

Family-Student Handbook

Linton Middle School

2024 – 2025



Mission Statement

The mission of the Penn Hills School District is to foster an equitable learning environment where all students have access to opportunities and resources that construct a pathway for every student to achieve their full potential.

Vision Statement

At the heart of the Penn Hills School District lies a vision that inspires the creation of a vibrant educational space fueled by diversity and inclusion, where each student is acknowledged and celebrated for their distinctive contributions. Through collaborative efforts, we aspire to build a community steeped in mutual respect and understanding, crafting an environment that nurtures learning and social/emotional development. Our dedication to student success and pursuing lifelong learning knows no bounds. We are steadfast in our commitment to equipping individuals with the essential skills, knowledge, and global perspectives to triumph in a constantly evolving world. Together, we illuminate the path to a future where every student can thrive and make a meaningful impact.

Right to Amend: The Penn Hills School District reserves the right to amend policies or procedures in the Student Handbook when necessary or appropriate. Proper notification will be disseminated accordingly.

The Penn Hills School District does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or handicap in employment practices or in administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Joveline Pettus has been identified as the Title VI/Title IX/Section 504/AMD Coordinator, Penn Hills School District, 260 Aster Street, Pittsburgh, PA 15235, (412) 793-7000.

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Penn Hills School District Board of Directors		
Mrs. Erin Vecchio – President	Dr. Robert Marra	Mrs. Devon Goetze
Ms. Jackie Blakey-Tate – Vice President	Ms. Heather Broman	Mrs. Nicole Richardson
Mrs. Evelyn Herbert	Dr. Joseph Capozoli	Ms. Marisa Jamison

Penn Hills District Administration
Dr. John Mozzocio - Superintendent
Mrs. Dawn Golden – Assistant Superintendent and Director of Special Education
Mrs. Renel Williams - Director of Teaching, Learning, & Assessment
Ms. Stephanie Strauss – Athletic Director

Linton Middle School Administration
Mrs. Sandy Barker – Building Principal
Mrs. Tricia Mayo– Associate Principal
Mr. Lucas McCall – Associate Principal

Linton Middle School Guidance Counselors
Mr. James Gilson – 6 th grade
Mrs. Maggie Watson – 7 th grade
Ms. Vincler – 8 ^h grade
Ms. Kyoko Henson – Home School Visitor/ Social Worker

BOARD MEMBERS / ADMINISTRATION / GUIDANCE

STAFF DIRECTORY

Linton Middle School									
Faculty Directory									
2024-2025									
Administration					Special Education				
1	Sandra Barker	6-8	Admin.	6165	34	Amato, Allison		Spec. Ed.	242/ 244 / 8169
2	Luke McCall	7/8	Admin.	6189	35	Creegan, Casey		Spec. Ed.	159 / 8185
3	Tricia Mayo	6/7	Admin.	6133	36	Gdovichin, Amy		Spec. Ed.	143 / 8204
Guidance Counselors					37	Goods, Melanie		Spec. Ed.	112 / 8110
4	Gilson, James	6	Guid.	252 / 6123	38	Majewski, Kim		Spec. Ed.	116 / 8246
5	Watson, Margaret	7	Guid.	140 / 6122	39	Meacham, Kristina		Spec. Ed.	239 / 8007
6	Vincler, Amy	8	Guid.	110 / 6125	40	Krchnavy-Matthews, Sarah		Spec. Ed.	103 / 8168
Sixth Grade					41	Demkee, Eile		Spec. Ed.	241/8053
7	Anderson, Richard	6	Math	229/ 8170	STEAM				
8	Bryant, Juanita	6	ELA	245 / 8290	42	Power, Amanda		Art	161 / 8267
9	*Bugel, Christy	6	ELA	233 / 8182	43	Russo, Brian		Comp. Sci.	133 / 8269
10	Halbleib, Karen	6	Math	246 / 8213	45	Scatena, Linda		Dig. Citiz.	147 / 8175
11	Hasselman, Rebecca	6	Math	231 / 8324	46	Staley, Richard		STEM	160 / 8284
12	Kitay, Tracy	6	S.S.	248 / 8231	Music				
13	Melvin, Stacie	6	ELA	236 /	47	July, Paul	6-8	Orchestra/Music	193 / 8228 / 6143
14	Tuttle, Keith	6	Sci/S.S.	243 / 8291	48	*Wolfe, Mark	6-8	Band/Chorus	190 / 6142
Seventh Grade					Specialty				
15	Blinn, Benjamin	7	Math	152 / 8021	49	Johnson, Tracey		Gifted Coord.	6132
16	*Boyd, Aimee	7	Math	138 / 8245	50	*McKinley, Amy		Speech	134 / 8336
17	Brown, Hailey	7	ELA	149 / 8270	51	Rodden, Michelle		Math Coach	256 / 7204 / 8067
18	Hammill, Bobbi	7	ELA	151 / 8049	52	Burrell, Lisa		ESL	228 / 8098
19	Martello, Anthony	7	ELA	137 / 8101	53	Wakefield, Mary		New Dir. Guid.	6121
20	*Pifer, Thomas	7	Science	135 / 8259	Home School Visitor				
21	Rua, Shawn	7	S.S.	136 / 8268	54	Henson, Kyoko	6-8		1218
Eighth Grade					School Psychologist				
22	*Bilsky, John	8	S.S.	122 / 8177	55	Delehanty, Cindy	6-8		1255
23	Buccilli, Michelle	8	Science	124 / 8181	Occupational Therapist				
24	Fitzroy, Lauren	8	ELA	120 / 8183	56	Stupakis, Christine	6-8		123/ 8288
25	Grosz, Donald	8	ELA	101 / 8111	School Nurse				
26	Johnson, Josh	8	Math	102 / 8225	57	Zupanchick, Tanya	6-8		6131 / 6152
27	Koett, Dean	8	Math	121 / 8233	58	Thompson, Terrika		Aide	
28	Utterback, Phillip	8	ELA	149 / 8298	Security				
29	Evans, Dawn	7/8	Science	111 / 8197		Security Desk			6113
30	Devito, Pete	7/8	S.S./Athl.Co.	107 / 8190 / 6148		Security Booth			6112
31	Giordano, Anthony	7/8	Math	104/ 8023					

Physical Education				Secretaries					
32	*Kulczynski, Eric	6-8	Phys. Ed.	6135 / 8237	59	Coury, Selma	FO	6110	
33	Merlino, Mariah	6-8	Phys. Ed.	6136 / 8040	60	Hawkes-Ware, Vivian	Att.	6124	
Tech Department				61	Jasper, Tracy	FO	6111		
62	Barbarino, Kammi		Tech	1415	Food Service				
63	Reynolds, Travis		Tech	1243	88	Rogers, Kira	Assis. Dir.	6168	
64	McClendon, Brandon		Tech	1242	89	Sturm, Rob	Director		
65	Help Desk				90	Gelpi, Theresa			
Instructional Aides				Cafeteria Workers					
66	Altman, Pam		Para	196 / 197	91	Altrudo, Susanne	Worker	Café	
67	Bennet, Tiona		Para		92	Bisterky, Terri	Worker		
68	Young, Deborah		Para		93	DiDomenico, Laura	Worker		
69	Johnson, Nia		Para		94	Donkin, Jackie	Worker		
70	O'Donnell, Bryson		Para		95	Geyer, Linda	Worker		
71	Romah, Lisa		Para		96	Heglas, Mary Jo	Manager		
72	Snyder, Lisa		Para		97	Lehman, Geraldine	Worker		
73	Sweeney, Linda		Para		98	Shugats, Debbie	Worker		
74	Woldel, Danielle		Para		99	Synan, Gloria	Worker		
BEST				Custodians					
75	Aikens, Troy		Stu. Int. Spec.	196 / 197	100	Caskey, Brian	Custodial		
76	Burns, Kayleigh		Teacher		101	Davis, James	Custodial		
77	Robison, Darnell		BH Aide		102	Furiner, Jason	Custodial		
78	TBD		BH Aide		103	Furiner, Michael	Custodial		
79	Thomas, Benetta				104	Harris, Amber	Custodial		
80	Woodward, Michelle		Coordinator		105	Homze, James	Custodial		
YET Team					106	LaBertew, Ray	Custodial		
81	Crumbly, Santana		YET		117 / 150 / 250	107	Monteleone, Mike	Custodial	
82	Deeley, Bill		YET	Other Linton Rooms					
83	TBD		YET			Staff Lounge	114 / 144	232 / 234	
84	Herriquez, Nia		YET			Copy Room	123 / 142	235 / 257	
85	Smith, Robert		YET			Odyssey		128	
86	Thomas, Elijah		YET			Teacher Dining Room		130	
87	Wright, Tybre		YET			Computer Lab		199 / 237	
Central Office					Library		6149		
	Mozzocio, John		Super	1282		Outdoor Classroom	6193		
	Golden, Dawn		Assis. Super.	1284		Mon Yough Services	6191		
	Chabola, Brandon		Plant Man.	1277		Health Room	148		
	Williams, Renel		Education	1251		Conf. Room B2	6156		
	Brown, Brian		Tech/Innov.	1245		Conf. Room A0	6108		
	Ansani, Dominique		HR	1228		Conf. Room A1	6109		
	Zahorchak, John		CFO	1231					

BELL SCHEDULES

Regular Day

Arrival	7:45	-	8:00
Homeroom	8:00	-	8:15
1st Period	8:19	-	9:01
2nd Period	9:05	-	9:47
3rd Period	9:51	-	10:33
Lunch A	10:37	-	11:07
4th Period (7&8)	10:37	-	11:19
4th Period (6)	11:11	-	11:53
Lunch B	11:23	-	11:53
5th Period (8)	11:23	-	12:05
5th Period (6&7)	11:57	-	12:39
Lunch C	12:09	-	12:39
6th Period	12:43	-	1:25
7th Period	1:29	-	2:11
8th Period	2:15	-	2:57
Bus	2:57	-	3:10

Two Hour Delay

Arrival	9:45	-	9:55
Homeroom	9:55	-	10:05
1st Period	10:09	-	10:38
2nd Period	10:41	-	11:10
3rd Period	11:13	-	11:42
Lunch A	11:45	-	12:15
4th Period (7&8)	11:45	-	12:15
4th Period (6)	12:19	-	12:49
Lunch B	12:19	-	12:49
5th Period (8)	12:17	-	12:46
5th Period (6&7)	12:52	-	1:20
Lunch C	12:50	-	1:20
6th Period	1:24	-	1:49
7th Period	1:52	-	2:21
8th Period	2:24	-	2:53
Bus	2:53	-	3:10

First Day/Testing

Arrival	7:45	-	8:00
Homeroom	8:00	-	10:17
1st Period	10:22	-	10:47
2nd Period	10:50	-	11:15
3rd Period	11:18	-	11:43
Lunch A	11:46	-	12:16
4th Period (7&8)	11:46	-	12:16
4th Period (6)	12:22	-	12:52
Lunch B	12:22	-	12:52
5th Period (8)	12:22	-	12:52
5th Period (6&7)	12:58	-	1:28
Lunch C	12:58	-	1:28
6th Period	1:32	-	2:02
7th Period	2:05	-	2:30
8th Period	2:32	-	2:57
Bus	2:57	-	3:10

Penn Hills School District Grades 6-8

Student Handbook

Acknowledgement Page

2024-2025

Dear Parents, Guardians, and Students:

This handbook has been prepared for the guidance of students, faculty, and parents / guardians of the Penn Hills School District grades 6-8. While it is impossible to cover all situations that may occur, this document provides you with the guidelines and expectations that will lead to student success. Parents and guardians are responsible for reviewing this handbook and code of conduct with students so that everyone is familiar with the school's rules and regulations.

Digital Signature - by updating your **Skyward** contact information, parents, guardians, and students acknowledge you have received and read this handbook provided in digital form on the Linton Middle School home page.

2024-2025 ACADEMIC CALENDAR

- ★ No Students/Staff
- △ First/Last Day of School
- ☾ Conference Day/No Students
- Professional Day/Clerical Day/No Students

2024-2025 Penn Hills Academic Calendar

T-14 August 2024 s-9						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	○	○	○	○	17
18	○	△	21	22	23	24
25	26	27	28	29	30	31

T-14 December 2024 s-14						
Su	Mo	Tu	We	Th	Fr	Sa
1	★	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	★	★	★	★	★	28
29	★	★				

T-18 April 2025 s-18						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	★	★	★	19
20	★	22	23	24	25	26
27	28	29	30			

T-20 September 2024 s-20						
Su	Mo	Tu	We	Th	Fr	Sa
1	★	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

T-19 January 2025 s-18						
Su	Mo	Tu	We	Th	Fr	Sa
			★	★	★	4
5	6	7	8	9	10	11
12	13	14	15	16	○	18
19	★	21	22	23	24	25
26	27	28	29	30	31	

T-20 May 2025 s-19						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	○	21	22	★	24
25	★	27	28	29	30	31

T-23 October 2024 s-22						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	○	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T-19 February 2025 s-19						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	★	18	19	20	21	22
23	24	25	26	27	28	

T-6 June 2025 s-5						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	△	7
8	○	10	11	12	13	14
15	16	17	18	★	20	21
22	23	24	25	26	27	28
29	30					

T-18 November 2024 s-17						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	☾	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	26	26	★	★	★	30

T-20 March 2025 s-19						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	★	22
23	○	25	26	27	28	29
30	31					

Notes	
Aug 20 – June 6 = 180 Days	
Aug 13 – June 9 = 191 Days	
#1- 2/13/2024	

Important Dates

August 20, 2024 – First Student Day; June 6, 2025 – Last Student Day
June 6, 2025 – Commencement

PSSA Assessment Dates

April 21-25, 2025: PSSA ELA, Grades 3-8
April 28 -May 2, 2025: PSSA Math, Science & Make-ups Grades 3-8

Keystone Exams Assessment Dates

(Winter) December 4-18, 2024: Algebra I, Biology, Literature
(Spring) May 12-23, 2025: Algebra I, Biology, Literature

Clerical Days – No School for Students

August 13, 14, 15, 16, 19, 2024; October 14, 2024;
January 17, 2025; March 24, 2025, May 20, 2025; June 9, 2025

No School for Students and Staff

September 2, 2024 – Labor Day
November 27-December 2, 2024 – Thanksgiving Recess
December 23, 2024 – January 3, 2025 – Winter Recess
January 20, 2025 – Martin Luther King Day
February 17, 2025 – Presidents’ Day
March 21, 2025 – Midyear Break
April 16-21, 2025 – Spring Recess
May 23, 2025 – Kennywood Picnic Day
May 26, 2025 – Memorial Day
June 19, 2025 - Juneteenth

Reporting Periods

September 24, 2024 Progress Reports/Parental Contact/25th Day
October 23, 2024 End of First Nine Weeks, 45th Day
December 4, 2024 Progress Reports/Parental Contact/70th Day
January 15, 2025 End of First Semester, 90th Day
February 24, 2025 Progress Reports/Parental Contact/115th Day
March 26, 2025 End of Third Nine Weeks, 135th Day
May 6, 2025 Progress Reports/Parental Contact/160th Day
June 6, 2025 - End of Second Semester, 180th Day

Conference Day

November 5, 2024 - Election Day/No Students/K-12 Parent Conferences

SNOW DAYS – Will be announced as Flexible Instruction Days via website, local News Station/Radio, Skyward and Robocall – where students and staff will work remotely.

INTRODUCTION

This handbook has been published with the sincere hope that the information given herein will be of help to the students during the coming year. All Linton Middle School students should make the effort to know the contents of this handbook.

All students must behave in line with the School Board's policies regarding behavior enacted by the Penn Hills Board of School Directors included in this handbook. This includes behavior while in school attendance, on school transportation and school-sponsored events, such as but not limited to, Kennywood picnic and all athletic events.

STUDENT RIGHTS AND RESPONSIBILITIES

The Penn Hills School District Board of Education will abide by the Regulations and Responsibilities as adopted by the State Board of Education.

I. Free Education and Attendance

- A. All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

- B. Parents or guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
 - 1. The student is married.
 - 2. The student is pregnant.
 - 3. The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
 - 4. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

II. Student Responsibilities

- C. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- D. No student has the right to interfere with the education of his fellow students. Each student is responsible for respecting the rights of teachers, administrators and all others involved in the educational process.
- E. Students should express their ideas and opinions in a respectful manner.
- F. It is the responsibility of the students to conform to the following:
 - 1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 - 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - 3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - 4. Assist the school staff in operating a safe school for all students enrolled therein.
 - 5. Comply with Commonwealth and local laws.
 - 6. Exercise proper care when using public facilities and equipment.
 - 7. Attend school daily and be on time at all classes and other school functions.
 - 8. Make up work when absent from school.
 - 9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - 10. Report accurately in student media.
 - 11. Not use obscene language in student media or on school premises.

III. School Rules

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

IV. Discrimination

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

V. Corporal Punishment

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

VI. Exclusions from school

- L. The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by Section 14.143 (relating to disciplinary placements) and 34 CFR 300.519 – 300.529 (relating to discipline procedures).

M. Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for a period from 1 to 10 consecutive school days.
 - a. Suspension may be given by a principal or person in charge of the public school.
 - b. A student may not be suspended until they are informed of the reasons for the suspension and given a chance to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - c. The parents or guardians and the superintendent of the district shall be notified when the student is suspended.
 - d. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section 12.8(c) (relating to informal hearings).
 - e. Suspensions may not be made to run consecutively beyond the 10-school day period.
 - f. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
2. Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8 (relating to hearings).

N. During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal classes except as set forth in subsection (D).

O. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education which may include home study.

- P. Students who are under 18 years of age are still subject to the compulsory school attendance law even though expelled and they must be provided an education.
1. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
 2. Within 30 days of action by the governing board the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within ten days of receipt of the notification, make provision for the student's education. A student with a disability must be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C. Sections 1400 – 1482).
 3. If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See Section 12.1(b) (relating to free education and attendance).

VII. Hearings

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

The following due process requirements shall be observed regarding the formal hearing:

1. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
2. At least three days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

3. The hearing shall be held in private unless the student or parent requests a public hearing.
 4. The student may be represented by counsel, at the parents or guardians' expense, and have A parent or guardian attend the hearing.
 5. The student has the right to be presented with the names of witnesses against them and copies of those witnesses' statements and affidavits.
 6. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 7. The student has the right to testify and present witnesses on his own behalf.
 8. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 9. The proceeding must be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. However, a hearing may be delayed for any of the following reasons, in which case the hearing shall be held with as soon as reasonably possible:
 - a. Laboratory reports are needed from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his or her rights under the Individuals with Disabilities Education Act (20 U.S.C. Sections 1400 – 1482).
 - c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- S. *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
1. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
 2. The following due process requirements are to be observed in regard to the informal hearing:
 - a. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - b. Sufficient notice of the time and place of the informal hearing shall be given.
 - c. A student has the right to question any witnesses present at the hearing.

- d. A student has the right to speak and produce witnesses on his own behalf.
- e. The school entity shall offer to hold the informal hearing within the first five days of the suspension.

VIII. Freedom of Expression

- T. The right of public-school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- U. Students have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights.
- V. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public-school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - 1. Students are responsible for obeying law governing libel and obscenity and for knowing their full meaning.
 - 2. Students are responsible for being aware of others' feelings and opinions and giving others a fair opportunity to express their views.
 - 3. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
- W. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.
- X. Bulletin boards shall conform with the following:
 - 1. School authorities may restrict the use of certain bulletin boards.
 - 2. Bulletin board space should be provided for the use of students and student organizations.
 - 3. School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- Y. School newspapers and publications shall conform to the following:
 - 1. Students have the right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material, and edit other material that would cause a substantial disruption or interference with school activities.
 3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 4. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- Z. Wearing buttons, badges, or armbands shall be permitted as another expression within the restrictions listed in subsection (c).
1. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the school's operation.
 2. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 3. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors

IX. Flag Salute and the Pledge of Allegiance

- AA. It is the responsibility of every citizen to show proper respect for his country and its flag.
1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag because of personal belief or religious convictions.
 2. Students who refrain from such participation shall respect the rights and interests of classmates who wish to participate.

X. Hair and Dress

- BB. The governing (school) board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- CC. Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a health or safety hazard, some types of covering should be considered. Students may be required to wear certain types of clothing while

participating in physical education classes, shops, extracurricular activities, or other situations when special attire may be required to insure the health or safety of the student.

DD. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

XI. Confidential Communications

EE. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa. C.S. 5945 (relating to confidential communications to school personnel).

FF. Information received in confidence from a student may be revealed to the student's parents or guardian, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

XII. Searches

GG. The governing (school) board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency will notify students and their parents or guardians of the policies and procedures regarding student searches.

HH. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

II. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, or safety of students in the school, student lockers may be searched without prior warning.

ATTENDANCE

Regular attendance is crucial for academic success and active participation in the school community. Students are expected to attend all classes and arrive on time daily. If a student is unable to attend due to illness or another valid reason, parents/guardians are required to notify the school office. Excessive absences may impact academic progress and eligibility for school activities. Please refer to the school's attendance policy for more details.

All attendance related questions, requests, and correspondence (e.g. request for early dismissals, submission of excuses, student pickup) should go directly to Ms. Vivian Hawkes-Ware in the School Attendance Office, by email at vhawke@phsd.org or please call (412) 793-7000 (ext. 6124). Information may also be inputted into skyward.

Excuse Requirements

Written/mailed excuses should include the following information.

1. Student's first and last name
2. Grade
3. Date of absence(s)
4. Reason for absence(s)
5. Signature of parent/guardian
6. Signature from medical provider (when applicable)
7. Return to school date as recommended by a medical provider (when applicable)

Parents/guardians will receive a phone call via our automated notification system regarding their child's absence from school. All absent students will receive an automated call even if the parent notifies the school.

Absence Coding

All absences will then be recorded as one of the following attendance codes in Skyward:

Type of Absence	Attendance Code	Category
Activity	A	Excused
Classroom Absence (Cut)	C	Unexcused
Early Dismissal	D	Excused
Excused – Office	E	Excused
Field Trip	F	Excused
Guidance	G	Excused
Covid-Related	H	Excused
In School Suspension	I	Excused

Late – Office (to school)	L	Tardy
Medical	M	Excused
New Directions	N	Excused
Out of School Suspension	O	Unexcused
Placement	Q	Excused
Professional Excuse	S	Excused
Tardy – Teachers (to class)	T	Tardy
Unexcused Absence	U	Unexcused

Half Days

A student who arrives after 11:30 a.m. will be marked ½ day absent. A student who arrives after 12:25 p.m. will be marked absent for the full day. A student who leaves before 11:30 a.m. will be marked absent for the full day. A student who leaves before 12:25 p.m. will be marked absent for ½ day.

Homework for Absent Students

If your child is absent for more than one day and you would like his/her homework, please email your child’s teacher. **Please do not request homework if your child is only absent one day.** Due to their professional responsibilities, teachers are unable to collect and organize student work in one workday.

A student whose absence is *excused* will have the opportunity to make up work assigned, and tests administered during the period of his/her absence. Please make arrangements with your child’s teacher. The students are expected to complete homework, tests, and other assigned schoolwork within three days of returning to school after being absent.

STUDENT RESPONSIBILITY

1. The student is responsible for requesting make-up work from the teacher and submitting the work according to pre-established school and classroom guidelines.
2. A student whose absence is excused will have the opportunity to make up work assigned during the period of his/her absence. If a student misses one day, they will have one day to complete make-up work; if they miss two days, they will have two days to make up work, etc. It is primarily the responsibility of the student to arrange make-up work missed during his/her absence.
3. Being absent from school for any reason the day before a previously announced exam or assignment due date does not excuse a student from taking the exam or completing and turning in the assignment on that due date.

PARENT RESPONSIBILITY

1. All students under the age of eighteen are required to be in school except for illness or serious family emergencies. School is considered a full-time commitment on the part of all students.

EARLY DISMISSALS

To arrange to have a student out of class early, a parent must send a note to school with the student or call the School Attendance Office (ext. 6124). If someone other than the parent or guardian is picking up the student, it must be stated on the note or explained when calling. A photo ID by the parent/guardian/designee is required for a student to be removed from school.

The Pennsylvania Department of Education does not approve of any early dismissal unless emergency conditions exist.

Early dismissals will be permitted only if one of these conditions is met:

1. The student presents a doctor or dentist's appointment on official medical stationery.
2. The parent appears in person at the appropriate school attendance office to accompany the student.
3. The student has submitted a written request from the parent/guardian upon arrival at school, and a member of the office staff has validated the request.
4. If you become ill during the day, you must be properly excused by the Health Office, or the Main Office.
5. In compliance with the Pennsylvania School Code, early dismissals for purposes of any type of employment will not be considered.
6. Early dismissal forms must be procured from the Attendance Office.
7. An approved early dismissal does not automatically permit student parking on school grounds.
8. Students must attend at least four class periods during the day to qualify for participation in after-school and evening activities.

GENERAL INFORMATION

ADDRESSES

Penn Hills High School
309 Collins Drive, Penn Hills, PA 15235

Linton Middle School
250 Aster Street, Penn Hills, PA 15235

Penn Hills Elementary School
1079 Jefferson Road, Penn Hills, PA 15235

ASSEMBLY PROGRAMS

During the school year, assembly programs will be held to enrich and entertain the student body. Some programs will involve the entire student body, while others will be exclusive to specific classes. The following guidelines outline the procedures for assembly programs at Linton Middle School:

1. Upon arrival at the assembly area, students should proceed to their assigned seats. **Teachers will accompany their classes. Students who need to be elsewhere must provide a written note to their classroom teacher before the assembly begins.**
2. During assembly programs, students are expected to always demonstrate courtesy. Disruptive behaviors such as whistling or booing will not be tolerated.
3. At the conclusion of the assembly program, students should exit in an orderly manner, as quickly and quietly as possible.
4. Some students may be prohibited from attending assembly programs at the discretion of the principal or associate principals.

ATHLETICS

Interscholastic athletics in the Penn Hills School District will be played according to the Pennsylvania Interscholastic Athletic Association (P.I.A.A) Rules. The W.P.I.A.L mandates standards of academic eligibility for all athletes in its member schools. The interscholastic programs include:

Athletics	
Fall:	Football
	Girls and Boys Soccer
	Volleyball
	Cheerleading

	Swimming
Winter:	Girls and Boys Basketball
	Girls and Boys Wrestling
	Cheerleading
Spring:	Girls Softball
	Boys and Girls Track

BOOKBAGS

Students are encouraged to utilize backpacks or similar book bags to protect their textbooks and laptops while commuting to and from school. However, students are not permitted to carry backpacks or book bags throughout the course of the school day. A drawstring bag is allowed for PE or swimming only. Students in grade 8 are permitted to go to their lockers before homeroom.

BUILDING ENTRY PROCEDURES

For students:

1. Students are permitted to enter the building at 7:45 a.m.
2. All students' belongings will be searched upon entering the building.
3. Metal detectors will be used to screen students entering the school during the regular school day and may be used after-school and evening athletic events.
4. Security guards and closed-circuit cameras are in use to ensure a safe and secure learning environment.

For Visitors:

1. All visitors will be stopped at the guard gate between 8:15 a.m. and 2:40 p.m. and asked why they are entering the school campus.
2. Upon arrival at the school, visitors will be subject to a search of their belongings.
3. Visitors must produce photo identification upon entry to the building.
4. Visitors must sign in at the security center and report to the office where they will receive a pass.
5. Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business.
6. No visitor may confer with a student in school without the approval of the principal.
7. Should an emergency require that a student be called to the school office to meet a visitor, the principal or support staff shall be present during the meeting. [OBJ]

BUS TRANSPORTATION AND REGULATIONS

Every student deserves a safe and pleasant journey to and from school. However, transportation to and from school is a privilege, not a right. It is advisable for an adult to be present at the bus stop to receive your child upon their arrival. Bus transportation is provided for all students in the Penn Hills School District. Bus stops are located as conveniently as possible for everyone.

Students are urged to be at their bus stop 10 minutes before their scheduled departure. Proper conduct at the bus stop and on the bus is essential to maintain safety. Students are to walk to and from the assigned

stop and wait in an orderly fashion. They are to avoid "horseplay" and always stand back from the road, waiting until the bus comes to a full stop before boarding

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

Students cannot ride another bus to school without the office's permission. **If a student misses the bus, parents/guardians are responsible for their transportation to school. Missing the bus is not an excused tardy or absence.**

Students must ride the bus to which they are assigned and be transported to their home. Parents requesting a student be picked up or dropped off at a permanent caregiver's residence must submit a request in writing. Busses will only pick up and drop off students at regularly scheduled stops. Parents who have questions concerning bussing should contact the school office or Krise Transportation.

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

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

2. Submit the note authorized by the principal to the bus driver upon entering the bus.

Daily Bus Passes

Daily Bus Passes are available under extenuating circumstances to parents if there is available capacity on the bus and the request is made in writing to the {principal or support staff} or {School Office}, by 9:30 AM, before or on the day of the request. These passes will only be approved for existing bus stops on existing routes. Parents should consider that daily bus passes will not be made for items such as birthday parties, friends staying over, boyfriend/girlfriend riding home, etc. Phone calls will only be accepted in emergencies and will not be accepted in non-emergency situations.

Bus Infraction Consequences

Failure to follow school rules and regulations while on a school bus is reported to the administration through **Bus Conduct Reports** provided by the bus driver and school crossing guards. Administration will initiate a consequence based upon nature and type of infraction.

The following general guidelines are utilized by building administration for bus offenses, which include, but are not limited to, behaviors such as being out of seat, standing, using inappropriate language, yelling and disrespectful speech or actions:

1. 1st Offense – Warning and Parent/Guardian Contact
2. 2nd Offense – PHSD Building Specific Consequence w/ Call Home
3. 3rd Offense – PHSD Building Specific Consequence w/ Call Home

* Building Specific consequences may include parent conferences, lunch detention, assigned seating and school bus suspension.

**Continued misconduct may result in the permanent loss of bus riding privileges for the remainder of the school year.

Please note that when students are issued bus suspensions, it is the parent/guardian's responsibility to transport his/her child to and from school on the dates of the suspension.

Damage to School Busses and Restitution

If damage to a school bus occurs because of a student(s) misconduct, the student(s) and parents/guardians will be responsible for paying all restitution to Krise Transportation to restore the bus to its original condition. This restitution includes the costs of all parts and labor.

Drop off for students with Special Needs

Special Needs Students will not be left off the bus in the afternoon unless an adult/older sibling is present at the bus stop. Parents may waive this requirement and have their child dropped off without an adult/older sibling present by writing and submitting a letter to the district transportation provider. If there is no one at the stop to receive a child, the bus will continue its route dropping off the remaining students. The bus will return to the stop and if there still is no one there, the child will be returning to the home school.

CAFETERIA/LUNCHES

Some rules of the cafeteria are:

1. After eating, you should leave the table clean and take your tray to the counter provided for used trays and discard all trash in the proper containers.
2. Eating candy or other food is not permitted in any area other than the cafeteria. Students who attempt to leave the cafeteria with food or drink, including snacks, will be asked to throw the item in the garbage. Students found with food or drink outside the cafeteria will be required to dispose of the item.
3. The following guidelines should be observed in the cafeteria:
 - a. Respect all adults, peers, yourself and the eating area.
 - b. Make your choice of foods as quickly as possible.
 - c. Do not handle the food that you do not intend to buy.
 - d. Do not throw food or objects in the cafeteria.
 - e. Do not cut in on serving lines.

- f. Be sociable but not boisterous.
 - g. No food is to be taken out of the cafeteria.
 - h. Food can be brought if requested by a teacher. Celebratory items such as birthday cupcakes are not permitted.
 - i. All students must report to the cafeteria and remain there the entire period.
4. Students who fail to comply with acceptable cafeteria and lunchroom manners or procedures will be given consequences. Behaviors that disrupt the orderly operation of the school's lunch program will be treated as a serious manner.
 5. Report to the cafeteria **PRIOR TO THE LATE BELL**.
 6. At no time may students or parents arrange for food delivery from outside establishments. Food items delivered to the school may be confiscated by the administration and returned to the student at the end of the school day. Also, parents cannot bring in food from an outside establishment. If a student forgets their lunch at home, they can choose a menu item from the Linton cafeteria.

Free Lunches

Lunches are provided free of charge to all students. **A la carte items cannot be charged.**

All students will have an account that tracks all purchase activity. Parents can enjoy the convenience of prepaying for their child's purchases through the school cafeteria at no charge or prepay online at <https://www.schoolcafe.com/> . Students will have the option of making cash payments to their accounts as well.

Directions to create an online account and add payment information can be found [HERE](#)

***PLEASE NOTE:** No restaurant / fast food lunches are permitted to be delivered / brought to students throughout the school day. No celebratory items, i.e., cupcakes, cookies, pies, balloons, etc., are to be brought into school.*

CHANGE OF ADDRESS / PHONE NUMBER

If you have a change of address and/or phone number within the Penn Hills School District, you should report it immediately to the Attendance Office (ext. 6124) so that it may be changed on your records. If you are moving to another district, you should report it to the Attendance Office, as well as your child's guidance counselor immediately, so that a transcript of your record is sent to the new school district.

Families living outside of the district borders who attempt to fraudulently maintain enrollment within the district will be prosecuted to the full extent of the law and charged a per diem rate of tuition for all the days children are/were illegally enrolled.

COMMUNICATION WITH PARENTS

When parents have a question or concern, they are encouraged to call or email individual teachers or the school office. Appointments for private conferences with teachers must be made in advance by contacting the teacher or guidance counselor. Problems that cannot be resolved during parent/teacher conferences should be taken to the grade level principal and then to the building level principal if necessary. The parent or guardian can complete a Parental/Guardian Concern Form.

Parents/Guardians will automatically receive electronic communications from the middle school at the email addresses (up to 2) registered with their child's Skyward account. Parents/Guardians are asked to visit the district website for directions concerning signing up for a Skyward account.

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

DRESS REGULATIONS

Student attire must be respectful of others and appropriate for the educational environment at the Penn Hills School District.

Pursuant to **Penn Hills Board of Education Policy 221**, Penn Hills School District students are prohibited from wearing clothing or attire which, in the judgment of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning environment. For health or safety reasons specific dress may be required for some courses or activities.

Parents are responsible for ensuring their children are properly dressed when arriving at school. All faculty, staff, and administrators are responsible to consistently enforce the specified dress code in accordance with Board of Education policy and applicable state law to maintain a learning environment free of disruption.

The school authorities have no intention of dictating the quality of specific types of clothing to be worn but will reserve the right to govern the mode of dress and grooming. Students dressing in a non-recommended manner will be sent to the office for intervention. Violation of the dress code may result in a student being sent home, given replacement clothes to be worn that day, or disciplinary action.

Student dress or attire must conform to the following minimum standards:

OUTERWEAR/HEADWEAR/BAGS

- a. Headgear may not be worn in the school building. Students must remove any headwear (NO HOODS, hats, hair picks, caps, bandanas, do-rags, scarves etc.) upon entering the building and throughout the school day.
- b. Gloves and sunglasses may not be worn.
- c. Students are permitted to utilize string bags throughout the building.

SHIRTS/TOPS

- a. Bare midriffs, visible undergarments and other revealing clothing are prohibited. Tube/halter tops are also prohibited.
- b. Breast/cleavage must never be visible in school. Students may not wear scantily/revealing clothing.
- c. A shirt must be worn at all times.

PANTS/SHORTS/SKIRTS/SKORTS

- a. Pants must be worn at the student's waist.

- b. It is never appropriate for a student's underwear/undergarments or excessive skin exposure to be visible due to excessively tight, loose, ripped, or skimpy pants/shorts/skirts/skorts.

SHOES/FOOTWEAR

- a. Students must wear shoes/appropriate footwear.

SLEEPWEAR OF ANY TYPE IS PROHIBITED – This includes pajamas, onesies, slippers, etc.

Prohibited items include any attire which displays, promotes, or endorses:

- a. unlawful activities (all that apply to adults, minors, and activities prohibited on school grounds)
- b. gang-related affiliation or activity (including jewelry)
- c. violence (physical, verbal, emotional, weapons)
- d. profanity or insults (including "put down" words like stupid, idiot, etc.)
- e. harassment or discrimination
- f. activities contrary to the adopted school curriculum
- g. tobacco, alcohol, or illicit drug use
- h. sexual activity or innuendo including explicit or suggestive images or words/phases
- i. attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn (e.g., chains, leather straps, pet collars).
- j. Chains larger than small-link jewelry (a safety hazard); this includes wallet chains.

DRUG AND ALCOHOL POLICY

The Penn Hills School District recognizes and affirms the individual value and potential of each member of its school community. It recognizes that chemical abuse and dependency seriously impair the abilities of many individuals to develop their full potential. This policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives - spiritually, emotionally, physically, intellectually, and socially. Because it is also our conviction that chemical dependency is a treatable illness, the Penn Hills School District has developed the following policy 227: The Penn Hills School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional social implications for the whole school community, adopts the position that students must be chemically free in order that they may develop in the most productive and healthy manner.

Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, it is this district's policy to prevent and prohibit the possession and/or use, mimic of use, sale and/or mimic of sale, distribution, and/or intent of distribution of any illegal or controlled mind- altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored events, on school buses and in route to and from school by any mode of travel. Consideration will be given to the legal rights and responsibilities of the school administration, staff, students, and parents. These shall include but are not limited to: Section 1317 of the Pennsylvania School Code, which gives the school district the in loco parentis power, and the Civil Immunity Bill, Section 2, Title 42, as amended, which gives civil immunity to school officers and employees relating to drug or alcohol abuse.

Such prevention and/or prohibition shall occur through a four-faceted program including: (1) education, (2) prevention (school climate), (3) intervention, and (4) after care. Treatment as in all other educational aspects is not the school's responsibility. Violations of this policy include possession, use, sale, or distribution of chemicals. Early identification and referral with evidence of a problem with chemical abuse or dependency will be the primary goal. Every effort will be made to offer the student the help and assistance he or she would receive for any other illness. The consequences of such violations may, however, result in permanent expulsion from school by the Board of School Directors. Disciplinary procedures will be administered with the best interests of the student and the student body in mind. The Penn Hills School District's drug and alcohol policy may require that any student suspected (based on behavior, educational growth, etc.) or identified as possibly using an illegal chemical substance arrange with an approved medical facility to complete an assessment. Furthermore, disclosure of drug testing results will be limited to the student, their parent/guardian, and appropriate district administrators to provide counseling or take appropriate disciplinary action. School administrative personnel shall have the authority to require students or other persons under the jurisdiction to submit to a thorough search of clothing, handbags, wallets, bookbags, parked cars, backpacks, and locker, to take possession of any unauthorized materials suspected of being in their possession. If the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

ELECTRONIC DEVICES

Linton Middle School recognizes that mobile phones are an important communication tool. Some parents/guardians allow their children to bring a mobile phone to school for before and after school use to provide safety and security for their child. However, mobile phones can also be improperly utilized, lost and/or damaged. It is important that teaching and learning be conducted in an environment free from unnecessary distractions or disruptions. As a result, Linton Middle School has adopted a specific procedure for mobile phones, Smart watches, earbuds, and wireless headphones.

Phones, Smart watches, and wireless buds and headphones will be collected daily during the student's homeroom period. The devices will be placed in a lock box and then stored in a locked cabinet within the homeroom. At the end of the school day, phones will be returned to each student. If a student arrives late at school, the front security will take possession of the phone and hold it in a lock box until the end of the day. If a student has an early dismissal, an adult will retrieve the phone from the student's homeroom and return it. If there is a medical exemption, a parent/guardian must provide the school nurse with the proper medical documentation.

If a student refuses to comply with this phone protocol, a parent/guardian will be notified to discuss the situation. If the student continues to disregard the expectation, the next step is a school-based consequence. If a phone is confiscated after homeroom the phone will be placed in the main office safe and a call home, if the phone is confiscated again the phone is again placed in an envelope with student information and an adult family member must come to the school to pick up the phone. Finally, if the behavior persists, a meeting will be required and scheduled with the family.

If a student needs to contact a family member, he/she may use our office phones. With an administrator's permission, a student may retrieve his/her cell phone and use it in the office for urgent reasons (medical, family, etc.).

*The use of **any** electronic wireless earphones, including but not limited to Apple AirPods or Beats headphones, are not permitted to be used in the school building.*

The district will not be liable for loss, damage, stolen, or misuse of any electronic device brought to school by a student.

We appreciate your cooperation with this matter as we can continue to foster an optimal learning environment for all students.

EXTRACURRICULAR ACTIVITIES

The board believes that the district's goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the schools.

All learning experiences offered by the schools, curricular and extracurricular, shall be planned and integrated toward attainment of the district's educational objectives and academic standards.

The Board shall establish that participation in extracurricular activities is a privilege and not a right; therefore, continued participation shall be subject to all Board policies regarding student conduct and extracurricular activities by placing that student on social probation. **Social probation** is a restriction placed upon a student who fails to demonstrate responsible behavior and who has chosen to violate the district's / school's Code of Discipline and Responsibilities, Board policy or the law. The Board may use social probation in conjunction with other disciplinary actions.

For purposes of this policy, extracurricular activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; **and are equally available to all students who voluntarily elect to participate.**

Eligibility Standards

Academic Eligibility –

For a student to be eligible for extracurricular activities, a minimum of 2.00 overall **Quality Point Average (QPA)** must be **achieved and maintained** with all courses considered.

The eligibility for students involved in fall activities will be determined by the final grade from the previous school year. If the students fail to meet eligibility requirements, s/he will lose eligibility for the first four (4) weeks, or twenty (20) school days, of the next grading period and may be assigned to a tutoring program.

Summer school grades (from a district-approved institution) may supersede a final grade less than a “C” or “C” equivalent. No more than two (2) courses may be attended during the approved summer school session. Summer school grades will be reflected by the actual value assigned as a grade for that course. QPA will be recalculated before the new school year starts when the summer school certificate is received.

Eligibility shall also be determined at weekly intervals during each sport or activity season by means of an eligibility / grade report from the Skyward Student Information System. The Athletic Director will check both failing and unsatisfactory work to determine eligibility. Students with two (2) or more failing grades will be ineligible for the week and may be scheduled for tutoring. Students who have a quarterly QPA below 2.0, as reported on the student report card, shall be ineligible for the first twenty (20) days of attendance of the next grading period. Coaches / Sponsors will be notified by the Athletic Director and / or Superintendent’s designee each Monday of students who are ineligible and those who are doing unsatisfactory work. The principal, Athletic Director, and coaches / sponsor will warn those with unsatisfactory grades about their status.

In-School Conduct –

If a student is suspended from school for any reason, the student shall be subject to all social probation during periods of suspension in line with the Discipline policies and all other related activity, club, or team guidelines.

Additional Eligibility Standards -

In addition to the foregoing academic and conduct eligibility standards, all students must conform to the following:

1. No student is eligible for that school year if s/he is nineteen (19) years old on or before July 1st.
2. A student enrolled in a middle school wherein interscholastic athletic competition is limited to grades seven and eight shall be ineligible to compete in an inter-school practice, scrimmage, or contest upon attaining the age of fifteen (15) before July 1. If the age is attained on or after July 1, the student shall be eligible to compete through the school year.
3. If the age of sixteen (16) is attained on or before July 1, the student shall be eligible age-wise, to compete with students in the ninth grade.
4. A student enrolled in a middle school comprised of 7th, 8th, and 9th grades shall be ineligible to compete in an inter-school practice, scrimmage or content upon attaining the age of sixteen (16) years; except, if the age (16) is attained on or after July 1, the student shall be eligible, age-wise, to compete through the school year.
5. No student is eligible who has accepted money or prizes or has signed a contract to perform athletically.

6. **A student may not participate in any activity, practice, or rehearsal on a day they were absent from school.**
7. If absent from school during a semester for a total of twenty (20) or more school days, students will lose their eligibility until they have been in attendance for a total of forty-five (45) school days following their 20th day of absence.
8. **Students transferring** from another school during Grades 9 through 12 **should** see the Athletic Director to **discuss and determine eligibility.**
9. Athletic eligibility will be lost if a student has attended more than eight semesters beyond the eighth grade. Repeating a grade after eighth grade will make the athlete ineligible as a senior.
10. Eligibility will be lost in a sport for the remainder of the season if, while a member of the high school team, the athlete participates in an athletic contest as an individual or a member of another team in the same sport during the same season, unless the school principal waives this rule by sending an appropriate letter to the P.I.A.A. Executive Director.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would **otherwise** violate the **district’s discipline policies** if **any of the following circumstances** exist:

1. The conduct occurs during the time the students s traveling to and from school or traveling to and from school-sponsored activities, whether via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the district’s discipline policies if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. **There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.**

Opportunities

Extracurricular Clubs & Activities
Musical
Marching Band (8 th grade)
Stage Crew
Computer Club
Art Club
Student Council

Expected Behavior of Attendees

The Board also recognizes that the safe participation of students in extracurricular activities and the conducting of events in as safe a manner as possible for students, coaches / sponsors, staff, and spectators alike requires the cooperation of all individuals involved in the program including the parents / guardians and friends of the students. It shall be the policy of the Board, therefore, to exclude from an such program or event any student, coach / sponsor, staff member, parent / guardian, or spectator who behaves or acts in any manner so as to cause, or whose participation directly or indirectly causes the disruption of a program or event or places any person participating in or attending any such program or even in a dangerous situation.

EMERGENCY AND FIRE DRILLS

Monthly fire drills and various emergency preparedness drills will occur regularly throughout the school year. Classroom teachers will provide precise instructions that must be strictly adhered to during these drills. In the case of active intruder drills, the district employs the Standard Response Protocol (SRP).

Emergency Evacuation Procedures

Fire exit drills are required by the State Fire and Panic Act to safeguard students in time of fire or danger. Several regular fire drills are held during the year in accordance with Pennsylvania State Law. A school fire drill is considered an educational experience, and its speed is second only to its orderliness. The following rules are for your protection and should be observed during all drills.

1. In the case of a fire alarm, rise immediately, leave books behind and follow staff directives for exiting the classroom and building.
2. Leave the building in an orderly fashion; do not run or become excited.
3. Go directly with your teacher to your classroom's assigned safe area and stay there with your teacher. **DO NOT LEAVE THE SAFE AREA UNTIL INSTRUCTED BY A STAFF MEMBER.**
4. The elevator is non-functional during a drill.
5. Re-enter the building when prompted by the administration.

Other Drills

Additional safety-related drills will be conducted throughout the year. Staff will be prompted by PA announcement and/or an established code system. When prompted by administration, staff may lock classroom doors and prohibit student movement in the halls. Local law enforcement and EMS units may be invited to participate in such drills. During drills, visitors to the school and late-arriving students will be detained at a designated location until the drill has been completed.

For more information regarding the Standard Response Protocol (SRP), [click here](#).

EMERGENCY SCHOOL CANCELLATIONS

School cancellations, delays, early dismissals, and flexible instruction days (FID) will be disseminated via local news/radio stations, posted on our district website, Skyward and Robocall. Students and staff will work remotely. We will have classes scheduled for 10AM to 3PM with lunch from noon until 1PM for the entire district. We will also include packets that are sent home at the beginning of the year to use in case the power goes out in the Penn Hills area.

EMPLOYMENT CERTIFICATES

All students who are employed are required by the Commonwealth of Pennsylvania to have a working paper or Employment Certificate. There are two kinds of Employment Certificates:

1. Vacation Employment Certificates for students less than 16 years of age.
2. Transferable Work Permit for students 16 through 18.

To obtain an Employment Certificate: Please contact the Penn Hills High School guidance counselor secretary at (412) 793-7000 EXT 5290

Permission to Refuse Issue or Revoke Employment Certificate

1. The Penn Hills School District (as the issuing agent) has the right to revoke any student's employment certificate if a student's academics and/or attendance suffers as a result of employment.
2. Pennsylvania Child Labor Law Information –
<http://www.education.pa.gov/Pages/Codes%20and%20Regulations/Child-Labor-Law.aspx>

GAMBLING

Gambling is strictly prohibited! This includes Poker Cards, Dice, and any other item/device that can be used for gambling at any time or anywhere on school property, including study hall and lunch. Violators will be issued consequences appropriate for infractions and items confiscated. The items are not returned!

HALL TRAFFIC RULES

The Linton Middle School Administration strongly suggests that the following regulations be followed for the efficient operation of student traffic in the hallways and stairwells:

1. The time allotted for the changes of classes does not include time for loitering. Loitering is not permitted in any area of Linton Middle School. Loitering is defined as standing or waiting around idly or without academic purpose in a non-instructional area. **Students are to keep moving through the halls to their scheduled destination; use designated up and down stairwells to his/her class and arrive prior to the ringing of the late bell.** Reporting to class tardy will result in a disciplinary consequence by the teacher. Students are to follow all appropriate hallway signage to keep traffic moving in orderly fashion.
2. Hall passes will be issued to students to go to the nurse's office, main office, school counselor. If a student must leave the classroom, she/he will be escorted by a YET team member.

HEALTH OFFICE

The care and treatment of any injured or ill pupil is primarily a parental responsibility, and every effort will be made to contact the parent or guardian, as necessary. The school nurse does not diagnose conditions or treat unless there is a written order from a physician. All injuries/accidents should be reported to the nurse by the observing staff member immediately regardless of how severe it may seem. The school health office will not treat injuries that occur in the home and/or after class hours. All students must have a properly signed pass to enter the Health Office unless of an emergency.

Health Office Restroom

The restroom in the Health Office is not for general public use. Health Office restrooms are to be used by students who are acutely ill or have a chronic disease substantiated by their physician in writing or administrative request.

Medical Pass

This is an index size card issued to the student. The card is issued for students taking medications in the Health Office, monitoring blood sugars, blood pressures and needing to eat a snack or to use the bathroom. The med pass is issued when there is a doctor's note stipulating medical need for treatment. It is the responsibility of the student to carry this pass at all times and to show staff when there is a need to leave the classroom.

Emergency Care Information

Each student is required to have updated Emergency Care Information on file in the Skyward at the beginning of each school year. Updated phone number contacts to be used in an emergency must be provided. Parents are required to arrange necessary transportation when the student needs to go home, to the family doctor, or to a hospital. The school does not provide or arrange transportation other than to call an ambulance in case of a serious emergency. If your child needs to be sent home, we are required to contact the parent first. Then, if directed or needing to do so, other contacts listed in Skyward can be contacted. It is important and mandatory to update the system and/or pupil services with any change of address, home, or work phone numbers.

In Skyward there is an area to list any medical conditions of the student. Please list all current conditions for your son or daughter. This information is used to update your child's medical health record and reference each visit to the Health Office. If your child is seen by a physician or Emergency Room and develops a new medical condition, you need to notify the school nurse in writing by the physician. The nurse will assist the student in his/her return to school or his/her adjustment to side effects of medication, or to symptoms of their new condition.

Health Services and Examinations

The school is required to perform mandated student screenings in compliance with School Code SC 1402-3. This ensures that your child's learning potential is not lessened by a remedial physical disability.

If you do not wish the school to do the examinations, you must provide the information in writing to the school nurse. The school is not responsible for any cost incurred for the examinations. The following mandated examinations are conducted by the school physician or school nurse unless prior documentation is submitted to the school nurse:

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

School Immunization Regulations

PENNSYLVANIA REQUIRED IMMUNIZATION SCHEDULE	
Students entering Kindergarten (K) need:	Students entering seventh grade (7 th) need:
<ul style="list-style-type: none"> - 4 doses of tetanus * (1 dose, age 4); - 4 doses of diphtheria * (1 dose, age 4); - 3 doses of polio 	<ul style="list-style-type: none"> - 1 dose of tetanus - 1 dose diphtheria - 1 dose acellular pertussis (Tdap) – if five years have passed since last tetanus immunization; and - 1 dose of meningococcal conjugate vaccine (MCV)
Students entering twelfth grade (12 th) need:	
<ul style="list-style-type: none"> - 2 doses of measles ** - 2 doses of mumps ** - 1 dose of Rubella (German measles) ** - 3 doses of hepatitis B; and - 2 doses of varicella (chickenpox) vaccine or history of disease - 1 dose of meningococcal conjugate vaccine (MCV). If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose. 	
<p>* Usually given as DTP or DTaP or DT or Td ** Usually given as MMR</p>	

Note: If a child is exempt from immunizations, he/she may be removed from school during an outbreak. The law also indicates that pupils may be excluded from school when the required immunization regulations are not met, unless the student is excluded or excused for medical or religious reasons.

All deviations from normal health found in school screening will be reported to the parents/guardians in writing or by telephone in a referral form. Parents/Guardians are requested to schedule appropriate follow-up and notify the school nurse after the advice of the family physician or dentist has been obtained.

Medication Procedures

All medicines must be kept in the Health Office. Students are not permitted to carry over-the-counter medications or prescriptions (including aspirin, allergy pills, caffeine pills and other stimulants). It is not the responsibility of the Penn Hills School District to administer medications that can effectively be given outside of school hours.

The following regulations have been adopted by the Penn Hills School Board concerning medication:

1. All medicine must be prescribed by a physician.
2. A parent/guardian must complete a school medicine permission form for each medication and have the physician complete and hand sign the designated section of the form.
3. Medicine must be brought to school in a properly labeled container - original container is preferred.
4. Medications to be administered must be QID (4 times a day) with meals, or prn (as needed) in order to be given by the school nurse.
5. Medications not complying with these regulations will not be allowed to be taken in school.
6. Medication orders must be renewed at the beginning of each school year.
7. All medications must be kept in the nurse's office unless alternative arrangements are made.
8. It is the parent/guardian's responsibility to pick up any leftover medication by the last day of school. Medication orders must be renewed at the beginning of each school year.

Any questions pertaining to medications should be directed to the school nurse.

Medical Restrictions

To restrict students from school activities, including physical education, you must obtain a note from the family physician describing the conditions and advice regarding any possible restriction/s. **The school nurse cannot excuse a student from any activity or gym class.**

Regulations for the Control of Communicable Diseases

The Penn Hills School District utilizes the Guide to Infectious Diseases for School and Day Care Centers published by the Allegheny County Health Department. Please contact the school nurse if you notice evidence of any communicable diseases with yourself or your child.

HOMEWORK AND LAPTOPS

Homework serves as a crucial reinforcement of daily classwork for students. Parents are encouraged to support their children in cultivating effective study habits, emphasizing self-discipline and independence. Allocating dedicated time for homework is essential.

Each middle school student will receive a laptop for daily use. Grade-level teams of teachers will instruct students on how to use the laptops and communicate specific usage guidelines to parents. The laptop plays a significant role in developing organizational skills. It is the responsibility of both teachers and parents to mentor students in developing these lifelong skills. In some instances, middle school students may find it advantageous to purchase their own planner or paper agenda to further aid in organization.

HOMEWORK FOR ABSENT STUDENTS

Students should check Canvas for all homework, classwork, and missed assignments when absent from school.

LAPTOP DEVICES

Linton Middle School students will receive a laptop computer which will be used in the classrooms for instructional purposes. After initial distribution, parent(s)/guardian(s) will need to pay \$15.00 each year for the annual Accidental Damage Protection Service fee. The device remains the property of Penn Hills School District and is for educational purposes only. The district's acceptable use policies, procedures, rules, and guidelines as well as local, state, and federal statutes apply.

LOCKS AND LOCKERS

School lockers are the property of the school district, and the administration reserves the right to search lockers or to open them in case of an emergency or reasonable suspicion. Also, students shall not expect privacy regarding items placed in school lockers. Lockers are subject to search at any time by school officials. School officials will conduct random, periodic or sweeping searches, including canine drug searches, of all lockers.

Homeroom teachers will assign all lockers.

1. All students will receive a locker.
2. There will be one student assigned to each locker. Do not share lockers.
3. Upon arrival to school, the following items are to be placed in assigned lockers: Food, drink, outerwear, and headwear.
4. **Always keep a lock on your locker. Additionally, locks must always be locked.**
5. **Refrain from bringing valuable items to school. The district will not be responsible for lost or stolen property.**

OUTSTANDING DEBTS / FINES / OBLIGATIONS

Students who owe fines or any other outstanding debts **WILL** receive a report card, **WITH** notification that specifies amount and cause. The debt should be reconciled prior to the next report period.

Uncollected debts may result in a claim being filed with the local magistrate for collection.

PUBLISHING PHOTOGRAPHS & STUDENT WORK IN LOCAL MEDIA AND DISTRICT WEBSITE

During the school year, photographers for the school district or for the media may be taking pictures of students engaged in various activities or for honors and awards. Student work and photographs may also appear on the Penn Hills School District web site. Student names will not appear with their work or with their photographs.

If you do not want your child's work or photograph to appear on the district web site, please submit your request in writing to the building principal.

RESTROOM POLICY

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

1. No student is permitted to use restrooms between class changes.
2. Students are not to loiter or linger in the restroom. The facilities are to be used quickly and students should return to their assigned area immediately.
3. The restrooms will be monitored by the administration, teaching staff, and other support staff.
4. Restrooms need to be kept clean and orderly. Students need to be respectful of others who use the restrooms.
5. Students should report any restroom damage or maintenance issues to the office immediately.
6. Failure to adhere to these guidelines will restrict restroom privileges.

SAFE TO SAY SOMETHING

Safe2Say Something is an anonymous tip reporting prevention program run by the Pennsylvania Office of Attorney General that teaches youth how to recognize warning signs and signals. Anonymous tips may be submitted by contacting 1-844-723-2729, www.safe2saypa.org, or the mobile app.

SCHOOL-ISSUED MATERIALS

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

STUDENT ASSISTANCE PROGRAM (S.A.P.)

The Penn Hills Student Assistance Program is designed for early identification of students who are at-risk due to drug/alcohol, mental health, or other personal problems. Our program provides for intervention with students and/or parents, referral to appropriate services and support for the students. These services help to foster a positive school climate and promote personal wellness in our students. S.A.P. is an intervention program that coordinates a process of information gathering, intervention, and referral through a core team.

For information or assistance, notify the grade-level guidance counselor.

STUDENT RECORDS

There are up to three separate student record files for each child in the middle school. The information on file in these locations is only shared on a “need-to-know” basis due to FERPA and HIPAA regulations. Medical records are housed with the school nurse in the building where the child attends school. The school nurse informs teachers of the student about any medical information only when necessary. Permanent records for each child are housed in the Main Office and contain grades, attendance information, PSSA scores, etc. Discipline records are also housed in the Main Office, but

independent of permanent records. Finally, for students with IEPs, GIEPs, or 504 Service Plans, special education records are housed in the Pupil Personnel offices.

STUDENT SALES

Students are not allowed to sell any articles or tickets in school unless the principal has approved them.

TECHNOLOGY CODE OF CONDUCT

The Penn Hills School District recognizes the importance of technology in the education of our students and provides computers, software, and related resources such as the Internet to support the comprehensive educational program.

All users of technology, which are defined as students, staff, community members, and others given access to District technological resources, are required to exercise ethical, appropriate, and responsible behavior as outlined in the Technology Code of Conduct policy. The ethical, appropriate, and responsible behaviors described will hence be referred to as acceptable use.

The Penn Hills School District reserves the right to limit, restrict, or extend technology use privileges and access to its resources. The use of technologies is a privilege that may be revoked for abusive conduct. Tampering with, vandalism of, unauthorized use of or inappropriate use of Penn Hills School District technologies is prohibited. Prohibited actions may occur on or off school property due to technological configurations. Violators, including those who assist another in the violation of this policy will be subject to discipline, restitution and/or prosecution (18 Pa. C.S.A. Sec. 3953).

SKYWARD PARENT PORTAL

Middle School parents have the opportunity to access their child's grades and other student information electronically via the Skyward parent portal. Parents are issued Skyward credentials as part of the initial enrollment process. If you have any questions about the parent portal or about Skyward in general, please contact your student's guidance counselor or an administrator.

TECHNOLOGY GUIDELINES

Instruction

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

System Standardization

All technology purchases, including software and hardware will be evaluated using established evaluative procedures to ensure they meet curricular needs and equipment specifications.

Purchasing Protocol

Appropriate staff will be involved to ensure all technology, computer hardware and/or software, are reviewed by the district's technology committee or its designee relative to compatibility with present systems and licensing.

Software Placement, Use, and Copyright Enforcement

All software placed on classroom or network computers must have pre- approval of the designated system administrator (or other designee assigned with this responsibility) and adhere to the provisions of copyright laws and licensing agreements in all areas of instructional use. The Penn Hills School District will conduct a periodical inventory of all software residing on district computers to determine the license legitimacy of resident software.

No person shall use or cause to be used, on any District computer software, which is not one of the following categories:

1. It is in the public domain and proof is on site.
2. It has been approved for purchase by the district.
3. It is covered by a licensing agreement purchased by the district.
4. It is being previewed.
5. It has been written or developed by the user, a District employee or student.

Data Security

In order to adequately protect from unauthorized access to data and files, user passwords should not be revealed to any other individual. If the confidentiality of a password has been violated, the password should be changed immediately.

Staff members, assigned technology support duties, may be permitted additional access to software, passwords, and protocols as deemed necessary.

Transfer and Movement of Equipment

The established District policies and procedures for the transfer of equipment must be followed when moving computer hardware and other technologies.

Responsibility and Acceptable Use

Users are responsible for acceptable use of all technology, computers, Chromebooks, software, and passwords assigned to them along with any software files residing in their personal directories.

The following are examples, but not an all-inclusive list, of violations of acceptable use. Each user will treat District technology, equipment, hardware, and software in a responsible manner and will not:

1. Mistreat District technology, equipment, computers, or software.
2. Alter, delete, damage or copy any District computer file, database, or modify District computer configurations.
3. Attempt to illegally enter Penn Hills School District computer networks, circumvent data protection schemes, uncover/discover security loopholes, reveal their passwords to others or attempt to gain access to other user's accounts or passwords.
4. Copy personal software or unauthorized public domain software onto District stand-alone or network computer.
5. Create or introduce, run or install, or give to another, a program that invades, disrupts, absorbs, destroys or could result in eventual damage to a file, computer system, and information network

or in the reproduction of itself. This is directed toward, but limited to, the classes of programs known as computer viruses, Trojan horses, and worms.

6. Originate, send or receive using District technologies profanity or vulgarities; derogatory and otherwise inappropriate messages or information; libelous statements; pornographic materials; or pirated or destructive software.
7. Perform acts which are wasteful of technological resources or unfairly monopolize resources to the exclusion of others; or for any purpose not directly related to school activities.
8. Violate copyright and/or licensing agreements or violations of other federal, state and local statutes, ordinances, and regulations relative to computer usage.
9. Perform acts of theft of equipment, time, services, software, or supplies.

VALUABLES

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

All lost articles should be taken to the Main Office. Reclamation of all lost instructional materials and payment for lost or damaged texts may be done in the Main Office too.

VISITORS

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

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

WITHDRAWAL FROM SCHOOL

Notify the Attendance Office (ext. 6124) as soon as you know your child is leaving Penn Hills School District. There is a "Withdrawal Procedure" for students to follow on their last day of school. Students are responsible for returning their books, school issued electronic devices and equipment, athletic uniforms and any outstanding fines. **The parent/guardian must sign a withdrawal form for documents to be released or sent to another school.**

ACADEMICS

COURSES & SCHEDULING


6 th Grade	7 th Grade	8 th Grade
English/Language Arts	English/Language Arts	English/Language Arts
Math	Math	Math
Science	Science	Science
Social Studies	Social Studies	Social Studies
PE/H	PE/H	PE/H
Art	Art	Art
STEM	Coding	Coding
Career Readiness	Career Readiness	Career Readiness
Music	Music	Music
Digital Citizenship	Current Events	Current Events
		Creative Writing

GRADING SYSTEM

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

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

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

The grading scale is as follows: 

A	—	90% - 100%
B	—	80% - 89%
C	—	70% - 79%
D	—	60% - 69%
F	—	0% - 59%
I	—	Incomplete*

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

INTERIM PROGRESS REPORTS

Parents/Guardians will be notified via email of the availability of Interim Progress Reports at the midpoint of each nine weeks. Interim Progress Reports can be viewed online via the Skyward parent portal. Parents can also access current, daily performance information via the Skyward parent portal.

SUMMER SCHOOL

The purpose of the summer school program is to provide academic support and enrichment opportunities for middle school students. The program aims to address learning gaps, reinforce essential skills, and offer a platform for students to advance in their studies during the summer break.

Students who have not met the academic standards in core subjects as determined by end-of-year assessments or teacher recommendations may be required to attend summer school.

The summer school program is available through the intermediate unit at a cost determined by them per course. Information regarding school will be disseminated and communicated to those eligible by their guidance counselor at the end of the year.

STUDENT PROGRESSION AND GRADE ADVANCEMENT

At Linton Middle School, our primary goal is to ensure that every student is academically prepared for the next grade level. As part of our commitment to student success, we carefully evaluate each student's readiness for advancement based on end-of-year assessments and overall performance.

Moving on to the Next Grade Level:

If a student demonstrates the necessary academic skills and meets the promotion criteria, they will advance to the next grade level. However, in cases where it is determined that a student may benefit from additional support by repeating their current grade, the following process will be followed:

1. **Principal's Meeting:** Should it be necessary to consider retaining a student, the principal will arrange a meeting with the student and their parent(s) to discuss the situation in detail. This meeting will focus on assessing the student's needs, providing guidance, and making a recommendation based on academic performance.

2. **Determination and Documentation:** During the meeting, the principal will offer professional advice and a recommendation regarding the student's grade advancement. If the parent decides to override the principal's recommendation and advance the student to the next grade level, they will be required to sign a formal document. This document will state that while the principal of Linton Middle School does not agree with the decision to promote the student, the student will nonetheless be moved to the next grade as requested by the parent.

This process ensures clear communication and mutual understanding of the student's academic status and the decisions made regarding their progression.

CODE OF CONDUCT

STUDENT CONDUCT INFORMATION

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

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

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

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

STUDENT DISCIPLINE AND RESPONSIBILITIES

It is our intention that the issuance of any type of disciplinary action assigned to a student is based on factual evidence after a complete and thorough investigation of the situation at hand by the administrative team/individual. The administrative team believes that through restorative practices, students will have ample opportunities to learn from their mistakes and refrain from behaviors that can be disruptive to the learning environment. Our plan to address and teach students about making good choices involves a three-pronged approach. A School-Wide Positive Behavior Model (Big Red Rules), New Direction, and Y.E.S.S. Big Red Rules is a set of expectations for students to follow while attending school. It is a general guideline of our behavior expectations as students ride the bus, eat in the cafeteria, interact with peers, and hallway behavior.

The second part of our plan is New Direction. The New Direction classroom is in the building and is a student-driven approach to addressing students' academic, behavioral, social, and emotional development and growth.

The other component of our plan involves staff members of our Y.E.S.S. team. Y.E.S.S. stands for Youth Engagement Support Specialist. Y.E.S.S. team members have received specialized training to address the social-emotional needs of our students. They can have a multi-faceted role during the school day from escorting students to a particular destination or assisting a teacher with a student who may be having a difficult time in class or with another peer. The team members are proactive in their approach and maintain student data that can improve their middle school experiences.

PHILOSOPHY

The philosophy of the Penn Hills School District is based upon the fundamental belief that as educators we are responsible for providing everyone with opportunities to mature intellectually, creatively, emotionally, socially, ethically, and physically. Individuals can grow within this spectrum only if they are encouraged to identify and develop their unique abilities and interests.

Significant progress toward educational goals can only occur in a positive learning environment wherein mutual respect, self-discipline and restraint, security, equality and faith are active ingredients in the dynamics of human relationships. Individual rights and freedoms are inherent in a democratic society, but individuals can be free only to the extent that they accept responsibility for their actions and recognize that their actions must not violate the freedoms and opportunities of others.

PURPOSE

Teachers, administrators, and school officials are charged by the Penn Hills Board of School Directors to maintain good order and discipline in the schools. Students who choose to evade their responsibility for good school citizenship and behavior will be disciplined consistent with the policies in place. Discipline in a school means that teaching-learning activities are conducted orderly so that education goals can be realized with maximum efficiency. Proper conduct makes it possible for interaction with people,

particularly as it relates to the best use of educational processes. The Student Code of Conduct is applicable to all conduct, including, but not limited to, written and verbal communication and physical activity that may be viewed as disruptive, offensive, and/or unsafe. Behavior that disrupts teaching and learning is harmful not only to the persons involved in disturbance, but also to others, and ultimately to society in general.

Goals:

1. Guarantee the rights of individuals through fair and reasonable treatment.
2. Teach self-discipline by clearly communicating to students their rights and responsibilities.
3. Respect the rights and personal dignity of all students and staff by providing a safe and desirable school environment.
4. Comply with federal, state, and local laws.
5. Protect and maintain school property.
6. Ensure all students the “right to learn.”
7. Reduce the occurrence of discipline problems.
8. Consistently apply the disciplinary options that are identified equally to all students.

A task force of School Board Directors, School Administrators, Teachers, Parents/Guardians and Students compiled the following code to ensure a reasonable and consistent administration of discipline procedures:

Section 1317 of the Pennsylvania Public School Code states:

“Every teacher, vice-principal, and principal in the public schools shall have the right to exercise the same authority over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.” (In loco parentis)

DISCIPLINARY CONSEQUENCES

Lunch Detention

A student may be assigned detention during their regularly scheduled lunch, requiring them to eat lunch without their peers. Parents and students will have advanced notice of the detention. Parents will be called and an attempt to personally talk to the parent will be made; however, if there is no other choice, a message may be left. A teacher will be assigned to supervise the detention and students must abide by all rules of the detention program.

New Direction

A student may be assigned to the New Direction room. New Direction is a student-driven approach to addressing students’ academic, behavioral, social, and emotional development and growth. The room follows Maslow’s hierarchy of needs and promotes a safe, nurturing environment for all individuals. The room also provides a holistic approach to behavior, academic, social, and emotional wellbeing of students, including a cohesive system to support behavioral concerns. Restorative practices are utilized to support students with processing, reflecting, and understanding negative choices that lead to

assignment of New Direction. These practices promote safer choices and ultimately a safer school community while decreasing recidivism rates of negative behavior.

Out of School Suspension

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

Note: Any student suspended from school may not attend or participate in any school-sponsored activity. Students suspended out of school are not allowed on school grounds for the suspension.

Expulsion

Expulsion is removal from school for such time as determined by the Penn Hills Board of School Directors and during which the parent must provide or have the district provide educational services for students under 18 years.

Approved Alternative Education Placement (AAEP)

The Penn Hills School District's Approved Alternative Educational Placements are designed to provide an educational option for students who are unable to function in the traditional classroom environment due to disciplinary problems, truancy, academic failures, and/or poor relationships with peers, parents, and authority figures. It is for students whose behavior requires that they be removed from their regular classes for an extended period (more than 10 consecutive school days) and very often serves as an option to permanent expulsion.

The basic education course offerings provided to the students assigned to the A.A.E.P. are based on their existing class schedule. With this arrangement, the student can be returned to the regular classroom schedule without major disruption to the student's instructional program.

Approved Alternative Educational Placement facilities are approved by the Penn Hills Board of School Directors and/or the Pennsylvania Department of Education.

Reconciliation Through Restorative Practices

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

commitment to building and maintaining relationships as opposed to focusing solely on misbehavior (Macready, 2009).

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

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

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

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

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

For an example on how to Build a More Forgiving Community, see the website below:

https://greatergood.berkeley.edu/article/item/how_to_build_a_more_forgiving_community

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

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

[The Denver School-Based Restorative Practices Partnership](#)
Step by Step Guide to Implementation

[Oakland Unified School District Restorative Justice Implementation Guide: Whole School Approach](#)

PUNITIVE VS. RESTORATIVE DISCIPLINE

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

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

DISCIPLINARY STRUCTURE (Level I)

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

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

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

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

Examples of Level I Offenses:

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

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

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

Verbal Reprimand

Student Conference

Special Assignment

Behavioral Contract

Teacher-assigned detention

Conference with student/teacher/counselor

Conference with parent/student/teacher

Electronic devices:

- Confiscation of device by staff member and submission to office

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

Cheating and Plagiarism

Cheating is any attempt by a student to represent someone else's work as their own or aid another student to misrepresent personal assignment, projects or tests. Cheating is identified as a serious offense in the Code of Discipline and Responsibilities.

The MLA (Modern Language Association) defines the term plagiarism as "...using someone else's ideas or phrasing and representing those or phrasings as our own, either on purpose or through carelessness..." The term cheating can be defined as using dishonest means (i.e., copying answers, using "crib sheets," etc.) to be successful on an exam or other academic project. Additionally, "cheating" may also include altering/replacing reports of academic progress sent to the student's parents/guardians.

The Penn Hills School District takes both plagiarism and cheating quite seriously since they undermine the integrity and reliability of our education program.

Disciplinary Action for Cheating and Plagiarism

Furthermore, plagiarism and cheating create a learning environment that is unfair and dishonest. Student who either plagiarize or cheat on an exam or other academic project may be subject to any or all of the following disciplinary actions:

First Offense:

- To be handled by immediate staff member
- Records, or documentation, to be kept by staff member
- Zero to be given for assignment, projects or tests cheated on
- Staff member must notify parent/guardian

Second Offense:

- Notification of building principal and parents/guardians by immediate staff member
- Conference shall be held with parent/guardian, teacher and administrator present
- A minimal grade of zero will be given for the assignment, project or test cheated on, and additional penalties can be applied with approval of the building principal.
- Documentation to be kept by immediate staff member and building principal.

Third Offense:

- Notification of building principal and parents/guardians by immediate staff member.
- Conference shall be held with a parent/guardian, teacher, and administrator present.
- Student will receive a failing grade for the nine-week period in which the offense took place.

Note: *Subsequent offenses may result in the student receiving a failing grade and being administratively withdrawn from the course. Notification of such offense will involve the parents/guardians, the building principal, Director of Teaching, Learning and Assessment and the Superintendent.*

DISCIPLINARY STRUCTURE (Level II)

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

1. Discuss all disciplinary referrals with students.
2. Communicate appropriately with parents prior to submitting referrals.
3. Turn referral in the Main Office

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

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

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

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

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

Examples of Level II Behaviors

Forgery (minor)	Inappropriate language not directed at person
Verbal altercation	Presence unauthorized area of building
Safety violations	Racial/ethnic insensitivity
Trespassing during suspension	Continuation of unmodified level I behaviors
Physical altercation (minor)	Bus violations (minor)
Minor destruction of school property (consequence includes restitution)	Inappropriate public display of affection
Unauthorized use of electronics	Possession and/or use of lighters, matches, and/or other tobacco paraphernalia
Lying to faculty, staff, or administration	Possession and/or use of tobacco/nicotine products, including electronic cigarettes and other nicotine delivery devices**

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

Lunch Detention – parental contact by letter/telephone	One day out of school suspension – parental contact by letter/telephone
New Directions - parental contact by letter/telephone	Conference with parent/guardian/student/administrator
Required conference with parent/guardian/student/administrator for reinstatement	Other referrals as deemed appropriate by the administration

Confiscation of device by staff member and submission to office	Proceed to Level II disciplinary action
Restorative action/reflection/lesson	Police Citation

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

ACT 145 of 1996 (Tobacco/Vaping Policy)

We know that the law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense.

Definitions

The term tobacco product includes but is not limited to:

- a. Any lighted or unlit cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, hookah, snuff, and snus.
- b. Any electronic device that delivers nicotine or another substance to a person inhaling from the device such as electronic nicotine delivery systems (ENDS), electronic cigarettes (e-cigarettes or e-cigs), or vaping device (disposable or reusable)
- c. Any equipment whose designed purpose is to charge vaping devices or other electronic cigarettes.
- d. Any product containing, made, or derived from either natural or synthetic tobacco or nicotine.

The term tobacco product does not include the following:

- A. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, if the product is not inhaled (Nicotine Replacement Therapy). NOTE: This exception shall be governed by Board policy relating to Medications.

Prohibitions

- B. Penn Hills School District prohibits possession, use, purchase, or sale of tobacco and vaping products as defined above by or to students at any time in a school building, on school busses or other vehicles owned, leased, or operated by the district, on property owned, leased, or controlled by the District, or at school-sponsored activities that are held off school property.

Communication

- C. This Tobacco and Vaping Policy shall be posted in the school office and published on Penn Hills School District website and student handbooks. No Smoking and No Vaping signs shall be posted at school entrances, in restrooms, and other locations where students, staff, and teachers gather. (These will be provided free of charge by TFAH).

Upon violation of the tobacco/nicotine free policy, parents will be notified via telephone call. Students will be provided cessation resources and access to the youth cessation program, Not on Tobacco.

Enforcement

- D. Students found in violation of this Tobacco and Vaping Policy shall have the tobacco product or device defined above confiscated and disposed of by the school's Administration. This property shall be considered forfeited and not subject to being returned. Additionally, the student be subject to the following consequences:

**Parents will be notified of all offenses via telephone call and students will be provided youth cessation resources.*

- A. **First Offense:** 2 half days of intervention/supports with school counselors (New Directions), enrollment in the INDEPTH alternative to suspension program focused on tobacco use, nicotine dependence, establishing healthy alternatives, and making the change to be free of all tobacco products. Enrolled students will complete the program over two days (one morning session and one afternoon session).
- B. **Second Offense:** Lunch detention for an extended period (5-10 days) as best determined by the school district, loss of privileges for 5-10 days: cell phone privileges, extra-curricular activities, and driving privileges. Students can continue to earn PBIS cash but cannot redeem points for the (5-10)-day loss of privileges period. A family meeting will be scheduled, and a behavior contract will be signed.
- C. **Third Offense:** One day New Directions and enrollment in the Smokeless Saturday program. This program is online Saturday mornings 9am to noon. The Smokeless Saturday program has a \$50 fee, but they do offer scholarships.
- D. **Fourth and Additional Offenses:** Further incidents can lead to a citation and further action that is situationally dependent as best determined by the school administration.

DISCIPLINARY STRUCTURE (Level III)

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

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

1. Discuss all disciplinary referrals with students.
2. Communicate appropriately with parents prior to submitting referrals.
3. Turn referral into the Main Office.

Those criminal acts may automatically be referred to the appropriate law enforcement office.

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

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

Examples of Level III Behaviors

Physical fighting*	Vandalism (minor) – consequences include restitution
Assault *	Use of profane/ obscene abusive language or gestures directed at a person
Violation of drug and alcohol policy	Open defiance of a member of the staff
Theft (consequences include restitution – circumstances reviewed as minor or major)	Disrespect towards a member of the staff or visitor to the school
Possession or distribution of pornographic materials	Harassment (major or continued)
Continuation of unmodified Level II behavior	Extortion
Ethnic/racial or other intimidation**	Forgery (major)
Truancy*	Threats (minor to staff members)
Behaviors which do or have the potential to endanger the safety and well-being of others	

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

**Will result in restorative practice.

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

Multiple lunch Detentions – parental contact by letter/telephone	Multiple days out of school suspension – parental contact by letter/telephone
Multiple New Directions - parental contact by letter/telephone	Conference with parent/guardian/student/administrator
Required conference with parent/guardian/student/administrator for reinstatement	Superintendent Review

IEP team reconvened for “Manifestation Determination” meeting (Special Education)	Proceed to Level IV disciplinary action
Restorative action/reflection/lesson	Police Citation

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

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

Harassment

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion. Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.

Step 1 – Reporting

A student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident direct to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Complaint Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the Complaint or is unable to conduct the investigation. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by a criminal investigation of the incident pending or concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Code of Discipline and Responsibilities, Board policies and district procedures applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, she/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Bullying/ Cyber Bullying

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting that is severe, persistent or pervasive. Bullying shall include, but shall not be limited to, the following acts:

- Physically harming a student (e.g., hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner).
- Damaging, extorting, or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Creating verbal statements or written remarks that are taunting, malicious threatening or sexual.
- Bullying as defined in this policy shall include cyber bullying.

- Bullying as defined in this policy shall not include a student's ability to lawfully engage in protected free speech or conduct protected under the United States or Commonwealth of Pennsylvania Constitutions

DISCIPLINARY STRUCTURE (Level IV)

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

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

Examples of Level IV Behaviors

Physical assault on a staff member	Vandalism (major)*
Violation of Weapons Policy	Possession and/or use of explosive devices
Inciting so as to cause a riot	Terroristic threats
Drug and Alcohol Policy violations	Arson, bomb threats
Causing false alarms	Threats to staff members
Sexual assault	

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

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

10 days out of school suspension with possible recommendation to the Board of School Directors for expulsion	All violations of the Criminal Code will be referred to appropriate authorities
Alternative Education Program	Homebound Instruction
Expulsion***	

***In accordance with Act 26, the Safe Schools Act, the school district shall expel for a period of not less than one (1) year any student who violates the weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law.

All proven offenses under Level IV will result in a ten (10) day suspension. Refer to Chapter 12 of the Pennsylvania School Code, Section 12.6 for specific procedures.

ACT 30 of 1997 – Expulsions and Weapons Possessions

Section 1317.2 Possession of Weapons Prohibited. This law requires expulsion “for a period of not less than one year for any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school- sponsored activity.

All infractions handled by the building administration will be considered level II, III, OR IV offenses

INTERPRETATION OF VARIOUS OFFENSES

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

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

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

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

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

Display of Affection -Refers to visible and open inappropriate displays of affection that involve but are not limited to kissing, caressing, embracing and/or other bodily contact.

Disrespect- Students and staff are expected to conduct themselves in a respectful manner. However, students must understand that staff members are responsible for providing direction, correcting misbehaviors and giving directives. Although students may not agree with the directives, unless they are a threat to their health, safety or welfare, students must follow them without disrespectful gestures and/or language. A student who engages in disrespectful behaviors as indicated could be subject to disciplinary actions.

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

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

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

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

Forgery–Refers to the alteration or otherwise falsification of any school document or communication. Such communications include but are not limited to hall passes, tardy to school or absent from school excuses, early dismissal passes, request for temporary absence, field trip requests, scheduling changes, dental or doctor appointments, request for educational trips or tours, permanent records, athletic

eligibility, report cards, deficiency reports, discipline referrals, physical examination forms and identification requests by school personnel.

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

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

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

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

Safety Violations - Includes throwing snowballs or objects, refusing to wear safety equipment in technology education lab, blatant disregard for safety procedures, horseplay.

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

Theft - Refers to illegal taking of money or materials belonging to any students, staff member of the Penn Hills School District.

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

Truancy - Student is absent from school without parent/guardian permission and/or knowledge. Also extended absences without a doctor's note.

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

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

Weapons - provides that a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. Weapons are defined as listed, but not limited to: knife, cutting instrument, cutting tool, nun-chuck stick, firearm (pellet guns, BB guns, look-alike firearms), shotgun, rifle, explosive device, Bowie knife, Dirk knife, lock-blade knife, hunting knife, chains, brass knuckles, night sticks, ax handles, metal knuckles, straight razors, poisons, razor, loaded

cane, sword cane, machete, tasers, or shockers or anything used to threaten and/or cause harm. Violators of this policy may be prosecuted. This policy is summarized later in this document.

DISCLOSURES AND ATTACHMENTS

School-Wide Positive Behavior Intervention and Supports

At Linton Middle School, we have implemented a school-wide positive behavior model which we call the Big Red Rules. The purpose of this behavior model is to teach and reinforce students' social, emotional, and academic learning skills that improve and sustain academic achievement and the emotional wellbeing of all students. Below is a chart which outlines our expectations.

Linton Middle School - Big Red Rules

	Respectful	Responsible	Ready
Hallway	<ul style="list-style-type: none"> ★ Maintain personal space ★ Hands/feet/objects to yourself ★ Use school-appropriate language ★ Use inside voice 	<ul style="list-style-type: none"> ★ Walk ★ Open food items in the cafeteria only 	<ul style="list-style-type: none"> ★ Be on time ★ Stay in your assigned area
Classroom	<ul style="list-style-type: none"> ★ Maintain personal space ★ Hands/feet/ objects to yourself ★ Use kind words 	<ul style="list-style-type: none"> ★ Stay in your assigned area 	<ul style="list-style-type: none"> ★ Come to class prepared ★ (Teachers add their own individual classroom rules after rollout)
Cafeteria	<ul style="list-style-type: none"> ★ Leave it better than you found it ★ Hands/feet/ objects to yourself ★ Use inside voice ★ Use school-appropriate language ★ Use kind words 	<ul style="list-style-type: none"> ★ Remained seated while eating ★ Walk 	<ul style="list-style-type: none"> ★ Arrive on time
Bus Arrival - Dismissal	<ul style="list-style-type: none"> ★ Maintain personal space ★ Hands/feet/ objects to yourself ★ Use kind words ★ Listen to the bus driver ★ Use inside voice ★ Be kind to others ★ Use school-appropriate language 	<ul style="list-style-type: none"> ★ Stay seated at all times ★ Walk to bus ★ See something: Say something 	<ul style="list-style-type: none"> ★ Have all of your belongings ready for school or home ★ Be on time
Restroom	<ul style="list-style-type: none"> ★ Maintain personal space 	<ul style="list-style-type: none"> ★ Use facility for the intended purpose 	<ul style="list-style-type: none"> ★ Go, Flush, Wash, Leave
Technology	<ul style="list-style-type: none"> ★ Take care of your school-issued device 	<ul style="list-style-type: none"> ★ Use device for school purposes ★ Use only your device, charger, and log in ★ Turn in all electronic devices ★ Follow all school technology policies 	<ul style="list-style-type: none"> ★ Bring device charged
Healthy Habits	<ul style="list-style-type: none"> ★ Be kind to yourself and others 	<ul style="list-style-type: none"> ★ Take care of your mind and body ★ Seek adult help ★ See something: Say something 	<ul style="list-style-type: none"> ★ Take time to think before you act ★ Be well rested

ACT 145 and ACT 26 – STATEMENT OF AWARENESS

We are aware of the Penn Hills School District Code of Discipline and Responsibilities and ACT 145 of 1996 that prohibits possession or use of tobacco in schools.

The Penn Hills School District recognizes that tobacco and e-cigarette (or vaping) products present a health and safety hazard that can have serious consequences for users, nonusers, and the school environment. Nicotine, the chemical found in tobacco products, is a highly addictive drug that causes changes in brain chemistry, leaving the brain craving more. The purpose of this tobacco and nicotine policy is to show Penn Hills School District's commitment to the health and well-being of its students, teachers, administrators, and staff.

We know that the law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense.

We are also aware of the Penn Hills School District Code of Discipline and Responsibilities and ACT 26 of 1995 (Safe Schools Act).

We know that possession/use/transfer of weapon(s), or "look alike" weapon(s) on school property or at school functions is prohibited and will result in suspension from school, a hearing, and an expulsion for a period of not less than one year.

Weapon is defined, but not limited to, any knife, cutting instrument, cutting tools, nunchaku, firearm, shotgun, rifle, look-alike gun, and /or any other tool, instrument or implement capable of inflicting serious bodily injury. A student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school.

Upon entering school, if students feel that they may have items on their person, which are in violation of our weapons policy, they must immediately turn those items into the principal for appropriate action.

*Signatures and acceptance are done electronically each year when updating Skyward as prompted at the beginning of each school year.



PHSD STUDENT MEDIATION AGREEMENT

DISCLOSURE

2024 – 2025 SCHOOL YEAR



This mediation agreement disclosure is to advise all parents and / or guardians of Penn Hills School District students that your child may be asked to participate in a mediation to resolve a conflict or problem he/she may be having. All mediations will be done with a certified mediator (guidance counselor, home school visitor, dean of students, YESS team member or principal) during the school day. Parents and / or guardians of both parties will be notified prior to and after the mediation process is completed and will be advised of the terms / conditions of the mediation agreement.

Both parties mutually agree that there is no reason why this agreement should not last and be binding for the foreseeable future based on face-to-face discussions, mutual good faith, and the following specific provisions.

Note: Participation in the mediation process is not in lieu of disciplinary actions that may result from the conflict.

Should your child participate in a mediation program he/she will operate under the PHSD Student Mediation Program guidelines / procedures.

Yours in education,

PHSD Mediation Program Certified Mentors



PHSD STUDENT MEDIATION PROGRAM GUIDELINES / PROCEDURES

1. I voluntarily agree to participate in the mediation process and:
 - a. Make a good faith effort to resolve the conflict.
 - b. Keep all mediation communications confidential.
 - c. Listen to the person speaking without interruption.
 - d. Speak without name calling, using abusive language or making threats of any kind.
 - e. Conduct myself in a way that does not physically harm or threaten to physically harm anyone present at the mediation or any physical property.
2. I understand that the PHSD Student Mediation Program is not providing me with legal representation or counseling.
3. I understand that mediation communication and documents are confidential and under Pennsylvania law are inadmissible in a court of law. I understand that the PHSD Student Mediation Program keeps strict confidentiality. Any telephone discussions with the staff before the mediation and any discussions during the mediation itself or during the follow-up will not be used during subsequent proceedings or reported to others, EXCEPT IN THE FOLLOWING SITUATIONS:
 - a. Threats of bodily harm or property damage or conduct that causes direct bodily injury to a person.
 - b. Written mediated agreement, when introduced in a proceeding that enforces the agreement, unless the mediated agreement states that it is not intended to be legally binding.
 - c. To have a mediated agreement reached because of fraudulent communication set aside.
4. I understand that all materials contained in the PHSD Student Mediation Program files are confidential and that only copies of the agreement or correspondence directly addressed to me can be released to me.
5. I release the PHSD Student Mediation Program, its mediators, staff, Board of Directors and volunteers from any liability concerning this mediation.

I have read or had read to me all the above and I freely and knowingly agree to the terms stated above, to mediate and keep confidential any information disclosed to me during the mediation.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Witnessed by:

Mediator: _____ Date: _____

Mediator: _____ Date: _____

STUDENTS WHO ARE EXPERIENCING HOMELESSNESS

In 1887, the McKinney-Vente Homeless Assistance Act became law. This is the first comprehensive federal law dealing with the problems of homelessness in America. In 2001, that Act was included in No Child Left Behind and is now titled "The McKinney Vente Homeless Education Assistance Improvements Act of 2001."

In 1988, the Pennsylvania Department of Education established the Education for Homeless Children and Youth Program. The key mandate of these laws is to ensure that homeless children and youth have access to free and appropriate public education on an equal basis with other children.

WHO QUALIFIES?

"Children and youth experiencing homelessness" means children who do not have fixed, regular, and adequate nighttime residence. They may be found in the following situation:

- Public or private shelters.
- Public or private places not designated for/or ordinarily used as regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.
- Living with a parent in a domestic violence shelter.
- Individuals and/or families living with relatives or friends due to a lack of housing.
- Living in transitional housing programs.
- Children of migrant families who lack adequate housing.
- Children abandoned in hospitals or awaiting foster care.
- Unaccompanied youth (under age 18) and children who have been abandoned or forced out of the home by parents or other caretakers. They may be in temporary shelters awaiting assistance from social service agencies, or 'may live along on the street or move from place to place among family members, friends, or acquaintances. This also includes such youth from 18-21 of age who may still be eligible for educational services in regular or special education.

THE RIGHTS OF STUDENTS WHO ARE EXPERIENCING HOMELESSNESS

If a student becomes homeless during the academic year or between academic years, they may continue in their "school of origin" for the rest of that year if this is in the best interest of the student.

- Eligibility for Title I support services.
- Transportation services arranged by Penn Hills School District.
- Home/School Visitor (School Social worker) to support and provide resources for the family.

WHERE TO TURN FOR HELP?

If you and your family are experiencing homelessness, please contact the homeless liaison, principal, or guidance counselor to receive appropriate services.

- Kyoko T. Henson, Penn Hills School District Homeless Liaison- 412-793 7000 x 1218
- Nicole Anderson- Allegheny Intermediate Unit- 412-394-5700
- The PA Dept. of Education Homeless Children and Youth Program- 717-783-6466

Linton Middle School Safety Agreement

Safety is an absolute priority at Linton Middle School. Accordingly, all students must agree to abide by the LMS Safety Agreement:

I agree not to use violence at Linton Middle School, while representing LMS or with any member of the school community. I understand that this Safety Agreement applies to all parties involved in any fight, no matter whether I am right or wrong, or whether another student started it. I understand that this pledge applies from the time I arrive in the morning until I reach home in the afternoon, including on the bust, at the bus stop, or at extra/co-curricular events.

I understand that the likely consequences for violating this contract are mandatory counseling along with suspension or expulsion under the School's Discipline Code.

Student Signature

Date

LMS STUDENT TOBACCO AGREEMENT

Student Name: _____

Start Date: _____

Parent(s)/Guardian: _____

End Date: _____

Linton Middle School is committed to *commitment to the health and well-being of its students, teachers, administrators, and staff*. Penn Hills School District Code of Discipline and Responsibilities and ACT 145 of 1996 that prohibits possession or use of tobacco in schools.

Targeted Behaviors

- Any lit or unlit cigarette, cigar, tobacco, hookah on any school property.
- Electronic cigarettes (E-Cigarettes), vaping devices.
- Synthetic or natural nicotine.
- Purchase or sell of products listed of prohibited items.

I have been educated on the Penn Hills School District Code of Discipline and Responsibilities and ACT 145 of 1996 that prohibits possession or use of tobacco in schools.

I will adhere to the Penn Hills School District Cod of Discipline and Responsibilities.

I will demonstrate safe and healthy behaviors by following the Penn Hills School District *tobacco/nicotine free policy*.

I understand that if I fail to meet the objectives of this behavior contract, I may be subject to:

Consequences

- Parent Contact (Each occurrence)
- Youth Cessation Program
- First Offense: Two half-days of intervention supports (New Directions)
- Second Offense:
 - Lunch Detention – Dates: _____
 - Loss of privileges
 - No PBIS Redemption of points (No reduction of points)
- Third Offense: One day New Directions and enrollment in the Smokeless Saturday Program
- Fourth Offense: Citation and further discipline action (OSS, Fines)

As the parent/guardian, I agree to monitor my child’s commitment to adhere to the Penn Hills School District *tobacco/nicotine free policy*. I support the plan in place and will attend all behavior meetings and conferences and maintain regular communication with my child’s Teachers, Guidance Counselor, Dean of Students, and Principal.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

School Café Account Instructions



Contact Info: (Note: For security purposes, you may be asked to verify your contact info, including your security answer, when you request help.)

Phone: 855.PAY-2-EAT - (855) 729-2328

Email: customer@schoolcafe.com

Website: <https://www.schoolcafe.com>

REGISTRATION

1. Select **Create a new account**
2. Select *I'm a Parent* and select **Next**
3. Enter your name and contact information, and then select **Next**
4. Create a username and password you will easily remember, and confirm the password
5. Set up a security question and answer (in case you do forget your login credentials) and select **Next**
6. Read and accept the Terms & Conditions, and then select **Create My Account**

MAKE A PAYMENT




1. At the top of your Dashboard, select **Make a Payment**
2. Enter payment dollar amounts for each student as desired and select **Checkout >**
3. (Optional) If your district allows for purchasing of other types of school items (yearbooks, fees, etc.), you will see a **Shop Campus Store** button, where you can enter payment amounts for those items as well. If the district does not accept those kinds of payments through SchoolCafé, this button will not be visible.
4. On the Checkout screen, confirm the total and select an existing payment method, or choose **Add a New Card** to add a new card.
 - a. When adding a new card, you can enter your card's details and either save the card (even making it your default payment card) or simply use it for a one-time payment.
5. When you have confirmed all details, select **Submit ✓** to complete the payment. Funds are typically available at the child(ren)'s school(s) within 20 minutes.

ADD STUDENT(S)

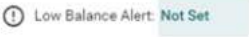

1. At the top of your Dashboard, select **Add a Student**
2. Enter your student's information as requested
3. Select **Search & Verify student**
4. Verify the student found is accurate and select **Add this Student**



SET UP AUTOMATIC PAYMENTS

1. From your Dashboard, locate an individual student on your account and select the blue text next to 'Automatic Payment' (the text will say either 'Not Set' or 'Set for ...') 
2. In the first field, enter a Payment Amount. This amount will be paid automatically.
3. In the next field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before the payment will be made.
4. Select a payment source or select  to add a new card.
5. In the last field, confirm the date that the Automatic Payment will expire. (Note: this date should be before your payment source expires, if possible!)
6. Select 

SET UP LOW BALANCE ALERTS

1. From your Dashboard, locate an individual student and select the blue text next to 'Low Balance Alert' (the text will say either 'Not Set' or 'Set for ...') 
2. In the first field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before a low balance alert is sent to you.
3. In the next field, enter how often you would like to receive a reminder that the student's balance is below the threshold. This is helpful in case you miss an email or alert.
4. Select 

For answers to frequently asked questions, and to get the most up-to-date help with this or any other information not covered here, please visit our website at <https://www.schoolcafe.com> and select



SRP Parent Resource



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

