

Fox Chapel Area High School



Respect Responsibility Integrity

2025-2026

STUDENT/PARENT HANDBOOK

COMMITMENT TO EXCELLENCE



Dear Parents/Guardians:

This document has been developed by the high school staff to inform students and parents/guardians of the expectations, rules, and code of conduct for student behavior. A successful school requires that all parties – students, parents/guardians, and school personnel – work cooperatively to ensure a safe and orderly environment. Please take the time to review this document and discuss its contents with your child. Understanding the system will help your child have a positive school experience.

The high school administration exercises broad discretionary authority to conduct investigations and may be assisted by the following:

- Fox Chapel Area School District Police Force;
- Security personnel;
- K-9 agencies; and
- Any others as seen as appropriate by the administration.

This handbook is not exclusive nor all inclusive. The rules and regulations support but do not replace the judgment or discretion of school officials.

When there is a problem in the school, please follow these steps:

- Consult the Student/Parent Handbook;
- Talk to your child;
- Call the teacher;
- Call the school counselor;
- If the problem continues, call the principal or assistant principal; and
- If the problem is not solved, communicate with the superintendent or deputy superintendent.

We look forward to a successful and productive school year.

Sincerely,

The High School Staff

FOX CHAPEL AREA HIGH SCHOOL

STUDENT CODE OF ETHICS

As a student in Fox Chapel Area High School, I will honor the FCA way by being Focused, Caring, and Accountable. I will:

- See every day as an opportunity to do my best;
- Realize my behavior at all times reflects on my family, friends, and school;
- Avoid cheating or deceiving others;
- Dress appropriately;
- Accept the responsibility and pride of earning a diploma through hard work;
- Recognize that personal growth comes from positive thinking, activities, relationships, and achievements in any area of school involvement;
- Respect all others, no matter what their race, nationality, gender, sexual orientation, religious affiliation, area of residence, economic, or social status;
- Take responsibility for my own actions;
- Realize the ultimate good of other students and the school is more important than my own immediate wishes;
- Get involved for the benefit of the school and community;
- Respect school and community property because it belongs to me and future generations; and
- Develop the self-confidence to be my own person and the strength of character to withstand peer pressure.

ALMA MATER

*Hail! Alma Mater, we all sing to thee.
Your red and white we wear with dignity.
May all our lives add glory to thy fame;
Fox Chapel High, we all will praise thy name.*

*As in the past we pledge ourselves to thee—
Thy name upheld through faith and loyalty.
Thy firm straight halls will lead us on our way
With love and truth to graduation day.*

FOX CHAPEL AREA SCHOOL DISTRICT

CORE VALUES

RESPECT

Valuing self and others; caring for one's environment; and pride in positive actions

RESPONSIBILITY

Accountability; taking ownership of what you do; and listening and following through

INTEGRITY

Doing the right thing, even when no one is watching; being honest with self and others; and trustworthiness in thoughts, words, and actions

2025-2026 Fox Chapel Area School District Calendar

August 2025				
				1
			<i>I</i>	<i>I</i>
4	5	6	7	8
<i>I</i>	11	<i>P</i>	<i>FC</i>	<i>P/C</i>
<i>P</i>	<i>P</i>	<i>FC</i>		(2)
18	19	20	21	22
				(7)
25	26	27	28	29

September 2025				
<i>X</i>				(11)
1	2	3	4	5
				(16)
8	9	10	11	12
				(21)
15	16	17	18	19
	<i>X</i>			(25)
22	23	24	25	26
29	30			

October 2025				
			<i>X</i>	(29)
		1	2	3
		<i>E/+</i>		(34)
6	7	8	9	10
				(39)
13	14	15	16	17
<i>X</i>				<i>E/C</i> (43)
20	21	22	23	24
				<i>R</i> (48)
27	28	29	30	31

November 2025				
<i>E/CONF</i>	<i>CONF/+</i>			(52)
3	4	5	6	7
				(57)
10	11	12	13	14
				(62)
17	18	19	20	21
		<i>E/+</i> (65)	<i>X</i>	<i>X</i>
24	25	26	27	28

December 2025				
<i>X</i>				(69)
1	2	3	4	5
				(74)
8	9	10	11	12
				(79)
15	16	17	18	19
	(81)	<i>X</i>	<i>X</i>	<i>X</i>
22	23	24	25	26
<i>X</i>	<i>X</i>	<i>X</i>		
29	30	31		

January 2026				
			<i>X</i>	<i>X</i>
			1	2
				(86)
5	6	7	8	9
			(90)	<i>FC</i>
12	13	14	15	16
<i>P</i>				<i>R</i> (94)
19	20	21	22	23
				(99)
26	27	28	29	30

February 2026				
				(104)
2	3	4	5	6
				(109)
9	10	11	12	13
<i>P</i>				(113)
16	17	18	19	20
				(118)
23	24	25	26	27

March 2026				
				(123)
2	3	4	5	6
				(128)
9	10	11	12	13
				(133)
16	17	18	19	20
				<i>E/C</i> (138)
23	24	25	26	27
<i>X</i>	<i>X</i>			
30	31			

April 2026				
		<i>X</i>	<i>X</i>	<i>X</i>
		1	2	3
				<i>R</i> (143)
6	7	8	9	10
				(148)
13	14	15	16	17
				(153)
20	21	22	23	24
27	28	29	30	

May 2026				
				(158)
				1
				(163)
4	5	6	7	8
				(168)
11	12	13	14	15
				(173)
18	19	20	21	22
<i>X</i>		<i>K/E</i>		(177)
25	26	27	28	29

June 2026				
				<i>E/C</i> (182)
1	2	3	4	5
<i>FC</i>	<i>P</i>	<i>P/C</i>		<i>R</i>
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 1st Grading Period – October 24 – 43 days**
- 2nd Grading Period – January 15 – 47 days**
- 3rd Grading Period – March 27 – 48 days**
- 4th Grading Period – June 5 – 44 days**

- November 3 – Elem/Sec Early Dismissal & Parent Teacher Conference Day**
- November 4 – Parent Teacher Conference Day (No School for Students)**
- June 5 – Last Day for Students = 182 Days (unless makeup days are required)**
- June 10 – Last Day for Professional Staff = 195 Days (unless makeup days are required)**

First Semester	
8/7, 8, 11	New Teacher Induction Days
8/13, 18, 19	Professional Development Days
8/14 & 20	Full Clerical Days
8/15	Professional Development/Clerical Day
8/21	First Day for Students
9/1	Labor Day
9/23, 10/2, 10/20	Fall Break
10/8	Elem/Sec Early Dismissal
10/24	Elem/Sec Early Dismissal & Clerical Day
11/3	Elem/Sec Early Dismissal & Parent Teacher Conference Day
11/4	Parent Teacher Conference Day
11/26	Elem/Sec Early Dismissal
11/27-12/1	Thanksgiving Break
12/24-1/2	Winter Break

Second Semester	
1/16	Full Clerical Day
1/19	Martin Luther King Jr. Day & PD Day
2/16	Presidents' Day & PD Day
3/27	Elem/Sec Early Dismissal & Clerical Day
3/30-4/3	Spring Break
5/25	Memorial Day
5/27	Kennywood Day (Tentative) & Early Dismissal
6/5	Last Day for Students
	Elem/Sec Early Dismissal & Clerical Day
6/7	Commencement
6/8	Full Clerical Day
6/9	Professional Development Day
6/10	Professional Development/Clerical Day

- I*** New Teacher Induction Day
- C*** Clerical Day
- FC*** Full Clerical Day (No School for Students)
- P*** Professional Development (PD) Day (No School for Students)
- E*** Elem/Sec Early Dismissal
- X*** Holiday/Break/No School
- +*** Act 80 Day
- CONF*** Parent Teacher Conference Day
- K*** Kennywood Day (Tentative)
- R*** Report Cards Available

APPROVED 2.10.25

April 20-May 1 shaded areas indicate PSSA testing windows. January 5-16 and May 11-22 shaded areas indicate Keystone Exams testing windows. Refer to the FCASD website (www.fcasd.edu) for specific grades tested in each time frame.

Makeup days, if necessary, will be added on to the end of the school year, beginning June 8, 2026.

Please consult building and website calendars for building-level early dismissal dates, school activities, and other special events.



FOX CHAPEL AREA HIGH SCHOOL BELL SCHEDULES

	REGULAR	CAREER QRT	SUPER QRT	TWO-HOUR DELAY	HALF DAY 11:00 DISMISSAL	HALF DAY 11:00 DISMISSAL (FULL QRT)	HALF DAY 1:00 DISMISSAL
WARNING BELL QRT	7:25 7:30 – 7:55	7:25 7:30 – 8:15	7:25 7:30 – 8:30	9:25 9:30 – 9:35	7:25 7:30 – 7:35	7:25 7:30 – 7:55	7:25 7:30 – 7:40
PERIOD 1	8:01 – 9:25	8:21 – 9:38	8:36 – 9:49	9:40 – 10:30	7:40 – 8:25	8:00 – 8:40	7:46 – 8:47
PERIOD 2	9:31 – 10:54	9:44 – 11:01	9:55 – 11:08	10:35 – 11:25	8:31 – 9:16	8:45 – 9:25	8:53 – 9:54
PERIOD 3	11:00 – 12:54	11:07 – 1:01	11:14 – 1:08	11:30 – 1:30	9:22 – 10:07	9:30 – 10:01	11:06 – 1:00
A LUNCH	10:54 – 11:24	11:01 – 11:31	11:08 – 11:38	11:30 – 12:00			11:00 – 11:30
B LUNCH	11:24 – 11:54	11:31 – 12:01	11:38 – 12:08	12:00 – 12:30			11:30 – 12:00
C LUNCH	11:54 – 12:24	12:01 – 12:31	12:08 – 12:38	12:30 – 1:00			12:00 – 12:30
D LUNCH	12:24 – 12:54	12:31 – 1:01	12:38 – 1:08	1:00 – 1:30			12:30 – 1:00
PERIOD 4	1:00 – 2:25	1:07 – 2:25	1:14 – 2:25	1:35 – 2:25	10:13 – 10:55	10:15 – 10:55	10:00 – 11:00

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SECTION ONE: GENERAL INFORMATION

ACADEMICS

COMMENCEMENT CEREMONY PARTICIPATION

Fox Chapel Area High School annually plans and conducts a commencement ceremony for those students who are completing their high school program. The commencement ceremony is a symbolic and celebratory event planned by the district for twelfth grade students and their families. Each student may participate in the ceremony one time. Graduation occurs when all graduation requirements have been satisfied and a diploma is awarded.

To be eligible to participate in the ceremony, a student must have completed all the requirements for graduation and be in good standing. If a student cannot complete the requirements before the end of the school year, then he or she may participate in the commencement ceremony during the school year in which the requirements are completed. In addition, students must settle all debts and obligations to the school district by the last day of school to receive their diploma and/or have transcripts released. Transcripts will not be released until all obligations have been reconciled.

GRADUATION PORTFOLIO

Each student in the Fox Chapel Area School District is required to complete an independent graduation portfolio prior to graduating. Students will be informed of the specific requirements via the school counseling department during class meetings each year. This requirement culminates with an exit interview.

HOMEWORK GUIDELINES

Homework helps students in three ways: to become self-directing, independent learners; to reinforce daily classroom instruction; and to increase the students' ability to actively participate in the next day's class. Homework is not just restricted to required work that teachers assign, but is also considered self-initiated daily study and review of concepts learned in class. With advancement in school, students should expect out-of-school preparation and study time to increase, simply because learning concepts and class projects become more complex and challenging.

In our high school as a student moves from one grade level to the next, homework tends to take more time. Once in college or other post-high school programs, students will find they must do nearly all studying outside scheduled class time.

SCHOOL COUNSELING

All Fox Chapel Area High School students are assigned a counselor based on the first initial of their last names. This same counselor will act as a monitor and guide throughout high school until the student graduates. Individual counselors will provide guidance in the following areas: career development, Beattie liaison, alternative school liaison, professional experience, scholarships, Career Resource Center (CRC) supervision, testing services, scheduling concerns, and public relations.

Counseling services offered also include the following:

- Group and individual conference periods to plan academic programs,
- A developmental school counseling curriculum,
- Guidance in choosing electives,
- Advice in selecting post-secondary schools,
- Aid in solving personal concerns, and
- Help in seeking employment.

Students can be certain about three things in regard to all personal conferences with high school counselors: confidentiality, sympathetic understanding, and use of all school resources to help them make wise choices for effective control of their lives.

Colleges, other schools, and prospective employers frequently request student grade transcripts and other pertinent academic data stored in the school counseling office. The school counseling office will forward these records, but not unless parents/guardians first sign a release form. Parents/guardians may secure such forms in the school counseling office or on the district website.

SERVICE LEARNING EXPERIENCE

A 12-hour service learning experience is one of the graduation requirements at Fox Chapel Area High School. The purpose of the experience is to educate students about the value of offering their time and talents for the betterment of the community. Students may begin to accrue their service learning hours the first day of school during their freshman year. The 12-hour unpaid experience must then be fulfilled by the last school day in May during a student's junior year. Students may research and select their own organization or agency with which they wish to work, or they may get help in seeking their placement from the service learning coordinator. Students will validate their experience by submitting a summary form to their coordinator after completion of the service. This requirement will then be noted on the student's high school transcript. Students who do not complete 12 hours of service learning by the end of their junior year will receive an "F" on their transcript.

SPECIAL EDUCATION

Assistance is provided to students identified as needing learning, emotional, or life skills support through several options. Students may receive specially-designed instruction in academic skills, social skills, or functional skills within a general education classroom, a resource room, or within the community. Students may also receive academic tutoring and testing in subjects for which they are included by reporting to an educational support teacher's QRT, accessing the testing center during class, or by making arrangements for lunchtime or after-school assistance. There are also established math and English help centers that the students may utilize. If testing results warrant additional assistance, then the student may also receive related services including, but not limited to, speech/language, vision, hearing, physical, and/or occupational therapy. Through the life skills support program, students can become involved in community-based instruction. Transitional services are also provided and implemented through a student's Individualized Education Program (IEP) and are highly emphasized during the student's junior and senior year.

22 PA Code Chapter 14

The Fox Chapel Area School District provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania state regulations:

- Autism
- Deafness
- Visual Impairment including Blindness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury

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

To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing,

vision, physical, and speech/language screening; and review by a Child Study Team, MTSS Team, or (Elementary) Student Assistance Program (EJSAP) Team. When screening results suggest that the student may be eligible for special education services, the district seeks parental consent to conduct a multidisciplinary evaluation.

Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the director of special education and pupil services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), biannual or triannual multidisciplinary re-evaluation, and a full continuum of services, which include itinerant, supplemental, or full-time levels of support. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The district also provides related services required for the student to benefit from the special education program.

Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the director of special education and pupil services at 412/967-2435, Fox Chapel Area School District, 611 Field Club Road, Pittsburgh, PA 15238.

Potential Signs of Developmental Delays and Other Risk Factors that Could Indicate a Need for Special Education Services

Some indications that your child may be a child with a disability who is in need of special education are:

- Exhibition of an emotional disturbance over a long period of time that affects your child's ability to learn;
- Consistent problems in getting along with others;
- Difficulty communicating;
- Lack of interest or ability in age-appropriate activities;
- Resistance to change;
- Difficulty seeing or hearing that interferes with the ability to communicate;
- Health problems that affect educational performance, including attention problems;
- Difficulty performing tasks that require reading, writing, or mathematics; and
- When, a child who is at least 3 years of age but before they have started school as a beginner, scores on a developmental assessment device, on an assessment instrument which yields a score in months, which score indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or if the child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Section 504 – Chapter 15

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 that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities. A protected handicapped student must be school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. You may request screening and evaluation for Chapter 15 services at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening are to be made in writing to: Special Education and Pupil Services Department, Fox Chapel Area School District, 611 Field Club Road, Pittsburgh, PA 15238.

Gifted Education – Chapter 16

In compliance with state law, services designed to meet the unique needs of gifted students are provided. Students are identified individually based on state law and district policy, and those students who possess superior intelligence scores or meet multiple criteria indicating gifted ability may receive services. If you believe that your school-age child may be eligible for gifted services, screening and evaluation processes designed to assess their eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening are to be made in writing to: Special Education and Pupil Services Department, Fox Chapel Area School District, 611 Field Club Road, Pittsburgh, PA 15238.

STUDENT SCHEDULES

Each spring school counselors meet with students to discuss scheduling of classes for the following year. Based on this course selection process, teaching assignments and class offerings are established to build a master schedule. *Because of the intricacies involved, it is difficult to accommodate schedule changes once the school year begins.*

It is the responsibility of the student and parent/guardian to review the student's schedule when it is received in the summer. If there is an error on the student's schedule, the parent/guardian should contact the appropriate counselor prior to the beginning of the school year and make the necessary correction. *An exception to this guideline is if a student fails to meet the prerequisite of a course and a change is necessary.*

The school does not honor parent/guardian and student requests for teacher preferences.

Grade disputes must be settled no later than six weeks after a nine-week grading period.

STUDENT ASSISTANCE PROGRAM (SAP)

Throughout the school year, students may need assistance from our Student Assistance Program (SAP). The team works to help students with declining grades, excessive absences, or whose behaviors create barriers to learning. Teachers, administrators, parents/guardians, counselors, and even students may contact the SAP about valid concerns. In every case, parents/guardians are then contacted.

There are five basic steps in the SAP process:

1. After a referral has been submitted, parents/guardians are contacted for permission to proceed.
2. Once written permission is received, general information is gathered to obtain a total picture of the student. The referral to the SAP, permission to proceed, and gathered information remain confidential. By law, they may NOT become a part of any student's permanent records.
3. Information is reviewed by the team and action plans are developed.
4. If the team recommends further SAP involvement, the student may be interviewed by a member of the SAP, and/or the student might be recommended for interview by a mental health or drug and alcohol consultant.

It is our wish that no student encounter the difficulties that often confront adolescents. However, we are prepared to assist anyone who needs help or guidance. Our Student Assistance Program is here for you, and we welcome you in this partnership.

For further information, contact the SAP Coordinator Dr. Stacie Dojonovic at stacie_dojonovic@fcasd.edu.

ACTIVITIES

CLUBS AND ORGANIZATIONS

Fox Chapel Area High School offers a wide variety of clubs and organizations for interested students. To keep students informed and encourage them to join organizations, the high school website will have a list of clubs/club sponsors. A club/activity week is planned each year in September and January during lunch periods to provide information and sign-up procedures.

There is no limit to the number of groups students may join. In fact, research shows that student involvement in extracurricular activities helps students to be more successful in school. Clubs provide an excellent opportunity for students to investigate a variety of activities.

Most clubs generally meet during QRT. After school time is also available for meetings or projects. Club members may ride home on Back-on-Track or sports buses available during months of sports activities, or have parents/guardians provide transportation. Check the high school online calendar for club meeting times and locations.

All clubs that collect dues or participate in fundraising activities must elect club officers and have a constitution with bylaws on file in the activities office. Some clubs also do community service projects or simply enjoy pursuing a particular interest.

Students must meet three conditions to form new clubs: they should have a faculty sponsor, a sufficient number of prospective club members, and approval of the lead principal and activities director. New clubs are only formed at the beginning of every semester. To begin the process of forming a new club, contact 412/967-2424.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a national organization recognizing outstanding students who demonstrate strong academic achievement as well as good character, leadership, and service to the community. Only sophomores, juniors, and seniors who have attended Fox Chapel Area High School for at least one semester are eligible for membership.

Eligibility is based on the following:

Scholarship

- A non-weighted Cumulative Quality Point Average (NWCQPA) of 3.70 or better on grades earned in grades 9-11.
- Transfer students' grades are based on a combination of grades earned in both the previous high school and Fox Chapel Area High School, grades 9-11, and must also be a NWCQPA of 3.70 or better.

Activities

- Two activities are required in the year of application.
- One of these two activities must be an in-school activity as identified on the approved/registered school activity list.
- A minimum participation of ten activity hours is required for the in-school activity.

Service

- Two community service activities are required in the year of application.
- A minimum participation of 20 service hours is required for the two service activities.

Leadership

- One concrete example of demonstrated leadership during grade 9, 10, or 11 is required.

Character

- Four character references are required.
- Three of these four character references must be faculty members whom the student had as a classroom teacher during the current school year.

The selection procedure is as follows:

1. Initial screening is based on NWCQPA.
2. A parent/student notification letter is sent to all students who qualify to apply.
3. A group meeting is held for the purpose of informing prospective members of the goals and objectives of the NHS, the selection process, and requirements involving scholarship, activities, service, leadership, and character. Student Application Packets are distributed at this meeting.
4. The completed Student Application Packet is returned by each student who is interested in being offered membership to the NHS. The NHS sponsor again reviews the list of eligible candidates for membership. If any student on the list has dropped below the required 3.70 NWCQPA, his or her name is eliminated from the eligibility list.
5. The faculty council (a group of teachers from various disciplines) reviews each candidate relative to activities, service, leadership, and character.
6. Applicants are notified of their selection.
7. An induction ceremony is held.

To remain members in good standing in NHS, every member must:

- Maintain the scholastic achievement level that formed the basis of his or her selection to the chapter.
- Be an active, responsible participant in NHS chapter activities.
- Act as a positive influence in the classroom and school community.
- Exhibit respect for school and civic laws.

Failure to uphold the above criteria could result in a member's dismissal from the Fox Chapel Chapter of the NHS. The following sections of the National Honor Society's Bylaws explain the process and reasons for dismissal of a member.

Section 1. Any member who falls below scholastic standards that were the basis for his or her selection shall be warned once in writing by the chapter advisor. If during the next grading period the member fails to meet the standard used as the basis for selection, he or she shall be permanently dismissed.

Section 2. Any member found to be in flagrant violation of school rules and civic laws shall be notified of his or her cause for removal without warning by the chapter advisor. The faculty council shall review and confirm the charge for dismissal.

Section 3. Any member who has been dismissed may appeal the decision of the faculty council. The appeal must be made in writing to the principal who shall conduct an informal hearing as prescribed by the disciplinary policy of the Fox Chapel Area School District. Results of the informal hearing may be appealed according to the established Board of School Directors policy.

FOX LEADERSHIP COUNCIL (FLC)

The Fox Leadership Council (FLC) is a student organization that oversees all student life in the school. Encompassing each building initiative with students leaders, the FLC executive leadership helps to coordinate all student activities. Every spring, leadership positions are elected. The entire student body votes on a president, vice president, secretary, and treasurer. Interested candidates complete an application and interview with the lead principal/FLC sponsor. The FLC provides an opportunity for all students who show interest in the daily student life at FCAHS.

The FLC includes a student engagement team, each class council members, a wellness council, a community outreach team, a social team, the diversity council, and Beattie leadership. The FLC can expand as needed to include other organizations working on schoolwide initiatives.

Class council positions are based on grade level and municipality. Students interested in running for class council complete an application and interview (if needed) by the class sponsor. Team leaders complete an application and interview with the team sponsor.

The FLC meetings are held at least monthly and focus on schoolwide activities and initiatives, including but not limited to homecoming, spirit week, prom, commencement, etc.

Any FLC officer can be dismissed from office on the basis of disciplinary infractions. Dismissal procedures are outlined in the FLC procedural guidelines.

To qualify for any position in the FLC leadership, a candidate must:

- Have a QPA of 2.0 or better with no Ds or Fs at the time of nomination;
- Have the recommendation of two teachers and a school counselor;
- Have a history of good citizenship free from repeated or serious disciplinary incidents;
- Have the recommendation of the principal.

The FLC elections will take place in May of each year.

ATHLETICS/CLUB SPORTS

SCHOOL SPIRIT

All Fox Chapel Area High School team members deserve the full support and enthusiasm of the entire student body. Student spectators not only need to back teams, urging them on to victory along with our cheerleaders, but also need to display the same attitudes of good conduct and sportsmanship expected of team players. School staff and coaches ask that students display these behaviors at both home and away games and before and after athletic events in order to reflect a positive image of themselves and our high school. Students should note that school rules apply while attending events at both home and away locations.

SPORTS PROGRAM

The Fox Chapel Area School District is committed to providing a competitive sports program built upon the tenets of integrity, honor, good sportsmanship, and responsibility. The district is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), and offers 27 interscholastic varsity sports teams that compete in the Western Pennsylvania Interscholastic Athletic League (WPIAL).

The following sports are offered at Fox Chapel Area High School:

baseball	football	softball
basketball (b/g)	golf (b/g)	swimming/diving (b/g)
cheerleading	gymnastics (g)	tennis (b/g)
cross country (b/g)	indoor track (b/g)	track (b/g)
field hockey	lacrosse (b/g)	volleyball (b/g)
flag football (g)	soccer (b/g)	wrestling (b/g)

Participating in Pennsylvania's interscholastic athletics program requires certain mandatory procedures and rules as set forth by the PIAA, WPIAL, and the Fox Chapel Area School District. These regulations are designed to protect the safety and overall well-being of our student-athletes.

All students who choose to participate in the athletics program are required to have a yearly physical. Physicals for interscholastic sports can be obtained at the school, free of charge on the assigned dates/times, or by an athlete's private physician. The district does not provide make-up physicals. Students who participate in a "collision/contact sport" are also required to receive an ImpACT™ test, a computerized neurocognitive assessment tool used to evaluate and manage concussions. ImpACT is the testing protocol used in the NFL, NHL, MLB, and the U.S. military. Furthermore, ImpACT testing is for all students entering grades 7, 9, and 11, or who are new to a contact sport. At this time, the district provides ImpACT baseline testing online and each student-athlete may access the test from home prior to the first day of practice. Further information may be found by visiting www.fcasdathletics.org under the "Announcements" section of the website.

In addition, it is mandatory that any student wishing to participate in interscholastic sports must attend preseason practice. Fall preseason practices usually begin three weeks prior to Labor Day. Students who wish to participate must attend tryouts.

A full explanation of interscholastic eligibility and rules, including eligibility based on academic and school requirements, is detailed in the Fox Chapel Area High School Student Athletic Handbook and more in-depth rules governing interscholastic athletics can be found by visiting the PIAA website at www.piaa.org. Copies are available in the athletic office and on the athletic website at www.fcasdathletics.org.

The high school also offers students an opportunity to participate in three club sports:

- crew (b/g) - fall/spring
- fencing (b/g) - winter/spring
- ice hockey (b/g) - winter

Please refer to the Student Athletic Handbook and/or the athletic website for additional detailed information on interscholastic and club sports.

ATTENDANCE

IMPORTANCE OF ATTENDANCE

Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law mandates students of compulsory school age to attend school. Compulsory school age means a student must remain enrolled through age 18 or graduate from a regularly accredited high school, whichever comes first.

The Fox Chapel Area Board of School Directors also requires regular school attendance as research shows a direct correlation between school attendance and grade point average. Interaction of several factors related to being in school directly enhances the learning process: teacher/pupil interaction, continuity of instruction, classroom participation, positive learning experiences, and outside study to reinforce classroom concepts. All these factors constitute a chain of activity needed for student academic success. Once school absence breaks down this chain, a student is burdened by make-up work, and grades can suffer. All students are responsible for maintaining regular attendance to school or risk a citation and referral to the magistrate.

RULES & REGULATIONS FOR EXCUSED ABSENCES

Absences from school will only be approved for the following five reasons: (1) observance of religious holidays, (2) health care, (3) illness, (4) educational tours or trips not school sponsored, and (5) other absences approved by the principals. Trip requests are strongly discouraged during standardized testing weeks. Please do not make requests for educational trips or tours during standardized testing. Requests may be denied if the test(s) cannot be made up during the testing window. **Refer to the district calendar and the high school website for testing information.**

PROCEDURES TO FOLLOW FOR STUDENT ABSENCE FROM SCHOOL

1. There are two ways for students to provide an excuse for an absence, in written form, or electronically through PowerSchool. Written excuse: On the morning following the last absence, a student should report to the main office with a written excuse signed by a parent or guardian explaining **the reason(s) for the absence(s)** and the specific date(s) of the absence(s). An email from a personal or professional email address may also be used to provide a written excuse. Parent/guardian excuses and emails must include an excusable reason in the note and the specific date(s) of the absence(s). Electronic excuse via PowerSchool: Please see “Electronic Excuses” below.
2. A medical excuse is required when a student has been absent for a period of five or more consecutive days or any time after a parent/guardian has already excused their child for 10 days during the current school year.
3. All email communication concerning absences and late arrivals to school should be sent directly to roger_sullenberger@fcasd.edu. The attendance facilitator determines the legality of every excuse for an absence from school.
4. Excuses must be submitted within three school days of return or may remain unexcused. School Attendance Improvement Plans (SAIP) and/or truancy charges may be filed upon the fourth unexcused absence.
5. Excuses that state “alarm did not go off,” “missed the bus,” or “vehicle broke down” are unable to be excused.
6. Students should contact teachers and make up any work missed due to an excused absence. Students will have the number of days absent plus one to complete work missed.

The school keeps an accurate record of daily attendance. The total number of absences from class, late arrivals to class, number of absences from school, and number of late arrivals to school are included on the student’s report card.

ELECTRONIC EXCUSES

To streamline attendance processes across the Fox Chapel Area School District, parents/guardians are encouraged to sign in to their PowerSchool parent account to submit a full-day or half-day excuse, report a tardy arrival, or submit an early dismissal for their child.

Submitting excuses through the PowerSchool parent portal is convenient and provides the opportunity for parents/guardians to ensure that a child’s attendance record is accurate and up-to-date. Providing a valid reason for a child’s absence also helps keep track of the student’s progress.

Forms can be submitted via a web browser or through the PowerSchool app. To submit an excuse via a web browser, please sign in to your PowerSchool account and click on

“Forms” in the left-hand navigation menu. The “Student Attendance Form” will be visible under the “General Forms” tab. To submit an excuse via the PowerSchool app, please click on “More” at the bottom of the screen and then “Forms.” The “Student Attendance Form” will appear under the “General Forms” menu.

Parents/guardians who do not have a PowerSchool parent account or do not want to utilize this method can still submit a written excuse (*please see “Procedures to Follow for Student Absence from School”*).

Please Note: The Educational Tours & Trips form must be submitted via paper form. Please see below.

EDUCATIONAL TOURS & TRIPS

Educational tours and trips (non-school sponsored) will be marked as excused absences as long as the appropriate paperwork is completed and turned in to the main office and the tour/trip is school approved. The QRT teacher and regular classroom teacher signatures are required on this paper form, which should be submitted at least two weeks prior to the trip.

For absences from a pre-approved educational tour or trip to be removed, the student must complete all missed work in all classes and obtain the signatures of all classroom teachers, certifying that the work has been completed satisfactorily. The Educational Tours & Trips absence form must be completed and returned to the main office within one week of returning to school from the educational trip.

ABSENCES DUE TO SCHOOL-SPONSORED FIELD TRIPS AND EVENTS

Students who miss school or class due to school-sponsored learning opportunities, athletic contests, and/or competitions must make arrangements with their teachers prior to the scheduled absence to make up the coursework that is missed (i.e. notes, labs, quizzes, exams, etc.). It is not an expectation that students will have the number of days (or classes) absent plus additional time to make up missed work; extra time is determined by each individual teacher. The students **must** make arrangements prior to the absence.

EARLY DISMISSAL FROM SCHOOL

The school district asks that parents/guardians schedule dental and medical appointments for students *after school hours*.

Should an appointment during school hours be imperative, certain procedures need to be followed. A student must have parent/guardian approval and school authorization. First, the parent/guardian should write a request for early dismissal filed either electronically or have the student bring it to the main office **no later than 8 a.m.** on the day of the early dismissal. The note should state:

- Student’s full name
- Date of dismissal
- Exact dismissal time
- Precise reason for dismissal
- Name and phone number of doctor or dentist

- Signature of parent/legal guardian
- Phone number where parent/legal guardian can be reached to answer questions regarding the early dismissal and confirm the early dismissal. **A parent/guardian must be available for verbal confirmation prior to the early dismissal time.**

Parents/guardians may file these electronically, or see the Special A *Note to School* forms on the high school website under “Attendance Note.”

The school must have prior approval/notification by the parent/guardian before an early dismissal is approved.

At the scheduled early dismissal time, the student must report to the main office. Students must exit the building at the front entrance by the main office. The school asks that parents/guardians pick up the student at this entrance only.

BUILDING FACILITIES AND PROCEDURES

ADVERTISEMENTS

Please submit internal advertisements electronically to the high school activities director at least one week before desired display. The high school activities director designates where and when such posters are to be placed. External advertisements should be submitted to the assistant superintendent for approval.

ARRIVAL AND DEPARTURE FROM SCHOOL

Once students arrive at school, they should go to their lockers before they report to their assigned QRT for attendance. Students will hear a warning bell at 7:25 a.m. Students are required to be in assigned rooms before the tardy bell at 7:30 a.m. Students not riding the bus may be picked up or dropped off at designated locations.

School dismissal is at 2:25 p.m. All students remaining after school must be supervised by a faculty member at all times. For transportation home, students may take a sports/activity bus which boards only at the student activity entrance when available.

BUSES

Bus Pickup

A school bus is considered on time if it arrives at a bus stop either five minutes before or after the exact scheduled pickup time. Using this ten minute leeway as a guide, students should plan their arrival and wait time at the bus stop accordingly. Of course, extreme weather conditions, traffic, and roadway accidents may interfere with the normal bus schedule. In case of inclement weather, parents/guardians and students need to use their own judgment about how long to wait for a late bus.

During the first week of school, bus pickup times may not be regulated. Bus drivers require at least a week or two to adjust driving times and boarding procedures, so students need to be patient at bus stops during the opening days of school.

Students may ride only their assigned bus. Only in rare or emergency circumstances may a student do otherwise. To ride a bus other than the one assigned, a student must have a letter of permission, signed by a parent/guardian and school principal, for the bus driver to permit boarding.

A number of buses are equipped with seat belts, and everyone is urged to buckle up for safety.

In case a student misses a bus, only a parent or assigned guardian may drive that student to school.

Bus Departure

Students should board buses immediately after the dismissal bell. Buses leave approximately five minutes after school ends.

Sports/Activity Buses

Activity buses are not required by school law. The Fox Chapel Area School District elects to provide them as a courtesy and convenience for parents/guardians and students. Sports/activity buses run only during sports seasons. These buses board at the athletic entrance at approximately 5:30 p.m. during the fall, winter, and spring sports activities. Athletes as well as other students who remain after school for extracurricular activities or school work may ride these buses. Please visit www.fcasdathletics.org for more details regarding activity buses.

Three or four buses deliver students throughout the entire school district, an area that covers 32 square miles. Activity buses, therefore, need to shorten their runs and must drop off students at centralized stops. Some passengers may have to walk a distance to their homes.

Activity buses do not operate between sports seasons.

Back-on-Track Buses

Back-on-Track buses will run Tuesdays, Wednesdays, and Thursdays after school. Students will be picked up by the auditorium entrance and the buses will leave at 3:50 p.m. The Back-on-Track buses will not run on scheduled half days.

DANCES

The high school may sponsor several dances each year. The dates for these dances will be posted on the high school website. Students attending dances must be in at least ninth grade, but not over 20 years of age. Students may not be permitted to attend if they have any outstanding obligations, including loss or damage of school property.

Homecoming and Prom

Any student wishing to attend either the homecoming dance or the prom must be in good academic standing. Any student on social probation may not attend. Additionally any senior who has not completed his/her service learning hours and/or graduation project will be ineligible to attend the prom.

DRIVING TO SCHOOL

Fox Chapel Area High School students are encouraged to ride the school bus instead of driving to school. If a student must drive to school, parking spaces are available, but limited, for both the first semester and second semester. Students must purchase a parking pass for the entire semester for a non-refundable fee of \$50. Passes will be available to senior students first, followed by juniors. All parking passes will be awarded on a first-come, first-served basis. A waiting list will be established once all spaces have been assigned. No parking passes will be held.

No students are guaranteed a parking pass for any reason. Students also must have a current valid driver's license when applying for the pass. Students who only have a learner's permit are not eligible to apply for a parking pass.

- Students must abide by the parking regulations listed on the application for a parking permit or they will forfeit their privilege of using the school parking lot.
- Parking passes are not transferable from one student to another.
- Any unauthorized/unregistered vehicle will be ticketed and/or towed at the owner's expense. No warning is necessary for a vehicle to be towed.
- Student vehicles parked on school property are subject to search by school officials and by a school police officer or the local police department/K-9 units per district Policy 226 (Searches).
- Students cannot park on school grounds without the appropriate school-issued parking permit.

There are also parking spaces available for students who need to drive occasionally for things such as doctor's appointments, early dismissals, or for other legitimate reasons. These temporary parking passes are issued daily for drivers to drive for one day. Students should see a school resource officer for a temporary pass, which costs \$5.

Regulations

- Students will be issued a parking tag that must be displayed at all times, affixed to the driver's-side rear window, readily visible to the district police department.
- The student parking lot is located in lot D. No student is permitted to park in the areas designated for faculty parking, visitor parking, or reserved parking. Violators will be ticketed and/or towed.
- Students who receive parking permits and drive to school, or otherwise park on any school district property, do so at their own risk. The Fox Chapel Area School District shall not be responsible for loss, theft, or damage that occurs to any vehicle parked on any school district property or that occurs during any school activity/event.
- For safety reasons, student vehicles will not be permitted to exit the lot until bus traffic flow has ended.
- All student traffic must exit through the auditorium lot entrance/exit.

- Students who accumulate eight or more unexcused tardies may have their parking privileges revoked.
- Drivers must obey the speed limit of 15 mph and all other traffic laws. Careless and reckless driving will not be tolerated.
- **Students may lose their parking privileges for violation of other school policies and regulations.**

Violation of these regulations could result in parking privileges being revoked. Additionally, any student who endangers others with improper vehicle use will immediately have their parking privileges revoked.

Parking Violations

If students park on school grounds without the appropriate school-issued parking pass, the following will occur:

- 1st offense: The student will receive a written warning.
- 2nd offense: The student will receive a ticket with a \$25 fine, and a communication will be sent to the student's parents/guardians regarding illegal parking.
- 3rd offense: The student will receive another \$25 fine with the ticket, a communication will be sent to the student's parents/guardians regarding illegal parking, and disciplinary action will be taken by the high school administration.
- 4th offense: The student will receive a state citation and will not be eligible for a parking permit their junior and/or senior year. Continued offenses will result in state citations.

In addition, if a student is charged with a drug and alcohol or weapons violation, parking privileges will be immediately revoked for the current semester in which the violation occurs plus an additional semester.

If a student with a school-issued parking pass is unable to park in their spot because it is taken, the student should park in the Upper A temporary lot and report this to the Safety & Security Office or contact Officer Abbott at joe_abbott@fcasd.edu.

Additional Information

- Parking rates are not prorated during the school year.
- If a parking pass is lost or stolen, the student will be charged a \$5 replacement fee.
- Parking permits will begin being processed by the school police department before the first day of the semester. **Students will be notified via email if they receive a permit.**
- Permits will be given out on a date and time before the first day of the semester.
- Parking rules and regulations will be enforced beginning with the second day of the semester.
- **Again, no students are guaranteed a parking pass for any reason.**

ELEVATOR

The high school elevator is for the convenience of injured and disabled students. Use of the elevator requires permission from the nurse's office. Any student unable to climb stairs because of injury or other physical disability should contact the nurse's office.

EMPLOYMENT CERTIFICATE

Any student under the age of 18 who applies for a job must first secure an application for an Employment Certificate from the school counseling office. Students who are under 16 must have the form signed by both the student's parent/guardian and the student's employer. Students who are 16 and over need only their parent's/guardian's signature.

After those signatures are obtained, the student should return, in person, the signed and completed application along with his or her birth certificate to the school counseling office. The official working papers are then granted, entitling the student to begin work at the place of employment.

HEALTH OFFICE

Emergency Contact Information

It is school policy for parents/guardians to submit emergency contact information for their child every school year. Parents/guardians submit this information when they complete the "Mandatory PowerSchool Student Update" each year. If a student becomes ill or has an accident requiring emergency treatment at the hospital, the following information is required in order to treat the student:

1. Work, cell, and home phone numbers of parents/guardians to assure contact without delay. If parents/guardians are unavailable, please add contact numbers of two people who can arrange care and transportation for your child.
2. Parent/legal guardian signatures to authorize the hospital to provide needed emergency care immediately in case parents/guardians cannot be reached.
3. Parent/guardian signature is required for the school nurse to administer over-the-counter medication such as Tylenol® (acetaminophen), Advil® (ibuprofen), and Tums® for headache, pain, upset stomach, etc. Telephone requests cannot be honored.
4. List student's health concerns including allergies and medications that may be crucial to caring for your child. In case it is necessary to contact a doctor or dentist, please also list their names and phone numbers.
5. The Mandatory PowerSchool Student Update must be submitted by the second week of school. Students who do not submit this information may be placed on social probation by the principal until the information is submitted.

Illness at School

If students become ill at school, they must go to the health office, which is located near the main office, and follow this procedure:

- Students should not text or call parents/guardians to go home.
- Students must secure a written pass from the teacher.
- **The nurse will contact parents/guardians and arrange for ill students to go home.**
- No one should go to the health office between classes unless it is an emergency.
- Once the student leaves the health office, a pass signed by the nurse is needed to return to class or to go home.

Mandated Health Screenings

Pennsylvania state law requires students to have school health personnel perform the following health exams:

- Grades 9-12:
 - Vision screening
 - Height and weight
- Grade 11:
 - Audio screening
 - Mandated physical examination

Parents/guardians who wish to have their child examined by their private physician should:

1. Obtain a Private Physician Physical Exam form from the health office.
2. Have the family physician perform the physical.
3. Return the completed form to the nurse in the health office.

Allergies – Peanut/Tree Nut Allergy Alert

Parents/guardians are to contact the classroom teacher and school nurse if a child has a food allergy. A child with a peanut/tree nut allergy can suffer a reaction merely by touching a food containing a peanut or tree nut. There are children in our school who have serious allergies, particularly peanut/tree nut allergies. Tree nuts include but are not limited to almonds, Brazil nuts, cashews, chestnuts, filbert/hazelnuts, macadamia nuts, pecans, pine nuts (pignolia nuts), pistachios, and walnuts. The following guidelines are in effect:

- Please do not send classroom treats or snacks containing peanuts, tree nuts, peanut butter, or foods containing peanuts, peanut butter, or tree nuts.
- Teachers will refrain from using peanut butter or peanut or tree nutshells in classroom projects.
- When providing treats for students, please notify the teacher concerning students with peanut/tree nut allergies.
- Students who pack peanut butter or tree nuts or peanut products are to wash their hands after eating lunch.

We trust that parents/guardians understand how important it is for everyone to respect and adhere to these guidelines. Questions or concerns about food allergies should be directed to the school nurse.

Guidelines for Administration of Medication in School

Medication should be given at home. Should the need arise for a student to be given medication during school hours, a form must be completed. Forms are available from the school nurse and online with the following information:

1. Written instructions signed by a doctor and parent/guardian with:
 - Diagnosis
 - Medication
 - Dosage
 - Length of time to be given
 - Possible side effects
2. **The first dose of a new medication is to be given at home to ascertain the child's reaction to the medication.**
3. Medications must be brought to the school nurse by the parent or guardian in the prescription-labeled container that must remain in school.
4. Parents/guardians may request medication be returned to them, or medication will be discarded one week following the termination date or at the conclusion of the school year.
5. **Students who carry medication are in violation of the Drug and Alcohol Policy.**

LOCKERS

All student lockers are and shall remain the property of the school district. Students have no expectation of privacy in their lockers and lockers are subject to random searches at the discretion of the principal or designee. The administration is authorized to develop and implement operating procedures and administrative guidelines to comply with this policy, including the use of K-9 agencies.

Students are expected to use only the locker and lock assigned to them. Lockers are to be shut and properly locked at all times when not in use. Students will receive a combination lock for their locker. Students will be responsible for replacement costs of the lock. **Storing items in lockers is done at the student's risk.** The district does not replace missing items.

Should students forget number combinations to open their lockers, the QRT teacher and principal's office has a record of all lock combinations.

If the locker is not working properly, students should report it to the principal's office. The custodial staff will then be able to examine the locker and repair it if necessary. Students must not switch lockers. Only school-administered locks are permitted on lockers. Replacement locks are available in the principal's office for a cost of \$10. All students are encouraged to bring a lock from home to secure their belongings when students are in physical education class.

LOST AND FOUND

Students should label gym clothing and shoes and all other personal possessions brought to the high school. So often articles are mislaid and occasionally, because identification is missing, never traced back to true owners. Incidents of theft have occurred too because students have been careless about leaving valuables unattended, especially in locker rooms. The best advice, therefore, is to:

- Leave expensive items at home.
- Use a lock from home to secure belongings during physical education class and sporting events.
- Be careful of leaving articles behind.
- Protect valuables; carry them with you.
- Place some form of identification on clothing, gym shoes, books, and other possessions.
- Report missing items to the security office.

If students find items belonging to others, they should return the lost articles to the security office.

PROBATION OFFICER

In cooperation with Allegheny County Juvenile Probation, a probation officer has been assigned to the high school. This person acts as a liaison between the high school, Juvenile Probation, and students who are involved in the Juvenile Justice System.

QUALITY RESOURCE TIME (QRT)

An important part of the flexible block schedule is QRT. At the beginning of each day, students have an opportunity to make choices that will accommodate personal needs. The QRT period is a good time to make use of high school facilities and resources. Students can become involved in school clubs and activities, meet with teachers, collaborate with peers, or organize for the school day. QRT is also a good time to check on work missed due to absence, receive extra help, or explore enrichment opportunities.

At 7:25 a.m., students must report to their assigned QRT. Each staff member will be responsible for a small group of students and will check daily attendance. In order to leave QRT, a student must obtain a pass from a teacher or faculty sponsor before QRT. Students will remain in chosen locations for the entire QRT. Records will be maintained to locate students easily and to evaluate student involvement.

SAFE2SAY SOMETHING

In accordance with law, the district establishes the procedures below for receiving, assessing, and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General.

These procedures establish a framework within which district administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff, and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent, or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center;
2. A Safe2Say Something program secure website; or
3. A Safe2Say Something software program application, or "app," accessed through a mobile electronic device.

Reports may be submitted through one of these methods for an identified K-12 school anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text, and/or email.

Anyone who wishes to make a report through the Safe2Say Something program may do so by calling 1-844-SAF2SAY (1-844-723-2729), via the website at www.safe2saypa.org/tip/, or through the Safe2Say Something app.

SCHOOL POLICE DEPARTMENT & SCHOOL RESOURCE OFFICERS

The Fox Chapel Area School District has a school police department headed by the district's chief of school police/school safety and security coordinator. They have the authority to exercise the same powers granted under authority of law, including but not limited to: the issuance of summary citations, as well as the power to arrest. While on campus, the Fox Chapel Area School District's police officers' responsibilities within the established school boundaries include, but are not limited to:

- bridging the gap between law enforcement and students;
- mentoring students and developing positive relationships;
- officers will use their discretion at all times when dealing with students to attempt to divert them away from the juvenile justice system;
- serving as liaisons between the school, police, fire department, emergency medical services, and surrounding communities;
- monitoring and enforcing all safety- and security-related policies and procedures;
- addressing any crimes or criminal activities;

- taking appropriate and timely action in the event of emergencies and making appropriate and timely contacts;
- controlling traffic patterns on school property;
- controlling the use of school property ensuring all persons adhere to hours established for usage and any and all rules that may apply;
- providing security for school functions, when needed;
- patrolling the school district grounds and buildings to ensure a safe environment and preventing illegal acts;
- helping to train district staff, as needed;
- investigating incidents that occur on school property; and
- advising and participating in crime prevention.

A Fox Chapel Area School District school police officer has been assigned full-time to the high school. The school resource officer functions as an educator, counselor, and a law enforcement officer. School Resource Officers maintain all legal rights as a police officer and work in conjunction with the high school administration and staff to investigate crimes and to make arrests when appropriate.

TELEPHONES

Main office secretaries are not free to call students out of class to receive phone messages, lunches, classwork, etc. **Students will be called to the office to receive such messages/items only between class periods, not during class time.** In an effort to promote responsibility at the high school level, we ask that these requests be kept to a minimum. In an emergency students may also use the phone in the program principals' office.

VISITORS

All visitors must show a photo ID/driver's license in order to enter the building through the main office. All visitors should be screened before entering the building through the Raptor® Visitor Management school security system. Students who are considering transferring to our school may visit if the visitation is prearranged, approved by the principal, and done with parent/guardian permission. Parents/guardians are welcome to participate in the visitation process. There will be absolutely no visitors approved for social reasons.

WITHDRAWAL FROM SCHOOL

Should a student decide to withdraw from school for any reason, he or she should follow this procedure:

- Meet with the school counselor to complete a withdrawal form.
- Have parents/guardians sign the withdrawal form.
- Have the school principal sign the form.
- Turn in all books and settle any debts or obligations with the school.

Following this required school procedure keeps the withdrawing student's school record complete and guarantees it can be forwarded to other schools or prospective employers who may make such a request. Unless these formal procedures for withdrawal are honored, student records remain incomplete and cannot be sent to others.

SECTION TWO: RULES AND REGULATIONS

AFTER-SCHOOL DETENTION

After-school detention will be held in the library from 2:30-3:45 p.m. Students must be on time! Two buses will depart from the auditorium entrance at 3:50 p.m. Bus #1 stops are as follows: Kerr Elementary, Sharpsburg Fire Hall, St. Scholastica Church, and the Blawnox Police Station. Bus #2 stops are as follows: Fairview Elementary School, Dorseyville Middle School, Indianola Post Office, and the Rural Ridge Post Office. **Rescheduling any detention must be done in advance.** If the scheduled detention is missed, a 4-hour Saturday detention will be assigned.

BACKPACKS

Backpacks and any container or purse large enough to carry a book must be placed in lockers immediately upon arrival to school and must remain in the lockers or a location designated by teachers until dismissal from school. Backpacks are not permitted in classrooms or hallways after the school day begins. Students who violate the backpack rule are subject to school discipline. In addition, these items may be confiscated by security and students will need to go to the dean's office to retrieve them.

Students requesting a backpack pass must obtain approval by following the proper procedure from the nurse's office.

BODY SPRAYS

Due to severe allergies in students and staff, body sprays and aerosol sprays such as BOD, Old Spice, and AXE are not to be dispensed during school hours. Students who intentionally disregard these health concerns could be subject to disciplinary consequences.

BULLYING/CYBERBULLYING

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.

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 that is severe, persistent, or pervasive and has the effect of doing any of the following:

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. **Cyberbullying** means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in the school setting, that is severe, persistent, or pervasive, and has the effect of doing any of the following:

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

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.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct.

BUS MISCONDUCT

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.

In an effort to improve school bus safety, video cameras will be used to assist in monitoring school bus discipline. All passengers on school district vehicles **are subject to video and audio surveillance at any time.**

CAFETERIA

Rules

Students are expected to cooperate with lunchtime monitors to maintain a safe and orderly environment at lunchtime. The following cafeteria rules are in effect:

- Eat lunch during assigned lunch period.
- Do not cut into the lunch line.
- After eating, clear table space of crumbs and paper by sweeping onto trays and discarding in trash cans.
- Do not litter or throw food.
- Eat only in designated areas.
- Remain in the cafeteria/commons area during the lunch period.
- Participating in a food fight may result in a disorderly conduct citation and a suspension from school.

Breakfast and Lunch Program

Breakfast and lunch are served daily in our school cafeteria. Breakfast is free for all students. The price for lunch is \$2.95 and the price for milk is \$.75. There are also a variety of healthy snack and beverage choices offered daily. Most snacks and beverages are priced between \$.50 and \$2.50. If a student owes the cafeteria money, no extras will be allowed to be purchased until the account has money in it again.

A computerized Point of Sale (POS) system allows parents/guardians to prepay for meals by depositing money into a debit account for all purchases. All students are given a Personal Identification Number (PIN), which they enter into a pin pad when purchasing anything in the cafeteria. The cafeteria staff will assist children who forget their PIN numbers. To place money on an account, apply for free/reduced eligibility, place a note on your child's account, and to view purchases, please sign up for the online system. You may always send a check or cash into school with your child to be given to the cafeteria staff. Checks should be made out to the "FCASD Cafeteria Fund."

Students who qualify may receive free or reduced meals. Parents/guardians must thoroughly complete a meal benefit application (available on the district's website) and return it to school. The application must be completed every school year. All charges incurred before applying for free or reduced eligibility are the responsibility of the parent/guardian. One meal benefit application may be used for all eligible school children in the family. If you receive notification that you are on the direct certification list, you do not need to fill out an application.

For the Food Service Policy, access to all menus, free and reduced forms, and general information on the food services department, please visit the school district's website at www.fcasd.edu and see the food services portion of the site.

Please contact Food Services Manager Julie Geary at 412/967-2502, or email julie_geary@fcasd.edu, with any questions regarding the school breakfast and lunch program, as well as the free and reduced-price school meals program.

Student Food Service Charges Debt Policy

Due to the large number of students charging their meals, it is necessary to address the issue of delinquent food service accounts.

The Board of School Directors is required to provide healthy meals in accordance with current regulation and policy. The Board of School Directors shall permit students to incur what the Board or its designee considers reasonable charges and that parents/guardians shall be contacted for payment of said charges.

Guidelines:

The district shall inform, in writing, parent/guardian, who incurred a negative balance, of the district's policy regarding food service charges. The Food Service Department of the Fox Chapel Area School District adopted a Point of Sale (POS) system for meal purchases in each building. Parents/guardians

have the ability to prepay for meals by depositing funds to the students account. All students are issued a Personal Identification Number (PIN) upon entering kindergarten and will retain a PIN while enrolled in the Fox Chapel Area School District.

A written notice will be sent by mail to parent/guardian whose students have a debt greater than \$10.00, informing them of the balance and the notice shall include information on payment options. If the balance is not paid immediately, the student will be provided a qualified lunch at the cost of a school lunch. Students with a negative account balance may not purchase a second meal, a la carte items, snacks, or beverages. Elementary students with a negative account may purchase a milk.

Parents/guardians are encouraged to keep funds in their child's account.

Parents/guardians with hardships can apply for Free and Reduced Meals at any time during the school year. However, this will not negate the charges incurred nor can a Free and Reduced Meal application be back-dated to address accrued charges.

The district will attempt to collect on accrued charges through contact with parents/guardians. The district will work with parents/guardians to set up a payment plan for families that are experiencing difficulties paying for their accrued charges. All debts will be actively pursued. Adults are not allowed to carry a negative balance. No charges will be processed without available funds in their cafeteria account.

Wellness Policy

Fox Chapel Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

CHEATING/PLAGIARISM

Cheating is not condoned in any form at Fox Chapel Area High School. The student found guilty of cheating will receive an "F" or failing grade on the test or classwork for a first offense; failure or "F" grade for entire report period for a second offense; and withdrawal from the class for the year with an "F" grade for a third offense. Cheating on a final exam results in an "F" or failing grade for the final exam. Disciplinary consequences may also be imposed.

Plagiarism is the use of another person's words, ideas, or writings without giving proper credit. It is legally and ethically unacceptable. Students are expected to present their own ideas in their writing. When it is necessary to use the words, ideas, or writings of others, as in a research assignment, those sources must be acknowledged with proper citation. Failure to provide adequate documentations may result in academic and/or disciplinary consequences.

CLASS CUTTING

A class cut, or an unexplained class absence, occurs whenever a student is present in school but does not attend a class or study hall. This offense is handled according to school guidelines for class cuts. A student who has cut a class may not be permitted to make up work assigned that day, including a test or a quiz. Disciplinary consequences may be imposed.

COMMUNICATION TECHNOLOGY

Use of any communication technology to convey lewd, lascivious or indecent words, language, suggestions or proposals, or which anonymously communicates to another person expressly for the purpose of annoying, intimidating, molesting, or harassing such person or his or her family, is subject to school discipline. In addition, the police may be involved if a crime has been committed.

COPYRIGHT

The illegal use of copyrighted material by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subjected to fair use and TEACH Act guidelines of the copyright law and contain appropriate citation and attribution.

DISCIPLINARY ACTIONS TAKEN FOR MISCONDUCT AND DISOBEDIENCE

Disciplinary actions for serious school offenses labeled as misconduct or disobedience may involve one or more of the following school actions. Some instances of misconduct require school, School Board, and civil action.

School Penalties for Student Misconduct or Disobedience

- Verbal reprimand
- Parent conference
- Support team referral
- Loss of privilege
- Social probation
- Hall pass restriction
- Lunch detention
- After-school detention
- Saturday detention
- In-school suspension
- Out-of-school suspension (temporary – 1-3 days)
- Out-of-school suspension (full – up to 10 days)
- Recommendation for expulsion
- Citation/arrest
- Other

A temporary suspension lasts from one to three days, depending upon the severity of the student infraction.

A full suspension calls for a student to be out of school for as long as ten days. However, it is a two-step process. First, the student receives a temporary three-day suspension from school. After three days, the student and his or her parents/guardians have an informal hearing with the principal to determine whether the suspension should continue for more time, which can range from an additional one to seven days. However, after three days, if no new evidence surfaces that

changes the circumstances of the case, then the full suspension is upheld.

Expulsion means a student is denied the privilege of attending school in the district. This disciplinary action is taken only for the most serious offenses or after a student has had one or more full suspensions. Expulsion requires recommendation of the principal and School Board action.

The Pennsylvania School Code empowers the School Board to grant a principal or assistant principal police powers. Therefore, a principal or assistant principal may write citations for certain illegal offenses, such as smoking, fighting, or disorderly conduct in public buildings and grounds. Citations may also be issued for attendance issues such as truancy and class cuts. A citation means the local magistrate will issue the student and parents/guardians an order to appear in court to deal with the illegal offense.

Civil Penalties for Student Misconduct or Disobedience

Once the principal or police issues a student a citation, the civil penalty for the offense in question is in the hands of the local magistrate. Civil action means the magistrate conducts a court hearing to determine the guilt and consequences of a student of offense in school that also violates the Pennsylvania Crimes Code and/or ordinances of any municipality of the school district.

DISCRIMINATION

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 offered in the schools without discrimination on the basis of race, color, religion, sex, national origin, age, disability, and/or any other basis prohibited by law, and prohibits discrimination, including harassment, in any employment practice, education program, or activity that it operates. Retaliation against anyone who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation or grievance process is also a violation of the Fox Chapel Area School District's nondiscrimination policy and is prohibited. To report information about conduct that may constitute discrimination under Title IX, Section 504, or the Americans with Disabilities Act (ADA), please refer to the district's nondiscrimination policy and grievance procedures at www.fcasd.edu.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities, and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities, or school conveyances.

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

Note: Students may report incidents to high school staff, including teachers, counselors, or principals.

Copies of this policy can be made available upon request.

DRESS CODE

The dress code stands not as a means for administrators to tell students how to dress, but as a standard for proper attire in a public educational facility.

The general appearance of students is the basic responsibility of parents/guardians. However, the school also has a general expectation regarding the way students present themselves: mainly that all appear in clean and appropriate clothing that follows the guidelines consistent with the Fox Chapel Area School District dress code:

1. Attire must not be destructive to school property.
2. Dress must comply with all health and safety codes.
3. Dress must not interfere with the educational process or the rights of others.
4. Footwear must be worn.
5. Hats, hoods, visors, and other headgear or similar that prevent or limit recognition or identification are not to be worn or carried in school. This includes baseball hats and/or any hat with a brim or bill. Any headwear that is prevalent to any cultures or religions is allowed, as long as the main office is notified. Students' faces must be as visible as possible for safety and security.
6. For safety and security reasons, winter coats and jackets must not be worn in classrooms or hallways during the school day. Administration must approve the wearing of coats and jackets in certain parts of the building due to building conditions.
7. Clothing is recommended to cover areas from one armpit across to the other armpit, down approximately 3-4 inches in length to the upper thighs. Overly exposed areas of the recommended coverings are prohibited. Midriff should be limited to immediately above the belly button.
8. It is recognized that not all situations and conditions can possibly be covered by a dress code. These guidelines shall be the basis of, but not the sole determinant, of expected/appropriate school attire.

9. Obscene, profane language, references to alcohol or illegal substances (including pictures and words), or provocative pictures on clothing or jewelry, and clothing with double-meaning phrases are prohibited.

If school authorities decide a student is dressed inappropriately, that student will have the opportunity to call home for a change of clothing. If a change is not available, the student will be detained in the main office. Inappropriate clothing may be confiscated by the administration.

Coats, Hats, and Backpacks

Coats, hats, backpacks, and any container or purse larger than necessary to carry personal essentials must be placed in lockers immediately upon arrival to school and must remain in the lockers or a location designated by teachers until dismissal from school. Backpacks are not permitted in classrooms or hallways after the school day begins.

DRUGS AND ALCOHOL

If any student is involved with possession, use, or sale of drugs, drug paraphernalia, (i.e., papers, clips, pipes) look-alike drugs, alcohol, or narcotics in school, on school grounds, or at a school-sponsored function, district policy calls for the following actions:

1. School notifies parents/guardians of the incident.
2. School notifies police of the incident.
3. An informal hearing will be held within the first three days of suspension. A suspension totalling a minimum of 10 days will be imposed.
4. The student must schedule a drug and alcohol assessment conducted by a qualified drug/alcohol counselor before returning to school.
5. The student must also comply with the recommendations of this assessment, and documentation of the student's completion of the program must be submitted to the building principal or designee.
6. The student will be placed on social probation for a period of time to be determined by the building principal. This period of time may be extended until the student completes the recommendations of the drug and alcohol assessment.
7. Principal refers student case to the Student Support Team.
8. The School Board may hold a hearing to determine if the student should be expelled from school. NOTE: In every case where a student is involved in the sale or distribution of drugs in the school, the principal will recommend expulsion of that student to the superintendent.
9. The principal will recommend an expulsion for any second offense during the student's high school tenure.
10. The student may lose any or all parking privileges.

11. Student-athletes must comply with the regulations outlined in the Fox Chapel Area High School Student Athletic Handbook.

The school district reserves the right to use trained search dogs at any time.

Reasonable Suspicion/Testing

Based upon observable behavior, medical symptoms, vital signs, or other factors, the building principal or designee may have reasonable suspicion that a student is under the influence of a controlled substance. If this determination is made, the student may be required to submit to a breathalyzer test and/or additional testing.

If a principal requires a student to submit to a breathalyzer test, the principal will attempt to contact the student's parent or guardian prior to the student being tested. Testing will be conducted by a medical professional, a police officer, or an administrator.

If the building principal or designee has reasonable suspicion that the student is under the influence of other controlled substances, the district may require the student to submit to substance abuse testing conducted by a medical professional or a clinic with appropriate testing facilities approved by the district.

ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff, and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

Users are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Facilitating illegal activity.
- Commercial or for-profit purposes.
- Nonwork or nonschool related work.
- Product advertisement or political lobbying.
- Bullying/cyberbullying.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

- Accessing, sending, receiving, transferring, viewing, sharing, or downloading obscene, pornographic, lewd, or otherwise illegal materials, images, or photographs.
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
- Inappropriate language or profanity.
- Transmission of material likely to be offensive or objectionable to recipients.
- Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Loading or using of unauthorized games, programs, files, or other electronic media.
- Disruption of the work of other users.
- Destruction, modification, abuse, or unauthorized access to network hardware, software, and files.
- Accessing the Internet, district computers, or other network resources without authorization.
- Disabling or bypassing the Internet blocking/filtering software without authorization.
- Accessing, sending, receiving, transferring, viewing, sharing, or downloading confidential information without authorization.
- Relocating equipment without written authorization from the technology director or designee.
- Utilizing equipment or allowing students to utilize equipment in a manner not pursuant with course curriculum.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

There are consequences for inappropriate use. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network, or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

The district has the right to maintain and monitor all use of network activity. An individual search may be conducted if there is reasonable suspicion that a user has violated the district policy or the law. The investigation will be reasonable and related to the suspected violation.

All users should be aware that their personal files are discoverable under state public record laws.

EXTERIOR SCHOOL DOORS

For safety reasons, students are not to open exterior school doors for other people. All visitors to Fox Chapel Area High School are to enter through the main office or through the athletic entrance once approved by Fox Chapel Area High School staff. Students who permit unauthorized people into the building may be subject to disciplinary consequences.

FIGHTING

Fighting will not be tolerated at Fox Chapel Area High School under any circumstances, even if a student is outwardly and deliberately provoked. *Anyone involved in a disagreement must avoid confrontation and should seek assistance of a teacher, principal or school counselor to resolve the conflict in a rational manner.* These serious consequences affect both parties in a fight, *no matter who initiates the fight:*

- Minimum three day suspension;
- Citation/arrest for either assault, harassment, or disorderly conduct;
- Depending on circumstances, a student may be escorted by the police to either Shuman Detention Center or the Allegheny County Courthouse.

GANG POLICY

The following behaviors will subject participating students to disciplinary action including suspension and/or permanent expulsion:

- Wearing, carrying, or displaying gang paraphernalia;
- Damaging/defacing school property with gang graffiti;
- Causing and/or participating in activities which intimidate others;
- Causing and/or participating in activities which affect the attendance of other students;
- Causing and/or participating in activities which disrupt the school learning environment.

HARASSMENT

Harassment by students, employees, or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

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

The complainant or reporting employee shall be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented, and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality, and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Copies of this policy can be made available upon request.

HAZING

Hazing occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces, or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee. Students are encouraged 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.

HOMELESS STUDENTS

Under the McKinney-Vento Homeless Assistance Act, all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless? Children or youths living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street, or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney-Vento.

Where can students experiencing homelessness attend school? The law indicates that homeless students have the right to remain in their school of origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child's/youth's best interest. If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youths have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students? Homeless students are eligible for supports and services to remove barriers to educational success. These may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations, and assistance to participate in school activities, including parent engagement opportunities, sports, clubs, etc.

Homeless Dispute Process: If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney-Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in

the school in which they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the Education for Children and Youth Experiencing Homelessness (ECYEH) regional coordinator, who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney-Vento? Please contact Susan Nichols, homeless liaison and foster care point of contact, Fox Chapel Area School District, at (412) 967-2431, or susan_nichols@fcasd.edu.

For more information, please see "A General Guide to Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program."

HOVERBOARDS

Possession and/or use of hoverboards, skateboards, and/or similar items are prohibited on district property.

LIBRARY RULES

The library is open from 7 a.m.-3:45 p.m. Monday-Thursday, and 7 a.m.-2:45 p.m. on Fridays unless otherwise stated. Students are free to use the library materials during these times. Clubs and booster organizations may reserve the library, library classroom, or library conference room for meetings during QRT or after school.

Tests are administered during Back-on-Track from 2:25-3:45 p.m. on Tuesdays, Wednesdays, and Thursdays (with busing home).

All library materials are able to be borrowed for two weeks. Extensions may be granted if requested by the student. The student who checked out the material is the person responsible for its loss or damage. Should the material not be found, the library charges the borrower the cost of replacement. If the material is recovered after it has been paid for, the library will issue a refund.

LOST TEXTBOOKS

Students who lose or damage books beyond repair may be required to pay the cost of replacing the book. If a damaged book can be salvaged, the student may be required to pay the cost of repairing the book.

MISDEMEANORS/FELONIES

For conviction of more serious offenses such as misdemeanors and/or felonies, the court can impose substantial fines and imprisonment.

Bomb Threats

Bomb threats or threats to use weapons of mass destruction are a felony and will result in arrest and likely recommendation for expulsion from school.

Weapons

Section 1317.2 of the Safe Schools Act of 1995 requires expulsion from school “for a period of not less than one year, for any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.”

Definitions:

Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, chemical agent such as mace or pepper spray, explosive devices including but not limited to pipe bombs, and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon possessed and used in conjunction with a lawful supervised school activity shall be permitted (e.g., starting pistol for track team).

Firearm includes actual firearms of any type whatsoever, pellet guns, BB guns, and look-alike firearms, whether they be capable of operation and whether they be loaded or unloaded.

Possession shall include but not be limited to being on the person of the student, in the student’s locker, or otherwise directly or indirectly under his or her control.

Every school employee and/or student who has knowledge of a weapon being in or on school property shall immediately inform the principal, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not make a timely report.

Upon reasonable suspicion that a student possesses a weapon, the principal may request help from the school and/or local police, or at his or her discretion may conduct a search. If a weapon is found and confiscated, the principal will immediately notify and or summon the school and/or local police, the superintendent, and the parents/guardians of the student.

Terroristic Threats

Any threat by a student must be regarded seriously. At the very least, such statements are a reckless disregard of the potential to create fear and apprehension. Any threat of violence may result in involvement of the school and/or local police and appropriate disciplinary action by the school.

PERSONAL ELECTRONIC DEVICES

The Fox Chapel Area High School Staff and Administration recognize that personal electronic devices have both positive and negative consequences in our educational environment. Many schools have incorporated these devices into the classroom with great success. This policy is intended to provide guidelines for the use of electronic devices while restricting possible abuses. Personal electronic devices include but are not limited to the following: cell phones, iPads, laptops, reading tablets, music players, gaming devices, smart watches, among others.

The use of glasses that can record and/or take images, such as Meta AI glasses, are strictly prohibited.

We believe part of the role of Fox Chapel Area High School is to provide opportunities for our students to build responsibility, freedom, and choices in building positive decision-making abilities. Students are allowed to use their personal electronic devices in authorized areas of the building and during authorized times. In the classroom, personal electronic devices are NOT permitted unless explicitly directed by the teacher for instructional purposes. Students may be required to lock phones in an approved lock box during class time. Failure to comply may result in disciplinary action that may include loss of the privilege of personal electronic device use and/or device confiscation. Confiscated items may not be returned until a conference has been held with a parent/guardian. Students shall be solely responsible for the care and security of their personal electronic device. Fox Chapel Area High School and the Fox Chapel Area School District will not be liable for the theft, loss, damage, or misuse of any personal electronic devices brought to school by a student, including loss of personal data or data breach.

Any form of bullying, discrimination, harassment, sexting, cheating, or plagiarism are some examples of unauthorized personal electronic device use and will be considered a violation of Fox Chapel Area School District policy. Further, the taking, storing, disseminating, transferring, viewing, or sharing of any inappropriate, obscene, pornographic, lewd, or otherwise illegal images, photographs, or videos is prohibited. This includes but is not limited to texting, emailing, or any other electronic data transfer including social media outlets. Students also are prohibited from taking pictures, videos, or audio recordings without the explicit consent of all parties involved. Any use of school-owned devices by students shall be held to the same standard.

AUTHORIZED PERSONAL ELECTRONIC DEVICE USE includes but is not limited to:

- anywhere in the high school either before 7:30 a.m. or after 2:25 p.m.
- during pass time and lunch
- in the classroom when explicitly directed by the teacher for instructional purposes
- listening to music as long as only one ear bud is used

UNAUTHORIZED PERSONAL ELECTRONIC DEVICE USE includes but is not limited to:

- placing or receiving a call, text, or other communication during instructional time
- nurse’s office, bathrooms, locker rooms, or swimming pool areas regardless of the time of day
- assemblies, presentations, or class meetings
- in the testing center, during detention, or in-school suspension
- any use that is disruptive, distracting, or violates any aspect of the Student Discipline Code

PUBLIC DISPLAY OF AFFECTION

All students must exhibit proper social behavior. Open display of affection or amorous feelings between couples is not acceptable public behavior in our school. Should improper actions be observed, the principal will discuss behaviors with students involved. Continuing problems will result in parental notification and/or disciplinary action.

SATURDAY DETENTION

Saturday detention is held on selected Saturdays in Rooms 266 and 268 for four hours, from 8 a.m.-12 noon. Students may be assigned to a two-hour period from 8-10 a.m., 10 a.m.-12 noon, or for the full four-hour period. Students will be assigned a seat and may not talk or sleep during detention. Detention time is to be used for study and class assignments. Students may not use electronic devices unless approved by the detention supervisor. Students who do not comply with Saturday detention rules will be asked to leave and may also receive additional disciplinary consequences. Detention must be served on the Saturday assigned; failure to report results in an in-school suspension.

SOCIAL/EXTRACURRICULAR PROBATION

This probation is assigned to a student as a consequence for a disciplinary infraction. Any student who violated the code of conduct with a level 4 infraction will be automatically placed on probation for a minimum of 15 school days. A student's probationary status will be reviewed at the end of the 15-day period to determine next steps. Additionally, students with multiple level 1, 2, and/or 3 offenses may be placed on probation for a minimum of 15 school days. A student placed on probation is not permitted on school property after the school day ends, is not permitted to participate in extracurricular activities sponsored by the school, and is not permitted to attend school-sponsored events such as but not limited to the prom, graduation, and sporting events. A second offense will result in social/extracurricular probation of a period up to 30 school days.

STAFF AUTHORITY

All high school staff stand accountable for student whereabouts and behavior. Teachers, as well as all other high school personnel, have the right and the responsibility to exercise authority in situations where student behavior is inappropriate. The high school administration expects that all students honor such authority.

STUDENT DEMONSTRATION/PROTESTS

A demonstration by a student or group of students that leads to the disruption of the educational environment may result in disciplinary action.

SUSPENSION FROM SCHOOL DEFINED

Suspension is one of the most severe punishments a school authority can impose on a student. Suspension means the student has violated the right to an education, an entitlement granted by school law. Suspension removes the student from the school community.

The following guidelines apply:

- Suspended students may not attend school or classes.
- A suspension is an excused school absence.
- The suspended student has the opportunity to make up missed work.
- The suspension incident does not appear on the student's permanent record.
- School activities are off limits. This means **NO** admission to school dances and events, performance on school athletic teams (including practice), and participation on field trips until after the student is permitted to return to school.
- Students may be given the opportunity to schedule appointments with faculty after 2:30 p.m. for academic reasons as determined by the building principal.
- Suspension from school may result in students being denied the opportunity to participate in other school-related activities such as class elections, class or school trips, fund-raising games/activities, etc.

TARDY TO SCHOOL AND TO CLASS

Students who report to QRT after 7:30 a.m., and arrive to school prior to 10 a.m., are considered tardy. Tardy students must report to the high school main office upon arrival to receive a tardy pass. Each group of three (3) tardies to school will result in a discipline referral. If the student does not submit a signed excuse from a parent/guardian within three days following the tardy, the student may be issued an after-school detention to be served on an assigned day. Students who are late to school any time after 10 a.m. will be given a half-day absence.

Consequences for not serving an after-school detention are Saturday detention or community service to the school during vacation periods.

Students who accumulate a significant number of tardies to school will be subject to a citation for truancy.

THEFT

If a student is involved in stealing, including receiving stolen items, parents/guardians and police will be contacted, arrest citations may be issued, suspension days may be assigned, and restitution may be required.

TOBACCO/NICOTINE POLICY

Students are prohibited from possessing, using, or selling tobacco, tobacco products, nicotine products, or nicotine delivery products at any time in a school building; on any property, buses, vans and vehicles that are owned, leased, or controlled by the school district; or at any school-sponsored activities that are held off school property. Smart sensors may be utilized in preventing violation of school rules, regulations, district policies, and Pennsylvania law.

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling, or through other means.

For the purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use, or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

If a student is in possession of or using or selling tobacco or nicotine, tobacco or nicotine products, or electronic device, the following will occur: parent/guardian contact, suspension from school, citation issued for a hearing with the District Magistrate, and confiscation of the product or device.

UNEXCUSED CLASSROOM TARDY

Teacher Action:

- 1st tardy: conference with student;
- 2nd tardy: contact parent/guardian;
- 3rd tardy: fill out referral and contact parent/guardian.
- On the third tardy, the teacher will fill out a discipline referral.
- The student must be referred again for each instance after the third time. The referral will indicate whether it's the first, second, third, etc. tardy referral.
- Each additional tardy will result in a discipline referral.
- In the event that a student is more than 15 minutes late, a student referral should be filled out for a class cut.

UNEXCUSED SCHOOL ABSENCES

Assignments and assessments missed due to an unexcused absence may not be made up or receive full credit.

Four or more unexcused absences may result in a citation to the magistrate for truancy. A guilty verdict may result in fines, suspension of the student's driver's license, and/or court costs.

FOX CHAPEL AREA HIGH SCHOOL

611 Field Club Road
Pittsburgh, PA 15238-2406
Phone: 412/967-2430 (Main Office)
Phone: 412/967-2400 (Voice Mail)
Fax: 412/967-2458 (High School Office)
Fax: 412/967-2477 (High School Library)
Fax: 412/967-0697 (District Administration)
Website: www.fcasd.edu

BOARD OF SCHOOL DIRECTORS

Marybeth Dadd, President
Ronald P. Frank, Vice President
Vanessa K. Lynch, Assistant Secretary
Eric G. Hamilton, Treasurer
Amy B. Cooper
Katie Findley
Adam G. Goode
Jessica Haselkorn, Ph.D.
Ariel Zych

DISTRICT ADMINISTRATION

Mary Catherine Reljac, Ed.D., Superintendent
David P. McCommons, Ed.D., Deputy Superintendent
Kimberly M. Pawlishak, Business Manager

DISTRICT RESOURCE STAFF

Matthew Patterson, Ph.D., Executive Director of Secondary
Education and Instruction
Timothy A. Mahoney, Ed.D., Director of Special Education
and Pupil Services
Megan Collett, Ed.D., Executive Director of Instructional
and Innovative Leadership
Michael O'Brien, Director of Athletics

BUILDING ADMINISTRATION

Lead Principal • Michael Hower, Ed.D. 412/967-2432
Program Principal (A-L) • Michelle Young, Ph.D. 412/967-2436
Program Principal (M-Z) • Nicole Smith, Ed.D. 412/967-2434

SCHOOL COUNSELORS

Tim McLister	A - C	412/967-2439
John Baxter	D - G	412/967-2441
Dana Papalia	H - K	412/967-2444
Tina Crissman	L - O	412/967-2445
Ben O'Connor	P - S	412/967-2442
Tara DeComo	T - Z	412/967-2440

ATTENDANCE FACILITATOR

Roger Sullenberger 412/967-4415

STUDENT ACTIVITIES DIRECTOR

Erin Butkovic 412/967-2424

GRADUATION PORTFOLIO COORDINATOR

Jennifer Klein

NURSE

Erin Rebish 412/967-2450

SCHOOL RESOURCE OFFICERS

Stanley Bradish
Joshua Dietz

SCHOOL SAFETY OFFICER

Joe Abbott

CHIEF OF SCHOOL POLICE/SCHOOL SAFETY AND SECURITY COORDINATOR

Joseph Kozarian 412/967-2448

SAFE2SAY SOMETHING

Phone: 1-844-SAF2SAY (1-844-723-2729)
Website: www.safe2saypa.org/tip/
App: Safe2Say Something

Please Note: The Fox Chapel Area High School administration may revise the policies, rules, or regulations found in the Student/Parent Handbook due to changes in Board policy, local ordinance, and/or state or federal law. All school district policies can be found on the Fox Chapel Area School District's website at www.fcasd.edu.

The Fox Chapel Area School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, and/or any other basis prohibited by law, and prohibits discrimination, including harassment, in any employment practice, education program, or activity that it operates. Individuals may report concerns or questions to the Title IX coordinator and/or the Section 504 and Americans with Disabilities (ADA) coordinator. The notice of nondiscrimination is available at www.fcasd.edu.

Title IX: David P. McCommons, Ed.D. (412/967-2456)
Deputy Superintendent
David_McCommons@fcasd.edu

Section 504 and ADA: Timothy A. Mahoney, Ed.D. (412/967-2435)
Director of Special Education and Pupil Services
Timothy_Mahoney@fcasd.edu

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