Blue and Gold

Handbook

2025-2026

Shanksville - Stonycreek School District

The Blue and Gold Handbook exists to provide guidance on school rules and procedures for the elementary, middle, and high schools. We hope it will be a valuable resource to students and parents in an effort to provide the most efficient educational experience possible. Each year the handbook is updated to improve safety and educational programming for your child(ren). All changes from the previous years' handbook will appear in ***bold italic.*** The student handbook is to be used as a guide. However, if you cannot find answers within the handbook please contact the school.

Parents should read and review the entire handbook with their children to gain a full understanding of the district's expectations and guidelines.

Please sign and return this page to the appropriate office by *August 29, 2025* to verify that you have read and reviewed the handbook with your child(ren).

Parent Signature:

_____ _____

Date

Child(ren) Signature(s):

_____

_____

_____

_____

2025-2026
BLUE AND GOLD HANDBOOK

The Blue and Gold Handbook exists to provide guidance on school rules and procedures for the elementary, middle, and high schools. We hope it will be a valuable resource to students and parents in an effort to provide the most efficient educational experience possible. **Parents should read the entire handbook with their children to gain a full understanding of the district's expectations.** Each year the handbook is updated to improve safety and educational programming for your child(ren). All changes from the previous years' handbook will appear in ***bold italic.*** Please use this as a resource but if you cannot find answers within the handbook, please contact the school.

TABLE OF CONTENTS

Introduction 3
Curriculum Program 9
School Counselor/Special Services 17
Student Organizations and Activities 23
Athletics 31
Extracurricular Activities 37
Lettering Criteria 41
Attendance 43
General Information 55
Dress Code 67
Transportation 69
Discipline 73
Technology 95
Policies and Annual Notices 99

NON-DISCRIMINATION STATEMENT

The Shanksville-Stonycreek School District **does** not discriminate on the basis of **race,** color, **national origin**, religion, marital status, **sex,** age, or **disability** in its programs and activities as required by Title VI, Title IX, Section 504**, the Age Discrimination Act, Title II or the Americans with Disabilities Act, and the Boy Scouts of America Equal Access Act**.

Inquiries regarding compliance to the law or grievance procedures may be directed to: Principal, Shanksville-Stonycreek School, P.O. Box #128 Shanksville, PA 15560 -- Phone (814) 267-4649. For information regarding services, activities, and facilities that are accessible to and usable by handicapped individuals, contact the principal or school counselor at (814) 267-4649.

For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Shanksville-Stonycreek School District
2025-2026 Calendar

v1

Aug 2025

S	M	T	W	Th	F	S
					1	2
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
31						

21 Teacher In-Service
22 Teacher In-Service
25 Act 80 - First Day of School
26 First Student Day

5 Student Days / YTD

Sep 2025

S	M	T	W	Th	F	S
	1	2	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				

1 Labor Day

21 26 Student Days / YTD

Oct 2025

S	M	T	W	Th	F	S
			1	2	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	31	

13 Act 80 Day/No SCTC
27 End of Marking Period #1

23 49 Student Days / YTD

Nov 2025

S	M	T	W	Th	F	S
						1
2	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						

11 Parent Conf/Act 80/SCTC IN
26 Early Dismissal 1:00 pm
27-28 Thanksgiving Break

18 67 Student Days / YTD

Dec 2025

S	M	T	W	Th	F	S
	1	2	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	31			

1 Thanksgiving Break
2 Teacher In-Service/No SCTC
3-17 Keystone Testing
23 Early Dismissal 1:00 pm
24-31 Christmas Break

15 82 Student Days / YTD

Jan 2026

S	M	T	W	Th	F	S
				1	2	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	31

1-2 Christmas Break
5-16 Keystone Testing
14 End of Marking Period #2
19 MLK/Act 80 Day/No SCTC

20 102 Student Days / YTD

Feb 2026

S	M	T	W	Th	F	S
1	2	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

16 Presidents' Day - Off

19 121 Student Days / YTD

Mar 2026

S	M	T	W	Th	F	S
1	2	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	31				

19 End of Marking Period #3

22 143 Student Days / YTD

Apr 2026

S	M	T	W	Th	F	S
			1	2	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		

1 Break/SCTC IN/Make-up #2
2-6 Easter Break
7 Break/SCTC IN/Make-up #1
20-30 PSSA Testing

17 160 Student Days / YTD

May 2026

S	M	T	W	Th	F	S
					1	2
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
31						

1-8 PSSA Testing
11-22 Keystone Testing
25 Memorial Day
27-28 UC Finals/1:00 pm Dismissal
29 Last Stdnt Day/9:30 am

20 180 Student Days / YTD

Jun 2026

S	M	T	W	Th	F	S
	1	2	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					

1 Teacher In-Service/
2 Make-up Day #3
3 Make-up Day #4
4 Make-up Day #5

0 180 Student Days / YTD

First/Last Day of School
Early Dismissals
In-Service Days
Act 80 Days
Snow Days
Keystone Exams
PSSA Testing
Holidays
End of Marking Period/Semester

176 Days of Instruction
4 No school for students (Act 80)
4 No school for students
5 Flexible Instructional Days (FID)

Make-up Order: 4/7, 4/1, 6/2, 6/3, 6/4 ...

INTRODUCTION

- Mission Statement
- Vision Statement
- Shared Values
- Code of Ethics
- Aims and Purposes
- Alma Mater
- Community and Alumni Visitation Guidelines
- School Personnel
    - Board of Directors
    - Administration
    - Elementary Faculty
    - Middle School/High School Faculty
    - Pre-K-12 Faculty
    - School Nurse
    - Business Manager – Board Secretary
    - Accounting Clerk
    - Administrative Assistants
    - Maintenance
    - Bus/Van Contractors
    - Cafeteria Personnel
    - Para-Professionals

Mission Statement

The mission of the Shanksville-Stonycreek School District is to maximize the potential of the whole student in a safe environment while maintaining the unique character of our community school.

Vision Statement

We will achieve the mission by providing a caring, stimulating, and safe comprehensive learning environment which focuses on academics, technology, and communication to create problem solving individuals who are well equipped morally, intellectually, physically, socially, and emotionally to function as life long learners in a multi-cultural world.

Shared Values:

The Shanksville-Stonycreek School District values the following:

- Pride and respect for our country, community, school, and self.
- Equal opportunity for every student to succeed.
- High expectations for student achievement
- Focus on the individual.
- Acceptance of others.
- Well-rounded individuals.

Code of Ethics

The following code of ethics was adopted by the 1972-73 Student Council and will govern the student body henceforth.

The student body of Shanksville-Stonycreek High School should conduct itself in such a way as to upgrade the name of our school. Each individual student is expected to initiate self-discipline and show respect for his/her fellow person. If every person in our school follows the Golden Rule *("Do unto others as you would have them do unto you")* he/she will be well on his/her way to making Shanksville-Stonycreek a better, more enjoyable school.

Aims and Purposes of School

It has been said that education is what remains after we have forgotten what was learned. The values and skills that remain are more important than the few facts retained. Attitudes and the ability to think independently are difficult to teach and to measure. These are exhibited by the individual in the following traits that our school endeavors to develop: punctuality, dependability, conscientious effort, analytical judgment, initiative, honesty, neatness, sympathy, and a sense of responsibility.

Alma Mater

Hail to our High School!
Hail the life before us!
Sing we together
Our triumphant chorus.
Though we are parted,
Our spirit will remain,
Always with Shanksville-Stonycreek High.

Hail to our colors!
Hail our fighting spirit!
Tell all the universe
We will fight-not fear it.
Though there be barriers,
With God's help we'll face them,
Always for Shanksville-Stonycreek High.

Community and Alumni Visitation Guidelines

While we are always happy to welcome visitors, including former graduates, it is important to note that our teachers and students have responsibilities which must be fulfilled each and every day. We have developed the following visitation guidelines:

1. We strongly discourage drop-in visits.
2. Daily or weekly visitation will not be permitted.
3. By phoning ahead you can arrange a visit with a teacher(s) during their available time. Teachers may not be interrupted by phone or in person during instructional time.
4. Teachers may be available at 3:00 p.m. daily, when their schedule permits.
5. If you must meet with a teacher during school hours, you must make prior arrangements with the teacher for a short (five minute) visit during their scheduled preparation period.
6. Because of the liability involved, we do not permit visitors at lunch, except by authorization of the administration.
7. ALL VISITORS ARE REQUIRED TO REPORT TO THE ELEMENTARY OR SECONDARY OFFICE IMMEDIATELY UPON ENTERING THE RESPECTIVE BUILDING.

Thank you in advance for your cooperation.

Communication Methods

Effective communication with students and parents is extremely important to the Shanksville-Stonycreek School District. In an effort to provide accurate and up-to-date information, SSSD communicates through multiple channels. Please view the following communication methods when seeking information:

- Daily Announcements (Read in homeroom daily)
- Daily Bulletin (available on the district website)
- SSSD Facebook Page
- SSSD Twitter
- SSSD Website (www.sssd.com)
- USPS Mailings
- Take-home fliers sent with students
- Electronic Marquee (located at building entrance)
- School Messenger (District phone system)

SCHOOL PERSONNEL

Board of Directors

Mrs. Jamee Boozer.....President
Mr. Daniel Kovacs.....Vice-President
Mrs. Trisha Bozovich.....Treasurer

Mrs. Kristin Fairman
Mr. Michael Jenkins
Mrs. Jana Musser
Mr. Joseph Swank
Mr. Ryan Weaver
Ms. Aleaha Weigle

Administration

Mr. Reno J. Barkman..... Superintendent
Mrs. Stephanie Daughenbaugh ..... Principal
Mr. Martin Petrosky.....Director of Technology and Curriculum

Business Manager-Board Secretary
Mr. Sidney Clark
Mrs. Stephanie Mulchay-Assistant Business Manager

Administrative Assistants
Mrs. Sandy Baer-School Counselor Office
Mrs. Natalie Custer-Secondary Office
Mrs. Gail Edwards-Elementary Office
Mrs. Heidi Gross-Assistant to the Superintendent
Mrs. Stephanie Milavec-Transportation Director/Athletic Secretary

Athletics
Mr. Nathan Menhorn-Athletic Director

Cafeteria Personnel
Ms. Christa Adomnik, Cafeteria Manager
Ms. Teri Gregor
Ms. Kimberly Musser

Maintenance
Mr. Douglas Custer, Maintenance Supervisor
Mr. Tim Crognale
Ms. Kelly Meyers
Mr. Michael Meyers
Mrs. Brenda Sale
Mr. Bradley Smith
Mr. Kimberly Stewart

Para-Professionals
Mrs. Autumn Childers
Mrs. Jeanne Custer
Mr. Chad Delancey
Mrs. Kimberly Little
Ms. Nicole Montgomery
Ms. Angie Yotko

School Counselor
Mrs. Megan Ervin

School Nurse
Mrs. Chloe Koval

School Psychologist
Mr. James Hull

Transportation
Mlaker Transportation, Inc.
Hauger Auto Sales
Kountry Kids

Elementary Faculty

Mrs. Dawn Boozer ..... ELA Grades 4 & 5
Mrs. Maria Burkett..... Learning Support
Mrs. Lesa Frazier .....Math Grades 4 & 5
Mrs. Donna McConeghy.....Grade 1
Mr. Lucas Mihelcic ..... Grade 2
Mrs. Tracey Noble .....Reading Specialist
Mrs. Heather Shaffer..... Kindergarten
Mrs. Melanie Spotz.....Grade 1
Mrs. Brandy Stefanick ..... ***Grade 2***
Mrs. Ashley Sube.....Pre-K
Ms. Alyssa Thomas .....Kindergarten
Mrs. Emilee Vinisky .....Science/Social Studies Grades 4 & 5
Mrs. Timberlie Weigle.....Grade 3

Middle School/Secondary Faculty

Mr. Evan Boyko.....Physics/Science
Mr. Michael Bobby..... Math
Mrs. Lynda Custer ..... English/Journalism/Gifted
Mr. Christopher Foltz.....Chemistry
Mr. Jeffrey Kimmel .....Social Studies/Drivers Education
Miss Taylor Latuch .....Math
Miss Sarah Layton .....Spanish
Mrs. Sheri Miller.....Intervention Specialist
Miss Alicia Moon .....Secondary Learning Support
Mr. Gary Noble.....Biology
Mr. John Patton.....Social Studies
Mrs. Rachel Pritts..... English/Technology
Mrs. Kelsey Senft.....Special Education
Mrs. Britton Stutzman..... Tech Arts/FFA
Mrs. Beth Ware.....Business Education/Computer

Pre-K - 12 Faculty

Mrs. Cheryl Bush.....Choral Music
Mrs. Dawn Fassnacht..... Instrumental Music
Mr. Nathan Menhorn .....Health/Physical Education
Miss Billie Jo Miller ..... Art
Miss Kristen Wooley .....Library

CURRICULUM PROGRAM

- Additional Educational Opportunities
- Bell Schedule
- Co-Op Program
- Determination of Grades
- Dual Enrollment
- Homework
- Homework Request for Absent Students
- Honor Roll Policy
- Incomplete Grades
- Independent Study Guidelines
- Kindergarten Registration
- Kindergarten Tier I and Tier II – Daily Schedule
- Kindergartens Tier II Program
- Note Taking
- Physical Education (Gym Class)
- Program of Studies
- Promotion Policies
- Report Cards
- Senior Graduation Requirements
- Somerset County Technology Center (SCTC)

Additional Educational Opportunities

A student of the Shanksville-Stonycreek School District who desires to participate in an education program which is not offered by the Shanksville-Stonycreek School District, but which is offered by a *neighboring public school district*, will be allowed to attend provided that said student pays the Shanksville-Stonycreek School District the difference between the amount of tuition charged by the neighboring school district and the basic education subsidy of the Shanksville-Stonycreek School District, with the said amount to be determined on an annual basis by the business manager.

The parents of a student who elects to participate in such additional educational opportunities shall execute a contract with the Shanksville-Stonycreek School District acknowledging responsibility to pay the amounts stated above.

Further, it is policy #141 of the Shanksville-Stonycreek School District that a student electing to participate in such an alternative educational program at a neighboring public school is responsible for the students own transportation to that alternative program.

Blended Opportunities (SSSD Cyber School)

Students who intend to participate in cyber school can enroll in the SSSD Blended Opportunities program. By doing so, a student can still earn a Shanksville-Stonycreek Diploma. Students who intend to participate in cyber school and attend the Somerset County Technology Center must enroll in the Blended Opportunities program to qualify for vocational education. ***Students are encouraged to stay in the Blended program for a minimum of nine weeks (full quarter). Any student in the Blended program must make prior arrangements to visit an SSSD teacher. They must also sign in at the appropriate office upon entering the building.*** Blended cyber school students are SSSD students and are required to follow the same rules/guidelines outlined in the Blue & Gold Handbook.

Bell Schedule

08:06 a.m.	Warning Bell
08:10 - 08:12	Homeroom/Opening Exercises
08:12 - 08:51	1st period
08:54 - 09:33	2nd period
09:36 - 10:15	3rd period
10:18 – 10:57	4th period
11:00 - 11:39	5th period
11:42 - 12:21	6th period
11:42 - 12:12	Middle School Lunch – Grades 6, 7 & 8
12:15 - 12:54	7th period
12:24 - 12:54	High School Lunch - Grades 9, 10, 11 & 12
12:57 - 01:36	8th period
01:39 - 02:18	9th period
02:21 - 03:00	10th period
03:00 p.m.	Dismissal

Elementary Lunches	10:30 am - 11:00 am	Grades K, 1 & 2
	11:05 am - 11:35 am	Grades 3, 4 & 5

* Any student reporting to homeroom after 8:10 a.m. is considered tardy and a late slip will be issued.

Determination of Grades

Subject grades are determined every nine weeks by compiling each student's objective and subjective evaluations. These are earned chiefly through testing, projects, experiments, field trips, oral assignments, etc. Subjective evaluations may be made through classroom participation and are evaluated individually by teachers.

A—Excellent	89.5-100%
B—Good	79.5-89.4%
C—Average	69.5-79.4%
D—Poor	59.5-69.4%
F—Failing	0-59.4%

** *Grades are rounded up to the nearest .5% for grade point average and eligibility*.

The final grade is determined by the average of the four-quarter marks and the final examination. Each mark is counted 10% for the final yearly grade.

Parents of students in grades 6-12 will receive a progress report approximately half-way through each grading period (mid-term). The purpose of this report is to inform parents about academic progress and to enlist their aid if any academic concerns exist. Grades are NOT to be cumulative from marking period to marking period.

Homework

Research on effective schools concludes that student achievement rises in direct relationship to the amount of homework completed by students.

High school credit (grades nine through twelve) assumes that successful completion of the work requires outside preparation. Teachers, therefore, are instructed to give their students meaningful assignments with emphasis on quality not necessarily quantity. Excessive homework is more detrimental than helpful. Again, we are interested in quality assignments.

Homework for Students Absent Due to Illness (Educational Travel absence see page 48-49)

Assignments for middle/high school students are available by viewing teachers' lesson plans on Schoology. If updated plans are not available, please email the teacher directly regarding student assignments. Email addresses are available on the school web site.

Homework requests for elementary students may be made by calling the elementary office.

It is the responsibility of the student to inquire about the work they missed in their absence.

- **Missed Assignments/Tests**
  For each day a student is absent from class, one (1) day is given to make up a missed assignment and/or test. If you miss two (2) days of class, any assignments and/or test that were missed the first day will be due the day after a student returns and any assignments and/or tests that were missed the second day will be due the day after that. This same pattern continues for any more days that are missed in succession.

All questions regarding homework, missed assignments and tests should be directed to your child's teachers. Please do NOT contact the office with these questions.

Honor Roll Policy (Grades 6-12)

Students, who after any of the four nine week grading periods have all A's and B's, will be listed on the honor roll. This includes all classes. Students cannot have all B's and be listed on the honor roll. Also, secondary students who have been on the honor roll for the first three nine weeks will be recognized at the Honors' Ceremony.

Incomplete Grades

Students with incomplete grades must complete any backlog of unfinished assignments and/or tasks set forth by their teacher(s) in order to remove the incomplete grade(s) from their record. Only upon written authorization from the teacher(s) may an incomplete grade be replaced by the appropriate grade earned, and then the incomplete mark may only be removed and corrected on the student record by the school counselor, principal, or the principal's designee.

It is the responsibility of the student to inquire as to what work needs to be completed in order to receive credit, and it is the responsibility of the teacher to use discretion in allowing a reasonable period of time for a student to complete a backlog of work.

If a student fails to meet the requisites for removing an incomplete grade from his/her record prior to the completion of the marking period following the period in which the incomplete was obtained, the incomplete grade will automatically become a failing grade.

Incomplete grades will be issued to students who have not completed the tasks and/or assignments set forth by their teacher(s) in a given marking period. Incomplete grades will also be issued to students who are absent from school more than (10) days in a marking period or (45) days in the school year unless homebound instruction or tutoring (approved by the administration) was provided during the absence, or all unfinished tasks and/or assignments for the marking period or year have been completed to the satisfaction of the teacher(s).

Students missing more than 45 days of the school year will receive their incomplete grade as a final grade until all conditions of the preceding paragraph have been met.

Independent Study Guidelines

Independent Study may be defined as the completion of the requirement for a particular course without the benefit of formalized, classroom instruction. The student works independently with a teacher/advisor to meet course requirements.

Independent studies can be undertaken during the school year in addition to a student's regular course load provided that the course in not offered/available to the student during the regular school year, and the student meets the following criteria and procedures:

1. The student must have the approval of the school counselor and the principal.
2. The student and the teacher/advisor must prepare and submit an approved Plan of Study that specifies the procedures for study and evaluation to the principal for approval prior to starting the project.
   A. The Plan of Study must be organized on a monthly basis.
   B. The Plan of Study must be signed by the student, a parent, the teacher/advisor, and the principal before the independent study begins.
3. The school counselor may schedule the Independent Study for a period during the regular school day if the time and place exist. Otherwise the student will be expected to complete the requirements for the course on his/her own time.
4. The teacher/advisor will issue a deficiency report in any nine-week period for which the student is failing to complete the course requirements in a satisfactory manner.
5. If the student fails to submit or complete the designated work for any marking period, the teacher may not issue a grade of "I" (Incomplete) unless the student has been absent from school for an extended period or other extenuating circumstances exist that made it impossible for the student to complete the work. The approval of the principal is required to issue an "I."

6. If an "I" has been approved and issued, the District policy will be followed in terms of making up the missed work.
7. Failure to complete the course requirements of an independent study may result in athletic ineligibility and/or the loss of awards or honors, i.e., the Honor Roll or the Honors Banquet.

Independent Study is not intended as a make-up course for failed subjects.

Academic Intervention Through ESAP (Elementary Student Assistance Program)

Students in grades K-5 will have an intervention team at their service. The goal is to maximize individual student success in the general classroom while at the same time serve as a screening process for students who may be in need of further learning support. The program uses specific assessment and intervention techniques to help remove educational, behavioral, or affective stumbling blocks for all students in the general classroom.

Any elementary student who experiences consistent academic or behavioral problems may be a candidate for intervention through ESAP.

Academic intervention through ESAP involves three steps:

1. identifying a student's need for academic or behavioral support;
2. determining the strategies needed to assist the student;
3. implementing intervention strategies through a continuum of services.

After an initial assessment of the student's academic, behavioral, and/or coping skills, the team recommends strategies to be implemented to help the student achieve success in the general classroom. The team also determines what support is needed for the student to maintain a level of success in that classroom. These strategies are evaluated by the team after 30 days, based on the goals set for the student. If the student's teacher reports a positive change, the strategies are continued. If there is no progress, the student may be in need of additional strategies and/or assessments.

Kindergarten Registration/Assessment

In creating a plan for a developmental curriculum in the elementary school, it is necessary to develop and adopt policies that would complement the educational philosophy of the program and be instrumental in structuring the evaluation process.

The following are the policies with a brief explanation and rationale for each:

1. A child is eligible for admission to kindergarten if he or she is not less than five (5) years and no months old before the first day of the school term. Students who have successfully completed a state approved kindergarten program but do not fall within our age of entrance requirements will be assessed by school designated personnel and the parents given the option of grade placement.
2. As part of registration for students entering the School District in either kindergarten or first grade, each student will be assessed by school designated personnel to determine the student's developmental age. A letter will be sent home with recommendations for placement of the student. Recommendations will be based in part on the student's chronological age, entrance requirements for students entering the District, whether the child has completed a state approved kindergarten program, and the developmental age of the child. The parents will then be given the option to decide which grade placement they would like for their child.

The philosophy behind developmental education strongly suggests that each child be carefully evaluated prior to entrance into school. This assessment is to ascertain at what developmental age a child is functioning. This evaluation is in contrast to a strictly intellectual assessment where IQ becomes the focus. Our objective is to determine where a child is operating in terms of school readiness (social, emotional, physical, etc.) not just learning (IQ) readiness.

Kindergarten -Tier I (Pre-K)

Tier I Kindergarten a.m. classes will begin at 8:10 a.m. and students will be dismissed at 11:10 a.m. Students attending the a.m. session may ride the bus to school and parents will provide transportation from school.

Tier I Kindergarten p.m. classes will begin at 11:55 a.m. Parents will provide transportation to the school and students may ride the bus home from school.

Tier I, is primarily for students who are age eligible (5 years of age as of the first day of school) for kindergarten, but who are developmentally (socially and emotionally) young. Tier I will also include children 4 years of age as of the first day of school.

In the long run, a student's entire school career will become less stressful and more successful for those students served by a Two Tier Program.

Kindergarten -Tier II

Beginning the first day of school a full day Tier II kindergarten will be implemented which will follow the regular school day schedule. (See exceptions under School Closings and Early Dismissals.)

Note Taking

Development (of good study habits and techniques) is of utmost importance to students. It is with this in mind that we insist that students in grades 4-12 take notes in non-elective classes. These notes should be periodically reviewed by the teachers and graded. This should be done at least once every marking period.

Physical Education (Junior/Senior High) - Gym Class

1. Students are required to bring a change of clothing to participate in gym class. Students who do not bring clothing will receive a reduction in grade for the day unless a valid excuse is accepted by the teacher.
2. A student will be excused from physical participation in class only upon the presentation of a medical excuse and by the recommendation of the school nurse.

** Medical excuses must be turned into the appropriate office. **

Program of Studies

The educational program in the elementary involves, for the most part, all subject areas in a self-contained classroom. Grades Kindergarten through Third are under the leadership of single teachers.

The self-contained rooms provide the security of one teacher for the smaller children, and allow both the teacher and the student to become well acquainted with one another.

After an intensive literature review in the area of appropriate practices for early childhood education, K-3 classes are designed to insure a child-centered approach, which virtually guarantees each child's success.
A two-tier kindergarten program is in place in order to better match children and their developmental ages. (see also "Kindergarten Registration/Assessment")

In grades 4-5, the subject matter is studied with more depth in a semi-departmentalized environment. In semi-departmentalized classes, fourth and fifth grade teachers provide instruction to the core academic classes. Homerooms will move to different classrooms to receive instruction in Science, Mathematics, Social Studies, and Reading. All other instruction will take place within respective homerooms. Language Arts (English, Reading, Spelling, and Writing), Mathematics, Science and Health, Social Studies, Music, Art, and Physical Education are all offered according to state regulations.

Promotion Policies:

Grades 4-5

There are five (5) "major" subjects in the 4th and 5th grade - English, reading, science, math, and social studies. Any student passing four (4) of these subjects will be promoted to the next grade. Students failing two or more of these subjects may be retained provided that the teacher(s) and the principal have reviewed the child's academic progress. Final approval of all retentions rests with the principal.

Grades 6-7-8

Promotion from either 6th, 7th, or 8th grade will be based on successful completion ("D" or better) of at least three (3) credits of academic subjects offered that are equal to five (5) or more periods per week **and** a satisfactory grade (D) of one (1) or more credits of additional subjects.

Grades 9-11

Students will continue to advance grade levels throughout high school (grades 9-11). If a student fails a class required for graduation, he/she may reschedule that course the following school year or make up the credit during summer school or tutoring. Senior status, however, will only be granted to students who will complete the required courses for graduation during that particular school year.

Somerset County Technology Center (SCTC)

Students will tour the SCTC in the 8th grade during the spring semester. If an 8th grade student is interested in taking a closer look at SCTC programs, they can apply to attend the ninth Grade Experience in the fall of their 9th grade year. After attending this experience, if they desire to attend SCTC they can apply for enrollment in the program of their choice with enrollment beginning in their 10th grade year. While at SCTC, a student must maintain passing grades in all SCTC courses and Shanksville Stonycreek courses. If a student fails to maintain passing grades in their SCTC courses, their enrollment eligibility will be reviewed by administration and will be discussed with the student and family. Shanksville-Stonycreek has limited numbers of "available seats" in each program as outlined in the County-wide system. Please be prompt in registering for a program as soon as possible to improve the chances of a student being accepted into available seats. Students who intend to participate in cyber school and attend the Somerset County Technology Center must enroll in the Blended Opportunities program to qualify for vocational education.

SENIOR GRADUATION REQUIREMENTS

The goal of every Senior is to complete all necessary requirements prior to the graduation day ceremony. If a student fails a class required for graduation, he/she may reschedule that course the following school year or make up the credit during summer school or tutoring, which will enable them to earn their diploma but they will not be able to participate in the graduation ceremony with their classmates. The following requirements must be met in full for a student to receive a Shanksville diploma, including SCTC and Ignite/blended, and participate in the graduation ceremony:

- Successful completion of Culminating/Senior Project.
- All outstanding bills to be paid, including: cafeteria account, library book fines, payment for lost/damaged books, return of sports uniforms, etc.
- Meet all course credit requirements outlined in the curriculum guide.
- Passing grades in all core classes, including final exams.
- Participation in "Senior Day" and all graduation rehearsals.
- Any senior who is illegally absent from school the last 30 days of school will not receive his/her diploma until ALL illegal absences are made up following graduation.

Cooperative (co-op) Program

SCTC students can qualify to participate in a co-op work program during their senior year. Co-op experiences are based on availability of a local cooperative employer who is seeking students to learn on-the-job education. More details about the co-op program can be obtained through the school counselor.

DUAL ENROLLMENT

Shanksville-Stonycreek school district has a long-standing partnership with the Allegheny College of Maryland (ACM), St. Francis, and Mt. Aloysius to provide dual enrollment opportunities to our students. Dual enrollment refers to academic courses where students can earn high school and college credit (simultaneously) for successful completion of the course. The purpose of this program is to allow students to participate in their first college level course, while in high school, at a discounted rate. Students and parents need to be prepared for the courses to be very rigorous and demanding as they are designed for entry-level college students. Dual Enrollment courses differ from Shanksville-Stonycreek courses in that the student and parent will be entirely responsible for meeting dual enrollment requirements including application and registration deadlines. Students also will need to maintain appropriate communication with their college professor to ensure proper course materials are acquired and any course specific questions are answered. These courses are actual college level courses and may require more diligence and commitment than high school courses. Although the SSSD staff will be available to assist students with questions and concerns, it will be the primary responsibility of the student to address any issues with the instructor, admissions, or financial payments. The Dual Enrollment courses count for college credit as well as high school credit and can effect a student's GPA. Please discuss this process with the school counselor, PRIOR to registering for the courses.

Report Cards

Report cards are issued four times during the school year. The fourth report card will be issued at the end of the school year.

Failure to complete a subject in a satisfactory manner may result in the withholding of any credit for that subject.

WE CAN HELP! Questions regarding special needs related to our educational programs may be directed to Mrs. Stephanie Daughenbaugh, Principal or Mrs. Megan Ervin, School Counselor.

SCHOOL COUNSELOR / STUDENT SERVICES

- ASVAB Testing
- Adding, Dropping or Repeating Subject
- Class Rank
- Financial Aid for Education
- Graduation Credit Requirements
- Peer Tutoring Program
- Special Services
  - Gifted Education
  - Handicapped Student Education
    Chapter 15, Section 504
  - Special Education
- Student Assistance Program (SAP)
- Student Groupings
- Victim Services Contact Information

ASVAB Testing

The Shanksville-Stonycreek School Board supports the presentation of ASVAB Testing on a voluntary basis for the following reasons:

1. As loyal Americans we believe our armed services must be maintained in impressive numbers for the well being of our nation.
2. We acknowledge the wide range of careers being offered by the armed services to the youth of this country and given the economic problems now present in our country, we believe that the armed services provide a viable alternative to those students who are uncertain as to what direction to take concerning their future careers.

Adding, Dropping or Repeating a Subject

Please refer to the high school Curriculum Guide, which is located in the school counselor's office.

Class Rank

Class rank is determined by grade point average (GPA). GPA is calculated by dividing the total number of grade points accumulated by the total number of credits attempted. All students with a 4.0 or above will be placed in a separate category and will be ranked based on total grade points accumulated. For example, the student who completed 35 credits would earn more grade points and therefore rank higher than a student who completed 33 credits. Weighted classes include those in the dual enrollment program. College courses taken outside of Shanksville-Stonycreek School District are not included when calculating GPA.

Students may not retake a course with the soul intend to improve/inflate their class rank.

Financial Aid for Higher Education

All students who plan to attend any post secondary school are encouraged to fill out applications in the school counselor's office for financial aid. Different loans, grants, and scholarships are available depending on the type of school and area of study. The major grant and loan programs originate at the state and federal levels. Scholarships and other forms of financial aid are offered by the specific institutions which students plan to attend.

Students and parents are urged to consult with the school counselor regarding all types of financial aid, applications, and deadlines for filing.

Graduation Credit Requirements

Please refer to the high school Curriculum Guide, which is located in the school counselor's office and on our school web site, www.sssd.com under the student services link.

Peer Tutoring Program

The Peer Tutoring Program at Shanksville-Stonycreek School District is a student led service provided by the 11th and 12th grade students who are members of the National Honor Society. Students that are in need of support will be matched with a peer tutor based on the subject they requested. The school counselor will review the situation to ensure proper services are offered. Peer tutoring request forms can be obtained in the school counselor's office. Parental permission is required for a student to participate in this program.

SPECIAL SERVICES

Gifted Education

The Shanksville-Stonycreek School District offers gifted support services at all grade levels. This program focuses on enrichment and acceleration activities that supplement the regular education program. Instructional services are provided through direct instruction, consultation, classroom enrichment, and when appropriate grade or course acceleration.

The District conducts a screening process to identify students who might qualify for gifted support services. When the results of the screening indicate the need for a full evaluation, the District first seeks parental consent. After the parental consent form is received, the school district has 60 calendar days to complete the evaluation and provide a copy of the evaluation report to the parents. The evaluation includes observations from school personnel, performance on standardized assessments, review of the student's academic records, as well as family and teacher input. If the results of this multidisciplinary evaluation indicate that the student meets the Chapter 16 criteria as an individual who is in need of gifted support services, the gifted support team meets and develops a gifted individualized educational plan. Parents who feel that their child might be in need of gifted support services should send a written request for evaluation to the building principal.

Copies of parent rights and confidentiality issues are routinely provided to parents with the permission to evaluate and are also available to parents upon request. Parents who need more information about gifted educational programs and services or parental due process rights are encouraged to contact the principal of their child's school.

Handicapped Student Education - Chapter 15, Section 504:

In compliance with state and federal law, the Shanksville-Stonycreek School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provisions of services to protected handicapped students, contact school principal.

Special Education

The Shanksville-Stonycreek School District provides a free, appropriate, public education in compliance with state and federal laws to students with diverse needs. In order to receive services a school aged student must meet the state's eligibility criteria as a student with a disability who demonstrates the need for specially designed instruction through a special

education program. Students participating in special education programs are provided with an individually designed educational plan that addresses their unique educational needs. These programs and services are provided through district operated classes or contracted through Appalachia Intermediate Unit 8, area school districts, or private agencies.

The school district uses screening and identification procedures so that each eligible student receives the special education and related services he or she needs at no cost to parents. In each building ongoing screening activities, including reviewing academic and health records, help identify students with diverse needs. These needs are met with appropriate interventions as part of the general education classroom. The student's response to these interventions is measured on a weekly basis. The resulting data is used to determine if the student may have additional needs that cannot be met in the general education setting. When this is the case a permission to evaluate form is mailed to the parent along with a copy of the parental due process rights. The district has 60 calendar days from the date it receives signed consent from the parent to complete a multidisciplinary team evaluation. This evaluation includes observations, performance on evaluations, performance in the classroom setting, teacher and family input. The results of the multidisciplinary assessment answer two questions: Does the student have a disability? Is the student in need of specially designed instruction through a special education program? Parents who suspect that their child may have a disability and is in need of special education services can request a multidisciplinary team evaluation at any time by writing to the principal of the school their child attends.

In order to serve the needs of students with disabilities the Shanksville-Stonycreek School District operates learning support, speech and language support, and emotional support programs at all grade levels. The district contracts with area school districts to provide life skills support and multi-disabilities support. Services for students diagnosed with autism, speech/language impairments, visual impairments, and hearing impairments are contracted through Appalachia Intermediate Unit 8.

Parents who need more information about special educational programs and services or parental due process rights are encouraged to contact the principal of their child's school.

Please see the Policies Section at the end of the handbook for the Public Notice of Special Education Services and Programs.

Student Assistance Program (S.A.P. & E.S.A.P.)

The Student Assistance Program (SAP/ESAP) is a voluntary program that provides various support services designed to meet a student's social, behavioral, or academic needs. A team of certified school personnel and/or community agency professionals will assess the student's needs and offer recommendations for appropriate services. A parent/guardian consent form needs signed and returned to the school counselor for a student to participate in the program prior to receiving any assistance. The only people that know about a student's involvement in SAP/ESAP are the team members, parents/guardians, and the student involved. Confidentiality between all parties involved in the SAP/ESAP process are maintained in accordance with all State and Federal laws protecting the privacy rights of parents and students.

Student Groupings

After many years of experimentation and much discussion, our elementary personnel have found that heterogeneous grouping (mixed abilities) generally is more advantageous and beneficial to students than homogeneous grouping (similar abilities). Therefore, students in grades K-5 are grouped heterogeneously in normal classroom settings.

Parent consideration for an Elementary Teacher: Please be advised that parent considerations will be accepted for review until ***April 10, 2026.*** Considerations must include an educational basis regarding the purpose of your request. All considerations must be turned into the elementary office, please do not give requests to your child's teacher. All considerations received by ***April 10, 2026*** will be reviewed; however, this is not a guarantee of your child's placement next year. Final determination for scheduling is at the discretion of the principal and based upon the overall education of the students.

Students in grades 6, 7, and 8 will participate in a middle school-type setting. This involves housing our sixth-grade students in the high school end of the building. We plan to continue advisor/advisee groups in this setting. We see these groups meeting a need that many students have at this age for regular contact with someone with whom to share and discuss problems and concerns.

The District will continue to group students in sixth, seventh, and eighth grades in the following manner:

Sixth-Seventh Grades

Grouping is completely heterogeneous for all classes. Students are placed in groups called 6 Blue and 6 Gold, 7 Blue and 7 Gold.

Eighth Grade

Grouping is heterogeneous for all subjects except Algebra 1 and Algebra 1A. All students will eventually receive a full credit in Algebra. As with seventh-graders, eighth grade groups will be known as 8 Blue and 8 Gold.

NOTE: Remember blue and gold designations have no significance except to keep the two groups separate for scheduling purposes.

Victim Services Contact Information

Any student or staff member who feels they have been sexually harassed or attacked, please contact the services listed below:

VICTIM SERVICES-SOMERSET	218 N KIMBERLY AVE SUITE 4 SOMERSET, PA 15501	814-443-1555

VICTIM SERVICES-JOHNSTOWN	638 FERNDALE AVE JOHNSTOWN, PA 15905	814-288-4961
Women's Help Center	809 Napoleon Street Johnstown, PA 15901	814-536-5361

STUDENT ORGANIZATIONS AND ACTIVITIES

- Awards Day
- Class Dues
- Drama Club
- Forensics
- Music
- Prom
- Publications – Viklet and Chicahonian
- School Activities/Dances
- Social Activities
- Solicitations
- Fundraising Guidelines
- Student Activity/Club Funds
- Student Council
- Student Officers
- National Honor Society

AWARDS DAY

Annually, the Shanksville-Stonycreek School District has an Awards Day assembly program primarily for secondary students. At this time, students are given numerous awards and recognition for outstanding performances in academic areas, vocational interests, and citizenship.

This ceremony is usually held in May. Due to limited seating, the parents of students receiving major awards will be notified a few days before the awards ceremony.

- Award Criteria – A large majority of the awards offered at the Shanksville-Stonycreek School District are made available through generous sponsors throughout our community. The criteria for each award is set by the donating sponsor and the Shanksville-Stonycreek School District has no influence on such criteria.

Class Dues

No class is permitted to collect class dues.

Drama Club

This club allows students to acquire knowledge, appreciation, and skills in acting, set design, costuming, make-up, and sound/lighting. Students have the opportunity to perform in or work behind-the-scenes in various productions during the year. The Drama Club is affiliated with the National Thespian Society.

Forensics

Participation in Forensics will expose students to a variety of formal speaking situations such as: prose/poetry interpretation, informative/persuasive speaking, dramatic interpretation, radio announcing, and extemporaneous speaking. Students are required to participate in at least one category in IU08 Speech League competition. Students participating in Forensics must adhere to the Extracurricular Guidelines regarding academic eligibility, attendance, etc. (See Extracurricular Activities Section)

Music

Students in grades 6-12 interested in music have the privilege of becoming a member of the band or chorus.

Prom/Semi-Formal Dances

No one may attend the Prom or a Semi-formal Dance who is twenty-one years of age or older. Students with a boyfriend/girlfriend that are twenty-one years of age or older may be escorted for photos only. They must leave prior to the meal and/or dancing. Any escort who is 21 or over and remains at the dance after the photos are taken will be forced to leave, along with the student that they are escorting. No refunds will be given.

Prom

The prom is a formal dance planned and funded by members of the junior class. Senior, Junior, and Sophomore class members are permitted to attend. Freshmen may NOT attend. Dates from outside the School District must have a form signed by their respective school Districts' Principals.

Semi-Formal Dances

School sponsored semi-formal dances are open to students in grades 9-12. Dates from outside the School District must have a form signed by their respective school Districts' Principals.

Publications

Elective students from the senior high school staff the VIKLET, the school newspaper. Members of the senior high publish the CHICAHONIAN, our high school yearbook, which gives a pictorial presentation of life at our school.

School Activities/Dances

** Participation in school sponsored activities/dances is a privilege to our students to promote social interaction and responsibility. The administration has the right to remove privileges from any student who has excessive disciplinary and/or attendance infractions throughout the school year. Any removal of privileges will be decided by administration on a case-by-case basis.

1. If a student is absent on the day of a school activity/dance (day time or evening) may not attend that event.
2. All school rules and disciplinary procedures apply to any dance/activity regardless of the location.
3. Dances/activities are open only to Shanksville-Stonycreek students unless prior permission is granted for outsiders' attendance. School Board Policy #231 Social Events/Class Trips.
4. Under no circumstance may a student re-enter the school activity/dance if they leave the event.
5. Chaperones/advisors are in complete charge of the dance/activity. This includes determination of who is admitted and who may be required to leave.
6. Students who appear under the influence of alcohol and/or drugs may not participate. "Under the Influence" will be determined by the chaperones/advisors. Parents/Guardians will be contacted immediately along with law enforcement, if necessary. Further disciplinary actions may be taken by the administration.
7. No parents or other adults may enter the school without approval of the chaperones/advisors.
8. Chaperones/advisors will be completely responsible for determining the need to involve the administration and/or police when a problem occurs.
9. Any student who violates the above regulations or is judged to be unruly or creating discipline problems may be forbidden to attend future activities that may include dances, sports, activities, and proms.
10. Faculty sponsors of the dances are to be present and are responsible for chaperones being present.
11. The students of the sponsoring organization are responsible for obtaining at least three staff members as chaperones.
12. Parent chaperones have the same responsibility for supervision as the faculty sponsor.

Social Activities

Any class, school group, or organization may use the school facilities for social activities. However, all activities conducted in the name of the school must have administrative approval whether they are held in the school or out of school. Upon approval a Facilities Use Request form needs completed and approved. This form is available in the high school office. School time shall not be used to make arrangements for non-school activities or non-approved school activities.

All dances and parties are closed to the general public unless permission is obtained from the administrators.

Solicitations

According to School Board policy, pupils or teachers are not to sell or advertise anything of any kind within the school or on school grounds unless it is something sponsored by the school and approved by the administration. Also, nothing is to be sold out in the community sponsored by an athletic group, club, or organization unless the administration has approved it. All athletic groups, clubs, and organizations of the school must complete a fundraiser request form and submit it to the high school office for approval by the administration.

Fundraising Guidelines

Fundraising is a necessary function of many school activities. In order to provide equal opportunity for all school organizations to conduct their fundraisers the following guidelines will apply:

- Complete a Request for Fund Raising Form, which is available in the high school office.
- Completed forms must be turned in to the high school office for approval by administration prior to starting the fundraiser.
- Each organization is limited to three (3) fundraisers per year.
- The duration of each fundraiser is limited to a two (2) week period.
- Requested fundraisers may not interfere with previously approved fundraisers.

Student Activity/Club Funds

According to board policy 618: Students activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision making process regarding these areas. The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and dispersed and submitting required reports to the business office.

All funds of the school, classes, clubs, organizations, or any activity are to be deposited daily with the Assistant to the Superintendent. Under no circumstance is money to be left in the classroom overnight or unattended at any time. The advisor/fund custodian is responsible for securing the funds until they can be deposited with the Assistant to the Superintendent. The advisor and/or fund custodian handling money for any student activity may be held responsible for any funds lost, stolen, or unaccounted for. No school-sponsored student organization is permitted to establish an account separate from a student activities fund.

Parents and students are advised that any funds deposited into the school's Activity Account become the property of the School District. If the funds are not expended, they cannot be returned to parents, students, or other contributors. ***If student activity funds are used for a school sponsored trip, students must notify the advisor/teacher if they are unable to attend at least five (5) days prior to the trip or they will be responsible for the cost of the ticket.***

Student Council

All Student Council operations run according to established by-laws. These by-laws are on file with the Student Council Advisor. Student Council members must maintain passing grades in all subjects. Failure to do so will result in a probationary period of one marking period. If the grade or grades in question are not raised in this time period, the Student Council member will be removed from the council. The student may then run again in the next election, provided all grade requirements are met.
Willful violation of the school's rules and regulations is cause for removal from office and/or from the organization.

Election of Officers

Any student organization that requires an election of officers by their peers will follow these guidelines:

- All elections for new offices for the next school term are held at the end of each school year (typically May). Elections are held at this time to allow officers to fulfill duties during the summer months in preparation for activities that occur the following school year.

- Students may only be elected as a President of one student organization per year. However, they may hold the office of Vice-President, Secretary or Treasurer within other organizations. This rule exists to ensure that students are able to fulfill their duties effectively.

Class Officers

A student running for the position of class officer is required to be successfully passing ALL subjects according to their academic plan during the time of election. Those offices filled by anyone failing one or more subjects by the end of the current nine week grading period may be declared vacant and is subject to review by the advisors and administration. If a position is declared vacant an election will be held at the beginning of the following nine week grading period to fill such vacancies.

National Honor Society

STUDENT QUALIFICATIONS

To become a member of the Shanksville-Stonycreek National Honor Society a student must have a high standing both in the community and the school. The areas of scholarship, service, leadership, and character will be evaluated as each applies to the student's community and school involvement. The following outlines the requirements for each of these.

SCHOLARSHIP - Candidates eligible for selection must be members of the sophomore or junior class. Students must have a 3.25 GPA average overall from grade 9 through the first semester of the current school year.

SERVICE - A candidate must contribute to the welfare of others in school and community organizations.

Two points are given for each service area, up to a maximum of five areas and ten points. A student must have two service areas to apply for membership. Candidates will have a list to determine their areas of involvement. Students will have to describe their areas of service and have a sponsor signature to verify the service.

LEADERSHIP - Candidates must show responsibility for others in some capacity to qualify.

As with service, a list will be available to determine each candidate's involvement. Two points will be given for every leadership area up to a maximum of ten. Students will have to describe their area(s) of leadership and have a sponsor signature to verify the leadership.

CHARACTER – A candidate must demonstrate the highest standards of honesty, reliability, cooperation, integrity, and concern for others.

Each candidate will choose eight (8) *teachers for the character reference. The four current school year core subject teachers (Math, Science, English, and History) plus four other teachers they have had since ninth grade are eligible for consideration. A Technology Center student eligible for membership must have their core shop teacher as a reference.

*Administrators, school counselors, nurse, coaches, and secretaries are not eligible to be character references.

STUDENT SELECTION -

A. A minimum of sixty-three (63) points is needed for a candidate to qualify in scholarship. Points are obtained as follows:

3.5 = 70 x .9 = 63

Points will be rounded to the nearest tenth.

B. Any student who meets the scholarship requirement must also receive at least four points in the area of service and two points in the area of leadership.

C. In the area of character, a candidate must have an average of thirty-five (35) points from the eight teachers rating him/her.

The candidate will provide the NHS committee with a check-off list of teachers' names to which they have given the character reference forms to verify that core teachers are included.

D. A maximum number of points may be earned in each area. Quotas are as follows:

		Minimum	
Scholarship	70	63	
Service	10	4	
Leadership	10	2	
Character	10	7	(35 average)
TOTAL	100	76	

E. A minimum of seventy-six (76) points is required for a candidate to meet the qualifications for induction into the Shanksville-Stonycreek National Honor Society.

F. Once a candidate receives seventy-six (76) or more total points, the **Faculty Council** takes a majority vote to determine the **final inductees**.

G. No candidate will be inducted into the NHS under probation.

A selection committee, made up of five teachers from the school, will meet to determine which students obtained the qualifying number of points and to assist in other concerns for the Society.

The membership requirements will be reviewed every two years by the Faculty Council.

Shanksville-Stonycreek NHS Candidate Form

Character

Student Name_____

A student with character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the student of character does the following:

Teachers: Please rate each student on a scale of zero (LOW) through five (HIGH). Zero (0)-they do NOT demonstrate the quality. Five (5)-they demonstrate the quality.

1. _____Takes criticism willingly and accepts recommendations graciously.

2. _____Consistently exemplifies desirable qualities of behaviors (cheerfulness, friendliness, poise, and stability)

3. _____Upholds principles of morality and ethics.

4. _____Cooperates by complying with school regulations concerning property, programs, office, halls, etc.

5. _____Demonstrates the highest standards of honesty and reliability.

6. _____Regularly shows courtesy, concern, and respect for others.

7. _____Observes instructions and rules, is punctual and faithful, both inside and outside the classroom.

8. _____Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.

9. _____Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing willingness to profit by the mistakes of others.

10. _____Actively helps rid the school of bad influences or environments.

Service Areas for National Honor Society Candidates

The sponsor for each service area must sign beside that organization's name to verify a student's participation. A student must have at least five (5) hours of service in each area they are involved with. Students must have two (2) areas of service.

Please include a description of your service.

Organizations	**Sponsor's Signature**
Hospital Volunteer	_____
Volunteer Fireperson	_____
Teacher's Aide	_____
4-H Club	_____

Church Group _____
Community Service _____
Other(s)-Activities outside of school over the past year:

_____ _____

_____ _____

_____ _____

Leadership Area for National Honor Society Candidates

The sponsor for each leadership area must sign beside that organization's name to verify a student's leadership role. Candidates must show responsibility for others.

Organizations	**Sponsor's Signature**
Class Officer	_____
Student Council	_____
Team Captain	_____
Cheerleader Captain	_____
Boy Scouts	_____
Girl Scouts	_____
Club Officer	_____
Band Officer	_____
Chorus Officer	_____
4-H Leader	_____
Other(s) - Please list:	
_____	_____
_____	_____
_____	_____

ATHLETICS

- Accident Insurance
- Athletic Attendance
- Athletic Attendance-Tardiness After Event
- Athletic Awards and Specific Requirements
- Athletic Department Guidelines
- Athletic Eligibility
- Athletic Physicals
- Athletic Rule
- ***Athletic Transportation***
- Athletic Trips
- Drug/Alcohol Policy
- Concussion Management Plan
- Solicitations
- Steroid Policy

ATHLETICS

The athletic department is the direct responsibility of the secondary principal. The school's athletic director is responsible for carrying out and directing all rules and regulations of the PIAA and Shanksville-Stonycreek School policy. Coaches are responsible for understanding, conveying, and enforcing all rules and regulations.

Student athletes are only permitted to participate in one sport per season, including co-op sports.

**Any student purchasing a ticket to an athletic event will not be permitted to re-enter the building once leaving the event. **

Accident Insurance

Accident insurance is available for purchase by students and teachers. All insurance is on a voluntary basis, **unless students participate in interscholastic sports. All athletes are required by our school to have protection.**

Athletic Attendance

Students must be present at least ½ day to be eligible to participate in an activity that day, even though they may have obtained ***an excuse from a licensed medical professional.*** Students who are absent must turn in an ***excuse from a licensed medical professional or a lawful excuse*** to the main office or they WILL NOT BE ELIGIBLE to participate in the next scheduled contest or practice.

In order for a student athlete to participate in a scheduled contest or practice they must be in attendance for a minimum of ½ of a school day (3.5 hours) according to the following timeline:

- Must Arrive Prior to 11:30 a.m. for an a.m. absence
- May Leave After 11:30 a.m. for a p.m. absence

*These times have been established to allow flexibility in scheduling medical appointments and enable the athlete to participate. We strongly encourage ***medical appointments*** to be scheduled after school hours**.**

- Students visiting a post-secondary program (college/military/technical school) or are participating in a school approved academic activity are considered present and eligible to participate. Students must obtain an authorized signature on official letterhead and return to the high school office for the day to be considered excused.

The intent of this policy and others like it is to discourage and prevent students from taking advantage of their role as an athlete. It is **NOT** the intent to damage the athletic program or punish the coaches.

Athletic - Tardiness After Event

Students are prohibited from participating in the next scheduled contest when the student is late for school the day after participating in an athletic event unless advance notice is given to the high school office by 8:10 a.m. and ***an excuse from a licensed medical professional or a lawful excuse is provided upon returning to school.*** Students late following a second event would be banned from two events; three violations - three events, etc. If an emergency exists or extenuating circumstances would prevent a student from being on time to school the next day following an athletic event, the principal shall review the case and make a ruling.

If a student is late the day after an event due to a pre-scheduled appointment, advance notice must be given to the high school office at least one day prior to the appointment. If the student does not provide a ***an excuse from a licensed medical professional,*** the student will not be able to participate in the next scheduled event.

The time for arriving late will be as follows:

- The athlete will be determined as being late if he/she arrives at school and checks into the high school office after 8:10 a.m. as determined by the clock in the high school office. The athlete must check in with the high school office prior to entering any other part of the building so as to eliminate any confusion over arrival time.

If a student is absent the entire day after an athletic event, they must present an ***excuse from a licensed medical professional or a lawful excuse to the main office the following morning. Failure to present a medical or ***lawful excuse*** may result in the student being ineligible to participate in the next contest.
****If a student is banned from participation because he/she arrived late the morning after an event, the student may not be excused early to travel with the team as in the case of golf, tennis, softball, baseball, junior high basketball, etc.
*****All other tardiness rules, procedures and consequences will be enforced as outlined in the Blue and Gold Handbook. (See Attendance)

Athletic Awards

To receive an award, an athlete must meet PIAA standards, school standards scholarships, and faithfully follow training rules and regulations.

- Clyde O. Long Award – The criteria for this award has been created by the family of Clyde O. Long in cooperation with the Shanksville-Stonycreek School Administrators. The criteria may be found in the Shanksville Athletic Manual and Main Office.

Athletic Department Guidelines

The Athletic Department of the Shanksville-Stonycreek High School, in conjunction with members of the School Board and District Administrators, have developed the following guidelines that pertain to all sports.

1. Each coach will conduct a mandatory parent meeting, prior to the first game of the season. All parents and/or guardians should plan to attend this meeting.
2. Athletes are required to complete a minimum of 5 days of conditioning prior to the season. The five days can include pre-season camp or scheduled practices (either an in-season sport or a concurrent-season sport). For every missed day of conditioning, the athlete will sit one regular season game until the 5 days of conditioning are completed.
3. The Athletic Director and administrators will not discuss with parents an athlete's playing time or who plays.
4. **Parents or family members shall not approach a coach before, during, or after a game. Parents should call the coach for an appointment to discuss issues or concerns.**

Athletic Eligibility

Student athletic eligibility will be reported weekly by his/her teacher(s). Any student athlete found to be ineligible in a full-credit subject will not be able to participate in interscholastic athletics for the next week in which his/her athletic activity is scheduled and will remain ineligible until he/she is passing all full-credit subjects. Ineligibility will be determined every Friday at 1:00 p.m. There needs to be a minimum of 3 grades entered in the grade book to be deemed ineligible. Therefore, athletes are ineligible to participate in contests from Monday through Sunday. (See page 11 for grading scale) Blended Opportunities (SSSD Cyber Program) students will follow the same eligibility guidelines. Ignite/blended will report grades weekly, the same as regular education teachers.

INELIGIBILTY CYCLE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1:00pm Designated Ineligible	Eligible to participate
Eligible to participate	INELIGIBLE	INELIGIBLE	INELIGIBLE	INELIGIBLE	INELIGIBLE	INELIGIBLE
INELIGIBLE	Eligible If grades improve					

Any student athlete who fails one or more full credit subjects during the previous marking period will be declared ineligible for a period of twenty (20) school days following the grading period. The twenty (20) days of ineligibility will begin on the first day of the new nine weeks of the following grading period. If an incomplete grade from a previous marking period becomes a failing grade, the student athlete will be declared ineligible immediately and will remain ineligible for a period of twenty (20) school days following the grading period.
While ineligible, a student...

1. Is encouraged to complete academic remediation during the first hour of each practice under the supervision of the coach(es).
2. May practice with the team.
3. May attend the game but is not permitted to attend in uniform.
4. May not be excused early to travel with the team to an athletic event.

When a student drops a class, it does not affect the student's eligibility.

Athletic Physicals
Student athletes must pay for physical examinations required for participation in athletics and other extracurricular activities.

Required Athletic Forms/Documentation
In the interest of safety to all student athletes, the PIAA requires all participants to complete necessary paperwork. Deadlines will be issued in advance and must be followed to avoid penalty. Required forms may include, but are not limited to: physicals, impact concussion testing, emergency contact information, health insurance and other district documentation. All deadlines will be provided to students through the daily bulletin (which is posted on the school website at www.sssd.com), daily announcements, and team meetings.

- Penalty – For each day required paperwork is turned in late, one (1) day of practice will be missed. If paperwork is two (2) days late, two (2) days of practice will be missed, etc.

Athletic Rules
Copies of all rules and regulations and the athletic manual are on file in the Athletic Director's office.

Athletic Practice Transportation/Early-Out Competition Day Transportation
Currently the Shanksville-Stonycreek School District has cooperative athletic agreements with the Berlin Brothersvalley and Shade-Central City School Districts. SSSD will make every effort to provide transportation for early-dismissal competition days as well as Monday – Friday after school (3:30pm) practices to both Districts.

Early-out Competition Transportation
SSSD has vans available, most of the time, to transport students on the early-out competition days to both schools. Early-out athletic dismissal times and van availability will be posted on the district website by 4:00 pm the Friday before the scheduled competitions. The schedule can be accessed by going to www.sssd.com, Click on the "Athletics" tab and then click on "Weekly Sports Departures" in the drop-down menu. Early-out athletic dismissal times will also be posted on the daily high school bulletin (which is also posted on the SSSD website), and parents/guardians of student athletes are encouraged to check the bulletin.

After School Practice Transportation
SSSD has District approved van drivers to transport athletes to Berlin and Shade for Monday-Friday after school (3:30pm) practices (Shanksville to Berlin/Shade ONLY – no return trip). The after-school practice van schedule will be posted on the district website by 4:00 pm the Friday before the scheduled practices. The schedule can be accessed by going to www.sssd.com, Click on the "Athletics" tab and then click on "Athletic Practice Van Schedule" in the drop-down menu.

Times are subject to change and there may be days that this service is not available. Please contact the Transportation Coordinator, at 814-267-4649, Ext. 235, should you have any questions.

Athletic Trips
Coaches, advisors, directors, and teachers taking any group, team, squad, etc. on bus trips **must devote their full attention to their charges.** Additionally, the spouse, children and/or friend(s) of these leaders are not to be included on the bus trips as neither school nor leader can accept the potential liability that could arise in the event of an accident during any such trip.

Players, managers, cheerleaders, etc. must ride the bus to and from their respective events. At the discretion of the coach, students may ride home with their parents by following the proper sign-out procedures.

Managers
Criteria for team managers are outlined in the Shanksville Athletic Manual.

Drug/Alcohol Policy
The use or possession of alcohol or any illegal or illicit drug on school property or on the way to or from school is prohibited. The complete drug policy is on file at the District's main office (see also "Steroid Policy").

Steroid Policy
The Shanksville-Stonycreek School District prohibits the use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletics. Body building, muscle enhancement, increasing muscle bulk, or strength or the enhancement of athletic ability is not a valid medical purpose. HUMAN GROWTH HORMONE (HGH) SHALL NOT BE INCLUDED AS AN ANABOLIC

STEROID. The complete steroid policy is on file at the District's main office. (see also "Drug & Alcohol Policy")

Equipment Backpack/Duffle Bags

Any equipment backpacks/duffle bags containing large items, such as baseball bats, etc. are not permitted in the classrooms and hallways. Upon enter the building, said items must be stored in their respective school office (elementary of high school) or locker room.

Concussion Management Plan

All student athletes are REQUIRED to complete a baseline neuro-cognitive test (SportGait) prior to participation in any athletic activity.

- ***Baseline testing will be conducted yearly in grades 6 through 11.***
- ***SportGait testing will be scheduled on a date established by the school district.***
- ***New athletes to the district must be tested PRIOR to participation in athletic activity.***

Any student athlete suspected of sustaining a concussion during a practice or competition MUST be evaluated and cleared by a licensed physician (MD/DO) who is sufficiently familiar with current concussion management in a non-emergent setting.

- ***Once the student athlete has exhibited signs or symptoms of a concussion/traumatic brain injury, he/she must be removed from participation.***
- ***Emergency medical treatment should be pursued if there is a deterioration of symptoms associated with the injury. Parents are encouraged to seek medical attention if there is an immediate concern for the health and well-being of their child.***
- ***All appropriate school officials should be notified of the event, including the Licensed Athletic Trainer, school nurse, athletic director, building administrator, coaches, school counselor, and all of the students' teachers.***
- ***School officials must contact the student athlete's parent/guardian to inform them of the suspected sports-related concussion or head injury.***
- ***It is recommended that SportGait testing be performed as soon as possible after the initial injury. Appointments can be made with the Licensed Athletic Trainer or school nurse.***
- ***An athlete should never be allowed to resume physical activity following a concussion until he or she is symptom free and is cleared by an appropriate health care professional.***
- ***Once the athlete no longer has signs, symptoms, or behaviors of a concussion, and is CLEARED to return to activity, he or she should proceed with a progressive physical activity program.***
- ***The student athlete is encouraged to complete a gradual Return to Participation (RTP) program with the Licensed Athletic Trainer that will sign off on the 5 Step Return to Participation form before they can return to full participation.***
- ***Student athletes should contact the Licensed Athletic Trainer DAILY, unless otherwise specified.***
- ***The Licensed Athletic Trainer can assist with appointments for evaluation and clearance.***

Solicitations

According to School Board policy, pupils are not to sell or advertise anything of any kind within the school or on school grounds unless it is something sponsored by the school and approved by the administration. Also, nothing is to be sold out in the community sponsored by an athletic group, club, or organization unless the administration has approved it. All athletic groups, clubs, and organizations of the school must complete a fundraiser request form and submit it to the high school office for approval by the administration.

EXTRACURRICULAR ACTIVITIES

- Drug Policy
- Extracurricular Attendance
- Extracurricular Attendance-Tardiness After Event
- Extracurricular Eligibility
- Extracurricular Trips

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are overseen by the principal. The advisors are assigned to each activity and are responsible for carrying out and directing all rules and regulations applying to that activity according to Shanksville-Stonycreek school policy. Advisors are responsible for understanding, conveying, and enforcing all rules and responsibilities.

**Any student purchasing a ticket to an extracurricular event will not be permitted to re-enter the building once leaving the event. **

Drug/Alcohol Policy

The use or possession of alcohol or any illegal or illicit drug on school property or on the way to or from school is prohibited. The complete drug policy is on file at the District's main office.

Extracurricular Attendance

Students must be present at least ½ day to be eligible to participate in an activity that day, even though they may have obtained ***an excuse from a licensed medical professional.*** Students who are absent must turn in an ***excuse from a licensed medical professional or a lawful excuse*** to the main office or they WILL NOT BE ELIGIBLE to participate in the next scheduled contest or practice.

In order for a student to participate in a scheduled event or practice they must be in attendance for a minimum of ½ of a school day (3.5 hours) according to the following timeline:

- Must Arrive Prior to 11:30 a.m. for an a.m. absence
- May Leave After 11:30 a.m. for a p.m. absence

*These times have been established to allow flexibility in scheduling medical appointments and enable the athlete to participate. We strongly encourage ***medical appointments*** to be scheduled after school hours.

- Students visiting a post-secondary program (college/military/technical school) or are participating in a school approved academic activity are considered present and eligible to participate. Students must obtain an authorized signature on official letterhead and return to the high school office for the day to be considered excused.

The intent of this policy and others like it is to discourage and prevent students from taking advantage of their role as an athlete. It is **NOT** the intent to damage the athletic program or punish the coaches.

Extracurricular - Tardiness After Event

Students are prohibited from participating in the next scheduled contest when the student is late for school the day after participating in an extracurricular event unless advance notice is given to the high school office by 8:10 a.m. and ***an excuse from a licensed medical professional or a lawful excuse is provided upon returning to school.*** Students late following a second event would be banned from two events; three violations - three events, etc. If an emergency exists or extenuating circumstances would prevent a student from being on time to school the next day following an athletic event, the principal shall review the case and make a ruling.

If a student is late the day after an event due to a pre-scheduled appointment, advance notice must be given to the high school office at least one day prior to the appointment. If the student does not provide ***an excuse from a licensed medical professional,*** the student will not be able to participate in the next scheduled event.

The time for arriving late will be as follows:

- The student will be determined as being late if he/she arrives at school and checks into the high school office after 8:10 a.m. as determined by the clock in the high school office. The student must check in with the high school office prior to entering any other part of the building so as to eliminate any confusion over arrival time.

If a student is absent the entire day after an extracurricular event, they must present an ***excuse from a licensed medical professional or a lawful excuse to the main office the following morning. Failure to present a medical or ***lawful excuse*** may result in the student being ineligible to participate in the next scheduled event.

****If a student is banned from participation because he/she arrived late the morning after an event, the student may not be excused early to travel to the event with their organization.
*****All other tardiness rules, procedures and consequences will be enforced as outlined in the Blue and Gold Handbook. (See Attendance)

Extracurricular Eligibility

Student eligibility will be reported weekly by his/her teacher(s). Any student found to be failing one or more full-credit subjects will be declared ineligible for participation in their extracurricular organization for the next week in which his/her activity is scheduled and will remain ineligible until he/she is passing all full-credit subjects. Ineligibility will be determined every Friday at 1:00 p.m. There needs to be a minimum of 3 grades entered in the grade book to be deemed ineligible. Therefore, athletes are ineligible to participate in contests from Monday through Sunday. (See page 11 for grading scale) Blended Opportunities (SSSD Cyber Program) students will follow the same eligibility guidelines. Ignite will report grades weekly, the same as regular education teachers.

INELIGIBILTY CYCLE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1:00pm Designated Ineligible	Eligible to participate
Eligible to participate	INELIGIBLE	INELIGIBLE	INELIGIBLE	INELIGIBLE	INELIGIBLE	INELIGIBLE
INELIGIBLE	Eligible If grades improve					

Any student participant who fails one or more full credit subjects during the previous marking period will be declared ineligible for a period of twenty (20) school days following the grading period. If an incomplete grade from a previous marking period becomes a failing grade, the student participant will be declared ineligible immediately and will remain ineligible for a period of twenty (20) school days following the grading period.

While ineligible, a student...

1. may participate with practices, but not competitive events.
2. may **not** be excused early to travel with the organization to the event.

When a student drops a class, it does not affect the student's eligibility.

Extracurricular Trips

Coaches, advisors, directors, and teachers taking any group, team, squad, etc. on bus trips **must devote their full attention to their charges.** Additionally, the spouse, children and/or friend(s) of these leaders are not to be included on the bus trips as neither school nor leader can accept the potential liability that could arise in the event of an accident during any such trip.

All participants involved in the extracurricular activity must ride the bus to and from their respective events. At the discretion of the coach/advisor, students may ride home with their parents by following the proper sign-out procedures.

LETTERING CRITERIA

- Specific Lettering Requirements
  - Athletic Awards
  - Band and Chorus
  - Cheerleading
  - Forensics
  - International Thespian Society
  - National Honor Society

Specific Requirements for Athletic Awards

Students will earn an athletic letter when the following criteria are met in each respective sport:

- Basketball-participation in a minimum of 50% of the quarters of the varsity schedule (regular season).
- Baseball/Softball-participation in a minimum of 50% of the innings of the varsity schedule, or 37.5% in the case of pitchers (regular season).
- Volleyball-participation in half (50%) of the games of the varsity schedule (regular season).
- Tennis-participation in half (50%) of the scheduled matches (regular season).
- Golf-participation in half (50%) of the scheduled matches (regular season).
- Rifle-athlete must shoot 50% of regular season matches AND have a season average of 225 (75%) or higher. If the athlete earns an Expert or Distinguished Expert rank during the season it is an automatic letter.

Specific Requirements for Band

- Students will receive points for parades, concert performances, dress rehearsals, and lessons taken. They begin accumulating points in 9th grade and letter once they reach the required 2000 points. Failure to participate in many of the activities will inhibit students' ability to letter. Also, students who achieve district level status at festivals at the district level or higher will automatically letter for that year.

Specific Requirements for Chorus

- Students will receive one rank insignia for every year (grades 9, 10, 11, 12) they participate in chorus.
- Participation is defined as being present at all concerts and extra rehearsals.
- Students will be eligible to letter after they earn two rank insignia or participate in a chorus festival at the district level or higher.

Specific Requirements for Cheerleading

- Students must have earned at least 150 points for the year in the areas of attendance, appearance, and sportsmanship to earn a letter. The maximum number of points is 200.

Specific Requirements for Drama Club

- Students must have earned at least 8 points to be eligible for a letter. Points are earned based on the following point system: 4–lead role, 3-supporting cast member or active crew member, and 1-committee work or money collector.

Specific Requirements for Forensics

- Students will letter after earning at least one ribbon in a regular season meet.
- Students will letter after competing at the State and/or National level.
- Students will letter after participating in 12 regular season meets.

Specific Requirements for National Honor Society

- First year students will receive a pin and certificate.
- Second year students will receive an NHS insignia patch and letter.
- Third year students will receive congratulations for their years of membership and a bar.

In extenuating situations, the above-mentioned criteria for the granting of awards may be waived or adjusted with the approval of the coach or advisor, the athletic director, (if pertinent), and the principal.

ATTENDANCE

- Attendance Policy
  - General Regulations
  - Senior End Of Year Attendance
  - Chronic Absences
  - Unlawful or Unexcused Absences
  - Attendance Quick Reference
  - Tardiness in the Elementary, Grades K-5
  - Tardiness in the Secondary, Grades 6-12
  - Admits/Passport
  - Chronic Tardiness
  - Early and End of Day Excusal
- College Attendance Policy
- College Visits
- Job Shadowing
- Educational Travel/Family Trips
- ***Virtual Day Attendance***
- Emancipated Minor
  - Admission to Public School
  - Minor Enrollment Procedure
- Religious Instruction – Notice on Released Time
- Withdraw from School

ATTENDANCE POLICY

NOTE: Information in the attendance section of the Blue & Gold serves as a guideline only. SSSD reserves the right to follow the most recent attendance policies if changes occur throughout the school term.

General Regulations

The compulsory school age in Pennsylvania has recently changed. These changes went into effect beginning in the 2020-2021 school year. All students will be required to attend school no later than age 6 and until age 18 or graduation, whichever comes sooner.

LEGAL/LAWFUL EXCUSE DEFINED

Pennsylvania law broadly defines absences as excused when a student is prevented from attendance (please read the below of reasonable causes of absence). It is the responsibility of the student's parent(s)/guardian(s) to provide accurate information for each excuse of absence. Such as: time, date and reason for absence. Each written excuse for a parent(s)/guardian(s) and medical excuse is a legal document that can be used in the court of law in the event of a truancy hearing.

Students absent from school are required to bring a written excuse, signed by the parent, upon returning to school. This excuse is to be presented to the homeroom teacher. (It is no longer acceptable to say that a student was absent due to sickness. State law requires that the sickness be specified, i.e., upset stomach or sore throat.) Homeroom teachers route all excuses to the attendance office; it is here the legality of each absence is determined.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Professional health care or therapy services
3. Quarantine
4. Recovery from accident
5. Required court attendance
6. Death in family
7. Family education trips (See Educational Travel/Family Trips Section)
8. Educational tours and trips

Examples of common unexcused absences may include but not limited to:
"senior skip", driver's test, applying for passport, sleeping in, hunting, etc.

If an excuse from home is not presented at the office within three days after the absence occurs, an unexcused or illegal absence will be issued, depending upon the age of the student.

Students in the secondary can only receive a maximum of 50% towards their grade for any missed assignments due to an unexcused absence. The 50% can only be awarded if the missed assignment is completed.

Blended Opportunities attendance is monitored and reported weekly to the Counselor's Office by Ignite.

SENIOR END OF YEAR ATTENDANCE

Any senior student who is illegally absent the last 30 days of school will not receive his/her diploma until the illegal absences are made up following graduation.

SENIOR GRADUATION REHEARSALS

At SSSD our graduation ceremonies are extremely important as we celebrate our student's accomplishments. In accordance with our high standards and expectations for our students we provide a formal graduation ceremony to the community to honor the occasion. For these reasons we have strict attendance policies on rehearsal days. Detailed guidelines will be sent home to each senior class member prior to commencement.

- Attendance for rehearsal days are MANDATORY and counted as a day of state mandated attendance
- End of year senior activities such as: Senior Trip or Senior Day are also considered state mandated days of attendance.
- Under no circumstances should any student make alternate commitments on these days. Such as: schedule work, job interviews, etc.
- Extended School Year – In the event the school calendar is extended due to inclement weather exceptions may have to be in attendance for rehearsals based on individual circumstances. In the event of a conflict may be foreseen students must submit a request in writing to the principal one week prior to the commencement date. Requests may or may not be granted and will be considered on a case by case basis.

Free Education and Attendance

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

B. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibility as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

Chronic Absences

1. If for some reason excuses for absences are not turned in immediately upon a student's return to school, a grace period of three school days will be granted. If the excuses for absence have not been returned by the end of school of the third day, those days of absence will be marked as unexcused or unlawful. Restricted extension may be granted to the three-day grace period when human error, irresponsibility of elementary children or peculiar circumstances cause difficult communications between the school and the parent or guardian. The school shall exercise the right to penalize (as stated above) those who chronically fail to comply with, or those who show irresponsibility to abide by, the three day grace period ruling.
2. A maximum of ten (10) days of cumulative lawful absences (including physician excuses) may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. Parental excuses will

not be considered lawful/excused after ten (10) cumulative absences, however a parental excuse will be required for our records.

3. When a student misses more than three consecutive days of absence, a physician's statement is required for the illness to be excusable.

Unlawful or Unexcused Absences

The Shanksville-Stonycreek School District recognizes all provisions of Act 29 of Special Session 1 of 1995 with regard to truancy.

1. When a student accumulates three days of unlawful absences, a first official unlawful absence notice will be delivered by mail or in person by the principal or his/her designee.
2. If a student accumulates three additional days (consecutive/non-consecutive), of unlawful absences following the first notice, a second notice will be delivered by certified mail.
3. Upon accumulation of the seventh day of unlawful absence, a notice is filed with the District Justice for issuance of a summons and hearing.
4. If a student is unlawfully absent a single session following the parents' arrest and conviction of violating the compulsory attendance law, prosecution may be instituted again without a second written notice.
5. A student in the category of under fifteen years of age and who fails to comply with the provisions of the Act, or who is habitually truant from school without justification, commits a summary offense, and shall upon conviction be sentenced to pay a fine not exceeding $300 or be assigned to an adjudication alternative program pursuant to 42 PACS 1520.
6. A student in the category of fifteen years of age or older who is convicted of a summary offense relating to habitual truancy, is subject to a 90 day suspension of his/her operating privileges by the Department of Transportation. A second conviction will require a six-month suspension period.
7. When a student in the category of seventeen years of age or older accumulates three days of unexcused absence, the first official notice of unexcused absence will be delivered by certified mail.
8. When a student in the category of seventeen years of age or older accumulates six days of unexcused absence, the second notice of unexcused absence will be delivered by certified mail. In this letter the parents will be informed that if their child misses one more day for an unexcused reason, it may be necessary to drop the student from our class rolls. Section 1343 of Act 29 grants state, municipal, port authority, transit authority, housing authority, and school police with the same arrest powers as attendance officers and home and school visitors, with regard to the arrest or apprehension of a child who fails to attend school in compliance with the provisions of the Act. (Effective 1/16/96)

Attendance Quick Reference

Students may miss a maximum of ten (10) days of cumulative lawful absences (including physician excuses) during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. Parental excuses will not be considered lawful/excused after ten (10) cumulative absences, however a parental excuse will be required for our records.

3 days unlawful	Notification mailed home
6 days unlawful	Notification sent home certified mail and Student Attendance Improvement Conference (SAIC) will be scheduled
7 days unlawful	Citation filed with District Magistrate
11+ days cumulative	Physicians excuse Required – Parental excuses will be considered unlawful

NOTE:

- Students who arrive **before 9:45 a.m**. are marked as being **"tardy".**
- Students who arrive **after 9:45 a.m**. are marked as being **"a.m. absent".**
- Students who leave school **after 1:30 p.m.** are marked as "early dismissal".
- Students who leave school **before 1:30 p.m**. are marked as being **"p.m. absent".**
- Students who miss 3.5 or more hours of school will be marked as being absent for a full day.
- A two hour window will be granted to individuals, with a doctor's note only, with no penalty.

Tardiness in the Elementary, Grades K-5

Every student should be in his/her classroom before the tardy bell rings.

Tardiness in the Secondary, Grades 6-12

HOMEROOM PERIOD IS 8:10a.m. – 8:12 a.m. ANY STUDENT REPORTING TO HOMEROOM AFTER 8:10 a.m. IS CONSIDERED TARDY AND A LATE SLIP WILL BE ISSUED.

- ✓ After a student accumulates five (5) tardy notices and/or late slips the student will receive one (1) lunch detention;
- ✓ Upon receiving seven (7) tardy notices and/or late slips the student will receive a one (1) day after school detention.
- ✓ If the student accumulates a total of ten (10) tardy notices, she/he will be assigned a one (1) day in-school suspension and his/her parents will be notified by the principal.
- ✓ Once a student accumulates thirteen (13) tardies, a mandatory parent meeting will be held to address the issue and the student will be assigned a three (3) day in-school suspension with loss of privileges.

Admits/Passport

If a middle-senior high school student is late for a class, he/she shall have his/her Hallway Passport signed by the teacher or staff member detaining him/her. If the student was not held up by a staff member and has no excuse, he/she will receive a class tardy from the teacher. A series of late offenses will result in disciplinary action of an appropriate nature. (See "Tardiness")

CHRONIC TARDINESS

School time missed due to chronic tardiness to school without a written legal excuse will be accumulated and converted to an equivalent number of days of unexcused absence. A day of class for the full day kindergarten, elementary, and high school consists of 6 hours and 02 minutes of instructional time. Upon the approval of the administration, a citation may be issued to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance through their children's chronic, unexcused tardiness to school.

Early and End of Day Excusal

If it is necessary that a student needs to leave school during the school day, he/she must have the permission of a parent or guardian and approval from the principal. The student should bring a properly signed request stating the specific reason for the request, the destination, and the time to leave. This request is to be submitted to the office on the morning before the student expects to have to leave. Each such request will be made on an individual basis. In no instance will approval be automatic and such an assumption should never be made by either the student or the parent or guardian.

When possible, please schedule dental and doctor appointments after school hours.

Parents/guardians, or authorized individuals, are the only people allowed to pick up a child from school and school grounds. If this need occurs, and your child/children are in the elementary, we ask that you send a note to the office in the morning alerting school personnel to the fact that you will be in at 3:00 p.m. to pick up your son or daughter. If a parent or guardian is not able to pick up their child/children, a written and signed note from a parent/guardian giving permission for an authorized individual to pick up their child/children must be turned into the office for approval from the principal. The elementary office will notify the classroom teacher and your child will be sent to the pick-up area just prior to dismissal. At the end of the day, elementary parents/guardians, or authorized individuals must pick-up their child at the playground entrance doors. Before a child is released to his or her parent/guardian, or authorized individual in the pick-up area, the parent/guardian, or authorized individual, may be required to show ID. If we are not aware of your plans for pick up, your child will be taken out to the buses and will be expected to board.

If, in a rare situation, you must pick your child up at the last minute and did not send a note to the office that morning, please come into the office in person a few minutes prior to dismissal and we will help you make that important connection with your child.

At dismissal, all elementary students must board a bus, walk home, or be released to an approved adult. No elementary student will be allowed to wait in the school or outside of the school without adult supervision.

College Attendance Policy

While the Shanksville-Stonycreek Board of Directors endorses the attendance of college classes by juniors and seniors, the following guidelines must be met by those who participate:

1. Only those students that have a cumulative GPA of 3.0 will be permitted to attend college classes.
2. Students permitted to attend classes during a regular school day must arrange their schedules with the School Counselor's Office to be absent either for the entire morning and check in at the office at least before seventh period in order to attend classes in the afternoon at Shanksville or attend regular classes in the morning at Shanksville until at least the end of fourth period and check out of the office in order to attend college classes in the afternoon. It is important to note that students will not be permitted to check out and back in during a school day in order to attend a college class.
3. Once registration for either morning or afternoon classes has been confirmed by the School Counselor's Office, students are not required to attend Shanksville School during those morning or afternoon time periods for the entire semester.
4. Students with IEP's could be exempted from meeting these guidelines with the approval of the IEP team.

College Visits

Students in ***grades eleven (11) and twelve(12)*** are permitted to have three (3) excused absences for college visits per school year. **The visits must be approved by the school counselor or principal and a parental permission form must be completed and returned to the high school office before the day of the visit.** In addition, a college official must be able to verify that the student visited the college on that particular date. Therefore, students must obtain a copy of a college official's signature (such as an admission officer) on college letterhead. Students must return this letter to the high school office secretary for the day to be considered an excused absence.

Job Shadowing

Any student in grades **eleven (**11) or **twelve (**12) that participates in a job shadowing program may be granted an excused absence with prior approval. Students are required to meet with the school counselor to review the criteria and to make arrangements to participate in the job shadowing program. *A permission card needs obtained from the high school office and turned in, with parent signature, prior to the scheduled date.*

*NOTE: Job Shadowing is also a requirement of the graduation project and the criteria may be different. Review the graduation project requirements on our website.

Educational Travel/Family Trips

The Shanksville-Stonycreek School District recognizes that occasionally students may have an opportunity to participate in a trip or educational experience outside of the regular school day. This policy establishes procedures to be followed by parents when requesting approval for such an experience and criteria to be used by the administration in acting on these requests.

Pupils will be permitted to take an educational trip and/or participate in educational activities in accordance with District procedures. A trip may be considered an educational experience if it broadens the student's understanding of social, cultural, or geographic values and concepts. An educational activity will permit educational experiences for the child that provide enrichment, placement opportunities or acceleration in those areas identified within the school curriculum and/or encourage or reward individual achievement or special skills. The child must be an active participant in the event and provide documentation of his or her involvement upon returning to school.

Procedures

1. In order for a student absence resulting from a trip or activity to be classified as excused, a written request must be submitted to the appropriate office on the specified form by a parent or guardian **five (5) school days PRIOR to the planned trip.**
2. Missed assignments due to Educational Travel will be completed according to the following schedule:

4 days of absence or fewer	2 days to complete missed assignments
5 days of absence or greater	5 days to complete missed assignments

   NOTE: It is recommended that you contact your child's teacher prior to leaving for Educational Travel to gather and/or complete missed assignments in advance. By gathering work in advance it is our hope that you can eliminate undue stress on your child upon their return.
3. One request for an absence must be completed for each student.
4. A written report, submitted to the principal, is expected within five school days of the student's return regardless of the number of days absent. The principal reserves the right to reject the report if the work is sub-standard.
5. Approval of each request will be based on an evaluation of the following standards:
   a. Previous attendance records
   b. Previous requests
   c. Academic performance
   d. Anticipated educational value of the activity
6. Should parents elect to take children on trips not approved by the principal, all of the days missed will be marked as illegal days.

Limitations

1. No request will be accepted during the first five days or the final ten days of the school year.
2. No request will be accepted during PSSA/Keystone testing. ***Please contact the guidance office for specific testing dates.***
3. Certain, specific categories of trips will be considered unapproved. Examples include:
   a. Shopping
   b. Hunting and/or fishing
   c. Visits to relatives
   d. Gainful employment or the pursuit of gainful employment
   e. Work at home
   f. Weddings
   g. Trips not approved in advance

Discretion for approval or non-approval of any educational trip or activity rests with the principal.

THE SCHOOL DISTRICT MAY LIMIT THE NUMBER AND DURATION OF TRIPS OR TOURS FOR WHICH EXCUSED ABSENCES MAY BE GRANTED PUPILS DURING THE SCHOOL TERM. IT IS STRONGLY ENCOURAGED TO LIMIT STUDENT TRAVEL TO 10 DAYS MAXIMUM WITHIN A SCHOOL YEAR.

Virtual Day Attendance

Purpose:

This procedure outlines expectations for monitoring and enforcing student attendance during virtual or remote instruction. It ensures that all students have equitable access to education and that instructional time is maximized, whether learning occurs in person or online.

Definition of Virtual Attendance

A student is considered "virtually present" when they meet one or more of the following criteria during scheduled virtual instructional time:

- ***Log in to the assigned platform during scheduled class time (live or synchronous instruction).***
- ***Submit required assignments, assessments, or check-ins for the day (asynchronous instruction).***
- ***Engage in documented two-way communication with a teacher or staff member on the day of instruction.***

Expectations for Students

- ***Attend all scheduled live (synchronous) sessions unless excused.***
- ***Log into the virtual platform on time, with cameras on if required by the teacher.***
- ***Remain engaged and participate throughout the lesson.***
- ***Complete all assigned asynchronous work by the due date.***
- ***Maintain regular contact with teachers for questions, support, or updates.***

Expectations for Parents/Guardians

- ***Report excused absences and/or early dismissals through the school's designated procedure (e.g., emailing the office or submitting a written excuse).***
- ***Report technical/internet issues. A written parent note/excuse upon return to school.***

Attendance Procedures

- ***Teachers will take attendance for each virtual class period or daily check-in.***
- ***Absences must be reported within three (3) school days with a valid excuse (illness, family emergency, medical appointment, etc.).***
- ***Students who do not log in and do not complete assignments or communicate with the teacher will be marked absent.***

Excused vs. Unexcused Absences

- ***Excused Absences include: illness, medical appointments, family emergencies, religious observances, pre-approved educational trips, etc.***
- ***Unexcused Absences include: failing to log in without notification, oversleeping, technology misuse, or unverified absences.***

Make-Up Work

Students with excused absences are responsible for completing missed work within the same number of days they were absent. Teachers will provide reasonable accommodations and support as needed.

Technology and Accessibility

If students experience a technology failure (device or internet), parents/guardians must notify the school within 24 hours. The district will work to provide technical support or alternate arrangements. Lack of technology access is not considered a valid excuse if the district has provided resources.

Special Circumstances

Students with IEPs, 504 Plans, or other documented needs will receive individualized attendance and participation accommodations as required by their plans.

Emancipated Minor

Admission to Public School

According to the Pennsylvania School Code Section 1302, the Pennsylvania Code, Title 22, Chapter 11.11, a school age child is entitled to attend the public schools of the child's District of residence. If the child is an *emancipated minor*, the resident School District is the one in which the child is then living. As defined in this section, an *emancipated minor* is a person under 21 years of age who has chosen to establish a domicile apart from the continued control and support of parents or guardians.

In the absence of any clear and concise requirements for minors to declare themselves fully emancipated as defined within the Pennsylvania School Code Section 1302, the Shanksville-Stonycreek School District adopts the following policy pertaining to the enrollment of *"emancipated minors"*.

In accordance with the Pennsylvania Code Section 1302, and Pennsylvania Code, Title 22, Chapter 11.11 and with the Pennsylvania Department of Education's Basic Education Circular 24 P.S. 13-1301, an *"emancipated minor*" is entitled to attend the resident School District in which the child is then living. However, before the individual can attend the Shanksville-Stonycreek School District, the student must provide the District with documentation that supports the student's declared emancipated status as a financial support, residency verification, and record of domicile.

Minor Enrollment Procedure

When any student declaring himself or herself as an *"emancipated minor"* is presented for enrollment, the Shanksville-Stonycreek School District shall be provided with at least the following:

1. Documentation supporting the choice of the student to establish a domicile apart from the continued control and support of parents or guardians.
   - Financial support as to include employment history and current payroll information indicating student's ability to financially support his/her independent living status, and
   - Personal property information as to include automotive ownership and insurance policies indicating the student as the sole owner of the vehicle and person covered by the policy, and
   - Medical insurance coverage indicating the student as the person covered by the policy.
2. Proof of residency supporting the establishment of the student's domicile within the school District.
   - Rental or lease agreement identifying the student as the primary tenant.
3. Documentation recording the change of the student's established residency.
   - Pennsylvania Department of Transportation identification or driver's license, or
   - County Voter Registration Records.

Religious Instruction - Notice on Released Time

Section 1546 of the school code was amended by Act 175 of 1982 to permit release time for religious instruction for a total of 36 hours per school year.

According to the school code, in order for us to excuse students for religious instruction, a written request from the parent or guardian must be submitted to the school. This request must contain the following:

1. A description of the instruction received
2. Specific dates and hours when the child is to be absent
3. Each absence must be followed by a written statement that the child did in fact attend the instruction on the date and hour when such attendance took place.

Students are required to make up any work missed during their absence. However, additional work beyond what the other students were required to do should not be assigned. Schedules need not be rearranged to accommodate pupils released for religious instruction. The onus is on the student to keep up with what class work needs to be made up.

Withdrawal from School

Any student who finds it necessary to withdraw from school for any reason before the end of the school year must follow this procedure:

A. As soon as possible, the student should notify the school counselor's office of intent to withdraw. If transferring to another school, the student should provide the school counselor's office with the date on which he/she plans to leave and the name and address of the school that is to be attended.

B. On the last day of attendance, high school students should report to the office and secure a "Withdrawal Form." As the student proceeds to each class, he/she should turn in books and materials, satisfy all obligations, and secure each teacher's signature. At the close of the school day, the signed "Withdrawal Form" should be returned to the office.

C. Submission of records to other schools and employers is dependent upon satisfactory completion of the above procedure.

Somerset County Technology Center (SCTC) Attendance
Act 80 and In-Service Days

Somerset County Technology Center operates on their own calendar to accommodate the needs of all participating school districts. For this reason, the Shanksville-Stonycreek SCTC students are required to attend the Technology Center for a regular school during ACT 80 and In-Service days. They will attend during their regular hours and transportation will be provided between the Technology Center and the high school. Students will be responsible for their transportation to and from the high school. Regular bus routes will not be operating.

Delay/Cancellation Days

On days that school has been delayed due to inclement weather, SCTC students are not required to be present at Shanksville High School until 11:00 a.m., however, if transportation is not available they may attend at regular time and will remain at the Shanksville High School until their regular schedule begins. Students should check in at the high school office. If SSSD experiences a cancellation day due to inclement weather, they do not attend SCTC.

GENERAL INFORMATION

- Announcements
- Appointments with Staff
- Bookbags/Backpacks
- Care of School Property
  - Textbooks/Library Books
- Electronic Devices
  - Cameras/Cellular Telephones/Pagers
- Elementary Recess
- Elevator Use
- Field Trips
- Fire Drills
- Grievance Procedure
- Health Room
- Library
- Lunch
- School Accident Insurance
- School Closings and Early Dismissals
- Stolen Articles
- Student Automobile Parking
- Student Lockers
- Student Posters
- Telephone
- Work Permits

Announcements
Announcements must be submitted by 7:50 a.m. Announcements are posted on tv monitors throughout the building and on the school website.

Appointments with Staff
The administration and instructional staff exist to assist students. Students should contact teachers between 7:50 a.m. and 8:06 a.m. for appointments or from 3:00 to 3:20 p.m.

Parents who wish to confer with administration or instructional staff are urged to call the school for an appointment, in advance.

Bookbags/Backpacks
Carrying a bookbag or a backpack to school is a privilege. Any student who abuses the bookbag/backpack policy by bringing non-school related materials in his/her bookbag/backpack risks having the bookbag/backpack confiscated by a teacher or the administration. As well, the privilege of carrying the bookbag/backpack could be revoked. Bookbags must be clean, sanitary and worn on the shoulder. Rolling bookbags (with wheels) are not permitted. They are a tripping hazard in crowded hallways. Also, any backpacks/duffle bags containing large items, such as baseball bats, snowboards, skis, musical instruments, etc. are not permitted in the hallways. Upon entering the building, said items must be stored in the high school office or locker room.
*NOTE-although the use of bookbags are permitted, the district strongly discourages their use. There are health concerns about overweight/overloaded bookbags, which can be harmful to students as they are in their developmental growth years. Every student in grades 6-12 are assigned a locker where books and personal items may be stored. Ample time is given to all students between each class to access their locker.

Care of School Property
The building, grounds, equipment, textbooks, etc. are bought and maintained through school taxes paid for by the citizens of the District. Destruction of these items will result in students paying for damage. Respect of all property will be appreciated by all taxpayers.

Textbooks/Library Books
Lost or damaged textbooks and library books are the responsibility of the student. All textbooks are assigned at the beginning of the term and must be returned at the end of the year. Parents will be notified in writing any time a student loses his/her book. Restitution must be made within 30 days of parent/guardian notification for any lost or damaged textbook/library book. If restitution is not made within 30 days charges will be filed with the district magistrate. In case of extenuating circumstances, the principal should be contacted. The cost for lost or damaged textbooks will be as follows:

1. If the book is lost, the full cost of replacement will be charged.
2. If the book is damaged, the student may be required to pay for rebinding or other repairs; if necessary, full replacement cost may be imposed.

ELECTRONIC DEVICES
Personal Electronic Devices
We understand the role of technology in today's society and how convenient it has become. However, these guidelines exist to minimize disruption in the classroom and throughout the daily

routine of staff and students. Your cooperation in the use of electronic devices will help dictate future policies.

Students are not permitted to use **cameras,** cellular telephones, ipods, tablets, laptops, watches, ear buds, or any other personal handheld electronic devices in school unless pre-approved by a teacher for a project. **All such devices should be turned off at all times and kept out of view from others.** Parents are not permitted to contact student via text message or cell phone during school hours with the following exceptions:

- **K-8 students are not permitted any use of electronic devices or cell phones during the school day.**
- 9-12 students are permitted to use electronic devices or cell phones during lunch and between class periods only, under the guidelines of Policy #237.
- 9-12 students are not permitted to use electronic devices during any class period unless directed by the teacher for educational/curricular purposes only. In addition to core and elective classes students are not permitted to use personal electronic devices in classrooms such as study halls, labs, restrooms, gymnasium, independent study or any other facility area.

Parents: SSSD is adopting technology to stay current with education and industry demands. Please support our efforts by adhering to our policies and minimizing phone calls/texting during school hours.

RESPECT FOR THE EDUCATIONAL ENVIRONMENT

With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.

1. Cellular phones and other personal electronic devices shall be turned off and kept out of sight during instructional time.
2. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
3. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, media centers and testing centers and during fine arts performances unless directed by the teacher for educational/curricular purposes only.
4. Students will not be allowed to leave class in response to any electronic devices.
5. High school students may use cellular phones and other devices if used appropriately and respectfully before and after classes in common areas such as near lockers or the cafeteria or outside on school grounds. Elementary and middle school students are not permitted to use cellular phones and other electronic devices during the school day.
6. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

Elementary Recess

Teachers in the elementary school have developed some guidelines for going outside for recess during periods of inclement weather. Since flip-flops pose potential safety issues for students engaged in physical activity, students wearing flip-flops will not be permitted to participate in playground recess.

For all primary grades, outdoor recess will be when:

1. The day is not misty, damp, or wind-chilled.
2. The playground is suitable (no water, etc).
3. The temperature is not extremely cold (32 degrees or below).

In grades 4 and 5:

1. The temperature must not be below 20 degrees.
2. Recess will not be held during rain or sleet.
3. Wind-chill factor will be considered.

Special consideration will be given to asthmatic children or other children with health problems in regard to cold, wet, damp days. If a child has a note from home, he/she will report to the health room when the class goes outside. If a child is not dressed properly (i.e. boots for snowy weather, etc.), he/she will be required to stay indoors. Teachers will be expected to make arrangements for the supervision of such children. The teachers and administration ask your cooperation in informing us about your child's illnesses and dressing your child as appropriately as possible during the winter season.
Teachers are to be with their students at all times during recess. The wooded area at the rear of the school and the creek below the school are off limits to all elementary students during the school day.

Elevator Use

The elevator exists to provide assistance to handicapped or injured students or staff members. It is strictly forbidden for anyone to use the elevator unless they are handicapped or injured.
If it is necessary for a student or staff member to use the elevator, they must report daily to the High School Office to sign out a key. It is the responsibility of the injured individual to follow these guidelines.

1. Any person (staff or student) requiring the use of the elevator, must provide a medical doctor's excuse, a certified handicap placard, or a recommendation from the school nurse.
2. The elevator key is to be returned daily to the high school office.
3. ONLY ONE (1) ADDITIONAL PERSON IS PERMITTED TO RIDE WITH THE HANDICAPPED OR INJURED INDIVIDUAL TO ASSIST THEM.
4. Any student/staff member who loses the elevator key is responsible for the replacement cost.
   All students violating these rules will be disciplined.

Field Trips

Field trips are an essential part of the educational program. Plans should be made far in advance of the trip and in conjunction with the curriculum. ALL field trip proposals must be submitted in writing to the principal well in advance of the date of the trip. A form requesting the necessary information concerning each trip is available in the office.

The administration has been granted the authority by the School Board to approve or disapprove local field trips, but not trips requiring extensive expense, distance, overnight lodging, etc. The principal, superintendent, and School Board must approve these latter trips.

Any money collected for a trip should immediately be deposited in the sponsoring organization's account and ALL bills should be paid by drawing checks from that account. NO money should be deposited or bills paid from a teacher's or advisor's personal account. ***If student activity funds are used for a school sponsored trip, students must notify the advisor/teacher if they are unable to attend at least five (5) days prior to the trip or they will be responsible for the cost of the ticket.***

Fire Drills/Security Drills (up to three security drills may replace the monthly fire drill)

Fire drills are held monthly. The alarm will be given by the ringing of the fire alarm bell. Fire drill directions for each room will be posted and should be memorized by students. The following procedures should be adhered to:

1. Students who are nearest to windows should close them.
2. The exit line will always remain orderly and intact.
3. All students shall move out of the building quickly and in an orderly fashion.
4. Students should be silent during fire drills.
5. The last student to leave the room will close the door.
6. Classroom lights will be left on.
7. The first two students to reach the outside doors will hold them open for the entire group.
8. If students are assembled in the cafetorium or gym, the students will wait for instructions from those in authority.
9. Students will leave the building through the nearest exits. After leaving the building, the students will stay in room groups in designated safe areas. This will facilitate teachers taking the roll.

Grievance Procedure
DEFINITIONS:

GRIEVANCE: A formal written complaint which:
1. Sets forth the allegation that there has been a violation, misinterpretation or inequitable application of any district policy or practice involving Federal anti-discrimination legislation;
2. Specifically identifies the policy or statute violated, misinterpreted or inequitable applied;
3. Furnishes sufficient background concerning the alleged violation, misinterpretation or inequitable application to identify persons, actions and/or omissions that led to the allegation.

GRIEVANT: Any student, employee, teacher, or parent aggrieved by a decision or condition falling under the guidelines of Federal anti-discrimination legislation.
STUDENT: Any person enrolled as a student in any school and/or educational or recreational program authorized by the Board of Education.
EMPLOYEE: Any full-time or part-time teacher, secretary, clerk, custodian, administrator, or other person receiving compensation for services rendered to the Board of Education.
BOARD'S AGENT: The Superintendent of Schools shall be the designated agent for the Board of Education.
RESPONDENT: The Board of Education.
COMPLIANCE OFFICER: The Principal or the Board designated person that coordinates compliance efforts with Federal anti-discrimination legislation and charged with the responsibility of investigating complaints.

General Provisions
A. A grievance must be filed within 45 days of the date of the circumstances, which occasioned the grievance.
B. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
C. Whenever possible, hearings will be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school programs.
D. Confidentiality will be observed pending resolution of the grievance or final decision by the Board of Education.
E. Nothing contained herein shall be construed to limit in any way the option of the district and the grievant to resolve any grievance mutually and informally.
F. These grievance procedures will not be required to be followed if the other statutory procedures are available.

Procedure:
Level I:
a) The grievant shall prepare and file the grievance with the Compliance Officer.
b) The Compliance Officer shall investigate the complaint with parties concerned in the grievance within ten (10) calendar days of the grievance filing.
c) The Compliance Officer shall issue a written report setting forth his/her findings and recommendations for the resolution of the grievance within five (5) calendar days after the conclusion of the investigation.
d) The grievance shall be considered resolved if the grievant fails to file the grievance at Level II within the time limits set forth herein.

e) If no written report has been issued within the time limits set forth in "c)" above, or if the grievant or district shall reject the recommendations of the Compliance Officer, the grievant shall be free to file the grievance at Level II.

Level II:
a) The grievant shall file the grievance with the designated agent of the Board of Education within ten (10) days of the date the Compliance Officer's report was (or should have been) issued. This designated agent may be an employee of the district, but may not be the Compliance Officer or a person involved in the grievance.
b) Within ten (10) days of the receipt of the grievance, the Board's agent shall conduct a hearing with all parties involved in the grievance.
c) Within five (5) days of the completion of the hearings, the Board's agent shall prepare and issue a report setting forth recommendations for the resolution of the grievance.
d) The grievance shall be considered resolved if the grievant accepts the recommendations of the Board's agent, or if the grievant fails to file the grievance at Level III within the time limits set forth herein.

Level III:
a) If the grievant rejects the recommendations of the Board's agent, or if the Board's agent fails to issue a report within the time limits set forth above, the grievant shall be free to file the grievance at Level III within ten (10) days of the date the Board's agent's recommendations were (or should have been) issued.
b) In any matter where the law requires a hearing before the Board of Education, the third step of this procedure shall be that hearing.
c) In any matter where the law does not require a hearing before the Board of Education, a mutually selected compliance panel shall conduct the third step of this procedure.

1. The grievant shall file the grievance by delivering it to the Board of Education within the time limits set forth herein. Such filing shall name a person selected by the grievant to sit upon an ad hoc Compliance Panel.
2. Within five (5) days of receipt of the grievance, the ranking officer of the Board shall appoint one member to the Compliance Panel.
3. The two members so selected shall meet and mutually agree upon a third Panel member who shall be the chairperson of the Panel. In the event the two members are unable to agree upon a third, they shall request the presiding judge of the county court to appoint the chairperson.
4. Within fifteen (15) days of the filing of the grievance at level III, the Compliance Panel shall convene, hear the testimony of all interested parties, and seek such legal guidance, as it deems necessary. The Compliance Panel shall have the authority to call witnesses and to establish the procedures for the hearing.
5. Within twenty-five (25) days of the filing of the grievance at Level III, the Compliance Panel shall issue its findings of fact and specific recommendations for the resolution of the grievance to both the grievant and the Board of Education. The grievance shall be considered resolved if the recommendations of the Panel are accepted by the Board and the grievant.

Post Grievance Procedure Resolution:
In the event that the grievance remains unresolved at the termination of this grievance procedure, the grievant is free to pursue such litigation or statutory remedy as the law may provide.

Health Room/School Nurse

Students dismissed due to illness
If a student attends school and becomes ill, please adhere to the following procedures:

1. If the student becomes ill during the school day, they must visit the school nurse.

2. If the school nurse determines that the student should go home early because of the illness, the school nurse will contact the family directly to arrange transportation home for the student.
3. Students are forbidden to call or text home directly to arrange for early dismissal due to illness without permission from the school nurse or administration.
4. PARENTS: If your child calls home requesting that they leave school early due to illness, please call the school nurse to confirm prior to coming to the school to pick them up.

Injuries/Illnesses
Students who become ill or meet with an accident should report at once to the health room. The primary responsibility for the handling of medical and health-related emergencies and first aid treatment will be the school nurse. If a student becomes ill or is injured while attending school, his/her parents may be requested to come for him/her. If the emergency is urgent enough to require immediate action, school personnel will act in a prudent manner using all knowledge and skills at their disposal to meet the injured/ill person's needs; this includes calling 911 or the nearest medical facility. It is not the responsibility of the school or its employees to pay for any expense incurred by a student due to illness or accident.

Please note that the school employees are not responsible for transporting students to their homes in case of illness or injury.

Teachers must file an accident report form when any injury occurs, even though no insurance is claimed.

Medications
Specific guidelines for administering medicine to students while in school are on file in the nurse's office.
Parents who request school personnel to administer prescribed medication must submit an approved request form, signed by the child's parents and the physician. Forms are available from the school nurse.

Library

General Administration
To facilitate free movement to the library, Hallway lunch detetntions will be used. These passports may be signed by the librarian only (classroom teachers may make arrangements for sending students to the library). The librarian will sign passports from 8:00-8:10 a.m. daily. The time of departure from the study hall should be indicated on the passport. Students should always bear in mind that the purpose of the library is to provide materials to supplement their course of study and to provide enrichment and recreational reading. IT IS NOT A LOITERING OR SOCIAL GATHERING AREA.

Library Regulations
1. Pupils who visit the library shall present a hallway passport, properly filled out and signed.
2. Any student whose conduct in the library is unsatisfactory will have his/her library privileges denied.
3. Pupils who request privileges and later is found loitering in the halls or restrooms will have these privileges revoked.

4. Parents/students will be responsible to replace any unreturned books. A bill for the replacement cost of these books will be sent to the parents. Payments can be made to the school district according to policy.

Additional rules and regulations are posted in the library. Copies of these rules and regulations will be sent home with students at the start of the year.

Cafetorium (see also misconduct during the Lunch Period)

The lunchtime is an integral part of the educational program. Good eating and health habits may be learned and practiced here on a daily basis. Pupils must walk to the cafeteria in a quiet, orderly manner. Running will not be tolerated.

Courtesy to fellow pupils demands that pupils should clean up food items that are accidentally dropped or spilled on the floor. Paper that is dropped should be picked up. Leave the lunchroom and tables in the same condition that one would wish to find them when coming to lunch.

GRAB-N-GO BREAKFAST

Students in grades K-12 are encouraged to participate in the Grab-N-Go Breakfast Program. As part of the program, students are permitted to take breakfast items purchased at the school to their homerooms to be consumed. Otherwise, food items and drinks should not be carried in the building throughout the day. *No breakfast will be served in the cafeteria*

LUNCH

No lunch items are to be taken from the cafeteria. Everyone shall eat his/her lunch in the cafeteria, unless he/she is being disciplined or directed by staff**. Further, students are not to possess or consume food and/or beverages** ***(except plastic or metal water bottles only)*** **anywhere in the building outside of the cafeteria during the regular school day.** Teachers should confiscate and dispose of any food or drink being carried through the halls (unless being carried to the cafeteria at lunchtime), consumed at lockers between classes, or carried into classrooms.

All students shall remain in the cafeteria until dismissed. Students are to remain at their tables until the lunch period is over.

Students are to respect all school property in the cafeteria and refrain from boisterous behavior or unnecessary loud talk or noise.

Secondary students will eat lunch in the following rotation: Middle School 8, 7, 6; Senior High 12, 11, 10, 9. "Line hopping" is not expected to take place. Students are given thirty minutes to eat their lunch. Students should not assume they may have more time just because they went through the line last or have bought double lunches.

If students fail to abide by cafeteria rules and respect school property, they could lose their cafeteria privileges and be subject to school discipline.

1. Lunch Buying Procedure

Students who purchase meals in the Shanksville-Stonycreek School District use a point of sale system similar to what you see in restaurants. The system works as follows:

- Parents have two options to deposit money into your child(ren)'s accounts. You may send cash or a check, payable to SSSD, in any amount of money. You may also use

our on-line payment system at ***www.schoolcafe.com/SHANKSVILLESTONYCREEKSD***. This money will be put into each child's individual accounts.

- A box for deposits will be located in the cafeteria and students may deposit their cafeteria money at any time.
- Students are not permitted to pay at the register during lunch hours.
- Each student will be assigned a four digit PIN (personal identification number). Students will go through the cafeteria line as usual and simply enter the PIN number into a small PIN pad at the end of the line. Each student is required to have a photo I.D. entered into the computer.
- After the PIN entry, the student's picture will come on the screen for identification.
- When the cafeteria manager verifies the student's identification, the meal or a-la-carte item(s) is entered and the cost for the item(s) is debited from the student's account.
- Parents have the ability to monitor their child(ren)'s purchasing activity through the free service available on ***www.schoolcafe.com/SHANKSVILLESTONYCREEKSD.***
- Parents may choose to block a la carte items via the cafeteria's computer system, thereby allowing only full meals to be charged to the account. You can establish this within your schoolcafe.com account.
- When a student's account is below a dollar ($1.00) balance, written notification via your email or printed letter will be sent home with the child to alert you of the balance. Once the account balance falls below negative (-)$10.00, the cafeteria manager will phone you.
- Any student who has a negative balance will not be permitted to purchase a la carte items.
- All negative balances must be paid in full by the last day of the school year. If a negative balance remains and is not paid in full by the last day of the school year, parents will be notified by written notice. If payment is not made in full after the written notice (30 days), charges will be filed through the District Magistrate.
- At the end of the year, if there is any money left in the accounts, it will remain in place for the next school year. Graduates will be refunded or transferred to a sibling(s) account.

2. Parties/Visitors

At no time may students plan for, participate in, or conduct parties in the lunchroom or in any other room of the building without administrative approval. This includes delivery as well as party food brought from home.

Our lunch times are closed to non-school personnel except by waiver of the administration. Please check in at the appropriate office. Elementary parents in the building who plan on eating lunch with their children must notify the principal and must leave the building at the end of the lunch period. No visiting of a student is permitted in the Junior-Senior High School except by authorization of the administration. Lunch visitors must remain in the cafetorium at all times during their visit and may not walk throughout the building.

The reason for this action is liability problems. The District would be considered negligent if an unauthorized individual entered the cafeteria and harmed a student or students, or created a disturbance and caused property damage. (See also "Community and Alumni Visitation Guidelines**"**)

School Accident Insurance
Accident insurance is available for purchase by students and teachers. All insurance is on a voluntary basis, unless students participate in interscholastic sports. All athletes are required by our school to have protection.

School Closings and Dismissals
If there is a school closing, delay, or early dismissal parents/guardians will be notified by our automated notification system. It will also be announced on our local radio and television stations. Parents may also follow us on Facebook for up to date information.

In either situation, ALL STUDENTS, from Pre-K through grade 12 will be expected to board the buses at departure time unless a pick up note for an elementary student has been received. These students will be handled just like a 3:00 p.m. dismissal and are to be picked up in the designated pick up room for elementary students. (See Early and End of Day Excusal.) If the dismissal is unplanned, however, and no pick-up note has been received, students will follow the Unscheduled Early Dismissal Form on file in the elementary office. It is important, therefore, for each family to have a contingency plan in place that has been fully discussed with and understood by their child(ren).

Stolen Articles
The school will not be responsible for stolen articles.

Student Automobiles and Parking
Student parking is available to licensed drivers as a privilege. Failure to comply with all rules may result in the loss of their parking privilege.

1. Parking information may be obtained from the Main Office.
2. Students who wish to drive or be driven to school as a passenger in another student's vehicle must complete and return to the Middle/High School Office an application for a Driving Permit or Passenger Form.
3. Student drivers will sign a "Drivers' Agreement Contract" (this contract is non-binding and only used for recommendations for administrative purposes).
4. Drivers and passengers will have their parents sign the application and/or contract. The parent's signature will indicate his/her expressed permission and assumption of complete liability for his/her student driver and any passengers.
5. It is the students' responsibility to obtain all information regarding the parking policy, the "Driver Contract Agreement," "Application for Driving Permit," and "Passenger Form."
6. The recommended consequences on the "Drivers' Agreement Contract" are only suggestions for the administration, not authoritative limitations.
7. Students with excessive discipline, poor attendance, or low academic performance may have their driving privilege revoked at the discretion of the building principal.
8. A $10.00 non-refundable fee is required for each student driver and will guarantee each student a parking spot.
9. Parking spots are assigned by the high school principal. Requests for certain parking spots will not be accepted.
10. All student vehicles must hold a valid Pennsylvania registration and inspection. Vehicles such as ATV's, tractors, golf carts, etc. may not park on school property without prior administrative approval.

Violation of the above may be cause for revocation of driving and riding privileges.

Student Lockers

Students are not permitted to decorate, add book shelves or any unnecessary alterations due to sanitation reasons.

1. School lockers are school property provided as a convenience to students for their use. Students must use their assigned lockers only. They may not share lockers. Students who accept lockers from the school must understand that such lockers are subject to inspection by school authorities. The use of a locker will constitute the student's consent to such inspection.
2. The locker must not be used for or contain illegal drugs, alcohol, or controlled substances, tobacco/nicotine or tobacco/nicotine products, vaping devices, guns, knives or other weapons, or any other item, matter or thing, the possession of which is illegal under the law or school policy, rules or regulations. Lockers should be kept clean and neat and should be free of materials that would be commonly considered indecent or obscene. Upon inspection, any materials not permitted in a locker may be seized by school authorities and may be used in any proper manner against the student.
   Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that random, periodic or sweeping searches of all lockers will be conducted by school officials.
3. **SEARCHES:** The following provision of the Regulations of the State Board of Education of Pennsylvania, 22 PA Code 12.14, will apply:
   School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search the students will be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.
4. Lockers will be cleaned out at the end of the school year and at other times in accordance with instructions given to students by school authorities. After any clean-out date and before reassignment of lockers or authorization to students to reuse the lockers, they will be open to full inspection, cleaning and use by school authorities without notice to students and anything found in said lockers may be removed by school authorities and disposed of as they see fit with no responsibility to students therefore.
5. Use of Trained Dogs - School administrators are authorized to request and/or permit, at such time or times as they deem appropriate, the local law enforcement agencies to use on school property and school buildings, at no cost to the District, dogs specially trained to "sniff" for drugs or other controlled substances or illegal substances or things. Such dogs may be used to examine school buildings or property and anything on or in school buildings or property, except that such dogs will not be used to examine individual students or other persons on school property, provided, however, that this prohibition shall not invalidate any information gathered because of the incidental interaction of the dogs and students or others when the dogs are on school property or buildings.
6. Damaged Lockers - Pupils who damage lockers will be held responsible for repairs or replacements.

Student Posters

Posters may be used by student organizations in designated areas and must be in good taste. Posters may be placed on bulletin boards, glazed block, brick, glass or cork strips. No material of any kind may be fastened to the stage or backdrop curtains. No posters can be hung on dry wall at any time. All posters and decorations must be hung with approved adhesive material (sticky tac), which can be obtained from the appropriate office. Permission should be obtained from both the advisor and principal before placing posters. All materials should be purchased by the sponsoring organization of the activity.

Telephone

The telephone located outside the high school office is provided for your convenience. **If you must use the telephone, permission is to be obtained from the office first.** Students will be limited to three phone calls per marking period. THE TELEPHONE IS TO BE USED FOR EMERGENCY CALLS ONLY. Students are not permitted to use office telephones for personal calls.

Work Permits

Applications for work permits for employment of all students are available in the high school office. Students, ages 14 through 17, must have a work permit in order to work.

DRESS CODE

Dress Code

As fashion trends change each year it becomes more difficult to enforce a proper dress code that is suitable for public education. Our goal is to provide each student an education in a comfortable, safe, and acceptable environment. There are many interpretations of what may be considered acceptable or appropriate attire in a public setting and each year we put much effort to offering a common sense approach to our dress code. Please review the dress code and understand that we need your full cooperation in complying with our rules as we try to meet our goals with as little interruption as possible.

Students are expected to dress appropriately. Students may wear shorts of their own volition throughout the school year. Shorts, dresses, and skirts must be longer than the middle of the student's hand (where the palm meets the fingers) while standing at a natural position. Any sleeveless shirt must have a 2" or greater strap on the shoulder and must have a full front and back to be acceptable.

Certain items of attire are never acceptable:

1) Garments advertising, depicting, or insinuating guns, weapons, beer, alcoholic beverages, drugs, cigarettes, snuff, or other tobacco/nicotine products
2) All muscle T-shirts with large, gaping sides
3) All blouses with large gaping sides that expose undergarments inappropriately.
4) Shear tops revealing undergarments inappropriately.
5) Cut-off shirts or any shirt that can't be completely tucked in at the waist
6) Clothing/face coverings bearing any profane, obscene, suggestive language, or any message which may create a disturbance in the building
7) Open-back garments
8) Spaghetti straps
9) Low-cut shirts
10) Low hanging pants revealing undergarments
11) Shorts with pockets exposed below the hem

Exceptions to 7 & 8 would be one-time evening functions i.e., chorus and band concerts, and dances.

Students will be required to change into appropriate clothing, if it is available, or a parent/guardian will be contacted to bring an appropriate change of clothing.

If a student is questioned about their apparel by a staff member they must comply with the staff member immediately and may appeal to the building principal.

Hats (including hoods), visors, bandanas, scarves, sunglasses, or any headgear (other than for medical reasons) should not be worn or carried by students in the school building during regular school hours. Students wearing these items will be asked to remove them. If a student is wearing or carrying one of these items after the start of the first class of the day, the teacher may confiscate it. (Exception to this rule would be the student who comes late to school. In that case, the item should be removed once the student has checked in at the office.) Students are permitted to wear hats if the activity is tied to a learning experience and has been pre-approved by the administration.

TRANSPORTATION

- Bus Stops/Loading Zones
- Bus Behavior/Discipline
- SCTC – Bus Transportation/Driving Privileges
- Video Monitoring
- ***Athletic Transportation***

Transportation Forms & Questions

All questions or issues pertaining to transportation should be directed to the Business Office at 814-267-4649, extension 235. (Please do not select the Elementary or High School options after 3:30 p.m.)

Stop Determination

To ensure bus assignments are accurate, parents are asked to complete a "Transportation Form" before the first day of the school year or upon enrollment. The form will provide the school with the location for the daily morning pickup, as well as the location for the afternoon drop-off for their child(ren), which will be considered the child(ren)'s permanent transportation record.

For safety concerns and legal obligations all stops must be formally approved by September 30th each year. Alterations may not be made to pick-up and/or drop-off locations after this date, unless there is a change to residency.

Pick-up/Drop-off Descriptions

Primary Pick-up/Drop-off:	Student's primary residence (legal 911 address)
Secondary Pick-up/Drop-off:	A location other than the primary residence, if necessary Secondary options are limited to: o Regularly scheduled day/child care o Court ordered change in custody/residence (Please provide a copy of the "Shared Legal" portion of your custody agreement or similar official document).
Emergency Pick-up/Drop-off:	Case-by-case consideration will be made based on personal situations. Emergency requests will be COORDINATED BETWEEN THE PARENT/GUARDIAN AND THE ADMINISTRATION. Emergency requests may only be granted to an established pick-up and/or drop-off location. Please contact the Business Office for this request.

Weekly or Daily Requests

Weekly or daily requests for alternate locations will not be permitted. In order to provide a safe and efficient transportation system, bus stop assignments cannot be customized. Any changes to your child's bus stop will be handled in an emergency situation only AND WILL BE COORDINATED BETWEEN THE PARENT/GUARDIAN AND THE ADMINISTRATION.
Please Note: Individual student transportation information or forms will be gathered only from the current school year. Any transportation information provided prior to the school year is null and void.

Bus Stops/Loading Zones

All bus stops are established at the beginning of the school year. It is unlawful for students to be picked up or dropped off at a location other than the approved stop. All requests for unapproved stops must be denied.

Our goal at the school district is to provide basic and safe transportation for all of our students. The longer the bus is stopped waiting for students to board the more likely the bus is to be involved in an accident. A tentative pick-up time will be provided prior to the first day of the school year. Students must be waiting at their bus stop five (5) minutes before their pick-up time. Please **allow for flexibility** and additional time during inclement weather. Due to safety concerns bus drivers are instructed to wait no longer than 15 seconds at each stop for students to board the bus.

Pre-K and Kindergarten Students

Bus drivers will not drop off any Pre-K and/or Kindergarten student at his/her stop unless a parent or older sibling is visible. For the child's safety, he/she will be returned to the Business Office in the High School. Transportation personnel will attempt to notify the child's parent/guardian if this situation arises. Concerns should be directed to transportation personnel at 267-4649, Ext. 235 (please do not select the Elementary or High School options after 3:30 p.m.)

Students riding the school bus are expected to behave in a manner acceptable in any motor vehicle. All students are to board the bus and remain in their assigned seats until unloading at school or home. Students are expected to obey the bus driver's directives.

All pupils will enter and leave buses in the designated areas at the high school or the elementary school. Pupils will not enter or leave buses at any other place in town.

There should be no parking or stopping in the bus loading zone from 7:45 to 8:15 a.m. Likewise, in the evenings, buses must occupy the entire length of the "bus loading zone;" therefore, no one should be parked or stopped in it from 2:30 to 3:15 p.m. either. The "bus loading zone" is the entire area on the lower side of the school, parallel to the sidewalks.

Transportation Behavior/Discipline

Bus/van transportation is a privilege and is not to be abused. **Misbehavior or rowdiness aboard school buses/vans endangers the safety of all and will not be tolerated.** The following District policy regarding bus/van behavior will be followed:

- A first offense will result in a verbal warning
- A second offense will result in a written warning to parents
- A third offense will result in a three (3) day loss of bus/van riding privileges
- A fourth offense will result in a five (5) day loss of bus/van riding privileges

NOTE:

1. After four (4) written notices, student may be removed from the bus/van for the remainder of the school year.
2. Parents are required to transport students who have lost riding privileges. Any days missed because parents cannot transport children will be marked as illegal absences.
3. Bringing of any unauthorized materials, i.e., firecrackers, alcohol, water guns, etc., aboard a bus is strictly prohibited.

Somerset County Technology Center (SCTC) Bus Transportation/Driving Privileges

All Shanksville Somerset County Technology Center (SCTC) students are transported to and from the SCTC campus on a SCTC provided school bus, which all students are required to ride. On days that Shanksville is not in session but SCTC is in session, transportation will still be provided to/from Shanksville and the Technology Center. Transportation rules and guidelines are governed by the Somerset County Technology Center administrators in cooperation with the administrators at the Shanksville-Stonycreek School District. Exceptions to this rule will only be made for students to drive with the agreement of the technology center and home school administrators. Permission for students to drive is strongly discouraged and rarely granted. ***If a student driver arrives late to school to ride the bus to SCTC (bus departs at 8:05 am), they will remain at Shanksville School, unless a parent/guardian transports them.***

Video Monitoring

Video monitoring equipment is in use on all district contracted buses. Please refer to School Board Policy 810.2 for information. School Board Policy 810.2 is available for personal viewing during regular business hours in the Business Office and easily accessible at www.sssd.com under "The District" link.

Athletic Practice Transportation/Early-Out Competition Day Transportation

Currently the Shanksville-Stonycreek School District has cooperative athletic agreements with the Berlin Brothersvalley and Shade-Central City School Districts. SSSD will make every effort to provide transportation for early-dismissal competition days as well as Monday – Friday after school (3:30pm) practices to both Districts.

Early-out Competition Transportation

SSSD has vans available, most of the time, to transport students on the early-out competition days to both schools. Early-out athletic dismissal times and van availability will be posted on the district website by 4:00 pm the Friday before the scheduled competitions. The schedule can be accessed by going to www.sssd.com, Click on the "Athletics" tab and then click on "Weekly Sports Departures" in the drop-down menu. Early-out athletic dismissal times will also be posted on the daily high school bulletin (which is also posted on the SSSD website), and parents/guardians of student athletes are encouraged to check the bulletin.

After School Practice Transportation

SSSD has District approved van drivers to transport athletes to Berlin and Shade for Monday-Friday after school (3:30pm) practices (Shanksville to Berlin/Shade ONLY – no return trip). The after-school practice van schedule will be posted on the district website by 4:00 pm the Friday before the scheduled practices. The schedule can be accessed by going to www.sssd.com, Click on the "Athletics" tab and then click on "Athletic Practice Van Schedule" in the drop-down menu.

Times are subject to change and there may be days that this service is not available. Please contact the Transportation Coordinator, at 814-267-4649, Ext. 235, should you have any questions.

DISCIPLINE

- Discipline Policy Statement
- School Rules
- Student Responsibilities
- Elementary Special Provisions
- Disciplinary Structure – Level I, II, III, IV
- Detention/Suspension/Expulsion
  - Lunch Detention
  - After School Detention
  - In School Suspension
  - Saturday Detention
  - Out of School Suspension
- Tardiness/Chronic Tardiness
- Policies and Guidelines of Student Control
- Assault
- Cheating
- Chronic tardiness
- Confidential Communications
- Disorderly Conduct
- Fighting
- Firearms/Weapons Policy
- Flag Salute and the Pledge of Allegiance
- Freedom of Expression
- Hair and Dress
- Hearings
- Insubordinate Acts
- Other Infractions
- Serious Disruptions of Educational Process
- Sprinkler System
- Stealing
- Tardiness
- Vandalism
- Tobacco/Nicotine Policy
  - Student Policy
  - Adult Policy

DISCIPLINE POLICY STATEMENT

Each member of the school community must bear full responsibility for individual action, and that action must in no way deprive any other person of his/her individual rights. To this end, this code is designed to encourage:

1. Concern for the welfare and dignity of others.
2. An understanding that individual rights and freedoms are restricted by the responsibility of protecting the rights and freedoms of others.
3. The maintenance of order and respect for the law through the observation of reasonable and necessary rules.
4. The acceptance of responsibility for personal action.

School Rules

A. The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A School Board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

B. School boards may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

C. Each board of school directors shall adopt a code of student conduct, which will include policies governing student discipline and a listing of student rights, and responsibilities as outlined in this chapter. This conduct code will be published and distributed to students and parents. Copies of the code will also be available in each school library.

D. The purpose of disciplinary action/procedures is to improve student behavior and to insure a safe educational experience for the entire student body, not to embarrass or humiliate the student.

Student Responsibilities

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

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

C. Students should express their ideas and opinions in a respectful manner.

D. It is the responsibility of the students to conform to the following:
   1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
   2. Volunteer information in matters relating to health, safety and welfare of the school community, and the protection of school property.

3. Dress and groom to meet fair 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 to 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 Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.
11. Students are to act responsibly and appropriately while in a relationship with others. Public displays of affection (PDA) will not be tolerated. Examples of PDA include but are not limited to: holding hands, kissing, hugging/cuddling, etc. in any public school setting.

Shanksville-Stonycreek Elementary Progressive Discipline Rubric

Level	*Behavior Examples*	*Intervention/Consequences*	*Documentation*
Level 1 Minor Misbehaviors	• *Off-task behavior* • *Not following directions* • *Talking out of turn* • *Tardy to class* • *Minor disruption*	• *Verbal reminder/redirection* • *Reteach expectations* • *Proximity or non-verbal cues* • *Positive reinforcement* • *Classroom-level consequence (e.g., reflection sheet, time-out/loss of privilege/ movement break)* • *Restorative conversation, behavior check-in*	*Teacher documentation (e.g., behavior log or planner note)*
Level 2 Persistent or Repeated Minor Behaviors	• *Continued Level 1 behaviors* • *Disrespectful tone* • *Mild defiance* • *Teasing/unkind words* • *Minor property misuse/ technology misuse* • *Dishonesty (cheating/lying)*	• *Parent contact by teacher* • *Behavior contract or think sheet* • *Loss of privilege/ Loss of recess* • *Lunch detention* • *Time-out in another room* • *Redo assignment* • *Device Restriction* • *Counselor referral (if needed)*	*Referral form or parent contact log/ log entry in PowerSchool*

Level 3 *Major Misbehaviors*	• *Repeated defiance* • *Physical contact (pushing, hitting)* • *Inappropriate language* • *Property damage (minor)* • *Dishonesty/cheating*	• *Office referral* • *Parent/guardian conference* • *Restorative conversation/ reflection sheet* • *Behavior plan* • *Written Apology* • *Possible in-school consequence (e.g., lunch detention)*	*Office referral required/ Log incident in PowerSchool*
Level 4 *Severe or Dangerous Behaviors*	• *Fighting* • *Threats or aggressive actions* • *Major property damage* • *Bullying/harassment* • *Leaving school/area without permission*	• *Immediate office referral* • *Parent meeting with admin* • *Suspension (in or out of school)* • *Counseling services/ referral to SAP* • *Behavior Intervention Plan* • *RISK or THREAT Assessment* • *Functional behavior assessment* • *Restitution (if necessary)*	*Formal incident report; referral to administrator/ Log incident in PowerSchool*
Level 5 *Extreme or Illegal Behaviors*	• *Possession of weapon or dangerous object* • *Possession/use of drugs or alcohol* • *Major threats of violence* • *Severe harassment or assault*	• *Immediate administrative action* • *Suspension or expulsion* • *Police notification if required* • *Safety plan or reentry meeting*	*Full documentation per district and legal policy/ Log incident in PowerSchool*

Key Principles for Progressive Discipline:

1. *Prevention: Focus on clear expectations, routine, and positive reinforcement to prevent issues.*
2. *Consistency: Ensure that consequences and responses are consistent across all staff members.*
3. *Restorative Practices: Encourage students to reflect on their behavior and take responsibility while learning from the experience. Circles, reflection, and reintegration support when appropriate.*
4. *Parent Involvement: Maintain an open line of communication with parents to ensure they are aware of any behavioral concerns and can support the school's efforts.*
5. *Supportive Environment: Provide support to students with behavioral difficulties, including counseling or peer mentoring if necessary.*

ELEMENTARY (K-5) SPECIAL PROVISIONS

1. Stealing

Elementary students caught stealing private or school property will be required to make restitution to the victim. An automatic suspension of 1 to 3 days will also be given. Parent/guardian of said student will be notified immediately by phone, if possible, and in writing.

2. Disruption of Educational Process

An elementary student's misbehavior, whose frequency or seriousness tends to disrupt the learning climate or health and safety of the school, such as fighting, misconduct in cafeteria, and throwing snowballs, will be referred to the administrator for appropriate disciplinary action which may be as follows: privileges removed for one (1) week, probation, suspension from school. A parent conference will be held.

3. Continued Misbehaviors

A. Misbehavior directed against persons or property or continued misbehaviors may result in the following disciplinary action: parent notification by phone and in writing if possible and made a part of the student record, notification to local law enforcement agency, parent conference, or a 3 day out-of-school suspension. A second offense will result in 3-10 days of out-of-school suspension and an informal hearing.

B. At times during the school year, student misbehavior may necessitate action on the part of the Board. At this point, the school administration will have exhausted all approaches in attempting to correct the student's misbehavior. The administration will have, at various times, worked with these resources: parents, teachers, school counselor, social worker/caseworker, community resource personnel, social agencies, or psychologist. The breach of discipline within the school will probably fall into major classes of offense: violation of the rules of conduct of the school and violation of the law (a crime has been committed).

Middle/High School Disciplinary Structure

STUDENT MISCONDUCT/RESPONSE GUIDELINES

Type of Discipline	*Duration*
Verbal Warning	*Teacher Discretion*
Lunch Detention	*(3 days maximum)*
AS- After School Detention	*(5 days maximum)- loss of driving privileges*
ISS- In School Suspension	*(5 Days maximum)*
SD/ED- Saturday/Extended Detention (3 hours)	*(3 days maximum)*
OSS- Out of School Suspension	*(10 Days Maximum)- loss of all school privileges*
Alternative Education Program	*Case by case determination*
Expulsion	*Determined by School Board*

DISCIPLINARY STRUCTURE Student Misconduct/Response Guideline

Levels	*Examples of Offense*	*Procedures*	*Disciplinary Responses*
LEVEL I Offenses Defined: • *Minor misbehavior on the part of the student that impedes orderly classroom procedure or interferes with the orderly operation of the school.* • *These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other supported personnel and/or an administrator.* • *Accumulation of 5 or more Level I infractions could result in a Level II disciplinary response.*	*Examples of Level I Offenses:* • *Electronics/ phone use* • *Cheating, plagiarism, and lying* • *Classroom tardiness- (see tardiness)* • *Disrespectful language or gestures* • *Disruptive behavior* • *Inappropriate attire* • *Public display of affection (PDA)* • *Harassment of students/staff* • *Failure to utilize a passport* • *Defacing school property(minor)* • *Not cooperating with substitute teacher**	*Procedures for Level I Offenses:* • *Immediate intervention is required by the staff member supervising the student or observing the misbehavior.* • *Repeated misbehavior requires a parent/teacher conference and a conference with the counselor and/or administrator.* • *A proper and accurate record of the offenses and disciplinary action is maintained by the staff members.* • *Parent notification through PowerSchool, via email or phone call* • *Payment of damages and/or fine, if applicable* • *Students may be removed from Co-Curricular and/ or Extracurricular activities such as dances, assemblies, field trips, etc.*	*Disciplinary Consequences to Level I Offenses:* • *1st Offense: Verbal warning* • *2nd Offense: 1 Lunch detention* • *3rd Offense: 3 Days Lunch/After School Detention (Teacher's discretion), Teacher/Parent Conference, Behavior Contract* • *4th Offense: Referral to Admin, 1 Day After School Detention, Parent Conference* • *5th Offense: Referral to Admin, 3 After-School Detentions, Parent Conference, Revised Behavior Contract, Reflective Assignment* • *6th Offense: Referral to Admin, 1 Extended Detention/Saturday School (3 hours), Parent Conference, Reflective Assignment* • *7th Offense: Referral to Admin, 1 Day In-School Suspension, Parent Conference, Reflective Assignment* • *8th Offense: Referral to Admin, 3 Days In-School Suspension, Parent Conference, Reflective Assignment* • *9th Offense: Referral to Admin, 1 Day Out-of-School Suspension, Parent Conference, Reflective Assignment* • *10th Offense: Referral to Admin, 3 Days Out-of-School Suspension, Parent Conference, Reflective Assignment* • *11th Offense: Referral to Admin, 5 Days Out-of-School Suspension,*

			Parent Conference, Reflective Assignment • *12th Offense: Referral to Admin, 10 Days Out-of-School Suspension, Parent Conference, Reflective Assignment* **Additional Consequences (If deemed necessary)* • *Written apology letter* • *Confiscation of cell phone/electronic device* • *Temporary removal from class* • *Restitution for property damages* **Being uncooperative for a substitute may result in an automatic 1 Day of ISS. Consequences will be determined on a case-by-case basis.*

LEVEL II Offenses Defined:	***Examples of Level II Offenses:***	***Procedures for Level II Offenses:***	***Disciplinary Consequences to Level II Offenses:***
• *Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.* • *These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.* • *Accumulation of 5 or more level II infractions could result in a Level III disciplinary response.*	• *Bullying* • *Inappropriate use of technology* • *Disrespect to a staff member* • *Sexual harassment/Title IX violations* • *Obscene language, gestures, or vulgarity* • *Cutting class* • *Inappropriate elevator use* • *Abusive/threatening language* • *Failure to serve office detention* • *Failure to serve lunch detention* • *Forgery* • *Insubordination* • *Possession/use/transfer of tobacco/nicotine and smoking materials* • *Truancy-Unlawful/unexcused school tardiness (Chronic Tardiness)* • *Defacing school property (major)*	• *The student is referred to the administrator for appropriate disciplinary action.* • *The teacher is informed of the administrator's action.* • *A proper and accurate record of the offense and disciplinary action is maintained by the administrator.* • *Parent notification through PowerSchool, via email or phone call* • *Payment of damages and/or fine, if applicable* • *Students may be removed from Co-Curricular and/ or Extracurricular activities such as dances, assemblies, field trips, etc.* • *Students may temporarily lose driving privileges*	• *1st Offense: Referral to Admin, Parent Conference, 3 Lunch Detentions, Reflective Assignment* • *2nd Offense: Referral to Admin, Parent Conference, 1 After-School Detention, Reflective Assignment* • *3rd Offense: Referral to Admin, Parent Conference, 3 After-School Detentions, Behavior Contract, Reflective Assignment* • *4th Offense: Referral to Admin, Parent Conference, 1 Extended/or Saturday Detention (3 hrs), Referral to Guidance, Reflective Assignment* • *5th Offense: Referral to Admin, Parent Conference, 1 Day In-School Suspension, Reflective Assignment* • *6th Offense: Referral to Admin, Parent Conference, 3 Days In-School Suspension, Behavior Contract Revision, Referral to Guidance, Reflective Assignment* • *7th Offense: Referral to Admin, Parent Conference, 5 Days In-School Suspension, Reflective Assignment* • *8th Offense: Referral to Admin, Parent Conference, 1 Day Out-of-School Suspension, Behavior Contract Revision, Reflective Assignment* • *9th Offense: Referral to Admin, Parent Conference, 3 Days Out-of-School Suspension, Reflective Assignment* • *10th Offense: Referral to Admin, Parent*

			Conference, 5 Days Out-of-School Suspension, Reflective Assignment • *11th Offense: Referral to Admin, Parent Conference, 10 Days Out-of-School Suspension, Referral to SAP, Reflective Assignment* **Additional Consequences (If deemed necessary)* • *Written apology letter* • *Confiscation of cell phone/electronic device* • *Temporary removal from class* • *Restitution for property damages* • *Temporary loss of driving privileges* **For all Drug/Alcohol/Tobacco Offenses, the following actions will be taken:* • *Confiscation of the drug/alcohol/tobacco* • *Referral to the Student Assistance Program (SAP)* • *Report offense to law enforcement for possible citation* • *Referral to Drug/Alcohol/Tobacco Cessation Program*

Level III Offenses Defined:	Examples of Level III Offenses:	Procedures for Level III Offenses:	Disciplinary Consequences to Level III Offenses:
• Acts, including but not limited to attendance at school-sponsored events, extracurricular activities, athletic events, field trips, transportation to and from school, and the like, directed against persons or property but whose conduct does not seriously endanger or pose a threat to the health or safety of others in the school. • These acts may be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. • Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement officer. • Accumulation of 5 or more Level III infractions could result in a Level IV disciplinary response, which may include loss of privileges to participate in extracurricular activities such as dances, senior day, senior trip, etc.	• Continuation of LEVEL II offenses • Ammunition • Assault • Fighting • Leaving school or class without authority • Obscene behavior • Inappropriate use of cell phones, internet use, and texting • Possession/use/transfer of fireworks or other explosive devices legally for sale under state law • Possession or transfer of propellants manufactured for self-defense (those legal for over-the-counter sale) • Reckless driving on school property or violation of the vehicle code • Sexual harassment • Theft/stealing • Threats to others-physical or verbal • Throwing rocks or other harmful objects • Vandalism • Tobacco/nicotine use	• The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequence. • The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. • School officials may contact law enforcement agencies and assist in prosecuting the offender. • A proper and accurate record of the offense and disciplinary action is maintained by the administrator. • A complete and accurate report is submitted to the Superintendent for possible Board action. Additional Consequences (if deemed necessary): • Charges under PA Criminal Code • Counseling/Referral for Evaluation • Home Instruction/Alternative Education Referral to Drug/Alcohol Program • Restitution of Property • Referral to Outside Agencies • Driving Privileges Revoked • Possible Expulsion/Alternative Education Placement (Board Determined)	• 1st Offense: Referral to Admin, Parent Conference, 1 Day In-School Suspension, Reflective Assignment • 2nd Offense: Referral to Admin, Parent Conference, 3 Days In-School Suspension, Reflective Assignment • 3rd Offense: Referral to Admin, Parent Conference, 5 Days In-School Suspension, Behavior Contract, Reflective Assignment • 4th Offense: Referral to Admin, Parent Conference, 1 Day Out-of-School Suspension, Reflective Assignment • 5th Offense: Referral to Admin, Parent Conference, 3 Days Out-of-School Suspension, Reflective Assignment • 6th Offense: Referral to Admin, Parent Conference, 5 Days Out-of-School Suspension, Behavior Contract Revision, Reflective Assignment • 7th Offense: Referral to Admin, Parent Conference, 10 Days In-School Suspension, Reflective Assignment

Level IV Offenses Defined:	*Examples of Level IV Offenses:*	*Procedures for Level IV Offenses*	*Disciplinary Consequences to Level IV Offenses:*
• *Acts whether on or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, athletic events, field trips, transportation to and from school, and the like, which result in violence to another person or property or which pose a direct threat to the safety of others in the school.* • *The acts are clearly criminal and/or are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.*	• *Continuation of LEVEL III offenses* • *Serious disruption of the educational process* • *Arson* • *Bomb threat or false alarm* • *Striking a staff member or substitute* • *Extortion* • *False imprisonment* • *False reporting* • *Fighting (advanced level or continued from Level III)* • *Furnishing/selling unauthorized substances (drugs/alcohol)* • *Possession/use/transfer of dangerous weapons and/or look-a-likes, including but not limited to agents or mechanical devices which can be used defensively or offensively* • *Possession/use/transfer of fireworks (those not legal for sale under State Law)* • *Possession/use/transfer of propellants manufactured for self-defense (those not legal for over-the-counter sale)* • *Theft/possession/sale of stolen property* • *Use of any propellant* • *Vandalism (advanced level or continued from level III)* • *Assault (advanced level or continued from Level III)* • *Possession/use/transfer of Alcohol/Drugs* • *Engaging in conduct contrary to the criminal code or ordinances of the community on school grounds or at school-sponsored activities*	• *The administrator verifies the offense, confers with the staff involved, and meets with the student.* • *The student is immediately removed from the school environment. Parents are notified.* • *School officials contact law enforcement agency to assist in prosecuting the offender* • *A complete and accurate report is submitted to the Superintendent for Board action.*	*All verified offenses in LEVEL IV may result in the following:* • *Mandatory 10-day out-of-school suspension with adult supervision, informal hearing with principal and superintendent.* • *Charges under PA Criminal Code or referral to law enforcement.* • *Expulsion by School Board (up to one year).* • *Other board actions: alternative placement, parent hearing, restitution, referral to outside agencies, referral to psychological treatment, and review of drug/alcohol policy guidelines/ and or referral to Drug/Alcohol Program.*

Detention/Suspension/Expulsion

Suspension and Expulsion

All exclusions from class attendance will be consistent with Board Policy and with the Regulations of the Pennsylvania Department of Education. At the discretion of the building administrator, suspension may be in-school or out-of-school.

Any student who is on out-of-school suspension is not permitted to participate in extracurricular activities even if conducted during non-school hours.

In order to be reinstated into class, any student who has been suspended for any reason may be required to be accompanied by the parents to the principal.

Students suspended three (3) times for serious infractions including vandalism, chronic absenteeism, theft, and other serious disruptions of the educational process will be referred to the Board of Directors. The Board will review the student's disciplinary history and an expulsion involving the student may result from the review.

Lunch Detention

Lunch detention is the first level of progressive discipline that will be utilized when students violate school rules. The purpose of lunch detention is to provide a low-level intervention to allow a student to realize that their behavior must improve to avoid further action.

Other disciplinary procedures, as outlined in the Blue and Gold Handbook, may be utilized in addition or lieu of lunch detention at the discretion of the Administration. Please refer to Student Misconduct/Response Guidelines.

Detention Rules: The following rules apply to Lunch Detention. All students are urged to read them carefully:

1. Students must bring assignments to study or a book to read.
2. Students are expected to work on school-related assignments during the entire time.
3. No gum or candy will be permitted.
4. No talking is permitted.
5. No sleeping is permitted.
6. Student behavior that causes a disturbance and/or deviates from the above rules and regulations will cause the entire detention time to be forfeited, as per the coordinator's discretion.
7. Consequences will be doubled for any student who fails to complete his/her assigned punishment.

Procedure

- ✓ The teacher will complete computer discipline referral.
- ✓ Administrator will assign detention date and contact parent if deemed appropriate.

After-School Detention

After-School Detention will typically follow the use of Lunch Detention in the continuum of progressive discipline that will be utilized when students violate school rules. Other disciplinary procedures, as outlined in the Blue and Gold Handbook, may be utilized in addition or lieu of After-School Detention at the discretion of the Administration. Please refer to Student Misconduct/Response Guidelines.

Detention Rules: The following rules apply to After-School Detention. All students are urged to read them carefully:

1. Students must report to the main office at 3:00 p.m.
2. Students must bring assignments to study or a book to read.
3. Students are expected to work on school-related assignments during the entire time.
4. No gum or candy will be permitted.
5. No talking is permitted.
6. No sleeping is permitted.
7. Student behavior that causes a disturbance and/or deviates from the above rules and regulations will cause the entire detention time to be forfeited, as per the coordinator's discretion.
8. Students must be picked-up at 4:00 p.m. sharp. Failure to comply with prompt pick-up may result in further actions.

Procedure

- ✓ The teacher will complete computer discipline referral.
- ✓ Administrator will assign detention date and contact parent to arrange student pick-up.

In-School Suspension (ISS)

In-School Suspension will typically follow the use of Saturday/Extended Detention in the continuum of progressive discipline that will be utilized when students violate school rules. Students assigned to the in-school suspension program have engaged in acts of misconduct serious enough to warrant suspension. These unacceptable behaviors may be generally categorized as repeated and flagrant disregard for school rules which include class cutting, excessive tardiness, disruption of class, and insubordination or disrespect to teachers. Please refer to Student Misconduct/Response Guidelines.

Suspension Rules: The following rules apply to In-School Suspension. All students are urged to read them carefully:

1. In-school suspension often precedes assignment to out-of-school suspension. It has been the experience of the staff and administration that in-school suspension is often all that is required to modify the misbehaving student's behavior.
2. Students are assigned to the office when serving an in-school suspension.
3. Restroom privileges are restricted to once in the morning and once in the afternoon.
4. Students on suspension will eat their lunches in the office.
5. Students on suspension will not be in the halls during class changes.
6. Students on suspension are isolated from other students.
7. Students are given assignments by their teachers to complete during the suspension. Students must bring assignments to study or a book to read.
8. Students are expected to work on school-related assignments during the entire time.
9. No gum or candy will be permitted.
10. No talking is permitted.
11. No sleeping is permitted.
12. Student behavior that causes a disturbance and/or deviates from the above rules and regulations will cause the entire suspension time to be forfeited, as per the coordinator's discretion.

Procedure

- ✓ The teacher will complete computer discipline referral.
- ✓ Administrator will assign suspension date and contact parent if deemed appropriate.

Extended/Saturday Detention

Extended/Saturday Detention will typically follow the use of after-school detention in the continuum of progressive discipline that will be utilized when students violate school rules.

Other disciplinary procedures, as outlined in the Blue and Gold Handbook, may be utilized in addition or lieu of Saturday Detention at the discretion of the Administration. Please refer to Student Misconduct/Response Guidelines.

Detention Rules: The following rules apply to Extended/Saturday Detention. All students are urged to read them carefully:

- Driving privileges will be suspended for each day of Extended/Saturday Detention.
- Students must report to the main office at designated time. If students are late, they will be assigned an additional day of Extended/Saturday Detention.
- Student/Parent is responsible for all transportation to and from Extended/Saturday Detention.
- Students must be picked-up promptly at the designated ending time. Failure to comply with prompt pick-up may result in further actions.
- Students must bring assignments to study or a book to read.
- Students are expected to work on school-related assignments during the entire time.
- No gum or candy will be permitted.
- No talking is permitted.
- No sleeping is permitted.
- Student behavior that causes a disturbance and/or deviates from the above rules and regulations will cause the entire detention time to be forfeited, as per the coordinator's discretion.

Procedure

- ✓ The teacher will complete computer discipline referral.
- ✓ Administrator will assign detention date and contact parent to arrange student pick-up.

Out-of-School Suspension Procedure (OSS)

1. Parents will be notified by mail and/or phone.
2. Where appropriate, counselor will schedule parent conferences to discuss the nature of the discipline problem and to elicit the parents' support in corrective measures.
3. First suspension: 1 - 3 day(s). Re-entry by parental conference may be required.
4. Second suspension: 3 days. Re-entry by parental conference only.
5. Third suspension: up to 9 days. Re-entry by hearing with administration and parents.
6. A successive offense will result in a formal board hearing and expulsion.
7. The above procedures may be waived by the administration if the misconduct is judged to be detrimental to the welfare and well-being of the school population.
8. Suspensions are for school days.

Out-of-School Suspension Rules

1. Students on Out-of-School Suspension will not be at school or loiter near the school during or after school hours.
2. When suspended from school, a student will not participate in, or be present at, any school activities sponsored by the school and/or held on school property.
3. During the period the student will have the right to keep up with his/her work under the following conditions:

a. It will be the responsibility of the student and/or parent or guardian to initiate the request for schoolwork.
b. The student or parent will have the responsibility for obtaining the assignments in a manner described by the school.
c. There will be a reasonable deadline for completing schoolwork as determined by the teacher involved.
d. Make-up work completed by the student within this policy will be given full credit.

Tardiness

1. In the secondary: After a student accumulates five (5) tardy notices and/or late slips the student will receive one (1) lunch detention; upon receiving seven (7) tardy notices and/or late slips the student will receive a one (1) day after school detention.

   If the student accumulates a total of ten (10) tardy notices, she/he will be assigned a one (1) day in-school suspension and his/her parents will be notified by the principal. Once a student accumulates thirteen (13) tardies, the student will be assigned a three (3) day in-school suspension with loss of privileges.

2. In the elementary: Every student should be in his/her classroom before the tardy bell rings.

Chronic Tardiness

School time missed due to chronic tardiness to school without a written legal excuse will be accumulated and converted to an equivalent number of days of unexcused absence. A day of class for the full day kindergarten, elementary, and high school consists of 6 hours and 02 minutes of instructional time. Upon the approval of the administration, a citation may be issued to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance through their children's chronic, unexcused tardiness to school.

Policies and Guidelines of Student Control

The following acts are considered to be violations of the official policies and regulations of Shanksville-Stonycreek School. When a violation occurs, the building administrator may suspend the student offender from attending classes for a period of one (1) to ten (10) days; the administrator may also refer the student offender to the Board of School Directors for a hearing to exclude the student from school for a period exceeding ten (10) school days or for permanent expulsion from the school rolls.
School administrators also have the right to refer the offense to the appropriate civil authorities if the offense constitutes a violation of the laws of the Commonwealth of Pennsylvania.

It shall be understood that offenses resulting in personal injury and property damage shall result in the student and the parents being held responsible for all damages to the extent provided by the laws of the Commonwealth of Pennsylvania.

Assault

A student who assaults a school employee or fellow student will be given a three (3) day suspension and an informal hearing. Parents must accompany the student to the principal for the informal hearing. If evidence warrants, the student will receive a suspension for up to seven (7) additional school days. The student may also be referred to the Board of School Directors for a formal hearing and appropriate Board action. Such offenses will be reported to civil authorities for further action. Parents must accompany the student to the principal before being readmitted to class.

Cheating

Students caught cheating in a class (including plagiarism) will receive a failing grade for the assignment in which the cheating occurred. A subsequent infraction will result in a failing grade for the nine weeks, a third infraction will result in a failing grade for the year.

Confidential Communications

A. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.
B. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

Disorderly/Inappropriate Conduct

Students are expected to conduct themselves in a reasonable manner at all times. Rowdy behavior such as excessive noise, pushing others, hitting others, tripping another student, faking a fight, inappropriate public displays of affection, etc., will not be permitted. Students may be assigned detention for each incident of inappropriate behavior. Repeated offenses may be assigned more severe discipline at the discretion of the administration. The major responsibility for student conduct lies with the student; thus, the student will be assigned disciplinary action as a result of inappropriate behavior.

Fighting

Students guilty of fighting on school property will be referred to the building administrator for suspension and/or notification to the appropriate authorities at the discretion of the principal. Fighting may be defined as intentional physical contact or response to physical contact with the intent of harm or injury. All students regardless of their role in the fight are subject to disciplinary action. In the event of suspension, the parent may be required to accompany students to the principal for re-admission to class.

Firearms/Weapons Policy

Students are not permitted to possess, handle, transmit, or transport weapons on school grounds, in school buildings, at any school sponsored activity, or in any conveyance providing transportation of students to or from any school building or school sponsored activity or function under any circumstances.

As used in this policy, "weapon" means any instrument or implement which serves no common lawful purpose and is capable of inflicting serious bodily injury, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened steel, nunchaks, or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, tazer, shocker, or stun gun, any explosive device, firearm (including pellet guns and b.b. guns), gun, slingshot, bow, arrow, or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable. The term "weapon" shall include "weapon look-alikes," including any instrument or implement designed to look like a weapon. "Firearm" shall have the meaning set forth in Section 921 of Title 18, United States Code.
For the purposes of this policy, an individual "possesses" a weapon in violation of this policy when the weapon is found on his/her person. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example, purse, bookbag, gym bag) or in a place where the individual exercises control (for example, locker, desk, vehicle, or other conveyance).

Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity.

Any alleged violation of this policy shall result in an immediate informal hearing followed by an immediate out-of-school suspension of the student for a period not to exceed ten (10) school days if warranted or until such time as the Board of School Directors conducts a hearing, whichever period is shorter. Said hearing shall be in accordance with the Pennsylvania School Code and due process requirements. If, after a formal hearing before the Board of School Directors or a committee or designee thereof, the student has been adjudicated to have violated this policy, the student shall be expelled for a period of not less than one year, provided, however, that the Superintendent may recommend a discipline less than expulsion on a case-by-case, non-precedential basis. Students found to be in violation of this policy shall be denied access to the schools and school-related property of the District and shall be denied the opportunity to participate in co-curricular and extra-curricular student activities.

Special education students who are found to have violated this policy will continue to be entitled to all rights as specified in the Individuals with Disabilities Education Act (IDEA), 20 U.S.C 1415 et seq., and any amendments thereto.

All incidents involving a student's possession of a weapon or weapons in violation of this policy will be reported by the Superintendent to local and/or state law enforcement officials and to the Department of Education in accordance with Section 1302-A and 1303-A of the Public School Code, as amended. In addition, the Administration will maintain records of incidents of violence as required by Section 1307-A of the Public School Code, as amended, will confiscate the weapon and will contact, if appropriate, the Somerset County Mental Health Department.

Any professional staff member, school employee, and/or student who knows or ascertains that a student is in possession of a weapon in contravention of this policy shall immediately inform the principal or available administrator who will conduct a complete investigation. A student who has knowledge that a weapon is in or on school property shall be subject to disciplinary proceedings if the student does not, in a timely manner, report this information to school personnel. Upon confiscation of the weapon, the principal or administrator must immediately notify and/or summon (1) the local and/or state police, (2) the Superintendent, and (3) the parents of any and all students involved in the incident.

When a student is transferring into the District, prior to admission to the District, the parent or guardian of a student must, upon registration, provide a sworn or affirmed statement as to whether or not that the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense of violence involving weapons, alcohol or drugs, or for the willful infliction of injury to another person, or for any act of violence committed on school property. The statement must be maintained as a part of the student's disciplinary record.

Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.
- Students who choose to refrain from such participation will respect the rights and interest of classmates who do wish to participate.

Any requests to refrain from participation in the flag salute or Pledge of Allegiance must be submitted in writing to the appropriate building principal.

Freedom of Expression

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

B. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, arm bands, and other means of common communication, provided that the use of the public school facilities will be in accordance with the regulations of the authority in charge of this facility.

Hair and Dress

1. Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right will include evidence that the length or style of hair causes a disruption of the educational process.
2. School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.
3. Students may be required to wear certain types of clothing while participating in physical education classes, where special attire may be required to insure the health or safety of the student.
4. 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.
5. See also - "Dress Code"

Hearings

A. Education is a statutory right, and students must be afforded all appropriate elements of 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, which is a fundamental element of due process.

B. Formal Hearing: (Expulsion)
A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.

C. Informal Hearing: (Suspensions for more than 10 days)
The purpose of the informal hearing is to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

Insubordinate Action

The deliberate refusal to follow the instructions of a member of the school staff is an act which cannot be tolerated in a school setting. An insubordinate act may result in the suspension of the student for three (3) school days. Parents may be required to accompany the student to the principal for re-admission to class.

The use of auditory and/or visual obscenities toward a member of the school staff is an act that totally opposes the goals of the school and use of obscenities will result in the suspension of the student for three (3) school days. Parents may be required to accompany the student to the principal for re-admission to class.

The use of foul language and/or gestures between students is also forbidden, and it may also result in a three-day suspension.

- Flagrant violators will receive a one-day suspension.
- Non-flagrant violators will receive a verbal reprimand unless the violation becomes persistent.

Clothing displaying vulgar language or obscenities can become a disruption of the classroom process. Such clothing is also offensive to other students and faculty. Students wearing such clothing will be referred to the principal's office for proper action.

Written materials or illustrations deemed inappropriate for the school setting will be confiscated and turned over to the principal who will contact parents.

Other Infractions

1. The principal may assign disciplinary measures for an infraction not listed. Measures may include detention, suspension, or any other measure deemed appropriate for the offense incurred.
2. Further, any conduct as specified by the Pennsylvania Crime Code, which occurs while the student is under the jurisdiction of the school may lead to suspension and/or expulsion.

Serious Disruptions of Educational Process

1. These disruptions include:

a. Setting fires on school property
b. False fire alarms
c. Tampering with fire extinguishers
d. Bomb scares
e. Explosive devices, firecrackers, and smoke bomb
f. Intimidation and extortion
g. Tampering with the sprinkler system

Any student involved in the commission of the above offenses will be automatically suspended for three (3) school days and have an informal hearing before the principal.
Parents must accompany students to the principal for the informal hearing. A suspension for up to seven (7) additional days may result from the informal hearing. The student may also be referred to the Board of School Directors for a formal hearing and appropriate board action. All such offenses shall be referred to the proper authority for appropriate legal action. Students shall be required to pay for all damages related to the preceding acts. Parents must accompany students to the principal prior to the re-admission of the student to the classroom.

2. Misconduct During Lunch Period

Any student who is disruptive and/or discourteous during lunch will:

- First offense – student will be given a verbal warning.
- Second offense - student will be moved from their regular seat and be assigned new seating.
- Third offense - students will lose all cafeteria privileges for the duration of the semester.
- Any student who becomes involved in throwing food in the cafeteria will:
  1. Removed from the cafeteria for one (1) week.
  2. Second offense will result in the loss of all cafeteria privileges for nine (9) weeks.

3. Third offense will result in loss of all cafeteria privileges for the remainder of the school year.

- Any student starting a food fight will;
  1. Suspended for ten (10) days and may be referred to the Board of School Directors for an expulsion hearing.
  2. Students either starting or involved in food fights will be referred to proper civil authorities and be held legally responsible for all damages incurred.

3. Misconduct at Assemblies

- Any student who is disruptive and/or discourteous during a school assembly will:
  1. Upon the first offense, be removed from the assembly and sent to detention study area and will not be permitted to attend or participate in the next assembly.
  2. Upon the second offense will be sent to assembly detention center and lose all assembly privileges for the duration of the school year.

4. Harassment

- Students found guilty of harassing a fellow student will be dealt with at the discretion of the principal. Student will complete an appropriate level Bullying Packet. Charges may be filed with the proper authorities.

Sprinkler System

The Shanksville-Stonycreek School Board, on orders from the Department of Labor and Industry, has installed a fire protective sprinkler system at great expense to school taxpayers. Although the system is not easy to set off, it is effective and could release as much as 8,000 gallons of water when in full use. This water could cause considerable damage to school property, thus resulting in thousands of dollars of additional expense to our community. It is with this in mind that we WARN individuals that may harbor thoughts of tampering with the system that ANYONE found to be involved in tampering with the fire protective sprinkler system in the Shanksville-Stonycreek School will be PROSECUTED TO THE FULL EXTENT OF THE LAW. This is NOT an ordinary school discipline problem. This is a CRIMINAL OFFENSE and will be dealt with accordingly.

Stealing

Students caught stealing private or school property could receive an automatic three-day suspension. Charges will be filed with a magistrate. Restitution may be required.

Students forging a signature on any document may be suspended for one to three school days and/or loss of privileges relating to forged document. For example, forged field trip permission slip will result in loss of field trip privileges; forged hall pass will result in loss of hallway privileges.

Vandalism

Willful destruction or defacing school property or personal property will result in suspension at the discretion of building administrator with restitution being required, including the cost of labor and materials. Referral to civil authority shall be made when deemed necessary by the building administrator. Parents must accompany students to the principal before being re-admitted to class.

TECHNOLOGY

- Equipment Use
- Network Use
- Internet Use
- Device Use
- Chromebook Acceptable Use Policy and Handbook

With the rapid advances in technology capabilities, new challenges arise in the responsible use of electronic devices. The greatest challenge for the Shanksville-Stonycreek School District is to educate our students in the proper use of technology, while maintaining a safe environment. While the use of cell phones, texting, and email is an acceptable form of communication in everyday life, its improper use in a school setting as it can be disruptive to the educational process and harmful in social interaction. We request that you respect our attempt to use technology responsibly by adhering to the following suggestions:

- ✓ Please refrain from phone calls/texting during school hours.
- ✓ Encourage your child to turn their electronic device off during school hours.
- ✓ Please educate your child on the dangers of the Internet and cyber-bullying.
- ✓ As a parent/guardian, please educate yourself of the multiple forms of technology and their proper use.
- ✓ If your child participates in extracurricular activities, we encourage them to have their phone with them for safety purposes.
- ✓ Please do NOT call or text your child during school hours. Your communication may disrupt the educational process.

We do have rules and policies in place that will be enforced during school hours to ensure proper use of technology to best facilitate the educational process. Your support and cooperation in this matter is greatly appreciated. For further information on rules/regulations appropriate technology use please refer to the following information and the Policies Section of this handbook.

Shanksville-Stonycreek School District's technology equipment is to be used to enhance the educational experience of the students, as well as better prepare students for success in the 21st century society. While technology is common in all aspects of today's culture, use of it within the district will be monitored on the norms and standards of professional etiquette. Students should not use technology in any way that will obstruct, delay, or cripple the educational process. Likewise, students should not be engaged in social, leisure, or malicious uses of district equipment. The following categories detail misuse of technology and the potential disciplinary measures.

- Equipment Use - Students are to use all district technology equipment in an appropriate and responsible manner, according to district policy. Any damages to equipment due to misuse will result in the student(s) responsible for the damage being financially responsible for repair/replacement of the equipment. Students will also be subject to disciplinary action under the vandalism guidelines in the Blue and Gold Handbook.

- Network Use - All students will have access to the district network. Any student abusing/damaging the network with activities such as downloading infected files, installing games, illegal downloading, deleting district files, etc. will be subject to disciplinary measures as determined by the building principal, up to and including permanent loss of network privileges and vandalism guidelines.

- Internet Use - All students have access to the Internet to better enhance their educational experience. However, misuse of the Internet will result in disciplinary action as determined by the building principal up to and including permanent loss of Internet privileges. Activities such as viewing inappropriate sites, accessing games and social networks, and willingly bypassing the district's security measures will warrant disciplinary action.

- Device Use - Shanksville-Stonycreek School District has updated the Electronic Device Policy to stay current with the latest technology. Past policies did not allow the use of cell phones or electronic devices that had on-line access. The updated policy permits responsible use of cell phones and electronic devices for educational purposes for students in grades 9-12.
  The District shall not be liable for the loss, damage or misuse of any electronic device brought to the school by a student. Please see the Electronic Devices Section of this handbook.

- Chromebook Acceptable Use Policy and Handbook
  Please reference this document in the Policy Section.

POLICIES and ANNUAL NOTICES

- Bullying/Cyberbulling
- Drug/Alcohol Policy
- Internet Acceptable Use Policy
- Policy to Enter Home Schooled Students to School District Program
- Sexual Harassment Policy - Students
- Special Education Services and Programs-Public Notice
- Notice of Educational Services for Homeless Children and Youth
- Confidentiality (Student Education Record Privacy-FERPA Public Notice)
- Student Records Policy (Directory Information Public Notice)
- Rights Under the Protection of Pupil Rights Amendment Public Notice
- Steroid Policy
- Suicide Intervention Policy
- Tobacco/Nicotine Policy-See Discipline
- Right to Request Teacher Qualification (Annual Parent Notice)
- Tuition Policy
- Title IX Policy
- Chromebook Acceptable Use Policy and Handbook

For additional policies go to: www.sssd.com, SSSD Board of Education, Board Policies

Drug/Alcohol Policy

The use or possession of alcohol or any illegal or illicit drug on school property or on the way to or from school is prohibited. The complete drug policy is on file at the District's main office (see also "Steroid Policy").

Internet Acceptable Use Policy

The Internet is available to students and teachers in the Shanksville-Stonycreek School District. We are very pleased to be able to make this service available to our staff and students. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovative ideas, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and teachers with:

1. Electronic mail communications.
2. Information and news services.
3. Public domain and shareware, software of all types.
4. Discussion groups on a variety of subjects.
5. Connection to many libraries, companies, agencies, and businesses.

With access to computers and people all over the world, comes the availability of material that may not be appropriate or have educational value in a school setting. The Shanksville-Stonycreek School District has taken precautions to restrict access to controversial material. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (Shanksville-Stonycreek School District) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

The smooth operation of the network rides upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Shanksville-Stonycreek School District user violates any of these provisions, his or her access will be terminated and future access could possibly be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

A. Acceptable Use/Purpose

The purpose of the Internet in the schools is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the school's or any individual's account must be used in support of education and research and be consistent with the educational objectives of the Shanksville-Stonycreek School District. Use of another organization's network of computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisements or political lobbying is also prohibited.

B. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a revocation of those privileges. Each student who receives access will be given instruction as to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may restrict access at any time. The administration, faculty, and staff of the Shanksville-Stonycreek School District may request the system administrator to deny, revoke, or suspend specific user access.

C. Student Conduct

All school policies regarding student conduct extend to student conduct on the Internet. Attempts to break into other computer systems or unauthorized access of data is considered unauthorized use of school property and subject to disciplinary actions by the building principal as defined in the school handbook.

D. Rules and Procedures

Each year all students and parents are required to read and sign an Acceptable Use Policy prior to using district technology.

1. Network Etiquette

   You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

   a. Be polite. Do not get abusive in your messages to others. Failure to do so will be considered cyber-bullying and will be addressed through disciplinary action.
   b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
   c. Illegal activities are strictly forbidden. Such as: identity theft, cyber-bullying, unauthorized duplication of software/materials, plagiarism, etc.
   d. Do not reveal your personal address or phone numbers of students or colleagues.
   e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
   f. Do not use the network in such a way that you would disrupt the use of the network by other users.
   g. All communications and information accessible via the network should be assumed to be private property.
   h. All internet activities should be educational based resources with the permission of the instructor. Use of unacceptable web sites will result in disciplinary action and/or revocation of privilege.

2. Warranties

   The Shanksville-Stonycreek School District makes no warranties of any kind, whether expressed or implied, for the service it is providing, and will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Shanksville-Stonycreek School District networks is at your own risk. Shanksville-Stonycreek School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

3. Security
   Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

4. Vandalism
   Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any attempt to harm or destroy data of another user or agency. This includes, but is not limited to, the up-loading, down-loading, or creation of computer viruses.

   ** Please refer to Acceptable Use Policy **

Policy to Enter Home Schooled Students to School District Program

The Shanksville-Stonycreek School District recognizes the provisions of the Pennsylvania Home Schooling Act 169 of 1988 passed by the General Assembly, which provides for the home schooling of students.

Therefore, the Shanksville-Stonycreek School District will enter students at parent request, from Kindergarten to Grade 8 at the grade level of completion designated by the approved affidavit and contingent upon the District's evaluation of the child's portfolio, assuming the child is of appropriate chronological age based on Pennsylvania state law.

If the District finds, through evaluation of the portfolio, that there is insufficient supportive data for the approved affidavit, the District will administer appropriate standardized achievement test to determine proper placement. The District reserves the right to make final determination as to a student's grade level placement. All placements will be subject to a 45 day trial period. At the end of this time, the District may opt to change a student's grade level based on student achievement.

The Shanksville-Stonycreek School District will enter students, at parent request, from the 9th grade to the 12th grade utilizing the following criteria:

1. Review of the approved affidavit and evaluation of individual course work for each subject area as provided in the student's portfolio. A professional employee(s) of the school District, designated by the superintendent, will review the course work.
2. The District may award a Satisfactory (S) grade for each course in which the portfolio and/or standardized achievement test indicate a mastery of the goals and objectives of each District course for which credit is sought. In the event the student's portfolio and/or standardized test scores do not adequately support the awarding of credit for a course, the District may administer a standardized final for the course in question. A letter grade will not be issued.
3. Credit will be granted for each Satisfactory (S) grade.
4. The GPA will be based only on courses taken at Shanksville-Stonycreek High School and will be indicated as such on the high school permanent record. Students returning to high school after the first three weeks of the school year will not be included in class rank.

5. Students who enter at the high school level after the beginning of the official school year may be awarded a Satisfactory (S) grade in the subject for the grading period at the time of entry. Students classified as grade 12 will not be approved for entry after the first three weeks of the school year.
6. Regarding Somerset County Technology Center (formerly the Somerset County Area Vocational-Technical School):
   - A student who has been home schooled his/her entire school career may attend the Somerset County Technology Center provided he/she re-enters the District each semester that he/she plans to attend the SCTC. The student will not receive a Shanksville-Stonycreek diploma.
   - A student who decides at some point during grades 10, 11, or 12 to be home schooled will be required to re-enter the District every semester that he/she plans to attend the SCTC. The student will not receive a Shanksville-Stonycreek diploma unless he/she has earned sufficient credits at Shanksville-Stonycreek High School or at another Pennsylvania Department of Education-approved school to be graduated from the District.

Sexual Harassment Policy – *Title IX* *(Please reference full Title IX Board Policy 103 within this section)*

I. Sexual Harassment Prohibited

It is the policy of the Shanksville-Stonycreek School District to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the District, who engages in conduct which constitutes sexual harassment, as defined in this policy, shall be subject to discipline up to and including expulsion. Any student in the District who is subjected to sexual harassment by District employees, agents, students, or by others in the course of his or her attendance at school, shall have the right to file a complaint under this policy.

II. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of this policy:

1. Unwelcome sexual advances; or
2. Requests for sexual favors; or
3. Other unwelcome verbal or physical conduct of a sexual nature, where
   a. Submission to such conduct is explicitly or implicitly required of the recipient; or
   b. Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
   c. Such conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance or of creating an intimidating, hostile, or offensive working or learning environment.

III. Consequences of Violation of Policy

Any student of this District who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities related to sexual harassment as part of any discipline imposed.

Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

Severity of the misconduct;
Pervasiveness or persistence of the misconduct;
Effect on the victim or victims;
Intent of the perpetrator.

IV. Complaint Procedure

A. The principal shall designate the school counselor to receive sexual harassment complaints from staff and students in that building. Each school year, staff and secondary students shall be notified of the identity of the designated individual, and shall be informed that the said individual is available to receive sexual harassment complaints, answer questions concerning sexual harassment, and assist in resolving problems within the building which may involve sexual harassment. Sexual harassment complaint forms shall be made available in each school office for individuals who would prefer to file such complaints in writing.

B. Students shall also be informed that they may lodge sexual harassment complaints with other appropriate individuals in the District, including teachers, counselors, nurses, or administrators. All sexual harassment complaints so lodged shall be promptly and thoroughly investigated.

C. Complaints involving student-to-student sexual harassment which are lodged at the classroom or building level may be resolved informally. If an informal resolution satisfactory to the complainant and/or complainant's parents is reached, no further investigation or action by the District is required. If the problem cannot be informally resolved, it should be referred to the District Sexual Harassment Liaison for investigation as set forth below.

D. All other complaints shall be referred to the Sexual Harassment Liaison, who shall immediately initiate an investigation which shall include, but not be limited to, the following:

1. interview of complainant
2. interview of accused
3. interview of any other persons with personal knowledge of the allegations of the complaint.

All employees involved in such an investigation shall maintain strict confidentiality.

V. Disposition of Complaint

A. In all cases investigated by the District Sexual Harassment Liaison, the results of the investigation shall be reported in writing to the Superintendent, the principal, and the staff member to whom the complaint was initially made. Such report shall include a conclusion and a summary of facts upon which such conclusion is based, and recommendation as to remediation, if appropriate.

If the complaint(s) is/are lodged against the Chief School Administrator, then the principal shall investigate the complaint then forward his/her recommendations to the School Board if further action is required.

B. If the Sexual Harassment Liaison concludes that unlawful sexual harassment has occurred, the Superintendent and/or principal shall determine appropriate remediation and/or discipline. Any disciplinary action shall be subject to limitations of the School Code, State Board regulations and other applicable law, and any applicable collective bargaining agreement.

C. If the Sexual Harassment Liaison concludes that no unlawful sexual harassment has occurred, the Superintendent and/or the principal shall be so notified. Under no circumstances shall any record of a complaint, which is found to be without basis be placed in an accused's student record or released to any person other than the accused, the Superintendent, the principal, and the staff member to whom the complaint was originally made, without consent of the accused, except by order of court.

D. If the investigation is inconclusive, the Liaison shall so state in his or her report. The Superintendent and/or the principal may, in his or her discretion, require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstances shall an accused or a complainant be disciplined based upon an inconclusive investigation.

E. If the Sexual Harassment Liaison concludes that the accused is not guilty of unlawful sexual harassment, and that the complaint was lodged in bad faith, then the Superintendent and/or the principal may impose appropriate discipline on the complainant, subject to limitations of law. In addition, if the Sexual Harassment Liaison concludes that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent and/or principal may impose appropriate discipline on the accused, subject to limitations of law.

Special Education Services and Programs - Public Notice
Services for Gifted Students and Services for Protected Handicapped Students

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: the duty to identify, locate, evaluate and provide special education services to

school-age individuals incarcerated in local correction institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or mental disabilities:

*Autism/pervasive developmental disorder
*Serious emotional disturbance
*Neurological impairment
*Deafness/hearing impairment
*Specific learning disability
*Intellectual Disability
*Multihandicap
*Other health impairment
*Speech and language impairment
*Blindness/visual impairment

Early Intervention

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3**: not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included)**: not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included)**: unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age**: Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Intermediate Unit 8 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at 814-940-0223 .

Screening

Intermediate Unit 8 and each school district in Bedford, Blair, Cambria and Somerset counties has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities.

Intermediate Unit 8 and each school district has an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary. **Parents, guardians or surrogate parents may contact their local school district or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities**. The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 16. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

* Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
* Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
* Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as "protected handicapped" students and therefore be protected by other federal and state laws

intended to prevent discrimination. The school district must ensure that "protected handicapped" students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped" students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or Intermediate Unit 8 and request an explanation.

The school district will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

SPECIAL EDUCATION CONTACT

Shanksville-Stonycreek School District
P.O. Box #128, 1325 Cornerstone Road
Shanksville, PA 15560
814-267-4649

Notice of Educational Services for Homeless Children and Youth

The following district staff member has been assigned to help introduce you to the various educational programs and services that are available. This person will also assist you in completing or requesting any paperwork or records we may need to have on file:

Principal
Shanksville-Stonycreek School District
PO Box 128, 1325 Corner Stone Road
Shanksville, PA 15560
(814) 267-4649

Our school and school district provide equal access and comparable services to all students regardless of their home living situation. Homeless students are not required to attend a separate school for homeless youth and have the right to benefit from programs for which they are

eligible. Some examples of these programs are for students who are disabled, gifted, limited-English proficient, or participate in vocational education and preschool programs.

You also have the right to be enrolled immediately in school and to participate in and benefit from such programs as:

- Free or reduced price school lunch program
- Title I services (that may include additional academic support such as before or after school programs, summer school, help in the regular classroom, etc.)
- Transportation services

School of origin*: _____
Most recent school attended: _____
Requested placement by student or parent: _____
Recommended placement at the following school: _____
Reason for placement at recommended school: _____

*School of origin is the school the student attended while permanently housed or the school in which he/she was last enrolled. The district will, to the extent feasible, keep children and youth at their school of origin unless doing so is contrary to the choice of the parent or guardian.

If you or your parent or guardian is not in agreement with this placement, you have the right to appeal this decision. The person named above will provide you with more information and assistance regarding the appeal process. You will be immediately enrolled in the school you or your parent requested while the appeal is pending.

Confidentiality – Annual Notice of Student Education Record Privacy

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students" certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Shanksville-Stonycreek School District receives a request for access.

   Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   Parents or eligible students who wish to ask the Shanksville-Stonycreek School District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Shanksville-Stonycreek School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Student Records Policy (Annual Notice for Directory Information)
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Shanksville-Stonycreek School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Shanksville-Stonycreek School District may disclose appropriately designated "directory information" without written consent, unless you have advised the Shanksville-Stonycreek School District to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the Shanksville-Stonycreek School District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Shanksville-Stonycreek School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Shanksville-Stonycreek School District by the beginning of the school year.

Shanksville-Stonycreek School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

STUDENT RECORDS' CONTACT:
School Counselor
Shanksville-Stonycreek School District
P.O. Box #128, 1325 Cornerstone Road
Shanksville, PA 15560
814-267-4649

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or **student's** parents; or
    8. Income other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of—*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use—
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.
Districts will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Districts will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Districts will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Districts will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Steroid Policy

The Shanksville-Stonycreek School District prohibits the use of anabolic steroids, except for a valid medical purpose, by any pupil involved in school-related athletics. Body building, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability is not a valid medical purpose. HUMAN GROWTH HORMONE (HGH) SHALL NOT BE INCLUDED AS AN ANABOLIC STEROID. The complete steroid policy is on file at the District's main office. (See also "Drug & Alcohol Policy")

Suicide Intervention Policy

The Shanksville-Stonycreek School District has adopted a Suicide Intervention Policy. The complete policy is on file at the District's main office.

Tobacco/Nicotine Student Policy (Please reference Student Tobacco/Nicotine in Board Policy 224)

Tobacco/nicotine use is dangerous in a public building and is in violation of Pennsylvania Law Act 168, Section 3.5/Act 128 of 2000, and Stonycreek Ordinance No.1996-1.

Tobacco/nicotine use is prohibited in school buildings, school buses, school property owned by, leased by, or under the control of the Shanksville-Stonycreek School District and ***school sanctioned activities.*** The Shanksville Community Grove is property under the Shanksville-Stonycreek School control and tobacco/nicotine is prohibited at all times. This includes the possession or the use of tobacco/nicotine in any form.

The following will be followed when the tobacco/nicotine policy is violated:

1. Information will be filed when violators are apprehended.
2. Violators will be taken to the principal's office and suspended for one or more days.
   - In addition, violators using smokeless tobacco/nicotine will be ***referred for a general education program.*** All necessary fees will be paid by the violator.
3. Repeat offenders will be prosecuted as per Ordinance No. 1996-1: Any person who shall violate any of the provisions of this Ordinance hereby adopted or fail to comply herewith, shall be guilty of a summary offense and upon conviction therefore before a District Justice of the County of Somerset, shall be sentenced to pay a fine plus court costs.

Tobacco/Nicotine Adult Policy (Please reference Adult Tobacco/Nicotine in Board Policy 904)

Smoking is dangerous in a public building and is in violation of Pennsylvania Law Act 168, Section 3.5/Act 128 of 2000, and Stonycreek Ordinance No.1996-1.

Tobacco/nicotine use is prohibited in school buildings, school buses and on school property owned by, leased by, or under the control of the Shanksville-Stonycreek School District and ***school sanctioned activities.*** This includes the possession or the use of tobacco/nicotine in any form.

The following will be followed when the smoking policy is violated:

1. Violators of the policy will be issued a warning on the first offense.
2. Repeat offenders will be prosecuted as per Ordinance No. 1996-1.
   It shall be the responsibility of the Shanksville-Stonycreek School District to ". . . display upon the premises a sign reading SMOKING AND THE USE OF TOBACCO/NICOTINE AND POSSESSION OF TOBACCO/NICOTINE PRODUCTS PROHIBITED BY LAW. Such sign shall be at least 144 square inches in area."

Students, parents, and all other persons using the facilities of the District shall be notified of this policy in a student handbook, a parent newsletter, or other efficient means.

Right to Request Teacher Qualification (Annual Parent Notice)

Shanksville-Stonycreek School District receives funds for Title I programs that are part of the Elementary and Secondary Education Act of 1965 (ESEA), authorized as the Every Student Succeeds Act of 2015 (ESSA). Throughout the school year, we will continue to provide you with important information about this law and your child's education.

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA/ESSA. Under these regulations, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). If you request this information, the district or school will provide you with the following as soon as possible:

a. Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
b. Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
c. What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration. You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to success in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include subject matter tested, purpose of the test, source of the requirement (if applicable), amount of time it takes students to complete the test, and time and format of disseminating results. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. The commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements. If you have any questions, please contact the school at your convenience.

Principal
Shanksville-Stonycreek School District
PO Box 128, 1325 Corner Stone Road
Shanksville, PA 15560
(814) 267-4649

Tuition Policy for Non-Resident Students

The board shall operate the schools of this District for the benefit of children resident in this District and eligible for attendance.

The admission of nonresident students shall be subject to the following:

1. Any child placed in the home of a resident of this District by a court or an agency of the government shall be admitted to the schools and shall receive the same benefits and be subject to the same duties as resident children.
2. Any child placed under the guardianship of a District resident by the parent of the child shall be admitted upon completion of a Section 1302 Affidavit.

The District will not accept any child on a tuition basis with the exception of Shanksville-Stonycreek employees' children as outlined in the Tuition Policy for Employees.

Bullying/Cyberbulling(Please reference Bullying/Cyberbulling in Board Policy 249)

Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. (stopbullying.gov)

Although bullying is an undesired behavior, each disagreement between students does not qualifying it as "bullying". As with adults and children, disagreements can occur and qualify as a negative social interaction.

If you feel that your child (or another student) is being bullied, please report it to the school administrator or school counselor immediately.

Book	*Policy Manual*
Section	*200 Pupils*
Title	*Bullying/Cyberbullying*
Code	*249 - NEW*
Status	*Review*
Adopted	*November 11, 2008*
Last Revised	*August 19, 2025*
Last Reviewed	*August 19, 2025*
Prior Revised Dates	*06/11/2024, 03/13/2018, 11/11/2008*

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: [1]

1. *Substantially interfering with a student's education.*
2. *Creating a threatening environment.*
3. *Substantially disrupting the orderly operation of the school.*

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

Authority

The Board prohibits all forms of bullying by district students.[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the

complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2][3]

Discrimination/Harassment
Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying.[4][5]

Confidentiality
Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation
Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility
Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the school safety and security incident report:[1][6]

1. *Board's Bullying Policy.*
2. *Report of bullying incidents.*
3. *Information on the development and implementation of any bullying prevention, intervention or education programs.*

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][7][8]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][9][10] [11]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][7][12]

1. ***Counseling within the school.***
2. ***Parental conference.***
3. ***Loss of school privileges.***
4. ***Transfer to another school building, classroom or school bus.***
5. ***Exclusion from school-sponsored activities.***
6. ***Detention.***
7. ***Suspension.***
8. ***Expulsion.***
9. ***Counseling/Therapy outside of school.***
10. ***Referral to law enforcement officials.***

Legal

1. ***24 P.S. 1303.1-A***
2. ***24 P.S. 1302-E***
3. ***Pol. 236.1 4. Pol. 103***
4. ***Pol. 103.1***
5. ***Pol. 805.1***
6. ***Pol. 218***
7. ***22 PA Code 12.3***
8. ***20 U.S.C. 7118***
9. ***24 P.S. 1302-A***
10. ***Pol. 236***
11. ***Pol. 233***
12. ***Pol. 113.1***

Book	*Policy Manual*
Section	*100 Programs*
Title	*Discrimination/Harassment Affecting Students*
Code	*103 - NEW*
Status	*Review*
Adopted	*November 11, 2008*
Last Revised	*August 19, 2025*
Last Reviewed	*August 19, 2025*
Prior Revised Dates	*06/15/2021, 03/13/2018, 11/11/2008*

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1]
[2][3][4][5][6][7][8][9]**[10]**[11][12][13][14][15][16][17][18]

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students admission, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at, or in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[19][20][21][22]

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student may have been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory law enforcement or child protective services reports required by law.[23][24]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the designated district report form attached to this policy for purposes of reporting an incident or incidents in writing; however, oral reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[19][21][25][26]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other

disciplinary actions, including specific provisions to address a student with a disability where applicable.[19][20][21][25]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault
Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.[27][28]

Confidentiality
Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[29][30][31][32][33]

Retaliation
The Board prohibits retaliation by the district or any other person against any person for:[32]

1. *Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.*

2. *Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.*

3. *Acting in opposition to practices the person reasonably believes to be discriminatory.*

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions
Complainant shall mean an individual who is alleged to be the victim.

Pregnancy – the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.[34]

Race includes all of the following:[34][35]

1. *Ancestry, national origin or ethnic characteristics.*
2. *Interracial marriage or association.*
3. *Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.*
4. *Hispanic ancestry, national origin or ethnic characteristics.*
5. *Persons of any other national origin or ancestry as specified by a complainant or in a complaint.*

Religious creed includes all aspects of religious observance, practice or belief.[36]

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination
Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or putdowns, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. *Sufficiently severe, persistent or pervasive; and*
2. *A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.*

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[31][37]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[37]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[37]

1. *Counseling.*
2. *Extensions of deadlines or other course-related adjustments.*
3. *Modifications of work or class schedules.*
4. *Campus escort services.*
5. *Mutual restrictions on contact between the parties.*
6. *Changes in work or housing locations.*
7. *Leaves of absence.*
8. *Increased security.*
9. *Monitoring of certain areas of the campus.*
10. *Assistance from domestic violence or rape crisis programs.*
11. *Assistance from community health resources including counseling resources.*

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy. The Title IX Coordinator shall consult with the Director of Special Education in the implementation of supportive measures for students with an IEP or Section 504 Service Agreement.[18][19][25][26] [38]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[37]

1. *A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.*
2. *Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.*
3. *Sexual assault, dating violence, domestic violence or stalking.*

    a. *Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[39]*

        i. *Length of relationship.*
        ii. *Type of relationship.*
        iii. *Frequency of interaction between the persons involved in the relationship.*

    b. *Domestic violence includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[39]*
    c. *Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[40]*
    d. *Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[39]*

        i. *Fear for their safety or the safety of others.*
        ii. *Suffer substantial emotional distress.*

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[30][31][37]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the [41] Pre-K to Grade 12 Principal as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 1325 Corner Stone Road / PO BOX 128, Shanksville, PA 15560-0128
Email: sdaughenbaugh@sssd.com
Phone Number: 814.267.4649 x253

The Compliance Officer/Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. *Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.*
2. *Training - Provide training for students and staff to prevent, identify and alleviate conduct which may constitute discrimination.*
3. *Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to law enforcement, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.*
4. *Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.*
5. *District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[42]*
6. *Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.*
7. *Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.*

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. *Definition of sexual harassment.*
2. *Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.*
3. *How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.*
4. *How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.*
5. *Use of relevant technology.*
6. *Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.*
7. *Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.*
8. *How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.*

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for a violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[19][20][21]

1. *Loss of school privileges.*
2. *Permanent transfer to another school building, classroom or school bus.*
3. *Exclusion from school-sponsored activities.*
4. *Detention.*

5. *Suspension.*
6. *Expulsion.*
7. *Referral to law enforcement officials.*

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][43]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Legal

1. *22 PA Code 12.1*
2. *22 PA Code 12.4*
3. *22 PA Code 15.1 et seq*
4. *22 PA Code 4.4*
5. *24 P.S. 1301*
6. *24 P.S. 1310*
7. *24 P.S. 1601-C et seq*
8. *24 P.S. 5004*
9. *43 P.S. 951 et seq*
10. *16 PA Code 41.201 et seq*
11. *20 U.S.C. 1681 et seq*
12. *34 CFR Part 106*
13. *29 U.S.C. 794*
14. *42 U.S.C. 12101 et seq 15. 42 U.S.C. 1981 et seq*
15. *42 U.S.C. 2000d et seq*
16. *U.S. Const. Amend. XIV, Equal Protection Clause*
17. *Pol. 103.1*
18. *Pol. 113.1*
19. *Pol. 218*
20. *Pol. 233*
21. *Pol. 317*
22. *Pol. 806*
23. *Pol. 805.1*
24. *Pol. 113.2*
25. *Pol. 113.3*
26. *Pol. 218.3*
27. *24 P.S. 1318.1*
28. *20 U.S.C. 1232g*
29. *34 CFR 106.44*
30. *34 CFR 106.45*
31. *34 CFR 106.71*

32. *34 CFR Part 99*
33. *16 PA Code 41.204*
34. *16 PA Code 41.207*
35. *16 PA Code 41.205*
36. *34 CFR 106.30*
37. *Pol. 113*
38. *34 U.S.C. 12291*
39. *20 U.S.C. 1092*
40. *34 CFR 106.8*
41. *Pol. 150*
42. *Pol. 317.1*

18 Pa. C.S.A. 2709
20 U.S.C. 1400 et seq
28 CFR Part 41
28 CFR Part 35
34 CFR Part 100
34 CFR Part 104
34 CFR Part 110
U.S. Const. Amend. I
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Pol. 122
Pol. 123
Pol. 138
Pol. 216
Pol. 220
Pol. 247
Pol. 249
Pol. 251
Pol. 252
Pol. 320
Pol. 324
Pol. 701
Pol. 800
Pol. 801
Pol. 815

Shanksville-Stonycreek School District
Chromebook Acceptable Use Policy & Handbook

TABLE OF CONTENTS

I.	Introduction	129
II.	Technology	
	a. Technology Provided	129
	b. Ownership/ Expectation of Privacy	129
	c. Responsibility for Electronic Data	130
	d. Substitute Device	130
	e. Standard of Care	130
	f. Liability Waiver	133
III.	Use and Conduct	
	a. Monitoring of Device	134
	b. Education of Students on Safe and Appropriate Use	134
	c. Prohibited Use	134
	d. Discipline	136
	e. Waiver of Use	137
IV.	Damage or Loss of Technology	
	a. Technology Damages	137
	b. Loss or Theft of Technology	137
V.	Web/Social Media Publication	138
	a. Publication of Student Work and Information	138
	b. Web Publication Opt Out	139
VI.	Attachments	
	a. Student 1:1 and Technology Acceptable Use Handbook Acknowledgment Form	140

I. INTRODUCTION

The Shanksville-Stonycreek School District (SSSD) supports a 1:1 initiative to transform teaching and learning within SSSD. The initiative gives students the tools to have instant access, through the use of technology, to the world of information and also to become producers rather than just consumers of information. By providing each SSSD student with 24/7 access to technology through the initiative, SSSD will be able to enrich the learning that takes place in and out of classrooms. The rules set forth in this Handbook apply to any use of SSSD's technology, whether this access occurs on or off campus. After reviewing the document, both the student and parent/guardian must sign the Acknowledgment Form (Attachment A), indicating their understanding of the guidelines and procedures set forth in this Handbook and Board policies. The Acknowledgement Form must be received by the SSSD main office to be issued an SSSD device. Students will not receive access to SSSD Device, Equipment and/or Network resources until the Acknowledgement Form is signed and received.

II. TECHNOLOGY

a. TECHNOLOGY PROVIDED

"Device" refers to a computer, laptop, tablet, or other Apple item(s) provided to a student through the initiative. SSSD will retain records of the serial numbers of provided Device.

"Equipment" refers to the protective bag or case, AC charger, software and/or other items provided to and/or used by students in the operation, use and/or safety of a Device. SSSD will retain records of the serial numbers of provided Equipment.

"Network resources" refers to all aspects of SSSD's owned or leased equipment, including, but not limited to, device, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services.

b. OWNERSHIP/ EXPECTATION OF PRIVACY

SSSD retains sole right of possession and/or ownership of all device, equipment, and network resources. SSSD grants permission to students and staff to use SSSD device, equipment, and network resources for educational purposes only, according to the guidelines set forth in this Handbook and all applicable state and federal laws. Users shall abide by the same use policies when using SSSD device, equipment, and network resources away from SSSD building and grounds. Users are expected to treat SSSD device, equipment, and network resources with care and shall report any loss, damage, or malfunction to the SSSD Technology Department immediately. Users may be financially accountable for any damage resulting from negligence or misuse and could be disciplined in accordance with this Handbook as well as any other relevant SSSD policy. SSSD reserves the right to monitor and log the use of its

technology and network by users and examine user files and materials as necessary. Moreover, SSSD administrative staff retains the right to collect and/or inspect device and/or network resources at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There are no reasonable expectations of privacy while using SSSD Device or Network resources.

c. RESPONSIBILITY FOR ELECTRONIC DATA

It is the sole responsibility of students to back-up their data as necessary. SSSD provides directions for data backup, but does not accept responsibility for any such backup of student material.

d. SUBSTITUTE DEVICE

In the event that a device is inoperable, SSSD has a limited number of loaner device for use. SSSD, however, cannot guarantee that a loaner will be available at all times. If it is determined that an inoperable device was damaged intentionally, the student will not be able to take the loaner device home. Students, who accidentally leave their device at home and/or bring their device to SSSD uncharged, will not be allowed to check-out a loaner device. Students may not use a personal device as a substitute for a school issued device.

e. STANDARD OF CARE

Students are expected to take certain steps to ensure proper care of device, equipment and network resources. Students are expected to follow all the specific care guidelines listed in this Handbook as well as take any additional common-sense precautions to protect assigned device, equipment, and network resources. Loss or damage resulting in failure to abide by the rules below may result in full financial responsibility.

Students shall:

1. Treat device, equipment, and network resources with as much care as if they were their own property.
2. Not attempt to remove or change the physical structure of a device, equipment or network resource. This includes removing or changing the keys, screen cover or plastic/aluminum casing. Doing so will void the warranty, and the student/family will be responsible for any repairs.
3. Not remove or interfere with the serial number or any identification placed on device or equipment.
4. Keep Device and equipment clean. Device screens show fingerprints and smudges easily, so students should be sure to follow proper cleaning procedures to keep Device screens looking

new. Students should never use a chemical to clean a device screen, but instead should use a soft, dry, lint-free cloth.

5. Not act in any way so as to permanently alter device or equipment.
6. Back up data. Electronic information is not safe when stored on only one Device.
7. Not put stickers or use any type of markers on a device or equipment. Any stickers or adhesive material found on a device will result in a removal fee.
8. Close the lid of a device when it is not in use, in order to save battery life and protect the screen.
9. Transport device in provided equipment. Students should never walk from one location to another with an open device. This is applicable at school and at home.
10. Not charge a device while it is in the bag. It is important to ensure that device have air circulation while charging.
11. Keep device and equipment in safe and secure places (a locker, when locked, is considered a safe place).
    a. Device and equipment should not be left on the floor where they might be stepped on or are within reach of small children or pets.
    b. Device and equipment should not be left in a car or anywhere they might be exposed to extreme temperatures. The locked trunk of a car could be an acceptable storage place so long as it's not excessively hot or cold.
    c. Device and equipment left in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. Unattended and unlocked Device and Equipment, if damaged or stolen, will be the student's financial responsibility.
    d. Device and equipment should never be left in school vehicles (bus), in the gym, in a locker room, on playing
    e. field, or in other areas where they could be damaged or stolen.

12. Not remove device from protective cases.
13. Keep device and equipment away from all liquids. Exposure to liquids will severely damage device and equipment and may result in large repair costs.
14. Maintain a 100% working device at all times. If a Device is not working properly, refer to Section IV, Damage or Loss of Technology, below.
15. Bring a device to class each day, fully charged. It is imperative that students bring their fully charged device to school each day for their learning. Teachers will be designing lessons based on students having access to their device. When a device is not being used in class, it is to be closed/covered (as determined by the teacher).
    a. Students should establish a routine at home for the charging of their device.
    b. Students shall only use the charging unit provided by SSSD.
    c. It is the student's responsibility to maintain the power adapter and cable. The student or parent/or legal guardian will be charged for the replacement of lost or damaged power adapters. It is recommended that students not use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.
    d. Keep a device in its carrying bag/case at all times when it is not being used. Students shall not store anything (e.g., cords, papers or 5 disks) in the area within the case designed for the device other than the device itself as this may damage the screen.
16. Read and follow any maintenance alerts from SSSD.
17. Shutdown a device when it won't be used for an extended duration. Simply putting a device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
18. Completely close a device lid when moving it from one point to another. Make sure no foreign objects are in-between the screen and keyboard when the lid is closed; otherwise the screen may break or become damaged.
19. Never carry a device by the screen. Be sure to use proper handling techniques and carry a device by holding the entire unit.
20. Avoid extended use of device resting directly on his/her lap. The bottom of the device can generate significant heat and therefore

cause temporary or permanent injury. Use a barrier, such as a book or items made specifically for this purpose, when working on a device. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.

21. Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Students should take frequent breaks as well as alter their physical positions (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, it is recommended that students set up a workstation at home with an external keyboard and mouse that allows them to situate the screen at eye level and the keyboard at lap level.
22. Return device to SSSD at the end of the school year for updates and re-imaging of the device. Students and their parent/guardian are strongly encouraged to review the user information for device to understand more about their issued device, its capabilities, and required care.

f. LIABILITY WAIVER

No warranties, expressed or implied, are made by SSSD for the device, equipment or network resources provided. SSSD is not responsible for damage or harm to persons, files, data, hardware; delays; or service interruptions. While SSSD employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Individual users are solely responsible for making backup copies of their data. SSSD is not responsible for the accuracy of information that users access on the internet and is not responsible for any unauthorized charges students or staff may incur as a result of their use of SSSD's device, equipment or network resources. Any risk and/or damage resulting from information obtained from and/or with SSSD's device, equipment, or network resources is assumed by and is the responsibility of the user. SSSD will not be responsible financially or otherwise, for unauthorized transactions conducted with SSSD's device, equipment or network resources. At school, students will have access to the internet through SSSD's network resources. SSSD will not provide students with internet access outside of school. Students who are allowed to take a device home can access the internet on their device if they have the internet available to them in their home or other location(s). As with any other internet-enabled device, SSSD recommends that parents/guardians monitor their student's time and activities on the Internet when their student is not at school. SSSD is not responsible for providing a content filter for internet access on a student's device outside of school. Parents are encouraged to contact their internet service providers for information on setting up content filters at home.

III. USE AND CONDUCT

a. USE AND CONDUCT A. MONITORING OF DEVICE

In compliance with the Children's Internet Protection Act (CIPA), SSSD will continue to do everything practicable to keep students safe when using SSSD's Device and Network resources. This includes filtering content through SSSD's Network resources and Device when students are at school. It is possible that restricted content may not always be stopped by filtering technology. SSSD does not have control of content posted on the internet, nor does it have control of incoming email. Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of SSSD. SSSD expects students to use technology appropriately and follow all policies when using the internet, and believes that parent/guardian supervision of technology use outside of school is critical to ensure student safety and compliance with District policies as well as state and federal laws. Students found in violation of SSSD policies may be subject to disciplinary actions. If prohibited or inappropriate web pages or content are accessed by accident, students should immediately leave the site and report the incident to an adult. There is no reasonable expectation of privacy while using SSSD Device or Network resources. Device and Network resources are the property of SSSD, and SSSD has the right to determine what is appropriate and when and how to search Device and Network resources.

b. EDUCATION OF STUDENTS ON SAFE AND APPROPRIATE USE

Students will receive instruction on the safe, ethical, and appropriate use of technology. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others. Topics covered in technology learning sessions will include information on cyberbullying and cyber-harassment, digital footprint, inappropriate websites, online safety including use of social networking platforms and chat rooms, plagiarism, and misuse of the equipment. Students will also learn how to respond to inappropriate or unsafe situations that may arise on the Internet.

c. PROHIBITED USE

The following is a list of rules and guidelines that govern students' use of SSSD Device and Network resources. Students must follow these rules and guidelines at all times. Students shall:

1. Not do anything illegal or anything that adversely affects SSSD's legal interests, the educational needs of its students or the efficiency of SSSD operations. All illegal and disruptive activity is prohibited, and SSSD will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities.
2. Not post personal contact information about themselves or other people: first and last names; home, school or work addresses; telephone numbers; etc. School contact information may be allowed as part of approved projects.

3. Not agree to meet with someone they have met online without the approval of a parent/guardian.
4. Promptly disclose to a teacher, administrator or school employee any message they receive that is inappropriate, offensive, or makes them feel uncomfortable.
5. Not attempt to gain or gain unauthorized access to SSSD's Network resources or any other computer system through SSSD's Network resources, or go beyond their authorized access. This includes, but is not limited to, attempting to login through another account or accessing or attempting to access another person's files without authorization.
6. Not deliberately attempt to disrupt SSSD's system performance or destroy data by spreading computer viruses or by any other means.
7. Not use SSSD's system to send, receive, view, or download any illegal materials or engage in other illegal acts (e.g., arrange for the sale/purchase of drugs, engage in criminal gang activity, cyber bully, or threaten the safety of another individual).
8. Be responsible for the use of their individual account and should take all precautions to prevent others from being able to use their account.
9. Take appropriate precautions to prevent viruses from entering SSSD's Network resources.
10. Conduct themselves in a manner that is appropriate and proper as representatives of SSSD. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
11. Not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
12. Not post information that, if acted upon, could cause damage or a danger of disruption.
13. Not harass or cyber bully other individuals. Harassment in this context is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, they must stop. Continued online harassment and/or cyberbullying is punishable under Code of Student Conduct or other Board policies.
14. Not post personal information about another person on SSSD Network resources.
15. Not engage in "spamming," which includes sending annoying or unnecessary messages to a large number of people.
16. Check their e-mail frequently and delete unwanted messages promptly.
17. Use SSSD's system only for educational activities during school hours.
18. Not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Students will use proper bibliography formats.
19. Respect copyright laws. Copyright infringement occurs when an individual reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, students should request permission from the copyright owner.

20. Not use SSSD's Network resources to access or share material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people. A special exception may be made for hate literature only if the purpose of such access is to conduct research and access is approved both by the teacher and the student's parent/guardian.
21. Not illegally download, stream or listen to Internet-based music, or videos
22. Not conduct any commercial business, unless such commercial business is authorized by a teacher or SSSD administrator.
23. Not conduct any activity that violates SSSD rules, Board Policies, as well as state or federal laws.
24. Not install any non-approved apps/software onto the Device.
25. Not copy SSSD school software (copying school owned software programs is considered theft).
26. Not videotape staff or students without their consent or knowledge.
27. Not use earbuds/headphones in class or during study times unless such use is first approved by a teacher.
28. Only print materials from or with SSSD Network resources that are related to and required for school work.
29. Not allow anyone else to use their specifically issued Device. Parents or guardians may utilize the Device for the sole purpose of monitoring a student's use or classwork; personal or business use of the Device by a parent or guardian is prohibited. Loss or damage that occurs when anyone else is using it will be the student's responsibility.
30. Will not intentionally bypass the school district's web filer by way of; Proxy bypass websites, browser add on, use of personal networks during the school day.

d. DISCIPLINE

Any student who violates the rules and expectations relative to this handbook and/or Board Policy will be subject to disciplinary action, per administration's discretion up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then an SSSD administrator or designee will decide appropriate consequences in accordance with Board policies and the law. SSSD will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through or with SSSD's device or network resources. Any student violations may also result in the student's access to SSSD technology being limited or revoked, or students having their hard drives restored to original settings. The first time a device or equipment is confiscated, the student will receive a warning before getting the device or equipment back. If a device or equipment is confiscated two or more times, the student may be required to get a parent/legal guardian signature acknowledging financial responsibility before getting the device back, along with any other appropriate consequences. Use of SSSD device and network resources is a privilege, not a right. SSSD administration will have the ability to restrict a student's internet access due to behavioral issues and/or academic performance.

e. WAIVER OF USE

Parents/guardians have the right to waive their student's 24/7 access to a device by filing a written waiver with the school's main office. A record of that waiver will be kept on file. A student, whose parent/guardian has waived his/her 24/7 access to a device, will still have access to a Device while at school, but will not be allowed to remove a device from school. The decision to either waive the right to 24/7 access or to participate in 24/7 access to a device can be made at any time during the school year.

IV. DAMAGE OR LOSS OF TECHNOLOGY

a. DAMAGE TO TECHNOLOGY

If a Device or Equipment is damaged, SSSD administration or the SSSD Technology Department must be notified immediately. SSSD reserves the right to charge a student and/or parent/guardian the full cost for repair or replacement of a Device or Equipment when damage occurs due to negligence or misuse. Examples of negligence or misuse include, but are not limited to:

1. Leaving device or equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school or at home.
2. Lending device or equipment to others.
3. Using device or equipment in an unsafe environment.
4. Using device or equipment in an unsafe manner.
5. Caring for and/or using device or equipment in a manner that is prohibited in this handbook or Board policies.
6. Placing stickers on device or case.

All SSSD device and equipment repairs and replacements must be done through the SSSD Technology Department. If a device or equipment is damaged/lost, the student is responsible for same-model replacement.

In the event that damage to a device or equipment is not covered by a warranty or insurance and such damage occurred while the Device or Equipment was within a student's control, the student and his/her parent/guardian will be billed according to the actual cost of the repair or replacement as determined by SSSD's Technology Department. SSSD administration has the authority to waive the charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

b. LOSS OR THEFT OF TECHNOLOGY

Device or equipment that are lost or stolen need to be reported to SSSD's main office immediately. If a device or equipment is lost or stolen while not at a SSSD sponsored event, the parent/guardian shall file a police report and notify SSSD's main office as soon as possible. Lost or stolen device and equipment will be assessed the full replacement value. Students will be financially responsible for such loss or theft and may lose his/her right to take future device and/or equipment home. Families may purchase device insurance through SSSD's provider. The policy covers a one-year period and has a zero deductible. For further information,

including costs, parents/guardians should contact the main office of his/her student's respective building. If a student leaves SSSD for an extended period, whether for a semester break or permanently, and does not turn his/her device and equipment, SSSD will make a reasonable effort to obtain the device and Equipment. If those efforts are unsuccessful, 12 SSSD will proceed as if the device and equipment were stolen and will notify the appropriate legal authorities.

V. WEB/SOCIAL MEDIA PUBLICATION

a. PUBLICATION OF STUDENT WORK AND INFORMATION

Access to network resources has dramatically expanded the teaching and learning opportunities for students and staff of SSSD. Primary source material, connections with experts, historical and scientific databases, graphics, images, and software are available instantaneously from places around the globe. Through its network resources, SSSD has also become a valuable source of information for others as it publishes school curriculum and instruction, school-authorized activities, and other information relating to SSSD and its mission on the World Wide Web via SSSD web pages (www.sssd.com) and on SSSD sponsored Social Media pages. Publishing privileges are provided to students and staff through SSSD administrators or designee. Creators of web pages need to familiarize themselves with and adhere to the following guidelines and responsibilities. Failure to comply with the following guidelines may result in the loss of authoring privileges or other more stringent disciplinary measures.

1. SSSD web pages and sponsored social media pages shall be developed and controlled under the supervision of staff designated by the SSSD administrators or designee.
2. SSSD web pages shall not contain information that is inappropriate, obscene, racist, sexist, or contains obscenities or inflammatory/abusive language. All SSSD web pages shall meet state and federal laws regarding student accessibility. SSSD web pages shall not be linked to sites that do not meet the same criteria.
3. SSSD web pages shall adhere to the following rules with regard to student information:
    a. Documents shall include only the first name of the student.
    b. Documents shall not include a student's home phone number or the address or the names of other family members or friends.
    c. Published e-mail addresses shall be restricted to those of staff members.
    d. Decisions on publishing student pictures (digitized or video) and audio clips are based on the supervising teacher's judgment and 13 implied consent of the student or his/her parent or guardian (see SSSD "Web Publication Opt Out Form").
    e. Documents shall adhere to copyright laws
4. SSSD web pages shall be maintained and updated on a regular basis.
5. SSSD web pages are not to be used for personal purposes and may not contain links to personal web pages that promote a political cause or for-profit

enterprise, or are not specifically related to education. All web pages on the SSSD's server(s) shall become the property of SSSD. A signed form shall be on file before the web page is added to the server. Concerns about the content of any page(s) created by staff or students should be directed to an SSSD administrator or the SSSD Technology Coordinator.

b. WEB PUBLICATION OPT OUT FORM

For the purpose of sharing with the community the exemplary work and activities of SSSD students, SSSD may publish work recommended by staff and/or photographs of student work on its web page so long as permission of the student and parent are first obtained. Student work and photographs of student work featured on the SSSD web page reflect some of SSSD's best and serve as an educational resource for others. All published work and/or photograph of work must conform to SSSD Board policies and established school guidelines. As per SSSD Board policies, directory data includes student names, a student's field of study, participation in District activities, photographs, degrees and awards received, and the name of the school in which a student is currently attending. Any parent, guardian, or eligible student (18 years of age or older) may request that their student's directory data not be published on SSSD web pages. This can be communicated by completing SSSD's "Web Publication Opt Out Form", provided that such notification is given to SSSD within thirty (30) days of receiving this Handbook and/or in compliance with Board Policy JRA. This notification will serve for the upcoming school year only – any previous notices on file with the school district are void at the completion of each school year. The "Web Publication Opt Out Form" is attached hereto as Attachment B.

ATTACHMENT A

ACKNOWLEDGMENT FORM

I, _____ acknowledge that the Shanksville-Stonycreek School District's 1:1 and Technology Acceptable Use Handbook has been provided to me, that I have read it, and that I understand and agree to comply with the rules and procedures set forth within it.

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

INDEX

Academic Intervention Through ESAP 13

Accident Insurance ..... 32 & 64

Adding, Dropping, or Repeating a Subject 18

Admits/Passports 47

Aims and Purposes of the School 4

Alcohol/Drug Policy (See Steroid Policy) ..... 35, 38 & 100

Alma Mater 4

Alumni/Community Visitation 5

Announcements 56

ANNUAL NOTICES (and Policies) 99-142

Appointments with Staff 56

Assault 89

ASVAB Testing 18

ATHLETICS 31-36

Athletic Attendance/Tardiness After Event 32-33

Athletic Awards ..... 33 & 42
- Clyde O. Long Award 33

Athletic Department Guidelines 33

Athletic Eligibility (Academic) Policy 33-34

Athletic Forms 34

Athletic Physicals 34

Athletic Rules 34

Athletic Trips 34-35

ATTENDANCE 43-53

Attendance Quick Reference 46

Automobiles and Parking 64

Awards Day 24

Bell Schedule 10

Blended Opportunities (SSSD Cyber School) ***10***

Bookbags/Backpacks 56

Bullying/Cyberbulling 118-121

Bus Transportation 69-72

Cafeteria Misconduct 93-94

Cafeteria 62-63

Cellular Telephones/Personal Electronic Devices/Cameras 56-57

Care of School Property 56

Cheating 90

Chicahonian 25

Chromebook Acceptable Use Policy & Handbook 130-142

Chronic Absences 45

Class Dues 24

Class Rank 18

Class Officers 27

Club Funds 26

Code of Ethics 4

College Attendance Policy 48

College Visits 48

Communication Methods ***5***

Community and Alumni Visitation Guidelines 5

Concussion Management Plan 36

Confidential Communications 90

Cooperative (co-op) Program 16

Cyber School (SSSD Cyber School) ***10***

CURRICULUM PROGRAM 9-16

Dances ..... 24 & 25

Detention/Suspension/Expulsion 86-89

Determination of Grades 11

DISCIPLINE 73-94

Discrimination/Title IX Sexual Harassment Affecting Students 122-129

Discipline Structure-Student Misconduct/Response Guidelines 79-85

Disorderly/Inappropriate Conduct 90

Disruption of Education Process 93-94

Drama Club 24

DRESS CODE (See Hair and Dress) ..... 67 & 92

Driving Privileges ..... 64 & 71

Drug/Alcohol Policy (See Steroid Policy) ..... 35, 38 & 100

Dual Enrollment 16

Educational Opportunities 10

Educational Travel Policy 49-50

Election of Officers 26

Electronic Devices 56-57

Elementary-Special Discipline Provisions 77

Elevator Use 58

Eligibility (Athletic & Extracurricular) ..... 33-34 & 39-40

Emancipated Minors 51-52

Every Student Succeeds Act (ESSA) 117

Excusals (Early and End of Day) 47-48

Expulsion/Detention/Suspension 86-89

EXTRACURRICULAR ACTIVITIES 37-40

Extracurricular Attendance/Tardiness After Event 38-39

Extracurricular Eligibility 39-40

Extracurricular Trips 40

Field Trips 58

Fighting 90

Financial Aid for Higher Education 18

Fire Alarms Falsely Set 93

Fire/Security Drills 58

Firearms/Weapons Policy 90-91

Flag Salute and the Pledge of Allegiance 91

Forensics 24

Freedom of Expression 92

Free Education and Attendance 45

Fundraising Guidelines 26

GENERAL INFORMATION 55-66

Gifted Education 19

Grades (Determination Of) 11

Graduation Credit Requirements 18

Grievance Procedure 59-60

Hair and Dress (See Dress Code) ..... 67 & 92

Handicapped Student Education 19

Harassment 94

Hats 67

Health Room 60-61

Hearings 92

Home Schooled Students 102-103

Homeless Children and Youth 109-110

Homework....11

Homework for Absentee Students Due to Illness....11

Homework for Absentee Students Due to Educational Travel....49

Honor Roll Policy....11

Inappropriate Conduct....90

Incomplete Grades....12

Independent Study Guidelines....12-13

Injuries/Illnesses....61

Insubordination....89

Insurance (For Purchase By Students)....32 & 64

Internet Acceptable Use Policy....100-102

INTRODUCTION....3-8

Job Shadowing....49

Kindergarten – Tier I and Tier II....13-14

Late Slips/Admits....47

Lettering Criteria....41-42

Library....61-62

Library Books-Lost/Damaged....56

Lockers....65

Lunch....5, 62-63 & 93-94

Lunch Buying Procedure....62-63

Medications....61

Misconduct At Assemblies....94

Misconduct During Lunch....93-94

Mission Statement....4

Music....24

National Honor Society....27-30

Non-Discrimination Policy 1

Note Taking 14

Nurse 60-61

Parking Policy 64

Parties/Visitors 63

Passport 47

Peer Tutoring Program 18

Physical Education 14

Physicals (Athletic) 34

Picking Up Students (Procedures) ..... 47-48 & 64

POLICIES (and Annual Notices) 99-142

Policies and Guidelines of Student Controls 89

Posters 65

Program of Studies 14

Prom 24

Promotion Policies 15

Protection of Pupil Rights Amendment 114-115

Publications 25

Recess 57-58

Religious Release Time 52

Report Cards 16

School Activities 25

School Closing & Early Dismissals 64

SCHOOL COUNSELOR/SPECIAL SERVICES 17-22

School Personnel 6-7

School Property (Care Of) 56

School Rules 74

Senior End of Year Attendance 45
Senior Graduation Rehearsals 45
Senior Graduation Requirements 16
Shared Values 4
Sexual Harassment Policy-Students 103-105
Smoking Policy 116
Social Activities 25
Solicitations ..... 26 & 36
Somerset County Technology Center Program 15
Somerset County Technology Center Attendance (Act 80/Delay/In-Service Days) 53
Somerset County Technology Bus Transportation/Driving Privileges 71
Special Education 19-20
Special Education Public Notice 105-109
Special Services 19-20
Sprinkler System 94
Stealing 94
Steroid Policy (See Drug/Alcohol Policy) ..... 35 & 116
Stolen Articles 64
Student Activity Funds 26
Student Assistance Program (S.A.P. & E.S.A.P.) 21
Student Council 26
Student Groupings 21
Student Officers 26
STUDENT ORGANIZATIONS AND ACTIVITIES 23-30
Student Posters 65
Student Records Policy 110-114
Student Responsibilities 74-75

Student/Family Trips (See Educational Travel) 49-50

Suicide Intervention Policy 116

Suspension/Expulsion/Detention 86-89

Swearing and Use of Obscenities 92-93

Tardiness ..... 47 & 89

Teacher Qualification (Annual Parent Notice) 117

TECHNOLOGY 95-97

Telephone 66

Textbooks-Lost/Damaged 56

Title IX Sexual Harassment Affecting Students/Discrimination 122-129

Tobacco/Nicotine Policies 116

TRANSPORTATION 69-72

Tuition for Non-Resident Students 118

Unlawful/Unexcused Absences 46

Vandalism 94

Victim Services Contact Information 22

Video Monitoring on Bus 72

Viklet 25

Vision Statement 4

Visitors during Lunch ..... 5 & 63

Visitors ..... 5 & 63

Weapons Policy 90-91

Withdrawal from School 52

Work Permits 66

SHANKSVILLE - STONYCREEK SCHOOL DISTRICT

MAILING ADDRESS:
P.O. Box 128 Shanksville, PA 15560

PHYSICAL ADDRESS:
1325 Cornerstone Road Friedens, PA 15541

www.sssd.com

SHOULD YOU WISH
TO CONTACT US…
(814) 267-4649

District Office/Transportation .....ext. 239

Mr. Reno Barkman, Superintendent
Mrs. Heidi Gross, Assistant to the Superintendent
Mrs. Stephanie Milavec, Transportation Director

Mr. Sidney Clark, Business Manager .....ext. 237
Mrs. Stephanie Mulchay, Assistant Business Manager .....ext. 256

Athletics.....ext. 235

Mr. Nathan Menhorn, Athletic Director
Mrs. Stephanie Milavec, Athletic Secretary

Elementary Office.....ext. 238

Mrs. Stephanie Daughenbaugh, PreK-12 Principal
Mrs. Gail Edwards, Secretary
Mrs. Chloe Koval, Nurse

Middle & High School .....ext. 232

Mrs. Stephanie Daughenbaugh, PreK-12 Principal
Mrs. Natalie Custer, Secretary
Ms. Christa Adomnik, Cafeteria Manager
Mr. Douglas Custer, Maintenance Supervisor
Mr. Marty Petrosky, Director of Technology and Curriculum

School Counselor Office .....ext. 249

Mrs. Megan Ervin, Counselor
Mrs. Sandy Baer, Secretary

Fax Numbers

Business/Middle & High School/Athletic Offices 814-267-4372
Elementary Office 814-267-7229