citing is plagiarism. Each department publishes guidelines that are distributed to students in class. Students are expected to be knowledgeable about each department's statement of expectations regarding academic work. Students who knowingly provide material (e.g. journals, papers, etc.) to enable another student to plagiarize or students who cheat or plagiarize are likely to face disciplinary consequences and may appear before the Discipline Committee.

When a teacher suspects that a student has plagiarized or been academically dishonest, the teacher and Department Chair will speak with the student. The Department Chair, in conjunction with the Dean of Student Life, will determine whether plagiarism or academic dishonesty has occurred. If plagiarism or academic dishonesty has occurred or is suspected to have occurred, the Dean of Student Life and the Department Chair will decide whether or not to refer to case to the Discipline Committee. If the case is not referred to the Discipline Committee, the Department Chair will contact the family, discuss the infraction and write a letter documenting the incident that will be part of the student's file. A departmental response of this nature may include a grade penalty on the assignment in question. If the case is referred to the Discipline Committee, the Dean of Student Life will follow up with the family.

### Attendance and Absences

Absences are disruptive to a student's education: there is no substitute for being in class. School appointments include academic classes, study halls if required, athletics, theater rehearsals, afternoon art classes, Advisor meetings, all-school assemblies, teacher or administrative appointments, detention, field trips or any other school-sponsored activity.

Students must attend all classes and school appointments during the school day in order to be eligible to participate in athletic practices, athletic contests, performing arts concerts, dances, and/or club or student council activities. Students who miss academic commitments due to a pre-approved excused absence (e.g., for a medical appointment or a college visit) must communicate with the Dean's Office and their coach in order to play.

If a student has not attended all classes during the academic day and is not excused, they should contact the Dean of Student Life or their Form Dean in order to receive permission to participate in after-school activities. Students should not expect such permission to be granted under normal circumstances.

To allow the Academy to fulfill its responsibilities, students should be present on campus from their first scheduled appointment until the completion of their last school appointment, including athletics and theater, unless properly authorized to leave by their parents and a Form Dean or Dean of Student Life. Students are not permitted to leave campus for private tutoring sessions between 8:15 a.m. and 3 p.m. If an absence is necessary for reasons other than illness, student or their parent(s)/guardian(s) must notify the Deans' Office.

The Academy expects our families to respect the integrity of our published school calendar. It should never be assumed that absences for personal reasons will be approved. Any absences from campus require the permission from one or both parents/guardian(s) and from a Dean. Requests to miss any school obligations must be made in advance (see guidelines below) and approved by the Dean's Office. For unplanned absences, one or both parent(s)/guardian(s) should call the Deans' Office at 412-968-3117 by 8:30 a.m. the day of the absence or email [attendance@shadysideacademy.org](mailto:attendance@shadysideacademy.org). For absences longer than a portion of a day or one day, parents/guardians should call or email the Deans' Office each day of absence.

Consecutive absences of five or more days due to illness or physical impairment require a medical excuse from a physician that explains the absences and clearly indicates the dates of any visits related to the absences.

### **Excused and/or Planned Absences**

An excused absence is defined as any absence that occurs due to: illness, family event or emergency, religious or cultural observance, official school-sponsored activity/event or extraordinary opportunities. The Deans' Office must approve these absences.

For planned absences, student must procure a Green Card, obtain appropriate signatures as indicated on the card, as well as a written request from a parent/guardian and return it to the Deans' Office no later than 48 hours in advance of the planned absence. The Academy reserves the right to approve or disapprove any request.

### **Sign-In and Sign-Out Procedure**

Any time a student arrives, departs, or returns to campus after the academic day has begun until it concludes, they must sign in or out at the Deans' Office.

### **Dean's Leave for Special Event/Travel**

Requests to miss school for major family events (e.g., weddings, funerals, etc.) and other appointments (e.g., driver's license tests), must receive approval from the Deans' Office. Such requests are to be made directly to the Form Dean of the student or the Dean of Student Life and should be made at least two weeks prior to the departure date (wherever possible).

Except in case of personal illness, medical or family emergencies, or religious/cultural observances, absences from class the week prior to final exams are not permitted.

Plans which require absence(s) immediately prior to or following school vacation days (i.e., that are extending the school vacation) are strongly discouraged. Parents and students are strongly encouraged to arrange travel accordingly. Should a student be absent from Academy commitments under such circumstances, the student will be responsible for any missed material and must make arrangements to complete any associated assessments well ahead of their departure.

### **Absence for Scheduled Medical Appointment**

Although we encourage parents to schedule medical appointments outside of the school day, we understand that this is not always possible and that medical appointments may not always be planned with sufficient notice to allow the student to properly submit a Green Card. In the event of short notice, please contact the Deans' Office at 412-968-3117 or email [attendance@shadysideacademy.org](mailto:attendance@shadysideacademy.org) by 8:30 a.m. the day of the absence. Medical appointments accompanied by proper documentation will be deemed "approved."

### **Guidelines for Athletic Medical Excuses**

In order to be properly excused from athletic commitments for medical reasons, students must:

1. Check in with athletic trainer at the beginning, middle and end of the month.
2. Provide paperwork from medical professional regarding progress.
3. Provide written clearance from physician when cleared to return.

## Absence for College Visit

Seniors are encouraged to take college visits in Terms I and II. In Term III, seniors making decisions between/among colleges to which they have been accepted will be permitted to take college visits at their College Counselor's discretion. Juniors may miss up to two days of school in April and/or May to visit colleges and only with the permission in advance of a College Counselor.

Requests to take a college visit must be made in advance and approved by a College Counselor. Students must procure an Orange Card, obtain appropriate signatures as indicated on the card and return it to the Deans' Office no later than 48 hours in advance of the departure for the college visit. Students are encouraged to complete as much class work as possible prior to the college visit. The Academy reserves the right to approve or deny any request.

## Absence for Religious Holidays and Cultural Observances

Each member of the Academy community should be free to observe religious and cultural holidays without concern that doing so will compromise his/her standing in the community, classrooms, or extracurricular venues. All students are entitled to a reasonable excused absence for such observances.

## Unexcused Absences

An unexcused absence is an absence for which there is no reasonable excuse or for which the Deans' Office has not granted permission. When a student is reported absent from a school appointment and the Deans' Office has not received an explanation from either the parent(s)/guardian(s) or the student for the absence, a Form Dean will contact the student. The student has two school days to follow up in person with the Dean about the absence. If the student does not follow up with the Dean within two school days, the absence is automatically considered unexcused.

## Consequences

The following outlines the standard responses for the accumulation of unexcused absences. Form Deans and the Dean of Student Life may alter these responses at their discretion so as to best address the particular student and circumstances. An unexcused absence is defined as arriving at class more than fifteen minutes late.

A **first unexcused absence (or 4 tardies)** - a communication from the Form Dean to both the student, parent/guardian and advisor will be sent by email or phone. Any academic work that is due must be submitted for a maximum grade of "F."

A **second unexcused absence (or 8 tardies)** - the student will serve a detention after school on the day of the unexcused absence or the following morning before school. In addition, the offense will be recorded, and an email communication from a Form Dean will be sent to the student, parent/guardian and advisor. Any academic work that is due must be submitted for a maximum grade of "F."

A **third unexcused absence (or 12 tardies)** - the student will serve a detention after school on the day of the offense or the following morning before school. In addition, the student will receive a formal Dean's Notice. Any academic work that is due must be submitted for a maximum grade of "F."

A **fourth unexcused absence (or 16 tardies)** - the student will be referred to the Dean of Student Life for failing to meet community standards. The student should expect to be placed on Disciplinary Warning or referred to the Disciplinary Committee. Further unexcused absences or repeated unexcused absences in multiple terms will likely result in more serious disciplinary sanctions, including a meeting with the Discipline Committee. The Dean will notify the student, the parent(s)/guardian(s), the student's Advisor, and any other administrators as needed to discuss and handle the situation. Any academic work that is due must be submitted for a maximum grade of "F."

NOTE: *The number of unexcused absences/tardies that a student accumulates resets to zero at the beginning of each trimester if the student has three or fewer unexcused absences in a given trimester.* However, if a student continues to violate attendance expectations multiple times in consecutive terms, they should expect to be placed on disciplinary warning or referred to the Disciplinary Committee.

## **Make-up Work After Excused or Unexcused Absence**

Students must make up all academic work upon return from an absence, whether excused or unexcused. Each student has a responsibility to meet with their teacher(s) promptly to arrange for make-up work. It is reasonable for teachers to require a student to hand in any and all assignments that were due during the student's absence no later than the end of the same academic day or, if a full day of school is missed, by the end of the day that they return to school.

In the case of a planned absence from a school appointment, students should make arrangements to make up work with the teacher in advance. There is no grade penalty applied to make-up work from an excused absence if the work is turned in on the date previously agreed upon by the teacher and student. Note that disciplinary suspension is an excused absence.

In the case of an unplanned and unexcused absence from a school appointment, the student should make arrangements to make up work with the teacher as promptly as possible. The maximum grade received for make-up work from an unexcused absence shall be an "F." This provision applies to all unexcused absences.

For absences of more than three consecutive days, the Form Dean or the student's Advisor will assist with the scheduling and procedural details of make-up work in cooperation with the student and his/her teachers and, as necessary, the Department Chairs.

## **Tardiness**

Students are expected to arrive promptly for all school appointments. Students who are late for an appointment need to report to the Deans' Office to explain the delay. They will receive a late slip, which they should bring to the teacher, coach, or adult in charge at their next appointment.

## **Faculty Absence and Tardiness**

Faculty are also expected to arrive on time for school appointments and to be present for all classes. There are times, however, when a faculty member is running late. If a faculty member does not report to class within 10 minutes after the beginning of class, students should send a representative from the class to the Deans' Office or the Head of School's Office to get permission to be excused. Students who leave the class without permission will be marked absent and unexcused.

## **Excessive Absences**

Attendance records of all students are reviewed regularly and at the midterm and end of each term. Serious or repeated absenteeism is regarded as a violation of a major school expectation (see p. 27) and students with poor attendance records may receive a disciplinary response, including but not limited to a meeting with the Discipline Committee and Disciplinary Probation.

In addition, absenteeism has serious ramifications for academic credit:

If a student misses more than 10% of the course meetings in a given year-long course for which credit is awarded at the end of the year for non-school sponsored events, the student may lose credit for that course.

If a student misses more than 15% of the course meetings in a given term course for which credit is awarded at the end of the term for non-school sponsored events, the student may lose credit for that course.

The Form Deans are responsible for monitoring absences on a daily basis. They will notify the student, his/her parent(s)/guardian(s), Advisor and Dean of Studies if there is clear concern or the number of absences is approaching the limit. A loss of credit could affect a student's grade placement or prohibit a Form VI student from earning a diploma and/or participating in Commencement. The Form Dean, Dean of Studies, Advisor, Dean of Student Life and Head of School will determine appropriate responses and/or interventions. If the excessive absences might be due to medical or mental health reasons, or learning differences, the Counselor and/or Learning Specialist will be consulted.

## **Alcohol, Drugs, & Tobacco**

Students are expected to be completely free of illegal drugs and alcohol while enrolled at Shady Side Academy (see p. 28). All Shady Side students will be educated about the life-threatening dangers inherent in the use of alcohol and other mind-altering substances and about the disease of chemical dependency in our health and student life curriculum. Through this educational process we hope to raise the students' awareness and prevent them from making decisions that will hinder them from reaching their potential.

We realize we can be only as effective as the support we garner from the entire community: students, faculty, administration, staff, parents and trustees. **We strongly urge parents to take a firm stand against both the use or possession of and provision of mind-altering substances, including alcohol, to our students.** We must also acknowledge that ultimately the choice and the responsibility of making the decision to use is the student's own.

### In the Presence Of

Knowingly and willingly being in the presence of alcohol, drugs and tobacco (including e-cigarettes and vaporizers) will be considered a violation of school rules. Any student knowingly and willingly in the presence of such activity could appear before the Discipline Committee.

### Tobacco Products

Shady Side Academy is a smoke-free campus. The use of any tobacco products, including chewing tobacco, snuff, pipe tobacco, cigars and cigarettes and e-cigarettes, is prohibited. Students who are found using tobacco products will be required to meet with the Counselor and/or Nurse and may be required to submit to drug testing. Disciplinary consequences may follow as well, depending on the context of the intervention and the level or repeat nature of the offense.

### Alcohol and Drug Testing Policy and Procedures

Shady Side Academy reserves the right to test students for drugs and alcohol in the following circumstances: (1) the student exhibits drug or alcohol influenced behavior; and (2) the student has a history of drug or alcohol use at Shady Side Academy. If a student refuses, that refusal will be viewed as an admission of guilt.

If a student has been caught using a substance or actively appears to be under the influence of a substance, the student may be tested. If a student tests positive for illicit substances, whether or not it can be demonstrated that the substance was used at school, the student is considered to be in violation of a Major School Rule, and will be subject to appropriate disciplinary action, up to and including separation from the School. Parents will be responsible for all costs incurred for drug testing services provided.

### Sanctuary Policy for Intervention

The Sanctuary Policy for Intervention creates an avenue for helping students engaged in high-risk behavior without the threat of disciplinary action. The adults of our community keep as a top priority the safety and health of the students and urge students to use this policy to help themselves or others they feel are at risk.

Sanctuary may be invoked when:

- a student brings to an adult, a Nurse, the Counselor, the Dean of Student Life or the Dean of Residential Life an at-risk student and/or information concerning risky behavior by him/herself or another student, that would not otherwise become available to adults, or

- an adult refers to the Nurse, Counselor, Dean of Student Life or the Dean of Residential Life a student whom he/she suspects to be engaged in on-going high-risk behavior. A student under the protection of the Sanctuary Policy is obligated to communicate openly and honestly with the adults working with the student.

### Responses to an Intervention

The Counselor will judge whether or not the behavior in question warrants a meeting, a referral, intervention with the student and their family, or another response that is appropriate to the situation. The Counselor, alone or with the concerned community member, if appropriate, will talk with the student, and will contact the student's family in the presence of the student. The Counselor will determine on a "need-to-know" basis who to inform of this intervention and may elect to inform one, all, or some of the following individuals: Dean of Student Life, Dean of Residential Life, Form Dean, Advisor, Dorm Advisor, coach or Head of School. Any written documentation related to interventions of this sort will be stored in the Counselor's Office and will be the sole property of the Counselor. If significant treatment is recommended and/or is in the best interest of the student, a medical leave or other non-disciplinary response may be the best option.

### Exceptions

Situations in which an adult finds a student engaged in risky behavior will not be covered by the Sanctuary Policy, though the student can invoke the Sanctuary Policy for others involved in such behavior by providing their names, unless adults would have otherwise learned this information.

Students should note that egregious situations, for example those involving harm to another student, hazing, coercion, or the sale of controlled drugs will not be covered by the Sanctuary Policy.

The Sanctuary policy is not intended to cover behaviors that do not threaten the health and safety of a student, such as academic dishonesty.

### Administration of Sanctuary

As a health-based response, sanctuaries are generally directed to the Counselor, unless they are unavailable. In that event, the Dean of Student Life and Dean of Residential Life or administrator on duty oversees the process until the Counselor is available.

### **Bringing Discredit to the Academy**

In general, students are under the jurisdiction of the Academy while school is in session. This includes situations when a student is on campus or at a school event held off-campus, such as a school trip, athletic contest, community service project or dance. Shady Side Academy includes not only the four school campuses, but also all locations of any school-sponsored functions, parking lots associated with such events, school buses, school bus stops and any location a student goes as a representative, or under the auspices and jurisdiction of, Shady Side Academy.

Any conduct that brings discredit to the Academy, whether at school, off campus or in a virtual platform, while school is in session or during a vacation, whether in the case of a day student or boarding student is sufficient grounds for disciplinary action, including dismissal. Examples of "conduct that brings discredit to the Academy" may include, but are not limited to, the following: being arrested and charged with a crime or in a situation that involves a law enforcement officer or an administrator from another school, or the notification of the school by a law enforcement officer or an administrator from another school, including but not limited to the illegal use of drugs or alcohol, shoplifting, vandalism or presence at or hosting an off-campus party where illegal activity is taking place.

### **Campus and Bounds**

The Senior School campus shall include not only the entire physical school campus, but also all locations of any school-sponsored functions (sporting events, dances, trips, etc.), parking lots associated with such events, school buses, school bus stops, and any location a student goes as a representative or under the auspices and jurisdiction of Shady Side Academy. Please refer to the campus map. Students are reminded to respect the private property of our neighbors that bound the Academy on three sides. Students may not leave the campus via private property without first securing the permission of both a Dean and the property owner.

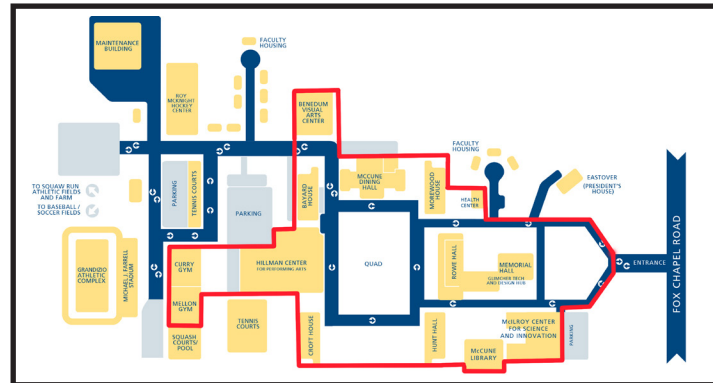
The student parking lots are not to be used for recreational purposes. Therefore, all student parking lots are off-limits during the school day to all students except those who are coming onto or leaving the campus by means of

an automobile. Students are not permitted to "hang out" in their own vehicle or that of another student. Boarding students are assigned parking in the Hillman lot, in the row closest to the technology building.

### Academic Buildings and Dormitories

Academic buildings are open for student use from 8 a.m.- 5 p.m. Students may only use the labs or rehearsal space with permission and with adult supervision. There are two dorms on campus: Croft House and Morewood House.

Day students are not allowed in the dorms without special permission from a Dorm Advisor or the Dean of Residential Life.



During the school day, a student who is in an area beyond the boundaries delineated below will be considered out of bounds and will likely face disciplinary consequences.

From the main quad and Rowe, bounds are as follows:

To the southwest: the section of Academy property to behind Hunt Hall, behind the library, faculty parking lots, and the property line extending to Fox Chapel Road.

To the southeast: the area beyond the fork at the entrance facing Fox Chapel Road.

To the northeast: all areas behind Eastover, the upper cul de sac, Dining Hall, BVAC, lower cul de sac.

To the northwest (down the hill): all areas behind McKnight Hockey Center, the maintenance shed, and student parking lots at the Hillman and baseball fields. Students are welcome to use the Grandizio Athletic Complex during the day, but students should not be in the stadium or on the far fields during the academic day.

### **Cell Phones (Mobile Communication Devices)**

Students should consider appropriate etiquette concerning mobile communication device use. Direct human interaction takes precedent over electronic communication and activity. All members of the Shady Side community should strive to minimize cell phone usage while school is in session.

In case of emergency, teachers and other adults will direct students toward proper use of their mobile communication devices. For students who need to make a private call, administrators will provide access to a private telephone. Mobile communication devices should be set to vibrate or silent during the academic day.

In order to maintain a strong culture of friendly and personal interaction, mobile communication devices should not be used:

- in class or during exams, unless directed to do so by a teacher.
- for voice communication during the class day.
- while walking from one class to another or one building to another on campus.
- during assemblies or class meetings.

Students who use their devices improperly will have the device confiscated for the remainder of the current school day. Students may pick up their devices in the Deans' Office from their respective Form Dean or from the Dean of Student Life at the end of the school day.

### **Communicable Disease Policy**

Shady Side Academy is committed to providing a safe and effective educational and working environment for its students, employees, and visitors. Consistent with this commitment is the policy to educate the community about how to prevent and control the spread of communicable diseases. Shady Side Academy will comply with all federal and state laws concerning the prevention and control of communicable diseases. In addition, it will abide by

rules issued by the Allegheny County Department of Health (ACHD) and the Pennsylvania Interscholastic Athletic Association (PIAA) for the control of communicable diseases in athletic competition.

The School provides education about communicable diseases to its students on the nature of disease transmission and prevention through the student life curriculum and informally through literature and postings. A list of communicable diseases which are reportable to the state of Pennsylvania is available through the PA department of health and ACHD websites. The school nurse will make a determination about the communicability of an infection and will make recommendations about isolation, precautions, and control measures to be implemented by Shady Side Academy. Any incidence of a reportable communicable disease will be reported to the Allegheny County Health Department by the school nurse.

*\*According to Chapter 27 PA code, a communicable disease is defined as "an illness which is capable of being spread to a susceptible host through the direct or indirect transmission of an infectious agent or its toxic product by an infected person, animal or arthropod, or through the inanimate environment."*

## Concussion Policy

To ensure the safety of every athlete at the Academy, all athletes will receive a baseline Impact test to determine baseline brain functioning. If a student sustains a concussion during the school day or during an Academy athletic event, a parent/guardian will be notified by the Nurse or athletic trainer. At that time, the Nurse or athletic trainer will refer the student to a physician who will complete a more thorough exam. Written documentation from a physician is required to implement either or both academic and athletic accommodations. Likewise, to be cleared from concussion accommodations, written documentation is required from a physician. No student will be cleared for athletics without this documentation. If a student sustains a concussion outside of Shady Side Academy, it is the parent's responsibility to inform the Nurse and to provide documentation from a physician. The Nurse will work in conjunction with athletic trainers, coaches, Form Deans, teachers, Advisors, Counselor and Learning Specialist to ensure accommodations are followed, as per physician orders.

## Helmets

Students who ride bicycles, skateboards, scooters or use roller blades must wear a helmet and use appropriate safety equipment.

## Dress Standards

The Shady Side Academy dress code upholds standards of dress that reflect the fundamental purpose and ethos of the Academy. The dress code establishes an environment conducive to the enterprise of learning while allowing for individual self-expression bound by the Shady Side's Guiding Principles of honesty, kindness, responsibility, respect and safety.

The Academy has four different dress codes (Daily, Formal, Bulldog Dress-Down and Dress-Down), each reflecting the nature of the particular endeavor. *In general, students' clothing and general appearance should allow for full and comfortable participation in all school activities and a full range of motion - including bending, sitting, and walking up stairs - without the need for frequent readjustment.*

## Daily Dress

- Dress or casual pants, shorts/skorts/skirts, jumpsuits, rompers and dresses.
- Dresses: Sleeveless dresses are allowed, but dresses with spaghetti straps must be worn under a cardigan, blazer or other appropriate/sanctioned outerwear.
- Leggings are allowed only if worn under a skirt or dress. They must be a solid color (no mesh, sheer, colors, patterns or text).
- Shirts: polos, collared shirts (which must be properly buttoned in front) and tailored shirts that do not resemble T-shirts. Note:
  - Henley shirts are allowed.
  - Turtlenecks are allowed.

- Lapels on a jacket do not constitute collars.
- "Cold-shoulder" or open-shoulder tops are allowed. Shirts with spaghetti straps are allowed, but only when worn under a cardigan, blazer or other appropriate/sanctioned outerwear.
- Outerwear: Crew-neck, quarter-zip sweaters and hooded tops are allowed.
- Sweatshirts are allowed, as long as there is no branding, logos or graphics larger than four square inches.
  - SSA-branded items must meet this same four-square-inch standard.
  - Seniors may wear collared college-branded shirts and/or college-branded sweatshirts only in Term III. Seniors must meet daily stress standards otherwise.
- Shoes: closed-toe, fully laced and in good repair. Sneakers are allowed. For safety reasons, open-toed shoes (including Crocs and other partially-closed shoes) are not allowed.
- Hats must be removed upon entry to any school building, unless a student has permission from the Dean of Student Life.

### Formal Dress Standards

Certain days throughout the year are designated as Formal Dress Days (Convocation, Prize Day, Board of Visitors Day, Cum Laude Society Induction, Commencement, etc.). In an effort to honor our fellow students or an outside performance or speaker, dress clothes should be worn throughout the entire day, from 8:15 a.m.-3 p.m.

- Navy blue blazer
- White collared dress shirt with tie or blouse with sleeves
- Khaki dress pants or khaki dress skirt
- White dresses may be worn in lieu of khaki dress pants and skirts
- Shoes in good repair (dress shoes, sneakers, athletic shoes)

If the purchase of a blue blazer, khaki pants, a tie or spirit wear presents a financial difficulty, please reach out to the Dean of Student Life Office for assistance.

### Bulldog Dress-Down Days

Bulldog Dress-Down Days occur every other week throughout the school year (normally on Fridays). On these days, students are permitted to wear clothing that reflects school spirit and pride during the school day.

- SSA apparel (shirts, shorts, sweatpants, sweatshirts, etc.) is appropriate and encouraged.
- Leggings and jeans may be worn on SSA Spirit Days.
- If not wearing SSA apparel, students must meet daily dress standards.

SSA athletic teams and groups (i.e., theater productions) may request to wear their uniforms (if appropriate) or some form of team wear on the day of a significant contest or in anticipation of an opening event. If the team apparel does not meet Daily Dress standards, the coach or captain must make a request to the Dean of Student Life by noon of the preceding day. Approved requests will be communicated to the team by the coach or captain. Student-athletes who dress down without permission will face dress code violation consequences and will risk having this privilege removed for their entire team. This is an occasional (once or twice per season) and not a regular privilege.

## Dress-Down Days

If a Dress-Down Day is declared by the president, head of school or dean of student life, jeans and T-shirts in good repair are appropriate. Proper footwear is expected (no flip-flops) and the general guidelines of neat, clean, appropriately fitted and sized clothing are in effect. Students who choose not to follow the Dress-Down Day guidelines must follow the daily dress code or be subject to typical dress code violation consequences.

### Prohibited:

The following are NOT allowed:

- Flip flops, slippers, athletic slides, open-toed shoes, Crocs, or other partially-closed shoes, shoes in poor repair.
- Exposed undergarments or midriffs.
- Frayed, torn, patched, ripped, sheer, distressed clothes.
- Clothing with profanity or references to drugs or alcohol.
- Visible tattoos, tongue piercings, body piercing (other than modest piercings).
- Camouflage clothing.
- T-shirts worn over collared shirts or unbuttoned collared shirts.
- Blue denim pants, skirts, shorts (denim jackets of any color are permitted).
- Leggings are prohibited as standalone pants. They may be worn only under a skirt or dress except on SSA Spirit Days or Dress-Down Days when athletic wear is permitted.
- Spaghetti straps, strapless, off-the-shoulder tops and dresses (unless worn under a cardigan, blazer, or other appropriate/sanctioned outerwear).
- Athletic clothing, sweatpants, soccer pants or joggers (unless permitted for a SSA Spirit Day, team event or Dress-Down Day).
- Shirts or outerwear of any kind with graphics, brand names, or logos larger than four square inches (unless permitted for a SSA Spirit Day or Dress-Down Day).

### Enforcement

It is the responsibility of each student to be familiar with the dress code and to adhere to it on a daily basis. The final arbiter(s) of appropriate dress are the Form Deans and the Dean of Student Life.

Students who are not dressed within the Academy guidelines are sent to the Deans' Office. The consequences for dress code violations are as follows:

**FIRST OFFENSE:** The student will receive a verbal warning from the Dean, and the offense will be recorded.

**SECOND OFFENSE:** The student will serve a detention after school on the day of the offense or the following morning before school. In addition, the offense will be recorded, and an email communication from a Form Dean will be sent to the student, parent/ guardian and advisor.

**THIRD OFFENSE:** The student will serve a Detention after school on the day of the offense or the following morning before school. In addition, the student will receive a formal Dean's Notice

**FOURTH OFFENSE:** The student will be referred to the Dean of Student Life for failing to meet community standards. The student should expect to be placed on Disciplinary Warning or referred to the Disciplinary Committee.

**NOTE:** Student dress code offenses reset to zero at the beginning of each trimester if the student has three or fewer dress code violations in a given trimester. However, if a student continues to violate the dress code multiple times in consecutive terms, they should expect to be placed on disciplinary warning or referred to the Disciplinary Committee.

## **Discrimination, Harassment, Hazing, & Bullying**

### Respectful Behavior

Appropriate and respectful behavior is expected by all members of the Shady Side Academy community. Behaviors that fail to exhibit respect such as disobedient or rude behavior, offensive or hurtful language (including the playing of music in a public setting which contains such language), obscene gestures and/or repeated violations of any Academy rules and policies will not be tolerated. This includes behavior in person, in writing (on paper or via any other electronic capacity such as text, email, Facebook) or in images (via Instagram, Snapchat, TikTok, etc.). Offenses of this nature will most likely result in an appearance before the Discipline Committee which could lead to dismissal. This policy applies to all Shady Side Academy programs and activities whether on- or off-campus as well as to behaviors and interactions away from the Academy that have a significant impact on a student's school experience.

### Anti-Harassment and Anti-Bullying Policy

Everyone is entitled to live, learn and work in an environment which is free from harassment, bullying and discrimination based on race, color, national origin, ancestry, religion, disability, marital status, familial status, veteran status, age, sex, genetic information, sexual orientation or gender identity and expression. Such conduct is incompatible with the Guiding Principles of Kindness, Respect, Safety and Responsibility, and does not advance the purposes of the institution as stated in the Academy philosophy.

Harassment, hazing and bullying include a persistent pattern of teasing, name-calling, physical contact, non-verbal harassment, exclusion or other intimidating behaviors that cause distress, and encompass behavior that is subtle and ambiguous as well as that which is direct and overt. Making demeaning comments to another person, group or class of persons using inappropriate language is unacceptable.

Bullying is defined as an intentional electronic, written, verbal or physical act, or series of acts, directed at another student or group of students in a school setting, that is severe, persistent or pervasive and interferes substantially with an individual's academic or work performance and/or creates a threatening environment.

### Cyber-Bullying

Cyber-bullying, another form of harassment may involve the use of electronic devices in all forms of communication and all forms of media to intimidate, harass, expose, tease, shame or cause distress to others. The forms of communication and media include but are not limited to: text messages, voicemail messages, online chat conversations, email, and postings on online social networking sites like Facebook, Instagram, Twitter, Snapchat, TikTok and others.

### Hazing, Initiation Rites and Pranks

Initiation rites tend to be inherently humiliating, exclusive and victimizing. Most adolescents look at pranks as benign and generally harmless, and sometimes they are. Although some pranks may seem minor to some, pranks, hazing or initiation rites are expressly forbidden at Shady Side because such behavior is diametrically opposed to the Guiding Principles. Students are not permitted to participate in, orchestrate, encourage or support such activities, even if the recipients are "willing" to participate.

### Physical, Sexual and Psychological Harassment

Harassment can begin in insignificant jests and quickly spiral out of control. Harassment may include repeated sexual or offensive or stereotyped jokes and remarks, graffiti, epithets, derogatory or demeaning names or nicknames, unwelcome physical contact (such as patting, hugging or touching), and unwanted requests or demands for sexual activity. Harassment also includes both easily identified acts of oral, written or physical abuse, as well as more subtle acts of oral, written or physical abuse.

Sexual harassment is unacceptable. Sexual harassment is defined as sexual advances, requests for sexual favors, and other verbal, physical, or psychological misconduct of a sexual nature. Sexual harassment includes both overt acts of physical assault, rape, and coercion and less obvious forms of unnecessary touching, suggestive remarks and verbal abuse. It also includes written and oral remarks as well as sexually suggestive objects, pictures, cartoons, posters or

drawings in all forms of communication and all forms of media, including but not limited to: text messages, voicemail messages, online chat conversations, email, and postings on online social networking sites like Facebook, Instagram, Twitter, Snapchat, TikTok and others.

Perpetrators as well as targets of all forms of harassment can be persons of any gender, students, faculty, spouses or staff. Harassment may involve peers or a relationship of authority.

### Reporting

Incidents of bullying, harassment or hazing should be immediately reported to a Form Dean, Dean of Student Life, Counselor, Advisor and/or a parent. No one should be inhibited from reporting what they consider to be harassment, hazing and bullying for fear of reprisal. Therefore, any form of threat or retaliation against anyone who makes a complaint of harassment, hazing or bullying is itself a violation of this policy and is cause for a disciplinary response.

### Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who: reports discrimination, harassment, hazing, or bullying; provides information during an investigation of such behavior; or witnesses or has reliable information about such behavior. Retaliation against any individual for reporting violations of the policy, whether by the object of the complaint or someone else, will not be tolerated and will be subject to the same strict discipline as harassment, discrimination, hazing, or bullying itself. Each retaliatory offense will be investigated and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses, also will be protected from retaliation under this policy.

### Initial Inquiry

Once a report of discrimination, bullying, harassment, hazing or retaliation is made, an initial inquiry will be conducted. If the complaint involves sexual discrimination of any kind including sexual harassment, sexual violence, or discrimination based on sex or gender identity or expression, the Deans' Office will conduct the initial inquiry. The Deans' Office will handle all other matters.

The initial inquiry typically includes interviews with the complainant and the respondent (i.e. the accused) and may also include other interviews or review of evidence. The investigating body will consider several factors including the nature and severity of the behavior, any apparent pattern of behavior, and the wishes of the complainant, the respondent and their families and determine whether to move forward with an informal resolution process or a formal investigation.

### Informal Resolution

The informal process is a way to bring resolution to a complaint through awareness, education and/or facilitated discussion. The Deans' Office will coordinate this process, which may include meetings with the complainant, respondent, parents, advisors, counselors and others as appropriate, as well as educational opportunities and/or social, emotional, or academic support as needed. Disciplinary consequences and/or school-community service may also result from this process.

### Investigation

The Deans' Office will conduct an investigation to include witness interviews and review of other evidence. The function of the investigation is to determine whether the Policy has been violated and/or to recommend an appropriate consequence.

A range of circumstances will be considered in determining whether behavior deemed offensive by an individual constitutes discrimination, bullying, harassment, hazing and/or retaliation. The Academy's response will be based on the nature, frequency, intensity, location, context and duration of the alleged offensive conduct.

### Consequences

Violations of this policy, whether intended or not, will not be tolerated. When an investigation has determined there was a violation of this policy, a combination of discipline and, if necessary and appropriate, counseling will be initiated as quickly as possible. Disciplinary response will be as described in Section V of this handbook and will be determined according to the severity of the violation, up to and including dismissal from the Academy.

### Appeal

After an investigation, either party is entitled to a formal appeal. The appeal stage occurs after the Deans' Office has rendered a decision.

The formal appeal, composed and signed by the student complainant or student respondent, must be received in writing by the Dean of Student Life within two school days of the decision.

The written appeal must contain new information pertinent to the investigation. The Appeal Board, consisting of Lillian Grate, Director of Equity, Inclusion and Community Relations, and Debi Mauder, Director of Administration and Planning, will meet to review the student's appeal and can, at their discretion, consult with or interview individuals they feel will help them in their review of the decision. Within two school days of receiving the appeal letter, the Appeal Board will respond to the appeal request. The Appeal Board can modify the original decision in any way. The decision of the Appeal Board is final.

### **Appeal Board**

Lillian Grate	Chief Equity, Inclusion & Community Relations Officer	412-447-2213	lgrate@shadysideacademy.org
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Debi Mauder	Director of Administration & Planning	412-968-3060	dmauder@shadysideacademy.org
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### **Driving Privileges and Parking Permits**

Form IV day students, and Form V and Form VI day and boarding students with valid state driver's licenses may apply at the Deans' Office for a parking permit in May for the upcoming year. Permits will be distributed until all spaces have been filled. Newly licensed drivers may apply on a rolling basis. Priority will be given to full-year boarders, Form VI students submitting applications by the due date, and Form V and Form IV students in order of the receipt of their applications. Permits cannot be transferred to another student without prior permission from the Deans' Office. All student vehicles must be parked in their assigned lots only, and must have permits displayed in the front window, passenger's side, at all times. Students who drive on campus without an SSA-issued permit may be placed on Disciplinary Warning for a minimum of 30 days.

Students with driving privileges must arrive on time for their first appointment, for all community assemblies, and for all scheduled advisee group meetings. Drivers may not leave campus until their last appointment of the day. They may leave campus and return for athletics if parent permission is provided to the Deans' Office by emailing [attendance@shadysideacademy.org](mailto:attendance@shadysideacademy.org) or by calling 412-968-3117, and their Form Dean or the Dean of Student Life approves their request.

A student with driving privileges who leaves campus without signing out and/or without permission from the Deans' Office will have their driving privileges revoked for a minimum of two weeks in addition to being placed on Disciplinary Warning. Any subsequent violation could result in an appearance before the Discipline Committee for violating the Guiding Principle of Safety.

### Senior Off-Campus Privileges

In order to participate in Off-Campus Privileges, Form VI students must have a completed and signed Form VI Off-Campus Agreement form on file in the Deans' Office, as well as have and display a valid SSA parking permit on their vehicle. Students who do not have a completed form on file in the Deans' Office are NOT permitted to leave campus without direct permission of a Dean. Students must be in good academic standing (grades of C or better,

all effort ratings of 3 or better) in order to qualify for this privilege. In addition, any student accumulating six or more tardies at any point during a term, or any student placed on any Academic or Disciplinary sanction, such as Warning or Probation will forfeit his/her off-campus privilege for the duration of that term. Inclement weather or other notifications from the Deans' Office can cancel this privilege for the day.

Off-Campus Privileges normally do not begin until the midterm of Term I. Once in effect, students may leave campus only between 10:35 a.m.-1:20 p.m. (on Wed., between 10:30 a.m.-1:35 p.m.). Students should not drive off campus between 3:05 p.m., and their athletic commitment, unless they are granted permission to do so by a Dean and the school receives parental permission.

Seniors may not take students in Forms III, IV or V off-campus during the academic day. Driving underform students without permission will lead to the loss of Off-Campus Privileges and possible disciplinary sanction. Any senior passengers must have proper permission on file.

A student with driving privileges who leaves campus without signing out and/or without permission from the Deans' Office will have their driving privileges revoked for a minimum of two weeks in addition to being placed on Disciplinary Warning. Any subsequent violation could result in an appearance before the Discipline Committee for violating the Guiding Principle of Safety.

Any Form VI student who wishes to take advantage of Off-Campus Privileges must agree to the following:

1. The student understands that they represent Shady Side and that all school rules are in effect while off campus.
2. The student will be in full attendance, including being on time, for all school appointments.
3. Each student is responsible for signing their own self out AND in.
4. Every student departing will sign out at the Deans' Office **prior** to getting into the vehicle and sign in **immediately** upon returning to campus **after** parking appropriately on campus.
5. The student will not take any underform student (Form III, IV, or V) off campus.
6. The student driving passengers must be sure all parties have Off-Campus Privileges and have signed out/in.
7. The student may drive their own car or ride in another car operated by a fellow SSA student with Off-Campus Privileges. Leaving campus by any other means requires the permission of a Dean.
8. The student will park in a designated lot and space upon return to school. They will not park in the faculty lot or the drop off area located next to Memorial Hall Courtyard.
9. Boarding students who qualify for off-campus privileges are still required to complete a Leave Request via REACH to go off-campus after 3 p.m.
10. If the student is a junior driver (in the first six months of his or her driving), he or she may be subject to stricter rules per Pennsylvania State Law, such as being allowed to have only one passenger in the vehicle
11. A violation of any of the above regulations or Guiding Principles will result in a loss of Off-Campus Privileges for a minimum of five school days, possible disciplinary sanctions and/or a possible appearance before the Discipline Committee.

### Drop-Off and Pick-Up

The student morning drop-off location on the Senior School campus is below Memorial Hall (the first right when you enter campus) or outside the Benedum Student Center entrance to Rowe Hall, near Eastover. Due to heavy bus traffic in the morning and to protect the safety of our students, please do NOT ever drop-off or pick-up in the bus lane in front of the flagpole. Due to heavy traffic in the afternoon around the quad, students being picked up at or after 2:15 p.m. should meet parents below Memorial Hall or at the gym.

### Email

Communication between the Academy and students is primarily conducted through email. Students must check their Shady Side email account on a daily basis, since this is the primary mode of communication between administrators, staff and faculty and an entire class, grade, or the student body. Students and teachers may text to communicate regarding school-related information (for example, texting may be convenient if an adult is trying to locate a student), however, email remains the most important means of communication.

## Emergency Situation

Each year the Senior School reviews its emergency procedures and updates procedures as needed. During the school year, the various emergency procedures (fire, severe weather and intruder) are discussed with the students, and drills are held to practice the procedures. Everyone in the Senior School community is responsible for implementation of the drills. Therefore, it is expected that students and adults will fully comply with the drill procedures. After each drill, feedback from the community is welcomed. Questions regarding the emergency procedures should be directed to the Director of Campus Safety.

## Field Trips

Students are expected to use Academy transportation to and from school-sponsored field trips. They are typically not permitted to drive themselves, unless they have explicit and clear permission from their parent(s)/guardian(s) and faculty member(s) leading the field trip. Students who have potentially life-threatening medical conditions may request that medications be given on a field trip. The Academy may ask a parent/guardian to accompany their student since the school Nurse may not be able to travel with the group. Please refer to the Medication Policy for additional information.

## Gambling

Gambling is prohibited because it takes unfair advantage of others. Card playing is permitted, but only if no money is exchanged.

## Healthy Relationships and Sexual Intimacy

### Healthy Relationships and Sexual Health Education

At Shady Side Academy, we strive to help students develop close connections to a diverse group of acquaintances, classmates, teammates, and friends. We expect all relationships, including those that could become sexual, to be healthy. We seek to create a community of kindness and respect, acknowledging that an intentionally diverse community can present opportunities and challenges involving race, class, gender, religion, sexuality, differing abilities, or any other core issue of identity. We address these challenges through our student life curriculum in many contexts, including All-School Assemblies, Class Meetings, Advisory and dorm meetings, the health curriculum, informal conversations with teachers and Advisors, and more.

Awareness and acceptance of identity—one's own and others'—is a central developmental stage of adolescence. Sexuality is a particularly important and complicated element of this process. With that in mind, as well as the legal requirements of the Commonwealth of Pennsylvania, we have established policies to help students manage matters of sexuality safely and at a pace comfortable for them. Our aim is to prepare them to face the independent choices and consequences they will encounter both in college and throughout their adult lives.

Each year students take part in grade-appropriate seminars and presentations facilitated by a professional sexual health educator, Samantha Gerard, President and CEO of Talk, The New Sex Ed. These sessions emphasize the social and emotional skills and capacities that frame our entire student life and Advisory program. Students become more self-aware and aware of others, examine healthy decision-making skills, gain valuable knowledge, and come to recognize the characteristics of healthy relationships and what it means for sexual relationships to be responsible and consensual.

### Sexual Intimacy

For high school students the issue of sexual intimacy is a complicated one. While we recognize that healthy romantic relationships may involve a range of physical intimacies, we must be clear that in a school setting there are some special considerations. Sexual intimacy between students at Shady Side Academy is discouraged for the following reasons as related to the Academy's Guiding Principles of Honesty, Respect, Responsibility, Safety, and Kindness.

- We are concerned about the physical health of students and wish to protect them from sexual behavior that may lead to sexually transmitted infections and/or to pregnancy.
- We are aware of the complex and significant emotional implications that accompany early sexual relationships.

- Within our diverse community there is a spectrum of values and beliefs around the issues of sexuality and sexual behavior.
- For the boarding community, students living closely in dormitories have a right to privacy that includes the comfort of knowing when visitors will be present in the dormitory and the right to be free from unwanted exposure to the intimate sexual behaviors of others.

It is the school's position that sexual intimacy between students is not appropriate while they are under the school's jurisdiction and the school reserves the right to take disciplinary action when respect for the boundaries of this policy is compromised.

The school has equal expectations for students regardless of their sexual orientation, and we expect all students involved in romantic relationships, whether same-sex or opposite-sex, to respect their partners' privacy and the privacy of others.

In accordance with Pennsylvania law, the school is required to report all instances of sexual abuse or suspected statutory rape (corruption of minors) to the Department of Public Welfare and Children and Youth Services.

As in any situation, the school reserves the right to communicate with parents regarding students' well-being.

### **Lockers**

School and athletic lockers and locks are provided to those students who request them at the Senior School. Students can do so by emailing [attendance@shadysideacademy.org](mailto:attendance@shadysideacademy.org). It is the responsibility of the student to keep the locker clean and secured at all times. Students should not bring valuables to school. If they choose to do so, the valuables should be secured in the student's locker, the Deans' Office or the Athletic Director's Office. Securing valuables helps to prevent and discourage theft. Please report missing items to the Deans' Office or the Athletic Director's Office. The school does not accept responsibility for items that are not secured in lockers. The school has the right to inspect and search any locker at any time. The administrator has the right to seize any items while conducting a search.

### **Medical Leave of Absence Policy**

The Academy is committed to the health and safety of all students. The Academy either grants or requires a medical leave of absence from school for students who are unable to engage constructively and productively in school life for physical or psychological reasons. In those situations in which the Academy believes that a student's safety or well-being or the safety and well-being of other students may be in jeopardy, a leave may be required. Any students who engage in self-injurious behavior will be required to meet with the Counselor and likely take medical leave for an amount of time determined by the Counselor on an individual basis, in consultation with outside professionals and Academy administrators. The medical leave is granted or required so that a student can receive appropriate physical and/or psychological treatment away from campus; in such cases, the student cannot be adequately treated while at school. While on leave, the student and their family must work with a healthcare professional to address the issue that necessitated the medical leave. The Academy may require a student to be placed on medical leave at any time.

Medical details related to the medical leave are considered confidential and will be shared only with appropriate school personnel on a need-to-know basis.

The student and the student's family reserve the right to refuse the conditions of the medical leave and/or of the return from the medical leave by withdrawing the student from the Academy at any time.

#### Conditions of Leave

While on medical leave, the student officially remains a student at the Academy. The length of the medical leave is determined on an individual, case-by-case basis, keeping in mind the best interest, safety and well-being of the student as well as the community. All medical leaves are granted by the medical leave team (Counselor, Nurse, Dean of Student Life, Dean of Studies, Head of School). The Dean of Studies is responsible for communicating with the family.

While on medical leave, the student is expected to continue with an active academic program to the extent possible, and to be in regular contact with the Counselor/Nurse. The details of the program are to be settled as early as possible in the process between the family and the Academy, however, the Academy has the final determination of the conditions of the medical leave. The Dean of Studies, in consultation with the Department Chairs, Advisor and/or Form Dean, and members of the medical leave team, will determine whether adjustments in course load or schedule of assignments can be made to best enable the student to complete work to a satisfactory degree and to meet all diploma requirements. The specifics will be determined on a case-by-case basis by the Dean of Studies, who is also responsible for communicating with and sending materials related to the academic work to the student, family and/or off-campus teachers or proctors. Any exams, tests, or quizzes that a student has to complete while on leave must be sent directly to a proctor (either another teacher or a tutor).

A medical leave typically lasts no less than three weeks, but may last as long as a term or more. Should a student on medical leave miss 15% or more of a course meetings in a given term (or 10% of course meetings in a year-long course), the student may be graded on a Pass/Fail basis. Should a student on a medical leave be absent from a number of class meetings that exceed well beyond these thresholds of 15% and 10%, the Academy reserves the right to not grant academic credit for those courses.

A student on medical leave may participate in school events only with the explicit permission of the Dean of Student Life or Head of School. Unless there are important mitigating circumstances, these requests are generally not approved.

#### Conditions of Return

If the student is participating in an outpatient treatment program, the Academy will assist the individual as long as they continue to follow the requirements for treatment. The school reserves the sole right to determine when it is in the student and/or the school community's best interest for the student to return from medical leave. In order for a student to be allowed to return to school, there must be evidence of significant progress in treatment and a plan for the student to transition back to school. The student's health care professional(s) will consult with the Counselor to determine the student's readiness to return. Written or verbal communication from the student's health care professional(s) regarding the student's ability to return to school may be required.

Approval for return from medical leave is granted by the Medical Leave Team. The student and their parents will meet with the Head of School, Dean of Studies, and Counselor prior to the student's return. The Dean of Studies, in consultation with Department Chairs, determines academic placement of the student upon return based on submitted documentation of work completed while on leave, the students' previous record at the Academy, and placement testing if needed. The Academy recognizes that, on occasion, boarding students may be required to take or be granted a medical leave, which will necessitate a temporary separation from the boarding community.

Boarders may sometimes be allowed to return to classes before they are allowed to resume boarding. In such cases, parents/guardians assume responsibility for being with and housing the student during the transition. After the student returns to the dorm, they must meet regularly with the Counselor until the Counselor and/or the student's non-Academy mental health professional determine(s) that the meetings are no longer necessary.

The school will work closely with the student and family for reasonable continuation of care upon return to school. While on leave, the student and family, or their designee, should be in regular contact with the Counselor.

#### Inability to Return

If it is determined that it is neither in the student's nor the community's best interest for the student to return from a medical leave, the Academy may recommend an extension of the medical leave for a specific amount of time or may recommend that the student withdraw.

If a student requires a second medical leave within an academic year or within 12 months, the Medical Leave Team will consider carefully and deliberately the student's eligibility to return to school. The student's academic standing, persistence of medical or mental health care needs, integrity of the school experience, and impact on the school community will be taken into account when determining whether a second medical leave will be granted. The Academy reserves the right to refuse the request for a second medical leave and may instead require the student to withdraw or remain on leave for no less than the next full academic year.

### Reporting Medical Leaves

One of the Academy's Guiding Principles is Honesty. The Academy, therefore, believes that students must be truthful with colleges or other academic institutions about any change in status, and should report medical leaves. When students self-report medical leaves, the student and their College Counselor are able to explain any changes in performance. In some instances, the root causes of the medical leave may be ongoing and the student may need support and assistance in college, so reporting a medical leave can ensure that a student will receive the care they need once at college. We urge students and parents to discuss the leave with the College Counseling Office and Counselor to determine the most appropriate way to report the change in status.

### **Medications**

The Academy has closely followed the Pennsylvania Department of Health's "Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care" in developing the Medication Policy in order to ensure the safe administration of medications to its students. This current policy replaces all previous documents regarding administration of medications at Shady Side Academy.

Academy Nurses cannot lawfully delegate medication administration to teachers or administrative personnel. In compliance with Pennsylvania law, the Academy employs a full-time Nurse to administer medications during the school day and a night Nurse to administer medications at a designated time each weeknight during study hours for boarding students.

Taking medication of any kind involves some risk of complications. Although every effort should be made for students to take their medications at home under the supervision of their parents, the Academy understands that for some students it might be necessary to take medications while in school.

If a student requires medication (prescription, over the counter or herbal) during the school day or after school hours (for boarders), parents should contact the Nurse and refer to the guidelines below. Additionally, it is the parent's responsibility to notify/update the Nurse about any changes to medications, allergies and/or health concerns as promptly as possible in case of an emergency.

### Prescription Medications

All medications must be brought to school by a parent/guardian in the prescription-labeled container, which must remain at school in a locked cabinet in the Nurse's Office. Students should not transport medications to school. If necessary, parents should request a duplicate container from the pharmacy. The parent/guardian should indicate if the medication must be refrigerated. If a student has been ordered to take a new medication, the first dose must be given at home by the parent/guardian to ensure that the student does not have a negative reaction to the medication.

All controlled prescription medication will be counted by the Nurse and parent/guardian when it is brought into the Nurse's Office. The amount will be documented on the medication record. The documentation and counting procedure will also be done when the parent/guardian refills the medication or takes medications home. Written instructions from a physician with the student's name, medication, diagnosis, dosage, length of time to be given, side effects, termination date AND physician signature is required for all medications. Parents must sign the Medication Administration Form, available in Magnus Health or from the Nurse.

It is the student's responsibility to come to the Nurse's Office to take medication. The student should also verify that the medication label is correct. The Nurse may refuse to administer medication based on her assessment and nursing judgment if the medication has the potential to be harmful or inappropriate. In these rare cases, the Nurse will notify the parent/guardian immediately and explain the reason for refusal.

All medication should be picked up by an adult at the end of the school year. Medications that are not picked up within one week of the end of the school year will be disposed of by the Nurse. Any used syringes or other bio-hazardous materials must be disposed of in school-designated bio-hazardous receptacles (located in the Nurse's Office and Athletic Training Room in the gym).

#### Non-Prescription/Over-the-Counter Medications

Students are not permitted to carry any over-the-counter medications or supplements. The Academy has standing physician orders that allow the Nurse to give certain over-the-counter medications such as Tylenol, ibuprofen and throat lozenges to students as necessary. At the beginning of the year, parents may elect to fill out the Over-the-Counter Medication Permission Form to allow the Nurse to give specific over-the-counter medications throughout the school year. All over-the-counter medications should be transported to the Nurse's Office by the parent/guardian. The Medication Administration Form must be completed by the parent/guardian and physician for over-the-counter medications that are not covered by the standing physician orders.

#### Inhalers

Students are permitted to carry inhalers during school, provided that both a physician and parent/guardian have signed the Medication Administration Form, filed it with the Nurse, and the physician permits the student to carry the inhaler. The Nurse will ask the student to demonstrate proper use of an inhaler to insure their safety. The student should notify the Nurse immediately after each inhaler use.

#### Epi-Pens

Students are permitted to carry an Epi-Pen with them throughout the day, provided they have a signed Medication Authorization Form on file in the Nurse's Office. If a student is unable to self-administer the Epi-Pen, it may be given by a designated, trained individual. The student should notify the Nurse immediately after each Epi-Pen use.

#### Medication and Field Trips

Students who have serious or potentially life-threatening medical conditions may request that medications be given on a field trip. Safe medication administration practices apply to field trips and other school activities that occur during or after school hours. The Academy may ask a parent/guardian to accompany their student. Medications for field trips must be in a properly labeled container and given according to the Academy's policy. Please contact the Nurse for further details.

#### Medication for Boarding Students

Boarding students must follow the general Medication Policy. No medications (prescription, over the counter or herbal) are permitted in the dormitory. All medications must be administered by the Nurse during the school day or by the night Nurse at a designated time during study hours or on the weekends. The night Nurse will provide emergency care as needed.

#### **Parents and Legal Guardians**

We require every student to reside with a legal guardian while enrolled at the Academy. If parents of students have engagements out of town, they must provide to the Deans' Office in advance, emergency names and numbers of an adult who will be responsible for the student.

## **Religious Holidays and Cultural Observances**

Every member of the Shady Side Academy community should be free to observe religious and cultural holidays without concern that doing so will compromise his or her standing in our community, classrooms or extracurricular venues. All students are entitled to reasonable excused absences for these observances. The following are prime examples of the considerations and accommodations that families can expect for a religious observance:

- Students may request in advance material that will be covered in the class. While faculty are not expected to re-teach lessons that are missed, they should provide an outline of the material in advance of an absence for religious observance.
- Students are responsible for making up any work that may be interrupted by a religious holiday. Students may request in advance, however, an individual extension for homework or projects.
- If a student is unable to prepare for a test or a lab report scheduled the day following a religious holiday due to their religious observance, they may arrange a make-up test with their teacher.

Consideration shall be given as well to a student's inability to prepare for tests during major religious observances. Students will be excused from athletic and other co- and extra-curricular commitments for religious observances. As is true of nearly all that we – parents and school – do on behalf of students, the success of this philosophical approach depends upon partnership, mutual responsibility and communication.

## **Respect for Community and Personal Property**

Students are expected to respect the physical plant. The beauty of our campus is the result of the efforts of many individuals. The destruction, abuse, vandalism to or theft of personal or community property will not be tolerated by the Academy. Such actions most likely will result in an appearance before the Discipline Committee, which could lead to dismissal. The student is likely to be subject to restitution.

Responsible and respectful students bus and clean off their own tables at all meals. They take responsibility for their own items, and those left behind by others if necessary, and they show respect for the dining hall staff, the common spaces, each other, and the Academy broadly speaking, by clearing their trays and trash and by leaving their table neat and clean for the next diners.

## **Respect for Technology**

Shady Side Academy has set guidelines intended to promote the responsible use of technology in education. The use of the computer network is a privilege, not a right. All members of the community should follow an ethical and respectful approach in using the network. Failure to comply with regulations may result in suspension of privileges or removal from the network along with additional disciplinary actions. It is the responsibility of the student to be familiar and abide with the policies outlined in the Technology Acceptable Use Policy.



# SECTION V

Disciplinary Responses and  
the Discipline Committee

When direct, specific, credible information reveals that a violation of a Guiding Principle, major school rule and/or a community standard has occurred it will likely necessitate intervention on the part of a Form Dean and/or the Dean of Student Life or Dean of Residential Life. Whether addressing lesser infractions of community standards or more serious violations of major school rules, the Deans approach each situation with the charge of helping the student(s) concerned to confront their own behavior, consider how it has impacted themselves and others, and to determine how any harm done will be repaired.

We understand that students make mistakes, and our hope is that they learn from them. The Form Deans work to administer consequences for these mistakes with respect for the student and the situation, with caring and clarity, and to encourage respect for the spirit and letter of the Academy's community guidelines. Factors such as the needs and age of the individual student, the previous disciplinary record, and the circumstances of the offense, including how it comes to light and the student's honesty, are taken into consideration by the school.

The Dean of Student Life, in conjunction with the Form Deans, oversees the process of restorative and disciplinary responses. In most cases, the Form Dean or the Dean of Student Life will take direct action in order to address concerns. Violations of lesser community standards are handled in the Deans' Office and could include, but are not limited to, restorative practices and problem solving, detention, loss of free periods, a Dean's Notice, Disciplinary Warning and/or loss of privileges (driving or otherwise).

The Dean of Student Life will refer serious discipline cases, and/or cases of violations of major school rules and the Guiding Principles to the faculty-student Disciplinary Committee. Ultimately, the Head of the Senior School, in cooperation with the Dean of Student Life and Form Dean(s), will determine how to process decisions regarding discipline. Typically, she will choose to use the counsel of the Discipline Committee before making her decision on violations of major school rules but there may be occasions when she chooses to make decisions without the use of the Discipline Committee, or by referring the case directly to the President of the Academy for an administrative response, which may include dismissal. Rule violations which may threaten the life and well-being of others or may be violations of the criminal code will likely require notification of the police. In these circumstances, the Academy will honor its legal obligation.

Action taken by the Academic Department Chairs, administration, the Form Deans and/or the Discipline Committee can include, but is not limited to the following:

### **Academic Integrity Departmental Responses**

When a teacher suspects that a student has plagiarized or been academically dishonest, the teacher and Department Chair will speak with the student. The Department Chair, in conjunction with the Dean of Student Life, will determine whether plagiarism or academic dishonesty has occurred. If plagiarism or academic dishonesty has occurred or is suspected to have occurred, the Dean of Student Life and the Department Chair will decide whether or not to refer the case to the Discipline Committee. If the case is not referred to the Discipline Committee, the Department Chair will contact the family, discuss the infraction and write a letter documenting the incident that will be part of the student's file. A departmental response of this nature may include a grade penalty on the assignment in question (normally a student will be asked to complete or redo the assignment in question for a maximum grade of 50%). If the case is referred to the Discipline Committee, the Dean of Student Life will facilitate that process.

### **Restorative Practices and Problem Solving**

Deans and other faculty members (in cooperation with the School Counselor) may elect to implement restorative practices, including but not limited to the following:

#### Informal Restorative Problem-Solving Conference

An informal restorative conference is a process using restorative prompts for facilitating a problem-solving conversation after a student has engaged in problematic behavior.

### Formal Restorative Problem-Solving Conference

A formal restorative conference is a structured opportunity designed to restore trust and elicit mutual cooperation in resolving problems. Led by Deans or other faculty trained in restorative practices, formal conferences may involve students and family members in a process that engages with others who were impacted by the behavior(s) in question. Participants explain points of view in order to better understand concerns and then make plans for repairing harm and improving outcomes.

### **Detention**

Students assigned a detention must report to the Dean's office after school on the day of the offense. On Monday, Tuesday, Thursday and Friday, afternoon detention is from 3:05-3:35 p.m. On Wednesday afternoons, afternoon detention begins at 3:30 p.m. and concludes at 4:00 p.m. If a student is unable to attend afternoon detention, they must attend the morning detention on the following day. On Monday, Tuesday, Thursday and Friday, morning detention is from 7:45-8:15 a.m. On Wednesday mornings, it is from 9-9:30 a.m. No phones or computers are allowed during detention periods. Students should plan on bringing school work or reading materials that do not require any electronics. Failure to attend an assigned detention will result in the loss of free periods or an additional response from the Dean's office.

### **Loss of Free Periods**

Students are required to report to the Deans' Office during specific or all free periods. After checking in, they may request permission to meet with a teacher, if they have a note from that teacher. The use of technology by the student during these periods is at the discretion of the Deans' Office.

### **Dean's Notice**

A Dean's Notice is a disciplinary notice written to a student who continues to struggle to meet basic community expectations, despite prior intervention. Written by the respective Form Dean of the student or the Dean of Student Life, a Dean's Notice serves as a formal warning that any future violations (e.g., dress code violations, unexcused absences, tardies, etc.) will lead to a more serious disciplinary response, such as Disciplinary Warning or even an appearance before the Academy's Disciplinary Committee. Dean's Notices are sent by email and/or hard copy to the student, their parent(s)/guardian(s) and their advisor. A copy of the letter is also placed in their Shady Side Academy student file. Often a Dean's Notice will occur in tandem with the removal of free periods or a requirement designed by a dean in cooperation with the student themselves.

### **Disciplinary Warning**

Disciplinary Warning signifies that a student has demonstrated significant difficulty with abiding by the rules and regulations of the Academy. A Dean or the Discipline Committee may place a student on warning for any infraction of any rule in this handbook. Warning will extend for a minimum of fifteen school days. Students receive a letter outlining the infraction that led to the warning and the conditions of warning. That letter becomes part of their file, and may be referred to in the case of future infractions.

Disciplinary Warning is an action-specific response. If a student is placed on Disciplinary Warning (whether by a Dean or the Discipline Committee) and then violates the same rule, guideline or expectation while actively on Disciplinary Warning or at any point going forward, they will likely go before the Disciplinary Committee and should expect an even more serious disciplinary response (i.e., Disciplinary Probation or a separation from the school including the possibility of dismissal). Any student on Disciplinary Warning must pay close attention to all school expectations, but in particular to major school rules.

While on Disciplinary Warning, the student must sign in daily by 8:15 a.m., in the Deans' Office (9:35 a.m. on Wednesdays) and meet once per cycle with a Dean. Upperform students forfeit all off-campus driving privileges (except for travel to and from school).

At the end of the allotted term of warning, the student must complete a Disciplinary Warning reflection statement that answers the following questions:

1. What happened? (Why were you placed on Disciplinary Warning?)
2. What were you thinking at the time?
3. What have you thought about since?
4. Who was impacted by your actions? In what way(s)?
5. What have you done to make things right?
6. In your opinion, did you fully meet the terms of Disciplinary Warning? If not, why?

This statement must be signed by both the student and their Advisor before it is submitted to the Form Dean or the Dean of Student Life. Following receipt of this reflection statement the student then meets with their Form Dean or the Dean of Student Life. Pending signs of improvement and thoughtful, honest reflection, the student is then removed from Disciplinary Warning. This removal is communicated to the student, their parents, and their Advisor by the Deans' Office via email.

Should a student fail to meet the terms of Disciplinary Warning, he or she will be referred to the Dean of Student Life in order to determine next steps. These could include an extension of the warning period or a meeting before the Disciplinary Committee, which will likely result in an even more serious disciplinary response (i.e., Disciplinary Probation or a separation from the school including the possibility of dismissal).

### **Disciplinary Probation**

Disciplinary Probation is invoked when a student's attitude and conduct are such that the student is given an opportunity to demonstrate that they do indeed value their place at the Academy. This action represents the final step prior to dismissal. Probation is typically the recommendation of the Discipline Committee, but may also be administratively declared by the Head of Senior School for any infraction of any rule in this handbook.

Any student on Disciplinary Probation must pay close attention to all school rules. Violations of the Major School Expectations and Rules or major violations of Community Standards while on Disciplinary Probation or at any point going forward will lead to an immediate appearance before the Discipline Committee or the Head of School and the student's likely dismissal from the Academy. NOTE: The Discipline Committee is required to discuss dismissal of a student appearing before them when that student is on Disciplinary Probation status.

Probation extends for a minimum of 60 school days (approximately one academic term). Students receive a letter outlining the infraction that led to the probation and the conditions of probation. That letter becomes part of their file and may be referred to in the case of future infractions. While on Disciplinary Probation, the student must sign in daily by 8:30 a.m. in the Deans' Office (9:35 a.m. on Wednesdays) and meet weekly with a Dean. Upperform students forfeit all off-campus driving privileges (except for travel to and from school).

At the end of the allotted term of probation, the student must complete a Disciplinary Probation reflection statement that answers the following questions:

1. What happened? (Why were you placed on Disciplinary Probation?)
2. What were you thinking at the time?
3. What have you thought about since?
4. Who was impacted by your actions? In what way(s)?
5. What have you done to make things right?
6. In your opinion, did you fully meet the terms of Disciplinary Probation? If not, why?

This statement must be signed by both the student and their Advisor before it is submitted to the Form Dean or the Dean of Student Life. Following receipt of this reflection statement the student then meets with their Form Dean or the Dean of Student Life. Pending signs of improvement and thoughtful, honest reflection, the student is then removed from Disciplinary Probation. This removal is communicated to the student, their parents, and their Advisor by the Deans' Office via email.

Should a student fail to meet the terms of Disciplinary Probation, he or she will be referred to the Head of the Senior School in order to determine next steps. These could include an extension of the probationary period, another appearance before the Discipline Committee, or dismissal.

### **In-School Suspension**

Students are restricted from normal activity within our community for one day to several days. The assumption is that the student should be spending time away from peers and the community for a short period of time, but that missing classes would place an undue burden on the student and faculty. The student is required to sign in daily by 8:15 a.m. in the Deans' Office (9:35 a.m. on Wednesdays). Upperform students forfeit all off-campus driving privileges (except for travel to and from school). Students must report to the Deans' Office, or another designated location, during all free periods. The student must designate someone to bring lunch to the Deans' Office. After checking in, students may request permission to meet with a teacher, if they have a note from that teacher. Typically, in-school suspension is part of a broader disciplinary response from the Discipline Committee.

### **Off-Campus Suspension**

Students are separated from our community for one to several days due to the nature of their infraction. They are not allowed to participate in any school-related activities, including athletic contests, theatrical productions or concerts, or come to campus for any reason. During their suspension, they are allowed access to online teacher pages, and may contact teachers for assignments as they are expected to keep up with their work. Typically, off-campus suspension is part of a broader disciplinary response from the Discipline Committee. As per the Academy's Policy on Reporting Discipline Cases to Colleges and Other Postsecondary Institutions (p. 55) students who are suspended must report this information as directed.

### **Dean Intervention**

If the Academy hears from a law enforcement officer or an administrator from another school that a student has been using illegal drugs or alcohol, and/or engaging in other unsafe behavior, and if there is probable cause, the Dean of Student Life has the option to search the student and his/her belongings, including his/her locker, car, and dorm room according to the Searching Student Possessions Policy.

### **Dismissal**

Please be aware that any violation of any one of the Guiding Principles may result in dismissal from the Academy at any time during the school year. Dismissal could be the result of a Discipline Committee decision or administrative action. As per the Academy's Policy on Reporting Discipline Cases to Colleges and Other Postsecondary Institutions (p. 55) students who are dismissed must report this information as directed.

### **Administrative Response**

The rules, policies and procedures outlined in this document apply under normal circumstances. However, from time to time, there are situations that do not fit strictly under the umbrella of counseling or routine discipline but still require a clear response by the Academy. These cases will likely be referred to the Head of School and/or the Academy President for an administrative response. This response may, but does not have to, include dismissal. This document does not limit the authority of the Academy to alter its rules and procedures to suit any unusual or changed circumstances.

## Withdrawal

When a student is scheduled to appear before the Discipline Committee, the student and his/her family may decide to withdraw pending disciplinary action. The withdrawal must occur prior to the start of the Disciplinary Committee hearing. Once the hearing has begun, the student no longer has the option to withdraw pending disciplinary action.

## Effect of Suspension, Dismissal or Withdrawal

Students who have been suspended, dismissed or have chosen to withdraw from school pending disciplinary action may not attend any Academy-sponsored activity or be on Academy property without permission from the Head of School or Dean of Students. Anyone in violation of this policy will be considered in violation of the law and will be subject to prosecution for trespass as provided by Pennsylvania law.

## Policy on Reporting Discipline Cases to Colleges and Other Postsecondary Institutions

Shady Side Academy values honesty as one of our guiding principles. A student is expected to honestly answer all questions asked of them in the application process including questions around disciplinary record. When asked, it is imperative that students answer all questions truthfully.

We expect students to:

- Make themselves aware of college expectations when reporting/disclosing disciplinary actions.
- Report off-campus suspension or dismissal when asked at the time of application or within 7 days of disciplinary proceedings if applications have already been filed.
- Work with their college counselor to put forth an honest (and most positive possible) explanation.

Shady Side Academy will:

- Respond to all questions honestly and in accordance with our policies.
- Provide information indicating whether the conduct was academic or behavioral and the dates of the suspension, expulsion, or withdrawal from the school and refer school back to student/family for more details.
- Support students who are reporting discipline at the time of application as well as the event that discipline is being reported after applications have been filed.

Honest reporting is essential because:

1. It is in line with the guiding principles of Shady Side Academy.
2. The colleges need to know that we are providing them with the accurate information they require.
3. Our practice also protects our students; in the sometimes small world of independent schools and competitive colleges, for a college to learn of a serious infraction through informal means, without the student and Counselor having reported it, can undermine the student's candidacy for admission.

Our experience is that colleges understand that young people make mistakes. Admission committees are typically more concerned with the manner in which students respond to disciplinary sanctions than the actual event leading to sanctions. A mature and graceful response to a discipline infraction can and usually does illustrate a student's growth and development as a young adult.

## Searching Student Possessions Policy

The Dean of Student Life will present to the Head of School the evidence collected that would warrant a search of a student's private possessions. If the Head of School or Academy President agrees, then the belongings may be searched. In certain circumstances, the Dean of Student Life may delegate the right to search to another administrator.

The administrator will conduct the search of the dormitory room, book bag, locker or vehicle, in the presence of another faculty member or administrator and, in most cases, the student. The administrator reserves the right to confiscate any property reasonably associated with the reason for the search.

To assure the safety of all students participating in school-sponsored trips, the Academy reserves the right to search student personal property such as backpacks, bags, or suitcases prior to departure. Students are subject to search at any school-sponsored event such as dances, athletic contests, performances, etc. This search can be conducted by local law enforcement officers, a staff member of the event venue (i.e., security employed by the venue) or an administrator or faculty event chaperone in the presence of the student and another faculty member or administrator.

All student-operated vehicles on Academy property are subject to K-9 sniff and search.

The Academy reserves the right to use and interpret the results of an alcohol screening test and/or drug test with any student suspected of attending school or any school event under the influence of alcohol and/or drugs.

The Academy reserves the right to interview any student about with his or her conduct at any time.

## **DISCIPLINE COMMITTEE**

The discipline process is meant to be educational. The Disciplinary Committee is typically convened for a violation of a major school rule. It may also be convened for any of the following reasons: when the nature of the violation requires a community response; when there is a need for an individual to confront her/his decisions and actions in a more meaningful way; when there is a need to compel an individual to reflect on what they have done; when the disciplinary record of an individual necessitates an appearance; when the Dean needs to function more wholly as student advocate so as to provide the student with the support needed at that time.

The Discipline Committee Chair and Dean of Student Life may elect to hold the meeting virtually, at their discretion (for example, should the school be operating in an online learning mode).

The Discipline Committee is required to discuss dismissal of a student appearing before them who is on disciplinary probation.

Although a family has the right to choose to withdraw their student from the Academy, the Academy will not entertain any requests for student withdrawal once a Discipline Committee meeting has commenced.

Students who appear before the Discipline Committee will likely forfeit their leadership position(s) for the year, and may, depending on the disciplinary response, not be eligible for selection or election to student leadership roles.

### **Composition of the Committee**

The Discipline Committee is normally comprised of a faculty chairperson, three faculty members, and three senior students who are elected to the committee by previous Discipline Committee members. Should circumstances warrant it, the Head of the Senior School may use his/her discretion to alter the composition of the committee to better address the needs of the student and/or the Academy. While parents are welcomed and encouraged to be on campus to meet with the Dean and Head of School following the committee meeting, they may not attend the proceedings themselves, nor may they send a proxy or other representative.

### **Student Preparation**

The Dean of Student Life, in conjunction with the chair of the Discipline Committee, will schedule a date and time for the case to be heard. The Dean will discuss the case with the chair of the Discipline Committee and consult with others as necessary. Prior to the committee meeting, the Dean will meet with the student. In the meeting, the Dean of Student Life will explain the steps that the student needs to take prior to the meeting.

Student statement: the student will be asked to write an account of what happened. This written report will be presented to the committee. Typically, the student's written statement will answer five critical questions:

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way?
5. What do you think you need to do to make things right?

Dean's statement: The Dean of Student Life will submit a report which contains the student's prior disciplinary record. A written report from other sources, such as a faculty member or other student involved in the situation, may also be submitted.

The Dean will advise the student of the process of choosing an advocate. An advocate is a faculty member who the student feels can best support them, either the student's official Advisor or another adult member of the Shady Side Academy community. The advocate accompanies the student to the committee meeting.

The Dean will inform the student that the student is expected to have a conversation with the parent or guardian, and that the Dean of Residential and Student Life will call the student's parent or guardian. The Dean will explain the situation in which the student is involved or suspected to be involved.

The Dean will advise the student of the range of disciplinary consequences for their behavior. Similarly, the Dean of Student Life will convey this information to the parents and the advocate. In general, any time a student appears before the Discipline Committee, they could be dismissed.

### **Committee Meeting**

The Discipline Committee will meet in closed session at a time and place determined by the chair and the Dean of Student Life. The Dean of Student Life will review the facts involved in the incident with the committee members. No health-related issues of the student will be revealed by the Dean. The committee is free to ask any questions relating to the incident. Once the committee has finished asking questions of or seeking clarification from the Dean of Student Life, the committee will ask the Dean to invite the student and faculty advocate to the meeting. Typically the Dean of Student Life is not in attendance at the committee meeting; however, the Dean of Student Life and/or the Head of School may elect or be asked to remain in the meeting at any time.

The committee will ask questions and discuss the matter with the student and the faculty advocate. The committee will ask the advocate to speak on behalf of the student regarding their citizenship at the Academy. Once the student and advocate have finished, they will adjourn from the meeting. In some cases, the committee may elect to have specific individuals meet with the committee to discuss the incident, read a written statement from other adults involved, and/or present other relevant evidence. Once all of the information has been presented, the committee will discuss the case and the appropriate disciplinary response. In their deliberations the committee has the right to formulate their own opinion dealing with the credibility of the student and the facts of the incident. The committee may call the student(s), faculty representative(s), Dean of Student Life, and/or the Head of School back to the meeting for further discussion of the incident. The committee will form reasonable opinions based on all of the information available to the committee. The Committee makes a recommendation for appropriate responses, communicated by the chair to the Dean of Student Life and the Head of School. The chair will review the decision with the Dean of Student Life and the Head of School. All deliberations of the Discipline Committee are held in strict confidence by committee members and all others involved. The committee proceedings are not recorded, nor is recording the proceedings permitted.

The Discipline Committee is required to discuss dismissal of a student appearing before them when that student is on disciplinary probation status. Please note: Although a family has the right to choose to withdraw their student from the Academy, the Academy will not entertain any requests for student withdrawal once a Discipline Committee meeting has commenced.

## The Faculty Advocate

The student is free to choose from among the faculty a representative to appear with him or her at the Discipline Committee meeting as his or her advocate. The advocate should be someone who knows the student well and can effectively serve as a character reference for the student. It is the role of the faculty advocate 1) to counsel the student in responding to committee questions, 2) to make a character statement on behalf of the student, 3) to make certain that the student has been treated fairly and according to Discipline Committee procedures, and 4) to be sure that the student has had an opportunity to make a clear statement.

## Committee Action

The committee may recommend to the Head of School any disciplinary action ranging from no action to dismissal. The Discipline Committee has the option of referring a case back to the Dean of Student Life or the Head of School for action.

## Reporting

The chair of the Discipline Committee will review the recommendation with the Dean of Student Life and the Head of School. In reaching a decision, the Head of School may ask for advice from the Dean of Student Life and/or the chair. The Head of School makes a final decision. The Head of School can accept the committee's recommendations as is and/or modify the recommendations. The student will be advised in person and then in writing of the decision of the committee. The student is informed about the decision by the Head of School, and a parent/guardian is typically present. In cases of dismissal, the Head of School will also provide the student with a letter outlining the reasons for dismissal. The final decision rests with the Head of School.

## Discipline Committee Appeals Process

After any Discipline Committee hearing, a student is entitled to file a formal appeal. The appeal stage occurs after the Head of School has rendered a decision, based upon the recommendation of the Discipline Committee.

The formal appeal, composed and signed by the student, must be received in writing in the office of the Head of School within two school days of the Head of School's decision. At that time, the Appeal Board, consisting of the Head of School, the Dean of Student Life and the chair of the Discipline Committee, will meet to review the student's appeal request.

The student's written appeal **must contain new information pertinent to the disciplinary hearing**. The Appeal Board will review the student's appeal letter and can, at their discretion, consult with or interview individuals they feel will help them in their review of the decision. Within two school days of receiving the appeal letter, the Appeal Board will respond to the appeal request. The Appeal Board can modify the Head of School's decision in any way.

The decision of the Appeal Board is final.



SECTION VI  
Residential Life

The Shady Side Academy residential community keeps the Senior School campus bustling long past the departure of the last day-student bus. Our five- and seven-day boarding program provides a "home away from home" for a significant portion of the Senior School population. There are two dormitories: Croft House for young men and Morewood House for young women. Both dorms are staffed by Dorm Advisors, each of whom is carefully selected from the Shady Side faculty on the basis of their experience, enthusiasm and commitment. The Dorm Advisors are assisted by a specially trained group of student Prefects who have been chosen for their maturity and positive contributions to the boarding program. In addition to the staff living in the dormitories, other administrators and faculty live on campus with their families and contribute to the Residential Life Program as well.

The Academy's philosophy, mission, and Guiding Principles create the framework for all of our interactions and activities. With these ideals in mind, we especially work to cultivate trust, a sense of community, and an environment of intellectual spirit in the Residential Life Program.

Every member of the residential community must understand that in a community, one gives up a measure of personal freedom for the benefit of the greater good. For the Shady Side boarding community to be focused, healthy and challenging, each person must take an active part. The Guiding Principles, Responsibility, Respect, Honesty, Safety and Kindness, are some of the keys to a successful community. We expect that boarders will follow the rules, expectations, and policies of the community in the spirit of partnership.

Because living in a boarding community presents special challenges and opportunities, we take these rules, expectations, and policies seriously. If a student decides to board at Shady Side Academy, they must be willing to live these principles fully. When a student joins the Residential Life Program, they are making a commitment to every other member of the community that they will strive to fully adhere to these expectations and rules both by letter and in spirit. Failure to do so will likely result in disciplinary actions and could constitute grounds for removal from the residential community.

### **Prefects**

Faculty-appointed student Prefects are primarily responsible for promoting a healthy, harmonious dormitory spirit, planning dormitory and campus activities, assisting the Dorm Advisors with student issues (dorm living, roommate issues, etc.) and with supervision of the dormitory (maintaining quiet during study hours, checking students in and out of the dorm, room inspections). Prefects are Form V and VI students who have been chosen on the basis of their maturity, good judgment and experience.

### **Dorm and Residential Life Faculty**

Faculty who live in the dorm, who are known as Dorm Advisors, are responsible for helping the Prefects and all residential students make the dorms both comfortable places to live and for creating and upholding a rigorous, structured learning environment. They take their responsibility as *In Loco Parentis* very seriously, set the highest priority on ensuring the safety and well-being of the students living on our campus, and strive to become mentors for students in their care. In addition to each student's Advisor, the Dorm Advisors should be considered a parent's primary point person regarding their child's life in the dorm.

Parents and students should seek Dorm Advisors out for help with anything directly related with life in the dorm. In addition to the Dorm Advisors in Croft and Morewood, the Residential Community includes faculty and administrators who also live on campus and who help supervise the campus, attend community dinners, and lead activities during the week and on weekends.

Each dormitory has a cell phone which is held by the Dorm Advisor or faculty member on duty. Students and parents should call this number when they need to communicate with the adult on duty.

**Croft House Dorm Phone 412-952-6942**

Dorm Head: Justin Jackson-Strong, Math  
Russell Grant, Science  
Tim McGuigan, Computer Science, Middle School  
Paul Waked, Science, Middle School

**Morewood House Dorm Phone 412-925-1954**

Pam Boehm, History, Dean of Residential Life  
Alicia Segura Pinto, Spanish  
Meredith Collichie, Admissions

## THE DAILY SCHEDULE

**Dormitory Daytime Hours: 6 a.m.-4 p.m.**

### Daytime Meals

Breakfast is served from 7-8:15 a.m., and lunch is determined by each student's class schedule.

Note: On Snow Days, meals will be served on a weekend schedule.

### Access to the Dorm: 8:15 a.m.-3:05 p.m.

Boarding students in Forms III and IV are not permitted to return to the dorm during the academic day (8:15 a.m.-3:05 p.m.). They are expected to remain in the academic buildings with their peers, engaging in conversation or attending to school work.

Boarding students in Forms V and VI are permitted to return to the dorm during the school day, but are not allowed to have a day student guest in the dormitory. Failure to abide by these guidelines will likely result in a loss of free periods during the academic day. Repeated failure to follow these rules will result in more serious disciplinary measures.

### **After Classes: 3:05-7:45 p.m.**

If a student has a last period free, they may return to the dorm before the end of the academic day.

### Afternoon (3:05 p.m. to 5:30 p.m. or 6:15 p.m.)

After 3:05 p.m., Monday through Friday, boarders are allowed in the dorm, depending on their co-curricular commitments. Students should be considerate of others and avoid excessive noise or disruptive activities.

### Dinner (5 p.m. until 7 p.m.)

Dinner is served from 5-7 p.m. Community dinners occur once per week, Monday or Wednesday from 6:15-7 p.m. On Saturdays and Sundays, dinner is served from 5-6:30 p.m.

### Free Time (7-7:40 p.m.)

From after dinner until 7:40 p.m., boarders are free to socialize, play games on the quad, or get an early start to their homework.

### **Evening Study Period: 7:45-9:45 p.m.**

All boarding students on campus will check in with the Dorm Advisor on duty by 7:40 p.m., Monday through Thursday evening. On Sunday evenings all boarders are to be in the dorm with quiet hours observed from 7:45-9:45 p.m.

In order to maintain an atmosphere conducive to academic work, quiet is expected in the dormitories, during the evening study hours. Technology use after 7:45 p.m. should be limited to academic pursuits (e.g., not spending time on social media sites, playing video games, watching movies/TV, Facetiming, Skyping, video-conferencing, etc.) Musical devices may only be used with earphones, unless otherwise directed by the Dorm Advisors or study hall proctors. Boarders are asked to request that their parents, relatives, friends, and classmates not call or text during study hours. Similarly, boarders are not to make phone calls or text during study hours without the permission of the Dorm Advisors or study hall proctors and then only for academic purposes. The Dorm Advisor on duty and the study hall proctor have the right to confiscate a personal cell phone if it is being abused. In the case of emergency, parents should call the respective dorm phone.

### In-Dorm Study

Form V and VI boarding students are all expected to study quietly in their rooms from 7:45- 9:45 p.m., Monday through Thursday evening. Student room doors should remain fully open at all times. Permission of the Dorm Advisor on duty is required before a student is permitted to leave the dormitory for any reason. Any student may be assigned to spend study hall hours in a common place, as a response to study hour infractions in the dormitory or poor academic performance, at the discretion of the Head Dorm Advisor, the Dean of Student Life or Dean of Residential Life in consultation with the Dean of Studies, Learning Specialist, and/or Form Dean.

### **Lights Out/Quiet Time**

#### Unstructured/Free Time

From the end of Proctored Study (9:45 p.m.) until check in at 10:30 p.m., boarding students can use the time as they wish. Often there will be organized dorm activities, meetings, or "feeds" during this time. Travel off campus is not allowed past 7:30 p.m. without special permission from the Dorm Advisor on duty, Dean of Student Life or Dean of Residential Life. Prefects may depart from campus between 7:30 and 10:30 p.m., with permission from the Dorm Advisor on duty.

#### Check-In & Quiet Time

All boarders must check in with the Dorm Advisor on duty by 10:30 p.m., and remain in the dorm, Sunday through Thursday evening. The dormitories and outside areas immediately adjacent to the dormitories should be quiet enough for continued study or sleep. Students are expected to be in their own rooms (finished with food, bathroom use, etc.) by 11 p.m., at which time all outside doors to the building are locked, and the alarm systems are activated.

#### Lights Out

In order to ensure that students get an adequate amount of sleep and develop healthy sleep habits, lights out is enforced by the dormitory faculty on duty each night.

Students in Form III and IV should be in bed with the lights out at 11 p.m. Form V students should be in bed with their lights out by 11:30 p.m. Seniors and Prefects are encouraged to turn their lights out by 11:30 p.m., but are allowed to stay up until midnight. Dorm Advisors reserve the right to enforce earlier lights out for students if the lights out time is ignored or the privilege of staying up later is being abused.

Boarding students are not permitted to leave the dormitories between 10:30 p.m. and 6 a.m., Sunday through Thursday evening, and between 11 p.m. and 6 a.m. on Friday and Saturday evenings.

### Late Lights

Monday through Thursday evenings "late lights" may be granted to students who have special academic needs and who have effectively used their time earlier in the evening. Students who think that they might need late lights must get permission from the Dorm Advisor on duty between 10 and 10:15 p.m. Granting late lights is strictly at the discretion of the Dorm Advisor on duty. Students in Form III and IV may be granted late lights until 11:30 p.m. Students in Form V may be granted late lights until midnight.

### Friday and Saturday Night Check-In

On Friday and Saturday nights, seven-day boarders check-in with the advisor on duty by 11 p.m., are in their own rooms by 11:45 p.m., and turn their lights out by midnight.

### **Driving and Parking on Campus**

Driving on campus is a privilege that comes with a sizable responsibility. Form V and VI boarding students are permitted to have a car on campus for use to transport the boarder to and from school each week. Failure to adhere to driving guidelines and the rules of the road while on campus is unsafe and irresponsible, and will likely lead to a disciplinary response, including the possibility of appearing before the Discipline Committee.

Boarders are expected to park in their designated area. Once parked, students are not permitted to "hang out" in their car or a car of another student. This area is the row of parking in the Hillman lot that is closest to the technology building (formerly the Heinz Infirmary). Parking in front of the dorm is reserved exclusively for loading and unloading. Students who park a car in front of the dorm for longer than 15 minutes will likely lose their driving privileges. Students should not park in any other location on campus.

With proper parent permission, Form V and VI boarders are allowed to drive themselves off campus after 3:20 p.m. up until 7:40 p.m., unless special arrangements were made when obtaining permission. (Reminder- students are not allowed to miss community dinners.) They are expected to follow all procedures for securing proper off campus permission and must use good judgement about the frequency with which they choose to leave campus. Boarding students should be fully engaged in the on-campus community, and frequent excursions off-campus detract from community building experiences. It is unlikely that off campus permissions will be granted on days when classes are cancelled due to weather-related problems. Please see the "Off Campus Permissions" section below for further details.

Form VI boarders, with appropriate permission, may take advantage of the senior off-campus privileges during the academic day, per the Leaving Campus Policy.

### **Fire Safety and Room Decorations**

Although a student's dorm room is private space, it remains a part of a community space as well. The Academy must ensure that the dormitories and student rooms are safe places for all, and must adhere to fire safety standards, proper good health and hygiene, security and comfort for residents and visitors. Students are required to keep their rooms neat and tidy. Room inventories will be taken during Thanksgiving, winter, spring and summer vacations. Students will be charged for any damage and/or missing items.

### Fire Safety

- No fire door should be propped open for any reason.
- The fire escapes are not to be used except during a fire drill or in a true emergency.
- Under no circumstances should students tamper with the alarm system.

Fines, and discipline, will be imposed for misuse of safety equipment. Fire drills are conducted regularly and students should be aware of all emergency exits and fire drill procedures and expectations.

### Prohibited Items

The following items are strictly prohibited and will be confiscated. Students in possession of these items will likely face disciplinary consequences.

- Air conditioners, electrical signs, strings of lights (battery-powered lights are allowed), paper lanterns with bulbs inside
- Heat-producing appliances such as halogen lamps, hot plates, Keurig coffee makers, sun lamps, microwaves, toasters, irons, space heaters, popcorn poppers, rice cookers, hot pots, grills, hot water boilers, blenders, Nutribullets, etc.
- Multiple and/or excessively large computer screens, monitors or speakers
- Firearms, ammunition, air guns, explosives, knives, fireworks or weapons of any kind, including facsimile firearms of any type
- Ignition sources such as matches, lighters, candles or incense
- Illegal drugs, alcohol, drug paraphernalia or alcoholic beverage bottles or cans
- Pets, including fish
- Wifi routers of any kind

The Academy reserves the right to require students to remove from their rooms or from dormitory common areas any objects or appliances that are prohibited, or in the case of technology (including gaming systems, excessively large monitors and/or speakers) that the Dorm Advisor or Dean of Student Life or Dean of Residential Life believes distract from the academic atmosphere of the dormitory.

Students are required to use approved surge protectors with independent circuit breakers and on-off buttons if they wish to plug in more than two items into a single power outlet. There should never be more than one extension cord per outlet, and cords may not run under rugs or mattresses, or through walls or partitions. Students should use non-halogen lamps. Bulbs should be low-energy use varieties (compact fluorescent bulbs or LEDs).

Note that any upholstered furniture brought to the dorm must be certified and labeled to have passed either the California Technical Bulletin 117 (2013 edition) or National Fire Protection Association Standard 260 (2009 edition). All upholstered furniture must have a tag or label with this information (see below for an example of such a label).



### Permitted Items (in addition to personal effects)

The following items are permitted but must be unplugged when not in use, stored on non-flammable surfaces. Students are strongly urged to store and use hair care appliances in the bathrooms rather than in their rooms.

- Small fans
- Hair dryers
- Curling irons
- Straightening irons
- Compact refrigerators no larger than 3' x 2'

No tapestries, wall hangings, or other cloth may be hung from the ceiling, on either side of the hallway door, or over the furniture, including lamps. Posters and tapestries must be hung completely flush against the wall using wall putty (no nails, screws, glue, or tape) and must not cover more than 50% of a given wall.

Materials displayed on walls should be in good taste and considerate of all visitors and residents, as defined by the Dorm Advisors and/or the Dean of Residential Life. Decorations that are offensive or inappropriate in a high school setting (e.g., sexual in nature, drug or alcohol related) are not permitted. Students will be required to remove decorations deemed inappropriate or in poor taste by the Dorm Advisors and/or Dean of Residential Life. Students may not write on or paint walls.

#### Removal, Assembly, Disassembly of Academy Furniture

Beds may only be moved, assembled and re-assembled by Facilities. Students must get permission from a Dorm Advisor before moving or removing any dorm furniture.

#### **Food Deliveries/Take-Out Orders**

Take-out food must arrive at the dorm by 10:30 p.m. in order for the student to have enough time to eat and then be ready for lights out and bedtime at 11 p.m. Deliveries are not permitted during study hours. Any food ordered prior to study hours must arrive by 7:45 p.m.

#### **Guests**

Only dorm residents, residential life faculty and authorized personnel will be allowed access to a dorm. Day students and boarders who do not live in the building will not have access and may not enter common spaces unless they have specific permission from the faculty member on duty.

#### **Family Members**

Family members of current dormitory residents are welcome in the dormitory prior to 7 p.m., accompanied by a student, to assist with drop off or pick up, or for short visits.

#### **Helmets**

Students who ride bicycles, skateboards, or scooters, or use roller blades must wear a helmet and use appropriate safety equipment.

#### **Illness**

##### Morning Illness

Boarding students who are feeling ill in the morning before classes must report to the Nurse by 8 a.m. to be evaluated. The Nurse will either send the student to class, keep the student in the Health Center, or call the parent(s)/guardian and ask them to pick up the student and take them home (if possible).

A student unable to walk to the Health Center may call 412-968-3131 to reach the Nurse, 412-968-3117 to reach the Deans' Office, or 412-352-7657 for Security.

If a parent has a concern about their child's health, they should contact any member of the dorm staff, the Nurse or the Deans' Office. Parents of boarding students may not call in to excuse a student's absence due to illness unless they have brought the student home as a result of that illness the night before.

##### Afternoon/Evening Illness

If a student becomes ill after 4 p.m., they should report to the faculty member on duty or contact the Dean of Residential Life. They should do this in-person or by calling the dorm phone. The nurse on call (or athletic trainer between 4-6 p.m.) will be contacted. If a student becomes ill after lights out, they should contact the dorm phone. In the event that they are unable to reach the dorm advisor on duty, they should call Campus Security at

412-352-7657. The dorm advisor or safety officer will then contact the nurse. In the event of a more serious medical problem requiring hospital attention, a student will be transported to UPMC St. Margaret's Hospital nearby in Aspinwall. The student's parent(s) will be notified and asked to meet their child and the SSA representative at the hospital, if that is possible. The Academy has made arrangements with Foxwall Emergency Medical Service to provide emergency medical help and transportation for all residential students. In any life-threatening situation, 911 will be called immediately.

### **Inter-room Visitation**

Residents who live in the same dorm may visit with one another in student rooms. It is essential that roommates are considerate of each other's right to privacy and quiet, especially regarding guests in the room. Students should leave their doors open when they have visitors. Students rooms should remain unlocked when they are present in their rooms. Students should lock the doors to their room when they are not present, especially during the school day and/or over the weekend if they are away.

### **Leaving Campus**

#### Off Campus Permissions and the REACH Boarding System

Each year, prior to the beginning of the school year, boarding students and their parents complete a "Residential Life Off-Campus Permission Form." This form outlines the circumstances under which a boarding student is permitted to leave campus, including where they may travel to and by what means. This form is available for download on the Senior School tab of the Parents or Students page of the website, and can be updated at any time.

The sign-in and sign-out process and all "leaves" from campus, whether during the day or overnight, are managed using the REACH Boarding System. REACH is a paperless system (accessed via a kiosk, a phone app, or the web) that allows the school to monitor the whereabouts of all boarding students and automates the "leave request" process. All students are trained on how to use the system and specific information regarding the process and procedures will be made available to parents via the SSA Parent Portal boarding tab.

#### Day Travel Leave Requests

In order to be granted permission to leave campus, boarding students must complete a Leave Request via REACH and speak to a member of the Residential Life faculty in-person. Once the leave request has been approved (depending on the leave request, approval will be needed from a parent, the parent of a host, and at a minimum a Dorm Advisor or a member of the Residential Life faculty) students may depart. Both drivers and passengers must have proper parent permission on file to leave campus in the car of a boarding student and drivers and passengers must each complete a Leave Request and sign out properly using a REACH kiosk. Only Prefects have the privilege of leaving campus during study hours.

Note: If a boarding student is on disciplinary warning or probation, they may leave campus only with permission from the Dean of Residential Life, Dean of Student Life or Head of School.

#### Overnight Leave Requests

Seven-day boarders who wish to leave campus overnight for the weekend after their last commitment of the week can request permission for an off-campus overnight via REACH from EITHER Friday through Sunday OR Saturday through Sunday. On weekends, students are expected to return to campus and check in at the dorm no later than 10 p.m. on Sunday evening. If returning later or by 8 a.m. on Monday morning, students must notify the Dorm Advisor via the dorm phone of their return time and day by no later than 8 p.m. on Sunday. All students must sign into the dorm immediately upon their arrival on campus so that every student is accounted for. We recommend that seven-day boarders return to campus in time for Sunday evening quiet hours to prepare for school the next day. Seven-day boarders who wish to take a weekend must submit a completed REACH Overnight Leave Request by noon Thursday. Students are notified of approved requests via the REACH system. Weekends are only approved with the permission of the parent(s)/guardian of the student, the parent(s)/guardian or adult (over 25 years of age) for the host for the SSA student if that student is not going with their immediate family, the Dorm Head/Dean of Residential Life/Dean of Student Life. The non-parent/guardian host is expected to be present in the home during the guest student's visit.

For all boarders, exceptions to the requirement that an overnight visit includes having the host adult present will only be made for 1) seniors who are required to visit colleges to which they intend to apply in the fall or to which they have been admitted in the spring and 2) students who wish to visit a sibling at college. In each of these cases, overnight permission will be granted only after receipt of the completed proper College Visit form, and an approved REACH leave request. Depending on the circumstances, there may need to be written parental permission to the Deans' Office, or a conversation with the Dean of Student Life or Dean of Residential Life, or in the case of college visits, the College Counselor, and the parents, all at least 24 hours in advance of the scheduled departure from campus.

The school reserves the right to deny overnight permission for large groups. A student is expected to notify the Administrator on Duty (AOD) or their Dorm Advisor on duty of any change in plans from those specified on the overnight permission form, including any return trips to campus during the dates/times indicated in the REACH leave request.

#### Five-Day Boarder Expectations

Five-day boarders must be out of their dorm by 6 p.m. on Fridays and are welcome to return after 5 p.m. on Sundays. Five-day boarders must sign out of the dorm when they go home on Friday. Five-day boarders are expected to return to campus and check in at the dorm no later than 10 p.m. on Sunday evening. If returning later or by 8 a.m. on Monday morning, students must notify the Dorm Advisor via the dorm phone of their return time and day by no later than 8 p.m. on Sunday. All students must sign into the dorm immediately upon their arrival on campus so that every student is accounted for. We recommend that five-day boarders return to campus in time for Sunday evening quiet hours to prepare for school the next day.

Five-day boarders may request permission to stay on campus for Friday night for the purpose of fulfilling an Academy commitment on Saturday by informing the Deans' Office (along with submission of parent permission) by noon on Thursday via the REACH Boarding System.

#### Signing-In and Signing Out:

Using a REACH Kiosk (located in Croft, Morewood, the McCune Dining Hall, and the Deans' Office in Rowe Hall) or the REACH mobile app all boarding students are required to indicate their whereabouts on and off campus so that residential faculty know where students are. The Dorm Advisor on duty must always be able to find a student. The importance of this relatively simple act cannot be overstated. Beyond the clear objective of student safety, signing in and out properly is also a matter of honesty. In accordance with the Guiding Principle, students who fail to sign out, sign in, or who are not truthful about their whereabouts will face disciplinary consequences. Students should not sign another student in or out as this is tantamount to dishonesty.

#### **Mail**

Boarding students will receive mail in their respective dorms. Mail will be delivered to each dorm and be distributed to boarding students each evening by the Dorm Advisor on duty. To send mail to a boarding student, please use the following format:

Name of Student  
Name of Dormitory (Croft for boys, Morewood for girls)  
c/o Shady Side Academy Senior School  
423 Fox Chapel Road  
Pittsburgh, PA 15238 USA

## **Meals**

Breakfast is served in the dining hall Monday through Friday from 7-8:15 a.m. We recommend that every boarder attend breakfast.

Lunch is determined by each student's class schedule.

On most Monday evenings and some Wednesday evenings (if there is no school on Monday), Shady Side's Residential Life Program gathers for Community Dinner at 6:15 p.m., during which time students and faculty families sit together to engage in conversation while enjoying their meals. Parents of boarders are asked NOT to schedule off-campus events on these evenings. After some community dinners, the students and faculty will share time together as part of the Residential Life program.

Every other evening, dinner is served from 5-7 p.m. with open seating. Dress is casual at dinner but clothing must not be overly tight, revealing or have inappropriate graphics, illustrations or expressions. Please note that for reasons of good health and proper hygiene, athletes are encouraged to shower and change prior to dinner if possible.

Meals should be consumed in the dining hall, unless there are to-go meals being offered by the dining hall. Students getting dinner to-go for their peers who are competing at games off-campus is allowed, but those requests must be communicated to Metz by a Dorm Advisor or Residential Life faculty member. From after dinner until 7:40 p.m., boarders are free to socialize, play games on the quad, or get an early start to their homework.

On weekends, brunch is served from 10:30 a.m.-noon, and dinner is served from 5-6:30 p.m.

### Holiday and Special Dinners

Members of the Residential Life community celebrate holidays and events at special dinner several times per year: before Thanksgiving, Winter and Spring Breaks, Valentine's Day, the Lunar New Year, and at the end of the year. Dress for these occasions will be decided upon by the Prefects and the Dean Residential Life.

### Dining Off Campus

Students must be present for Community Dinner, unless there are extenuating circumstances. If one must miss Community Dinner, the student must get permission from the Dean of Residential Life or the Dean of Student Life before dinner commences.

### Technology During Dinner

The use of cell phones and other electronic devices is strongly discouraged in the Dining Hall during dinner. At Community Dinner, students and faculty are not permitted to use cell phones.

## **Medication**

Please refer to the Medication Policy (p. 47).

## **Respect and Privacy**

All members of the community should respect the privacy and property of others and share in the creation of an environment that protects the physical and emotional well-being of each resident of the dormitory.

Although a student's dorm room is private space, it remains a part of a community space as well where friends, Dorm Advisors and students' own parents can visit.

For safety reasons, dorm rooms should never be locked when residents and guests are in the room. Students should make a habit of locking their doors when not present. In addition, students are not permitted to be in a room that is not their own unless the resident is present.

The Academy strives to maintain an atmosphere of mutual trust and respect for the rights and property of others, however, common sense and safety dictate that each boarder should lock their own rooms when they are not present.

Because the Dorm Advisors and Dean of Residential Life are responsible for the dormitories and their residents, the Dorm Advisors and Dean must have immediate access to any room upon knocking and may confiscate any items not permitted in a dormitory. When necessary, they may use a key to enter a room whether a student is present or not.

#### Hazing and Harassment

Hazing and harassment has no place in our residential or school community and will not be tolerated. Please refer to the Discrimination, Harassment, Hazing & Bullying policies (p. 38).

#### Room Searches

The Academy reserves the right to search a student's private belongings. On the rare occasion when a systematic search for contraband is necessary, the Dean of Student Life and/or Dean of Residential Life, or a Form Dean, in the presence of another faculty member or administrator (a Dorm Advisor and/or the student's Advisor when possible), will conduct a formal search of the student's dormitory room, closet, and belongings. The student will be present during the search.

#### Relationships

One of the advantages of being a boarding student is the opportunity to live in close proximity to many other young people. It is not unusual for this close community environment to lead to the formation of close relationships. However, the Academy does not approve of intimate sexual relationships between students. Above all, we wish students to have respect for themselves as well as the boarding community. Please refer to the Healthy Relationships, Sexual Intimacy and Consent Policy (p. 43) for guidelines governing acceptable behavior.

### **Room Inspections**

To help maintain a healthy and clean dorm environment, room inspection guidelines are to be followed. Room checks are held on a regular basis. Students who fail room check will be required to stay in their room until the Dorm Advisor on duty declares it clean. Flagrant and persistent violation of room checks will result in more serious consequences. Students are expected to follow these guidelines. Room conditions will be checked by faculty as announced in each dorm.

- All trash should be emptied (not in hallway trash)
- Lamps, computers, etc. should be turned off when the student leaves the room
- Personal belongings should be in their own room and items such as hockey bags or other large athletic equipment should be stored neatly in an approved location
- The floor should be vacuumed
- Clothes, athletic equipment, and academic materials should be properly stored
- Trash should be emptied regularly and especially before leaving for the weekend
- No food should be left uncovered

Each student is responsible for any and all damages that occur in their room, whether or not they are at fault for the damages. This includes any charges that may be assessed for repairs.

### **Roommates/Room Occupancy**

Learning to live with people different from yourself is one of the main goals of the Residential Life program. To that end, boarders typically share their room with a roommate. Returning boarders choose their roommate. New boarders are carefully matched with other new boarders based on similarities of interest and habits. Form VI boarders may have single rooms, if there is available space. Prefects typically have single rooms, due to the extra responsibility they take on with their leadership roles. The Academy reserves the right to assign double (or, where appropriate, triple) occupancy to all rooms.

Roommates are given guidance and help in learning to live together by both student Prefects and Dorm Advisors. In the rare case of roommates not being able to work out their differences, as a last resort, a room switch might be offered. Room changes will not be considered until the second trimester and will be decided upon by the Dorm Head and Dean of Residential Life. In that case, past behavior and seniority in the dorm are some of the factors considered in making any room change. In every case, we work hard to balance the needs of the individual student with the needs of the dorm community.

### **School Vacations, Arrivals and Departures**

Students and their parent(s)/guardians are expected to pay close attention to the arrival and departure dates specified on the school calendar and in communications from the Dean of Residential Life office. Dormitories officially close for school vacations in November, December, March, and summer. Students are not permitted to be in the dormitories during those times.

Prior to departing, students are required to provide their vacation travel plans through the REACH Boarding software program, indicating specific travel information, as well as departure and arrival times. They are also required to have their rooms inspected by the Dorm Head or dormitory faculty on duty for cleanliness before they are permitted to leave on vacation. Failure to appropriately sign out and/or pass room inspection will result in a disciplinary response. During school vacations, students are not permitted to return to the dormitory (even just to stop in to pick up belongings) prior to 5 p.m. on the scheduled return date without prior approval from the Dorm Head or Dean of Residential Life.

Note that INTERNATIONAL STUDENTS who are traveling internationally may return to campus up to 24 hours earlier than the stated return dates at the end of the winter and spring school breaks (they may not return early at the end of the Thanksgiving Break). The return dates for the major school vacations for the 2022-2023 year are:

**Thanksgiving Break:** Begins at the end of the school day on Friday, Nov. 18, 2022. All 5-day boarders must depart by 6 p.m. All 7-day boarders must depart by noon on Saturday, Nov. 19. All students may return after 3 p.m., on Sunday, Nov. 27, 2022.

**Winter Recess:** Begins at the end of school day on Friday, Dec. 16, 2022. Boarders may stay in the dorms Friday evening and depart Saturday, Dec. 17, 2022 by Noon. International students returning from overseas may return after 5 p.m., on Sunday, Jan. 1, 2023. Domestic boarders may return on Monday, Jan. 2, 2023. Classes begin on Tuesday, Jan. 3, 2023.

**Spring Recess:** Begins at the end of school day on Friday, March 17, 2023. Boarders may stay in the dorms Friday evening and depart Saturday, March 18, 2023 by Noon. International students returning from overseas may return after 5 p.m., on Saturday, April 1, 2023. Domestic boarders may return on Sunday, April 2, 2023. Classes begin on Monday, April 3, 2023.

### **Security**

All exterior dormitory doors must be locked at all times, with the exception of the basement doors in Croft during the academic day if classroom access is needed. No exterior door should be propped open for any reason. No one should be permitted unauthorized entry into a dorm.

For the protection of dorm residents, dorm doors are alarmed each evening at bedtime, and disarmed by 6 a.m. each morning.

In order to maintain security within the dorms, students should not lend their fobs or keys to others, or leave their fobs or keys outside their dorms for communal entry. Unauthorized possession of keys and/or fobs is considered to be a violation of community standards and could lead to a serious disciplinary response. Please see p. 11 for procedure to replace a lost fob or phone credential.

## Snow Days

The Dean of Residential Life, in collaboration with the Dorm Heads and Dorm Advisors will schedule duty teams, activities, and meals on snow days. The dormitories will remain open, and meals will be served, albeit on a modified "weekend" schedule.

## Summer Storage

Space for summer storage is very limited. Consequently, summer storage will only be allowed for seven-day boarders as space allows with permission of the Dean of Residential Life. Students who do store items in approved areas must understand that all belongings are stored at the owner's risk. Students are urged to purchase insurance for their stored items. The Academy cannot and will not take any responsibility or make compensation for lost, stolen or damaged goods. Any items left without prior permission will be disposed of by June 15.

## Violations of Dormitory Rules

We expect all boarding students to make good decisions, to follow the boarding guidelines (including any remaining expectations related to COVID-19), to take responsibility for their actions, and to learn from any mistakes made. We understand that students make mistakes. The Dorm Advisors, Dean of Residential Life and the Dean of Student Life work to administer consequences for these mistakes with respect to the student, the situation, and the community; with caring and clarity; and to encourage respect for the spirit and letter of the Academy and Residential Life community guidelines. First offenses of minor transgressions are often handled in-house by the Dorm Advisors, with possible consequences including:

- Room Restriction: a student may not visit other rooms or have visitors in their room and may not be in the Common Room. The student may leave the dorm only to go to dinner. They may not attend any social activities.
- Early Bed: a student must be in bed, with the lights out by 10:30 p.m. The student may not visit other rooms or have visitors in their room and may not be in the Common Room. The student may leave the dorm only to go to dinner. They may not attend any social activities.
- Dorm Chore: a student may be asked to clean the Common Room, take out the trash, assist the Dorm Advisor on duty, etc.

Should behaviors continue or be repeated, consequences will be referred to the Dean of Residential Life, the appropriate Form Dean or the Dean of Student Life. At that point, the following consequences will be considered:

Loss of Privileges include but are not limited to:

- Loss of privilege to attend an on-campus event
- Loss of off-campus privileges
- Loss of driving privileges
- Loss of technology privileges

When a more serious guideline is violated, especially when leaving campus without permission and/or when a student has developed a pattern of violating boarding guidelines, or when actions violate one or more of the Guiding Principles of Safety, Kindness, Respect, Responsibility and Responsibility, more serious disciplinary consequences, including an appearance before the Discipline Committee, may result.

## **Weekends**

The goal of the Residential Life Program on weekends is to provide an active and engaging experience for those students on campus. The activities planned by the Administrator on Duty, Dormitory Prefects and the Residential Life faculty, both on and off campus, will cater to students of different cultural backgrounds and their varied interests. Weekend activities are generally offered free of charge to seven-day boarding students.

The city of Pittsburgh offers tremendous resources for all of our students, and boarders have the opportunity to spend their weekends experiencing all that the city has to offer. A thriving arts community, beautiful rivers and parks, a legacy of strong sports teams, neighborhoods with distinct histories and personalities – all of these expand our community in ways that enrich boarders' lives.



**SECTION VII**  
Technology  
Acceptable Use Policy

# TECHNOLOGY ACCEPTABLE USE

## INTRODUCTION AND OVERVIEW

Access to information technology is integral to the educational mission and purpose of our institution. We utilize technology in nearly every facet of instruction, activity, service, research, and operation of our school. This policy provides expectations for the use of technology as it affects our school and educational community.

Due to the evolutionary nature of technology, it is imperative for students to realize that our policies regarding the use of technology in our community will also be evolutionary. We ask all students to employ their best judgment when it comes to the use of school technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them. Although our school provides certain technologies, we recognize that members and guests of our community also have their own technology devices that they bring to our campus and school events. Our policies address the appropriate use of both technologies provided by the school and personally owned technological devices. Students should be sure to read and understand the policies below before using the School's network and other technologies, as well as any personally-owned technology. Use of school technology resources will imply understanding and agreement to the terms set forth in this policy. These policies apply to all students regardless of classes being in or out of session.

### Right to Update this Acceptable Use Policy

Because technology, and our intended use of technology are continually evolving, our school reserves the right to change, update, and edit its technology policies at any time in order to meet procedural and instructional needs, while protecting the safety and well-being of our students and community. To this end, the Academy may add additional rules, restrictions, and guidelines at any time.

### Supervision and Personal Responsibility

This policy applies only to students. All children and teens visiting our campus are also subject to the terms and conditions of this Technology Acceptable Use Policy. Students and parents are required to read this Acceptable Use Policy and signify compliance annually by signing the school's Student Handbook.

Junior School and Country Day School students will be supervised by teachers at all times and can only use technology during an appropriate technology class or under supervision of a teacher.

Middle School students must use technology and the Internet in designated areas only so that teachers can supervise the activity.

Senior School students are expected to be responsible in their technology and Internet use at such a level that they may use these devices without direct supervision.

### Technology as a Privilege

The use of school-owned technology devices and networks, on school property or at school events, is a privilege not a right. This privilege comes with personal responsibility; and if a student fails to act responsibly with their use of technology, the privilege of that use may be suspended and/or revoked.

Our school provides sufficient technology resources for each student for regular academic pursuits. If a particular research project requires additional access or resources, the Information Technology Department will work with teachers and school administrators and make a best effort to provide for those additional needs.

### Privacy

The School reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All emails and messages sent through the school's network or accessed on a school computer can be inspected. All on-campus web browsing may be monitored. Any files saved onto school-owned technology, or under school-based accounts can also be inspected. Students should have a limited expectation of privacy when using their own technology on school property or at school events. The Academy will usually not interfere with student technology use, as long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

### Filtering

The School adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered and monitored. The school cannot monitor every activity but retains the right to monitor activities that utilize school owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including pornography.

### Termination of Accounts and Access

Upon graduation from Shady Side Academy, students will be permitted access to their school email account for 90 days. Prior to graduation, it is recommended that students save personal data stored on school technology or under school-based accounts to a removable storage device and setup an alternate email account. Any student who leaves Shady Side Academy before the end of the school year for any reason will have his or her email account closed on his or her last day.

## **DEFINITIONS AND TERMS**

### Bandwidth

Bandwidth is a measure of the amount of data that can be transmitted in a fixed amount of time.

### Cyber-Bullying

Cyber-bullying is when someone sends derogatory or threatening messages and/or images through a technological medium in an effort to ridicule or demean another. Cyber-bullying also takes place when someone purposefully excludes someone else online. For example, a group of students create a group on a social media platform that many would like to join, but the student creators purposefully exclude one individual or certain individuals and do not let them join their group. Cyber-bullying also takes place when someone creates a fake account or website impersonating, criticizing or making fun of another.

### Network

The network is defined as the school's computers, mobile devices, and other digital electronic equipment (such as printers/copiers, interactive whiteboards, projectors, etc.), and the wired and/or wireless communications network on which they operate.

### User

For the purposes of this policy, user is an inclusive term meaning anyone who utilizes or attempts to utilize technology owned by the school. This includes students, faculty members, staff members, parents, and any visitors to the campus.

### Mobile Device

For purposes of this policy, a Mobile Device is any portable electronic device which provides some of the functions of a computer, a cell phone, a music player, and a camera.

## **ACCEPTABLE AND UNACCEPTABLE USES OF TECHNOLOGY**

### Purposes and Use Expectations for Technology

All school-owned technologies, the school network, and its Internet connection are intended primarily for educational purposes. Educational purposes include academic research and collaboration, classroom activities, career development, communication with experts, homework, and a variety of other activities. Many recreational uses of the school network and other technologies are permitted, unless those activities are prohibited elsewhere in this policy, or in cases where the activity interferes with any educational or operational process of the school, teachers or other students. In any case where a teacher or other school employee directs a student to cease a given activity, the student should comply. The school is not responsible for any damages, injuries, and claims resulting from violations of responsible use of technology.

Senior School students in the boarding program may use school technology for more broad recreational purposes in the dorms, and outside of school hours only. Acceptable boarding-student recreational uses of technology include:

- Playing appropriate and non-offensive games
- Communicating with friends and/or family members
- Using voice over Internet technologies
- Updating profiles or accounts on social networking websites
- Engaging in other activities that do not otherwise violate school policy

If a student's recreational use of shared technology resources should interfere with another user's educational needs, that student may be asked to stop those activities.

Both wired and wireless connectivity is provided across all campuses, including in the Senior School dorms. The Academy's data network is to be used by students for connecting end-user devices only, not additional networking equipment. Students may not attempt to extend the Academy's network by attaching personal routers, switches, or other network equipment.

#### Personal Responsibility

We expect our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite shared resource offered by the school to its students. Students bear the burden of responsibility to inquire with the IT Department or other school administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

#### School-Provided Technology Resources

All students are provided with a school email account, which is introduced to students at an age-appropriate time, and when instructional practices require email correspondence. All emails sent from this account are representative of the School, and students should keep in mind school policies regarding appropriate language use, bullying, stalking, and other policies and laws. Student email accounts are subject to monitoring and have limited privacy.

The School provides individual technology accounts for students. Students must log off when they are finished using a school computer, or another user may access their account, files, and email. Actions that take place under a given user account are accountable to the owner of that account. Users should keep network passwords private and should never deliberately share network account information with another student.

#### International Websites

Since many foreign language websites cannot be accurately read by the School's automated content filtering systems, these websites may not be accurately categorized or filtered, usually erring on the side of blocking unrecognized content. If access to an International website is required for study, a request may be made to the Technology Department, through the teacher requiring the school work or study.

#### Cell Phones, Portable Game Devices and other Mobile Devices

Mobile apps such as calculator, camera, voice-recorder, and an unlimited number of other communications and collaborative apps available on many smart phones may have educational relevance, and may be utilized in a responsible manner if the supervising teacher or adult permits. Please refer to each division's Student Handbook for more information dealing with cell phone and mobile device use by students.

Junior and Country Day School students are not permitted to have cell phones, smart watches, or other personal electronic devices during the school day. If there is a need for a student to make a phone call, telephones are available in the Junior and Country Day School offices. Phones, smart watches, and other devices must be turned off and left in backpacks or lockers throughout the school day. If used during the school day, such devices will be confiscated.

Middle School students are permitted to have cell phones in the building, but those phones must be kept in student lockers during the school day unless otherwise permitted by an individual teacher.

Senior School students may carry cell phones on campus. Cell phones may be used during academic hours for non-verbal communication only. Cell phones may be allowed in classroom settings, per individual teacher and/or departmental policy. Please refer to the Senior School Student Handbook for the complete cell phone policy.

#### Recording, Video and Photography

Students may not capture personally identifiable audio, photos or video of other students, or other SSA community members without express permission of those being recorded. Any student or other SSA community member appearing in captured photos or video may not be identified by name.

#### Social Networking, Photo-Sharing, Instant Messaging and Web Publishing Technologies

Access to social networking websites, photo-sharing websites, messaging tools, and online publishing such as blogging and website creation tools will be controlled by Internet filtering technology. However, based on grade-level appropriateness, and instructional relevance, certain identified social networking sites may be permitted. Therefore, students may have profiles and/or accounts on these types of sites, and may utilize these tools, and digital social connections for responsible academic collaboration and sharing. Other use of these types of tools and websites shall be subject to the terms set forth in this Acceptable Use Policy.

Students may not access from the school's technology any online dating websites or rating sites such as, but not limited to, Match.com, Tinder, RateMyTeacher.com, RateMyCoach.com, or JuicyCampus.com.

#### Inappropriate Material

Students may not access material that is offensive, profane, or obscene including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation, or appearance (such as height, weight, and hair color).

#### Inappropriate Communications

Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Inappropriate communication includes, but is not limited to the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is asked by another person to stop sending communications, the student must stop.

Students may not engage in any form of cyber-bullying, i.e., using any technology to harass, insult, antagonize, slander, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. Cyber-bullying in any form is unacceptable and will not be tolerated. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of a person or the school is subject to disciplinary action.

Students may not post or send chain letters or spam. Spamming is sending an unnecessary and unsolicited message to a large group of people. Spamming can occur through emails, instant messages, or text messages.

### Intellectual Property, Academic Honesty, Personal Integrity and Plagiarism

Plagiarism – claiming or implying that someone else’s work, image, text, music, or video is a student’s own, or incorporating portions of someone else’s works into a student’s own work without citing – is unacceptable and will not be tolerated. All students are expected to maintain academic honesty. Students may not pretend to be someone else online or use someone else’s identity without express permission from that person and/or his/her parent/guardian if he/she is a minor. A student should not post or make accessible to others the intellectual property; including, but not limited to text, photographs, and video; of someone other than him/herself. This includes intellectual property that students were given permission to use personally, but not publicly. This behavior violates school policy as well as state and Federal laws.

A work or item is copyrighted when one person or one group owns the exclusive right to reproduce the work or item. Songs, videos, pictures, images, and documents can all be copyrighted. Copyright infringement is the copying or reproducing of copyrighted material without the authority to do so. Students must make sure to appropriately cite all resources used in all work. Students should never utilize someone else’s work without proper permission.

### Downloads and File Sharing

Downloaded media files should not be stored on school-provided local or cloud storage. Students may never download, add, or install new programs, software, or hardware onto school-owned computers, unless expressly directed by a teacher and permitted by the IT Department. Students may never configure a school computer or personally owned computer to transmit or receive copyrighted material, or to engage in any illegal file sharing. The school cooperates fully with local, state, and/or Federal officials in any investigations related to illegal activities conducted on school property or through school technologies.

### Commercial Use

Commercial use of school technology is prohibited. Students may not use school technology to sell, purchase, or barter any products or services. Students may not resell school-supplied network resources to others, including, but not limited to, network/Internet access, and disk storage space. The School is not responsible for any damages, injuries, and/or claims resulting from violations of responsible use of technology.

At the Senior School, students engaged in fund-raising campaigns for school-sponsored events and causes must seek permission from the Deans’ Office before using technology resources to solicit funds for the event.

### Political Use

Political use of school technology is prohibited without prior, specific permission from the Head of School. Students may not use school technology to campaign for/against, fundraise for, endorse, support, criticize or otherwise be involved with political candidates, campaigns or causes.

### Respect for the Privacy of Others and Personal Safety

Our school is a community and as such, community members must respect the privacy of others.

- Students may not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to others.
- Students may not misrepresent or assume the identity of others.
- Students may not re-post information that was received privately without the permission of the sender/owner of the information.
- Students may not post private information about others.
- Students may not use another person’s account.
- In circumstances where a student has been given another user’s account with special privileges, that account may not be used outside of the terms with which it was given.

Students may not voluntarily post private/personal information online, including name, age, school name, address, phone number or other identifying information.

### Respect for Shady Side Academy and the SSA Community

Shady Side Academy takes pride itself in its reputation for excellence; therefore, no person/organization, including students may use the school's name, logo, mascot or other likeness or representation on a non-school website without express permission from our institution. This includes pictures of anyone wearing clothes with the Academy's name, emblem, or logo. This also includes listing the school's name or school employees on social networking platforms, dating websites, or a rating website such as RateMyTeacher.com or RateMyCoach.com.

### Computer Settings and Student Behaviors

All school technology users are expected to understand that the same rules, guidelines, and policies that apply to other student behavior also apply to technology-related student behavior. Students are expected to use their best judgment when making decisions regarding the use of all technology and the Internet. While no policy could detail all possible examples of unacceptable behavior related to technology use, here is a brief list highlighting some examples experienced within our schools:

- Students may not eat or drink while using any school-owned computers or other technologies.
- Students may not alter, change, modify, repair, or reconfigure settings on school-owned computers without the express prior permission of school technology staff.
- Students may not purposefully spread or facilitate the spread of a computer virus or other harmful computer program, or alter settings on school-owned technology in such a way that the virus protection software or other security measures would be disabled.
- Students may not take action to circumvent any school-applied system security measures.
- Students may not use domestic or international websites to tunnel around firewalls and Internet content filtering software, or to hide their identity when browsing.
- Students may not use websites or other software utilities to circumvent any security meant to ensure compliance with this policy and state and/or Federal law.
- Students may not attempt to guess passwords or utilize any password hacking utilities to acquire passwords. Students may not log in to more than one computer with the same account at the same time.
- Students are not to access any secured files, resources, or administrative areas of the school network without express permission or the proper authority.

### **RESPONSES TO VIOLATION OF THE RESPONSIBLE COMPUTING POLICY**

The school's Director of Educational Technology, Network Administrator, and other school administrators shall have broad authority to interpret and apply these policies. Violators of the Academy's technology policies will be notified and given the opportunity to explain their actions in the manner set forth in each division's Student Handbook, unless an issue is so severe that notice is neither possible nor prudent in the determination of the school administrators. Restrictions may be placed on the violator's use of school technologies. Depending on the nature of the action, and to protect the safety and well-being of our community, technology privileges may be revoked entirely pending any hearing. Violations may also be subject to discipline of other kinds within the school's discretion. The school cooperates fully with local, state, and/or Federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School authorities have the right to confiscate personally-owned technology devices that are in violation or used in violation of school policies.

Students in receipt of, or gaining access to inappropriate information, even accidentally, should immediately inform a teacher or school administrator. Failure to do so may place responsibility for the inappropriate content on the student. Any student to witness another, either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy should report the incident to a school administrator as soon as possible. Failure to do so could result in disciplinary action.

The school retains the right to disable network user accounts, and/or suspend access to data, including student files and any other stored data, without notice to the student if it is deemed that a threat to school safety or to the integrity of the school network exists.

## **SCHOOL LIABILITY**

The school cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. The school is not responsible for any damages students may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or the quality of the information obtained through school technologies. Although the school filters Internet and email content, the school is not responsible for a student's exposure to "unacceptable" information, nor is the School responsible for misinformation. The school will not be responsible for financial obligations arising from student use of school technologies.

## **GENERAL SAFETY AND SECURITY TIPS FOR THE USE OF TECHNOLOGY**

### Posting Online and Social Networking

Students should never post private/personal information online. Personal information includes phone number, address, full name, siblings' names, and parents' names. When creating an account on a social networking website, make sure to set privacy settings so only friends can view pictures and profile information. Students should avoid accepting "friends" not already known. Social networking accounts should be configured to notify of all photo tagging. Students should avoid posting any personally identifiable information or content to publicly available social network profiles.

### Communications

All forms of electronic communication, including email and text messages are not retrievable. Those who receive these correspondence may share publicly regardless of the sender's intent.

### Strangers

Students should save all repeated and/or harassing messages from both known and unknown senders. These saved messages will help authorities track, locate, and prosecute cyber-stalkers and cyber-bullies. Students should never arrange to meet strangers encountered online.

### Passwords

As a best practice, passwords should contain both upper and lower case letters, and at least one number or other special character. Passwords should not be easily guessable, and should not be formed from personal information such as a child's or pet's name. Students should not share passwords with friends.

### Downloads and Attachments

Students should not open or run electronic files from unknown or suspicious senders or websites. Harmful and undesirable consequences can result from opening these items.

### Stay Current

Students should protect personal computers and other devices by keeping antivirus and antispyware, operating systems, and application software up to date. Students should disable file sharing, and other ad hoc peer-to-peer networking capabilities on personal devices.





# ACADEMIC CALENDAR

August 8, 2022 — June 9, 2023

S	M	T	W	T	F	S	AUGUST 2022						
	1	2	3	4	5	6	SS Preseason Golf & Football begin .....8						
7	8	9	10	11	12	13	Other SS Preseason Athletics begin .....15						
14	15	16	17	18	19	20	Faculty/Staff Online Training.....15-19						
21	22	23	24	25	26	27	Faculty/Staff Meetings .....22-26						
28	29	30	31				All Schools New Student Orientation ...29						
							<b>ACADEMY OPENING DAY</b> ..... 30						
							First day for students						
							PK & K - noon dismissal						
							Ganesha Charurthi (H).....31						

S	M	T	W	T	F	S	SEPTEMBER 2022						
				1	2	3	<b>ACADEMY CLOSED</b> ..... 05						
4	5	6	7	8	9	10	Labor Day (US)						
11	12	13	14	15	16	17	CDS, JS, MS - No Classes; Conferences 06						
18	19	20	21	22	23	24	Rosh Hashanah (J) begins at sundown.... 25						
25	26	27	28	29	30		<b>ACADEMY CLOSED</b> ..... 26						
							Rosh Hashanah (J)						

S	M	T	W	T	F	S	OCTOBER 2022						
						1	Yom Kippur (J) begins at sundown ..... 04						
2	3	4	5	6	7	8	Dasera (H)						
9	10	11	12	13	14	15	<b>ACADEMY CLOSED</b> ..... 05						
16	17	18	19	20	21	22	Yom Kippur (J)						
23	24	25	26	27	28	29	Indigenous Peoples Day..... 10						
30	31						Columbus Day (US)						
							SS PSAT Testing for Form V ..... 12						
							<b>HOMECOMING</b> ..... 14-16						
							SS - No Classes; Conferences..... 21						
							<b>ACADEMY CLOSED</b> ..... 24						
							Diwali (H)						

S	M	T	W	T	F	S	NOVEMBER 2022						
		1	2	3	4	5	All Schools—No Classes; In-Service.....1						
6	7	8	9	10	11	12	Veterans' Day (US).....11						
13	14	15	16	17	18	19	All Schools—No Classes; Evaluation ....21						
20	21	22	23	24	25	26	<b>ACADEMY CLOSED</b> .....22-25						
27	28	29	30				Thanksgiving Day (US) .....24						
							CDS, JS - No Classes; Conferences.....28						

S	M	T	W	T	F	S	DECEMBER 2022						
				1	2	3	Bodhi Day (B) .....08						
4	5	6	7	8	9	10	MS - No Classes; Conferences ..... 09						
11	12	13	14	15	16	17	Hanukkah (J) begins at sundown ..... 18						
18	19	20	21	22	23	24	<b>WINTER RECESS</b> .....19-30						
25	26	27	28	29	30	31	Christmas (C).....25						
							Hanukkah (J) ends.....26						
							Kwanzaa (AH) begins						

**CLOSING EXERCISES—LAST DAYS OF SCHOOL**  
 All days are early dismissals for the respective division  
 Senior School Commencement . . . . Friday, June 2nd  
 Middle School Closing Exercises . . . . Monday, June 5th  
 Lower Schools Closing Exercises . . . . Tuesday, June 6th

1	General Important Dates
1	Academy Closed
1	Winter/Spring Recess

1	All Schools, No Classes
1	Select Schools, No Classes or Early Dismissal

S	M	T	W	T	F	S	JANUARY 2023						
1	2	3	4	5	6	7	New Year's Day (US) .....01						
8	9	10	11	12	13	14	Kwanzaa (AH) ends						
15	16	17	18	19	20	21	<b>ACADEMY CLOSED</b> .....02						
22	23	24	25	26	27	28	New Year's Day Observed (US)						
29	30	31					Orthodox Christmas (OC) .....07						
							Orthodox New Year (OC)..... 14						
							<b>ACADEMY CLOSED</b> .....16						
							Martin Luther King, Jr. Day (US)						
							CDS, JS - No Classes; Evaluation Day... 17						
							Lunar New Year (CH).....22						

S	M	T	W	T	F	S	FEBRUARY 2023						
			1	2	3	4	Nirvana Day (B)..... 15						
5	6	7	8	9	10	11	<b>ACADEMY CLOSED</b> .....20						
12	13	14	15	16	17	18	Presidents' Day (US)						
19	20	21	22	23	24	25	MS, SS - No Classes; Evaluation Day ... 24						
26	27	28											

S	M	T	W	T	F	S	MARCH 2023						
			1	2	3	4	MS, SS - No Classes; Conferences ..... 09						
5	6	7	8	9	10	11	<b>SPRING RECESS</b> ..... 20-31						
12	13	14	15	16	17	18	Ramadan (I) begins at sundown ..... 22						
19	20	21	22	23	24	25							
26	27	28	29	30	31								

S	M	T	W	T	F	S	APRIL 2023						
						1	Passover (J) begins at sundown ..... 05						
2	3	4	5	6	7	8	<b>ACADEMY CLOSED</b> ..... 07						
9	10	11	12	13	14	15	Good Friday (C)						
16	17	18	19	20	21	22	Visakha Puja (B)..... 08						
23	24	25	26	27	28	29	Easter Sunday (C).....09						
30							CDS, JS - No Classes; Conferences ..... 10						
							Passover (J) ends ..... 13						
							Orthodox Holy Friday (OC)..... 14						
							Pascha [Orthodox Easter] (OC).....16						
							Ramadan ends.....21						
							Eid al Fitr (I) begins at sundown						
							Eid al Fitr (I) ends.....24						

S	M	T	W	T	F	S	MAY 2023						
	1	2	3	4	5	6	All Schools - No Classes; In-Service ..... 01						
7	8	9	10	11	12	13	CDS, JS - No Classes; Evaluation ..... 22						
14	15	16	17	18	19	20	<b>ACADEMY CLOSED</b> ..... 29						
21	22	23	24	25	26	27	Memorial Day (US)						
28	29	30	31										

S	M	T	W	T	F	S	JUNE 2023						
				1	2	3	Closing Exercises [see box at left] ... 02-06						
4	5	6	7	8	9	10	Faculty In-Service ..... 8-9						



# SHADY SIDE

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A C A D E M Y