Student Handbook

Updated: 7/31/2026

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Mission Statement

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

Vision Statement

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

Board of Directors

Mrs. Erin Vecchio – President

Mrs. Nicole Richardson – Vice President

Ms. Jackie Blakey-Tate

Ms. Heather Broman

Mr. Joseph Capozoli

Dr. Devon Goetze

Dr. Dawn Golden

Dr. Reginald Hickman

Dr. Robert Marra

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

The Penn Hills School District does not discriminate based on age, race, color, national or ethnic origin, sex, or handicap in employment practices or in administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Dominique Ansani has been identified as the Title VI/Title IX/Section 504/AMD

Introduction

This handbook is designed to help Linton Middle School students navigate the upcoming school year. All students are responsible for reviewing and knowing its contents.

Students must follow all Penn Hills School Board behavior policies. These rules apply during school hours, on school transportation, and at all school-sponsored activities (including athletic events and the Kennywood picnic).

Penn Hills School District

Linton Middle School Student Handbook

Acknowledgement Page (2026-2027)

Dear Parents, Guardians, and Students:

This handbook provides essential guidelines and expectations to help students succeed in grades 6–8. Parents and guardians are responsible for reviewing these rules and the code of conduct with their children to ensure everyone is familiar with school regulations.

Digital Signature

By updating your **Skyward Qmlativ** contact details, parents, guardians, and students acknowledge they have read and received the digital student handbook found on the Linton Middle School homepage. Completion of this digital step is required for parents to access their child's grades and attendance.

If you need help creating an account or resetting your password, please visit the district website and navigate to **Family Resources** > **Qmlativ Assistance**.

Building Information

Linton Middle School

250 Aster Street

Pittsburgh, PA 15235

(412) 793 – 7000

Office Staff

Title	Name	Phone Extension
Main Office Secretary	Mrs. Tracey Jasper	6111
Main Office Secretary	Mrs. Amber Pace	6110
Attendance / Student Registration Secretary	Mrs. Vivian Hawkes-Ware	6124

Building Administration

Title	Name	Phone Extension
Principal	Dr. Christopher Wolfson	6165
Associate Principal	Miss Melissa Mosco	6189
Associate Principal	Mr. Keiterez Bynum	6133

Building Resources

Title	Name	Phone Extension
Verizon Innovative Learning Schools (VILS) Coach	Dr. Licia Lentz	6161
Grade 6 School Counselor	Mrs. Tracey Kitay	6125
Grade 7 School Counselor	Ms. Amy Vincler	6123
Grade 8 School Counselor	Mr. James Gilson	6122
Nurse’s Office	Terrika Thompson / Donna Goodwin	6152
School Social Worker	Ms. Jessica Preston	1218
Cyber Coordinator	Ms. Amy Kingerski	5311

District Information

Penn Hills School District
260 Aster Street
Pittsburgh, PA 15235
(412) 793 – 7000

Superintendent's Office

Title	Name	Phone Extension
Superintendent of Schools	Dr. John Mozzocio	1282
Superintendent's Secretary	Mrs. Colleen Szymansky	1244

District Offices

Title	Name	Phone Extension
Assistant to the Superintendent for Teaching, Learning, and Assessment	Mrs. Renel Williams	1251
Assistant to the Superintendent for Technology and Innovation	Dr. Matthew Dado	1245
Director of Athletics	Mr. James Eckels	5206
Director of Pupil Services	Mrs. Kristin Brown	1223
Director of Special Education	Mrs. Stephanie Biancaniello	1284
Director of Instruction and Student Achievement	Dr. Bernard Taylor	
Director of Business Affairs	Mrs. Rachel McCarthy	1260
Director of Food and Nutrition	Mr. Robert Sturm	6182
Plant Manager	Mr. Michael Reposky	1277
Human Resources Manager	Ms. Dominique Ansani	1228
Chief Recovery Officer	Dr. Daniel Matsook	1403
Transportation Coordinator	Mr. Robert Van Ryn	1244
District Attendance Officer	Mrs. Tamika Duck	1224

2026 – 2027 Academic Calendar

☆ No Students/Staff
△ First/Last Day of School
☾ Conference Day/No Students
○ Professional Day/Clerical Day/No Students

2026-2027 Penn Hills Academic Calendar

T-14 August 2026 S-9

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T- 19 May 2027 S-18

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T-19 February 2027 S-19

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T-17 November 2026 S-16

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T-19 March 2027 S-19

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Notes
Aug – June = 180 Days
Aug – June = 191 Days
10 PD/Clerical Days
1 Conference Day

Other Important Dates

August 19, 2026 – First Student Day; June 3, 2027 – Last Student Day
June 3, 2027 – Commencement

PSSA Assessment Dates

April 26-30, 2027: PSSA ELA, Grades 3-8
May 3-7, 2027: PSSA Math, Science & Make-ups Grades 3-8

Keystone Exams Assessment Dates

(Winter) December 7-18, 2026: Algebra I, Biology, Literature
(Spring) May 17-28, 2027: Algebra I, Biology, Literature

Clerical Days – No School for Students

August 12, 13, 14, 17, 18, 2026; October 12, 2026; December 21, 2026
January 15, 2027; May 18, 2027; June 4, 2027

No School for Students and Staff

September 7, 2026 – Labor Day
November 25 -November 30, 2026 – Thanksgiving Recess
December 22, 2026 – January 1, 2027 – Winter Recess
January 18, 2027 – Martin Luther King Day
February 15, 2027 – President's Day
March 24, 2027 – March 29, 2027 – Spring Recess
May 28, 2027 – Kennywood Picnic Day
May 31, 2027 – Memorial Day

Reporting Periods

September 23, 2026 Progress Reports/Parental Contact/25th Day
October 22, 2026 End of First Nine Weeks, 45th Day
December 3, 2026 Progress Reports/Parental Contact/70th Day
January 14, 2027 End of First Semester, 90th Day
February 23, 2027 Progress Reports/Parental Contact/115th Day
March 23, 2027 End of Third Nine Weeks, 135th Day
May 3, 2027 Progress Reports/Parental Contact/160th Day
June 3, 2027 - End of Second Semester, 180th Day

Conference Day

November 3, 2026 - Election Day/No Students/K-12 Parent Conferences

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

Attendance

Regular attendance is vital for academic success. All students under age 17 must attend school daily unless sidelined by illness or a serious family emergency. Parents or guardians will be notified of any absences. Chronic absenteeism or truancy is taken seriously and may result in court action.

Submitting Absence Excuses

- **Standard Absences:** A written or electronic excuse note must be submitted to the homeroom teacher within **3 days** of the student's return, or the absence will be marked unexcused.
- **Extended Absences:** If a student is absent for more than **5 consecutive days**, a doctor's note or professional excuse is required.

Excuse Note Requirements

All written or electronic excuses must include:

1. Student's first and last name
2. Grade
3. Date(s) of absence
4. Reason for the absence
5. Signature of a parent/guardian or medical practitioner

Absence Limits & Truancy

- **Parent Notes:** Parents may excuse up to **10 cumulative days** of absence per school year.
- **Medical/Official Notes:** Any absence beyond the 10-day limit requires an official note from a doctor, court, or religious institution; otherwise, it will be marked **unexcused**.
- **Truancy Definitions:**
    - **Truant:** 3 or more unexcused absences.
    - **Habitually Truant:** 6 or more unexcused absences.

Cyber School and Virtual Attendance

Cyber School and Virtual students must attend all scheduled online meetings throughout the day to receive full attendance credit.

Arrival & Departure Times (Attendance Credit)

Arriving after 11:30 AM or leaving before 12:25 PM results in a half-day absence.

Arriving after 12:25 PM or leaving before 11:30 AM results in a full-day absence.

Excused Absence Reasons

The school board recognizes the following as valid reasons for an absence:

- Illness, quarantine, or accident recovery
- Religious holidays
- Death in the family
- Required court attendance
- Pre-approved family educational trips

Educational Trip Requests

To request approval for a family trip, submit a **Vacation Request Form** (available in the main office) to the principal at least **two weeks in advance**. Approval is based on the trip's educational merit as well as the student's attendance, grades, and disciplinary record.

Early Dismissals

The Pennsylvania Department of Education only approves early dismissals for emergency conditions or documented medical appointments. To qualify for after-school or evening activities, students **must attend at least four class periods** during the day.

Early dismissals will only be granted if one of the following conditions is met:

1. **Medical Appointment:** The student provides a doctor's note on official medical stationery.
2. **In-Person Pickup:** A parent or guardian arrives in person at the attendance office.
3. **Pre-Validated Request:** The student submits a written request from a parent/guardian upon arrival, which is verified by office staff.
4. **School Illness:** The student becomes ill during the day and is officially excused by the Health Office or Main Office.

A photo ID by the parent/guardian/designee is required for a student to be removed from school. **No early dismissals will be permitted after 2:15 p.m.**

Policy Restrictions

- **No Employment Dismissals:** In compliance with the Pennsylvania School Code, early dismissals for student employment are not permitted.
- **Parking:** An approved early dismissal does not grant student parking privileges on school grounds.

Safety and Security

Bookbags and Personal Items

Backpacks & Bags

- **Commuting:** Students are encouraged to use backpacks or bookbags to protect their textbooks and laptops while traveling to and from school.
- **Daytime Restriction:** Backpacks and bookbags are **not permitted** to be carried throughout the school day.
- **Exceptions:** Drawstring bags are allowed exclusively for Physical Education (PE) or swimming classes.
- **Security Inspections:** Overly full or non-transparent bags may be subject to a search by school staff to maintain safety. To avoid delays at entry, students should organize their belongings for a quick visual inspection.

Prohibited Items (PHSD Ban)

The following personal items are strictly prohibited inside all Penn Hills School District buildings:

- **Metal & Glass Containers:** Metal or glass cups, tumblers (such as Stanley cups), and containers are banned. Students may bring plastic water bottles, but they **must be completely empty** upon entering the building.
- **Hair Care Electronics & Sharp Tools:** Electronic or sharp hair care items, including hair dryers, curling/flat irons, hot combs, hair crimpers, and rattail combs, are not allowed. Any confiscated items will only be returned directly to a parent or guardian.

Building Entry Procedures

For Students

1. **Entry Time:** Students may enter the building beginning at **7:45 AM**.
2. **Security Screening:** All student belongings are subject to search upon entry. Metal detectors are used during the regular school day and may be used for after-school or evening athletic events.
3. **Monitoring:** Security guards and closed-circuit cameras are active to maintain a safe learning environment.

For Visitors

1. **Gate Check:** All visitors will be stopped at the guard gate between **8:15 AM and 2:40 PM** to state their purpose for visiting.
2. **Identification & Sign-In:** Visitors must present a photo ID, sign in at the security center, and report directly to the main office to receive a visitor's pass.
3. **Belongings Search:** All visitors are subject to a search of their belongings upon arrival.
4. **Student Meetings:** Visitors may only meet or confer with a student with prior approval from the principal. In the event of an emergency meeting, a principal or support staff member must be present.

Lockers

School lockers remain the property of the Penn Hills School District. Students should have no expectation of privacy regarding items stored in them.

Rules & Guidelines

- **Locker Assignments:** Every student is assigned an individual locker by their homeroom teacher. **Locker sharing is strictly prohibited.**
- **Security:** Lockers must be kept locked at all times. Students are solely responsible for all items inside their assigned locker.
- **Valuables:** Students are strongly discouraged from bringing valuable items to school. The district assumes no responsibility for lost, stolen, or damaged personal property.
- **Damages:** Students are financially and behaviorally responsible for any damage caused to their assigned locker.

Notice of Search: School officials reserve the right to inspect lockers at any time for emergency purposes or if there is reasonable suspicion of a policy violation. The administration will conduct random, periodic, or building-wide sweeping searches, which may include canine drug searches.

School Safety Drills

Linton Middle School conducts monthly fire drills and regular emergency preparedness drills to ensure student and staff safety. The district utilizes the **Standard Response Protocol (SRP)** for active intruder drills. All state-mandated fire drills are conducted in accordance with the Pennsylvania State Fire and Panic Act.

Emergency Evacuation Procedures

During any drill or actual emergency, speed is secondary only to safety and orderliness. Students must strictly adhere to the following rules:

1. **Evacuate Immediately:** When an alarm sounds, rise immediately. Leave all books and personal items behind.
2. **Move Orderly:** Exit the classroom and building quietly and in an orderly fashion. **Do not run or push.**
3. **Stay with Your Class:** Follow your teacher directly to your classroom's designated safe area outside.
4. **Remain in Place: DO NOT leave your assigned safe area** until explicitly instructed to do so by a staff member.
5. **No Elevators:** Elevators are strictly non-functional and off-limits during all drills and evacuations.
6. **Re-Entry:** Only re-enter the building when prompted by an administrative announcement.

Lockdown and Other Safety Drills

Additional safety drills will be announced via the PA system.

- **Lockdown Expectations:** When a lockdown is initiated, staff will lock classroom doors and all hallway movement will be strictly prohibited.
- **Community Coordination:** Local law enforcement and emergency medical services (EMS) units may participate in these drills.
- **Visitor Restrictions:** During an active drill, all building visitors and late-arriving students will be detained at a designated secure location until the drill is officially completed.

Threat Assessment Team

In accordance with Article XIII-E of the Pennsylvania School Code, the Penn Hills School District has established dedicated Threat Assessment Teams to ensure a safe and secure learning environment. These teams are trained by the Pennsylvania Commission on Crime and Delinquency (PCCD) to assess and intervene when potential safety risks are identified.

At Linton Middle School, the Threat Assessment Team includes:

- Building Principal & Associate Principals
- School Psychologist & School Social Worker
- School Counselors & School Nurses
- Security Personnel

What Constitutes a Threat?

A **threat** is any communication or behavior, whether expressed verbally, behaviorally, visually, in writing, or electronically, that indicates an individual poses a danger to the safety of school staff or students.

Important Policy Guidelines:

- All reported threats are taken seriously and investigated immediately to determine the validity, severity, and required intervention.
- An expression or behavior is evaluated as a threat regardless of whether it is observed directly, reported by a third party, or if the intended target is aware of the threat.

General School Information

Assembly Programs

Linton Middle School hosts assembly programs throughout the school year to enrich and entertain the student body. While some programs are school-wide, others are exclusive to specific grade levels.

Attendance & Expectations

- **Reporting & Seating:** Students must walk to the assembly area with their class and sit in their assigned sections. Teachers will accompany and remain with their classes.
- **Alternative Locations:** Any student who needs to be elsewhere during an assembly must provide a written note to their classroom teacher **before** the program begins.
- **Conduct:** Students are expected to demonstrate courtesy at all times. Disruptive behavior, including whistling, booing, or heckling, will not be tolerated.
- **Dismissal:** At the conclusion of the program, students must exit the assembly area quickly, quietly, and in an orderly manner.

Note: Participation in assembly programs is a privilege. Students may be prohibited from attending at the discretion of the principal or associate principal.

Breakfast

- **Availability:** A free, grab-and-go breakfast is available to all students daily from **7:45 AM to 8:15 AM**.
- **Pickup:** Students must pick up their meals during this designated time frame from the breakfast kiosk stations located in the hallways.
- **Location:** Once they have their breakfast, students must report directly to their homerooms to eat.
- **School Delays: No breakfast is served on days when school is delayed.**

Bus Transportation and Regulations

Bus transportation is provided to all Penn Hills School District students. While the district strives to establish convenient stops, riding the bus is a privilege, not a right, and depends on safe, orderly conduct. Parents and guardians are strongly encouraged to accompany younger children to and from bus stops.

General Procedures

- **Arrival:** Students should arrive at their assigned bus stop **10 minutes before** the scheduled departure time.
- **Boarding:** Students must wait in an orderly fashion, avoid horseplay, stand well back from the road, and wait for the bus to come to a complete stop before boarding.
- **Route Assignments:** Students must ride only their assigned bus to and from school. To request a permanent alternate drop-off or pick-up location (such as a caregiver's residence), parents must submit a written request to the school office. Buses will only stop at regularly scheduled locations.
    - **No changes to a student's assigned bus or stop will be permitted unless the following procedure is completed in advance:**
        - **Submit a Written Request:** A parent or guardian must submit a signed, written note to the principal detailing the request. The note must clearly include:
            - Student's full name and grade level
            - The specific day and date for the change
            - The reason for the request and exact details of the change (e.g., a permanent caregiver's residence)
        - **Obtain and Present Authorization:** Once approved, the student must collect the authorized note from the principal and present it directly to the bus driver upon boarding.
- **Missed Buses:** If a student misses the bus, parents/guardians are responsible for providing transportation. **A missed bus does not qualify as an excused absence or tardy.**

Bus Conduct & Discipline

To ensure safety, students must remain seated and avoid any behavior that distracts the driver. Prohibited actions include:

- Standing, pushing, fighting, or yelling.
- Eating, drinking, littering, or smoking.
- Using profane language or unauthorized electronic devices.

Violations of these safety rules will be reported to the school office for disciplinary action. **Repeated misbehavior may result in the permanent loss of bus privileges.**

Questions? Please contact the school office or Krise Transportation with any questions or concerns regarding busing.

Bus Infraction Consequences

Bus drivers and crossing guards report rule violations to the administration via **Bus Conduct Reports**. The administration determines consequences based on the severity and frequency of the infraction.

Standard Disciplinary Progression

For general offenses (such as standing, being out of your seat, yelling, littering, or disrespectful behavior), the following guidelines apply:

- **1st Offense:** Formal warning and parent/guardian contact.
- **2nd Offense:** Building-specific consequence and a phone call home.
- **3rd Offense:** Building-specific consequence and a phone call home.

Note on Consequences: Building-specific actions may include assigned seating, lunch detentions, parent conferences, or bus suspensions.

Severe Misconduct & Liability

- **Bus Suspensions:** If a student is suspended from the bus, **parents/guardians are fully responsible for transporting their child** to and from school.
- **Loss of Privileges:** Continued or severe misconduct may result in the permanent loss of bus privileges for the remainder of the school year.
- **Property Damage & Restitution:** If a student damages a bus, the student and their parent/guardian are financially responsible for all parts and labor costs required to restore the vehicle to its original condition. Restitution will be paid directly to Krise Transportation.

Drop-Off for Students with Special Needs

To ensure student safety, special needs students will not be dropped off in the afternoon unless an adult or older sibling is present at the bus stop.

- **To Waive This Rule:** Parents may authorize the district to drop off their child without an adult present by submitting a written letter to the district transportation provider.
- **If No One Is Present:** If no authorized person is at the stop, the driver will continue the route to drop off remaining students, check the stop one additional time at the end of the run, and return the child to school if no one is still available.

Change of Address / Phone Number

- **Moving within the district:** Report changes immediately to the Attendance Office (ext. 6124) to keep records accurate.
- **Moving to a new district:** Notify the Attendance Office and your child's school counselor immediately so student transcripts can be sent to the new school.

Fraudulent Enrollment: Families living outside district borders who fraudulently enroll or maintain enrollment for their children within the district will be prosecuted and charged a per diem tuition rate for those days.

Electronic Devices

In accordance with **Penn Hills School Board Policy 237**, Linton Middle School restricts the use of personal electronic devices to maintain a focused, distraction-free learning environment. The Board strongly recommends that students leave all personal electronic devices and cell phones at home.

Device Collection & Storage

If a student chooses to bring a device to school, the following rules apply:

- **Collection:** All personal electronic devices, including cell phones, smartwatches, earbuds, and wireless headphones, must be surrendered to school staff upon morning arrival.
- **Storage:** Devices will be securely stored by staff throughout the instructional day.
- **Non-Compliance:** Failure to surrender a device upon arrival may result in disciplinary action or require a mandatory parent/guardian pickup of the device.

Liability Disclaimer

Important Note: The Penn Hills School District assumes **no responsibility** for the loss, damage, theft, or misuse of any personal electronic device brought to school, regardless of whether it is stored by school staff or left in a student's possession.

District-Issued iPads (VILS Program)

As part of the **Verizon Innovative Learning Schools (VILS)** program, every student is issued a school-owned iPad and charger to support their education.

- **Responsibility:** Students must bring their fully charged VILS iPad to and from school daily.
- **Care & Insurance:** Students are responsible for keeping their iPad safe, secure, and undamaged. For device agreements, fines, care expectations, insurance information, and related details, please review the district's Acceptable Use Policy.
- **Usage Restrictions:** iPads remain the property of the Penn Hills School District and are subject to all local, state, and federal acceptable use policies. Students may not bring personal iPads or personal laptops to school.

Employment Certificates (Working Papers)

In accordance with the Pennsylvania Child Labor Law, all employed students under the age of 18 must possess a valid working permit. To obtain a permit, students should visit the school counseling office.

Types of Certificates

- **Vacation Employment Certificates:** Required for employed students under **16 years of age**.
- **Transferable Work Permits:** Required for employed students aged **16 through 18**.

Right to Revoke: The Penn Hills School District serves as the official issuing agent for working papers. The district reserves the right to revoke a student's employment certificate at any time if their employment negatively impacts their academic performance or school attendance.

Homework for Absent Students

- **Absences of 2 or more days:** Email your child's teacher directly to request homework.
- **1-Day Absences: Do not request homework for single-day absences.** Due to daily scheduling, teachers cannot collect and organize student work within one workday.

Lost and Found

- **Collection Point:** Lost items are collected throughout the school year and placed in a designated area inside the cafeteria.
- **Retrieval:** Every effort is made to help students find and recover their missing belongings.
- **Valuables Disclaimer:** Students are strongly discouraged from bringing expensive or valuable personal items to school. The Penn Hills School District assumes no responsibility for lost personal property.
- **Unclaimed Items:** Any items remaining unclaimed at the end of the school year will be donated to a local charity.

Lunch

School Lunches & Snacks

- **Free Lunch:** All students are eligible for a free lunch daily. The monthly lunch menu is available on the district website.
- **Snacks:** Healthy snacks are available for purchase. Families can deposit money directly into their child's lunch account for snack purchases.
- **Cash Purchases:** If students pay cash for snacks, no change will be given back in cash; instead, any remaining change will automatically be deposited into their lunch account.

Packed Lunches from Home

Students are welcome to bring a packed lunch, subject to the following safety and operational rules:

- **No Refrigeration or Heating:** The school cannot refrigerate or reheat lunches brought from home.
- **Prohibited Items:** Glass containers are strictly banned for safety reasons.

Outside Food & Delivery Restrictions

- **Fast Food:** Bringing or dropping off fast food for your child at lunchtime is discouraged.
- **Delivery Services:** For safety and security, the school will **not accept** third-party food deliveries for students from services such as UberEats, DoorDash, Grubhub, or similar platforms.

Make-Up Work Procedures

Upon returning to school, it is the student's responsibility to request make-up work from their teachers.

- **Exams and Assignments:** Being absent the day before a scheduled exam or project deadline does not excuse a student from taking the exam or turning in the assignment on its due date.
- **Excused Absences:** Students with an *excused* absence will be given the opportunity to make up missed assignments and tests. Please coordinate directly with the teacher to schedule make-up times.

Open House / Parent Conferences

Open House (September)

- **Purpose:** A celebration of learning that provides families an opportunity to familiarize themselves with teachers, daily routines, school procedures, and academic activities.
- **Date:** Held in the evening during September. Please consult the school calendar for the exact date and time.

Parent-Teacher Conferences (November)

- **Date:** Scheduled for one designated day in November. Check the school calendar for the specific date.
- **Appointments:** Families are strongly encouraged to schedule a conference time once registration details are released.
- **Ongoing Communication:** If you have questions or concerns at any point during the school year, please call ahead to schedule an appointment with your child's teacher or the principal. Walk-in meetings cannot be accommodated, as unscheduled visits make it difficult to provide you with the focused attention you deserve.

Outstanding Debts / Fines / Obligations

Students who owe fines or have outstanding financial obligations to the district **will** receive their report card along with an official notification specifying the total amount owed and the reason for the debt.

- **Resolution Deadline:** All financial obligations should be fully reconciled prior to the end of the current reporting period.
- **Collection Policy:** Please note that uncollected debts may result in a formal claim being filed with the local magistrate for collection.

Publishing Photographs & Student Work

Throughout the school year, school district or local media photographers may take pictures of students participating in various school activities, athletics, or events honoring student achievements.

- **Media Platforms:** These photographs and student-authored works may be published on the Penn Hills School District website or in local news media.
- **Opt-Out Procedure:** Parents or guardians who do not want their child's photograph or work published must submit a formal, written request to the building principal.

School Closings, Delays, and Flexible Instructional Days (FID)

In the event of a school cancellation, delay, or transition to an FID, announcements will be broadcast on local news and radio stations and posted directly to the district website. Additionally, the district will send an automated robocall and email to all families using the contact information on file in the **Qmlativ** student management system. Please ensure your contact details are kept up to date to receive these urgent alerts.

School Delays (2-Hour Delay)

- **Start Time:** School begins at **10:00 AM**. Doors open at **9:45 AM**. Do not drop students off early, as the building will be closed.
- **Buses:** Add exactly **two hours** to your child's regular morning bus pickup time.
- **Meals:** Breakfast is **not** served on delayed days.

Flexible Instruction Days (FID)

When in-person school is canceled for short-term emergencies, classes will switch to remote learning.

- **Schedule:** The virtual school day runs from **10:00 AM to 3:00 PM** (with lunch from **12:00 PM to 1:00 PM**).
- **Attendance:** Students must log on and follow their regular class schedule online to receive attendance credit.

School-Issued Materials

Textbooks, calculators, devices, musical instruments, and other instructional materials are issued to students for their use during the school year. Students are personally responsible for the care and return of the specific items assigned to them (tracked by serial or inventory number).

- **Damage and Loss:** Students and their parents/guardians are financially responsible for any school-issued materials that are lost, stolen, or damaged.
- **Restitution:** Financial restitution equal to the full replacement cost of the item must be paid to the district if an item is not returned in acceptable condition.

Student Records

To comply with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), Linton Middle School maintains up to three separate, secure record files for each student. Access to these records is strictly limited to authorized school personnel on a confidential, “need-to-know” basis.

Types of Student Records

- **Academic & Permanent Records:** Housed securely in the Main Office. These include official grades, attendance history, standardized test scores (such as PSSA), and related administrative data.
- **Medical Records:** Stored securely within the Health Office. The school nurse monitors these files and shares relevant medical accommodations or emergency information with teachers only when strictly necessary for student safety.
- **Special Education Records:** Kept confidentially within the Pupil Personnel offices for students with active Individualized Education Programs (IEPs), Gifted Individualized Education Programs (GIEPs), or 504 Service Plans.
- **Discipline Records:** Maintained independently by building administration in the Main Office and kept separate from a student’s permanent academic record.

Withdrawal from School

Parents/guardians must notify the Attendance Office (ext. 6124) immediately upon learning that a student will be leaving the Penn Hills School District.

- **Final-Day Procedure:** Students must complete the official building withdrawal process on their last day of attendance. This includes returning all textbooks, library books, school-issued electronic devices, equipment, and athletic uniforms, as well as settling any outstanding fines.
- **Documentation:** A parent/guardian must sign an official withdrawal form before any student records or academic transcripts can be released or forwarded to the student's new school.

Academic Information

Courses & Scheduling

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

Grading System

Linton Middle School utilizes a standardized numerical grading scale to evaluate and report academic achievement. Letter grades are assigned based on the final percentage earned in each course.

Grading Scale

Letter Grade	Percentage Range	Academic Progress Description
A	90% – 100%	Excellent Achievement
B	80% – 89%	High Achievement
C	70% – 79%	Average Achievement
D	60% – 69%	Below Average Achievement / Needs Improvement
F	0% – 59%	Failure / No Credit Earned
I	—	**Incomplete:** Outstanding work must be submitted.
W	—	**Withdrawal:** Student withdrew from the course.

Incomplete Grades ("I")

- **Resolution Window:** Students who receive an "Incomplete" at the end of a grading period have a maximum of **two (2) weeks** from the date report cards are issued to submit all missing assignments or makeup exams to their teacher.
- **Failure to Comply:** If the outstanding obligations are not completed within the designated two-week timeframe, the incomplete grade will automatically convert to a percentage calculated with a score of zero (0) for all missing work.

Interim Progress Reports

Parents and guardians will be notified via email when Interim Progress Reports become available at the midpoint of each nine-week grading period.

- **Online Access:** Progress reports can be viewed online anytime through the **Qmlativ** parent portal.
- **Daily Monitoring:** Parents and guardians are encouraged to regularly access Qmlativ to monitor their child's current, daily academic performance and assignment completion.

Student Progression & Retention

Linton Middle School evaluates each student's readiness for advancement based on end-of-year assessments and overall academic performance.

When a student does not meet the criteria for promotion and retention is considered, the following process applies:

1. **Principal's Meeting:** The principal will schedule a mandatory meeting with the student and their parent/guardian to review academic needs, discuss performance, and provide a formal grade placement recommendation.
2. **Parental Override Documentation:** If a parent/guardian chooses to override the principal's professional recommendation and advance the student to the next grade level against school advice, they must sign a formal waiver. This document states that the student is being promoted strictly at the parent's request and without the agreement of the building administration.

Summer School

The summer credit recovery program provides academic support and enrichment opportunities designed to address learning gaps, reinforce essential skills, and offer a platform for students to advance in their studies over the summer break.

- **Eligibility:** Students who have not met academic standards in core subjects, as determined by end-of-year assessments or teacher recommendations, may be required to complete summer credit recovery.
- **Administration & Tuition:** The program is made available through the intermediate unit, which determines the specific cost per course.
- **Information Distribution:** Detailed registration and scheduling information will be communicated directly to eligible families by their grade-level guidance counselor at the conclusion of the school year.

Athletics and Activities

Athletics

Are you ready to represent Penn Hills, build lifelong friendships, and take your skills to the next level? Your journey starts here! **Linton Middle School interscholastic athletic programs officially begin in the 7th grade.** All Linton sports teams compete under the rules of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), with academic eligibility standards mandated by the W.P.I.A.L.

Find your passion and get ready to compete in our seasonal programs:

Fall Sports	**Winter Sports**	**Spring Sports**
• Football • Boys & Girls Soccer • Girls Volleyball • Cross Country • Cheerleading • Swimming	• Boys & Girls Basketball • Boys & Girls Wrestling • Cheerleading	• Girls Softball • Boys & Girls Track & Field

Athletic Eligibility

Stay Eligible, Stay in the Game! To participate, student-athletes must maintain strong academic standing. Weekly grade checks are conducted through Skyward / Qmlativ to ensure our students excel both in the classroom and on the field.

1. Academic Requirements

- **Fall Sports Eligibility:** Eligibility for fall sports is determined by the final grades from the previous school year. If a student didn't meet the requirements, they lose eligibility for the first 4 weeks (20 school days) of the new school year. *(Note: A maximum of 2 district-approved summer school courses can be used to replace grades under a "C" and recalculate the QPA before the year begins).*

2. Weekly Monitoring

- **The Friday Academic Check:** Students must be passing at least **four (4) full-credit subjects** (or the equivalent) as of each Friday during a grading period.
- **Failure Threshold:** Any student who is failing **two (2) or more subjects** becomes immediately ineligible to compete until that work is made up.
- **The Penalty Period:** If a student fails to meet the academic requirements on Friday, they lose their athletic eligibility for the entirety of the following week (**Sunday through Saturday**).
- **Monday Notifications & Warnings:** Each Monday, the Athletic Director notifies coaches of any players who are ineligible or performing unsatisfactorily. The school principal, Athletic Director, and coaches will then issue warnings to students with unsatisfactory grades to help them address their status before they become ineligible.

3. Attendance Standards

- **Daily Attendance:** A student **cannot participate** in any athletic practice, scrimmage, or game on any day they are absent from school.
- **Accumulated Absences:** If a student accumulates **20 or more school days of absence** in a single semester, they lose athletic eligibility entirely. They can only regain it after being in attendance for **45 school days** following their 20th absence.

4. Age Limits

- **Middle School (Grades 7–8):** A student-athlete becomes ineligible to compete in interscholastic practices or contests if they turn **15 years old before July 1st**.
- **High School:** No student is eligible to compete if they turn **19 years old on or before July 1st**.

5. Health & Conduct

- **Sports Physicals:** All student-athletes must have a current sports physical on file that meets PIAA guidelines before participating in any practices or tryouts.
- **Behavior & Suspension:** Participation is considered a privilege. If a student is placed on in-school or out-of-school suspension, they are automatically placed on **social probation** and are barred from all team practices, meetings, and games during the suspension period.

Expected Behavior of Attendees

The School Board recognizes that safe, positive participation in extracurricular and athletic events requires the cooperation of everyone involved. **These behavioral standards apply to all school-sponsored activities, athletic contests, and extracurricular events, whether hosted at home or away.**

Standards of Conduct

- **Safety First:** All students, staff, parents/guardians, and spectators must cooperate to ensure a safe, welcoming environment for coaches, sponsors, participants, and fellow attendees.
- **Prohibited Behavior:** Any action that causes a disruption, compromises sportsmanship, or places another person in a dangerous situation will not be tolerated.
- **Exclusion from Events:** The administration reserves the right to immediately remove and exclude any individual, including students, spectators, or visitors, who violates these safety and behavioral expectations from current or future school events.

Extracurricular Activities

Linton Middle School offers a wide range of board-approved extracurricular programs designed to enrich the student experience outside the regular school day. Participation in these activities is a privilege, not a right. To remain involved, students must maintain high standards of conduct, responsibility, and citizenship.

Activity Eligibility Standards

To ensure our students excel both in and out of the classroom, **the exact same academic, attendance, and conduct standards required for athletic eligibility apply to all extracurricular participation.**

- **Academic Standings:** Students must maintain a minimum 2.00 overall GPA. A weekly check via Skyward will be conducted; any student with two (2) or more failing grades will be deemed temporarily ineligible to participate.
- **Attendance:** Students must be present in school to participate in any extracurricular meeting, rehearsal, or event that day. Accumulated absences exceeding 20 days in a semester will result in a loss of eligibility.
- **In-School Conduct:** Students placed on in-school or out-of-school suspension are automatically placed on **social probation** and are barred from all extracurricular activities for the duration of the suspension.

Equal Opportunity: Extracurricular activities are equally available to all students who voluntarily elect to participate, provided they maintain their eligibility requirements.

Off Campus Activities Policy

The district's discipline policies apply to students both on and off school property. A student participating in any extracurricular activity may be suspended or excluded from the program if their off-campus conduct meets any of the following conditions:

- **Travel:** The conduct occurs while traveling to or from school, or while commuting to and from a school-sponsored event (regardless of whether district transportation is used).
- **Prior Notice:** The student is a member of an extracurricular program and has been explicitly notified that off-campus behavior could affect their participation.
- **School Disruption:** The expression or conduct materially and substantially disrupts school operations (or if the administration reasonably anticipates a major disruption).
- **Direct Connection (Nexus):** The behavior is directly tied to school attendance or a school activity (e.g., executing an agreement or transaction outside of school that violates the discipline policy inside school).
- **Property Damage:** The conduct involves theft or vandalism of school district property.
- **Proximity or Timing:** There is a clear link between the timing or location of the conduct and the student's attendance at school or school-sponsored activities.

Support Services

Health Office & Medical Guidelines

To ensure the health, safety, and learning potential of all students, the Linton Middle School Health Office enforces strict state-mandated screening, immunization, and medication policies.

State-Mandated Health Screenings

In compliance with Pennsylvania School Code SC 1402-3, the school conducts routine health screenings to identify any physical conditions that might impact a student's academic progress. These screenings are performed by the school physician or nurse unless independent documentation from a private provider is submitted in advance.

The mandated screening schedule includes:

- **Physical Examination:** Grade 6
- **Dental Examination:** Grade 6 or 7
- **Hearing Screening:** Grade 7
- **Vision, Height, & Weight Screening:** Grades 6, 7, and 8

Follow-Up Care: Parents and guardians will be notified via phone or a written referral form if any deviations from normal health are discovered during a screening. Families are expected to arrange a follow-up appointment with their private physician or dentist and report the outcome back to the school nurse. *The school district is not responsible for any private medical costs incurred during follow-up evaluations.*

Medical Restrictions & Activity Excuses

- **Physician Note Required:** To restrict a student from any school activities—including Physical Education (gym) class—parents must submit an official note from the family physician describing the medical condition and detailing the specific physical restrictions.
- **Nurse Authority: The school nurse cannot excuse a student from gym class or any other school activity** without an official note from a licensed physician.

7th Grade Immunization Requirements

In accordance with Pennsylvania Department of Health regulations, all students entering the **7th grade** must provide official proof of the following immunizations before they will be permitted to attend school:

- **Tdap Booster:** 1 dose of tetanus, diphtheria, and acellular pertussis (required if 5 years have passed since the last tetanus dose).

- **Meningococcal Conjugate Vaccine (MCV4):** 1 dose typically administered between the ages of 11 and 12.
- **Kindergarten Catch-up Series:** Verification that the primary childhood series is complete.

Immunization Non-Compliance & Outbreak Protocol

- **School Exclusion:** Students who fail to meet mandatory immunization deadlines will be excluded from attending school unless a formal medical or religious exemption is officially on file with the health office.
- **Outbreak Safety Exclusion:** In the event of an infectious disease outbreak within the school community, any student holding an immunization exemption may be immediately excluded from the building for their own safety and the safety of others.

Regulations for the Control of Communicable Diseases

The Penn Hills School District strictly adheres to the *Guide to Infectious Diseases for School and Day Care Centers* published by the Allegheny County Health Department to manage contagious illnesses.

- **Reporting:** Parents, guardians, and students are asked to contact the school nurse immediately if they notice symptoms or evidence of any communicable disease.

Medication Policy

To administer any prescription or over-the-counter medication during the school day, the school nurse must receive the following:

1. **Physician's Order:** All medication must be prescribed, signed, and dated by a licensed physician.
2. **Parental Consent:** A completed and signed School Medication Permission Form must be submitted by a parent or guardian.
3. **Original Container:** Medication must be delivered to school in its original, properly labeled pharmacy or retail container.
4. **Nurse Administration Only:** All medications will be stored securely and administered strictly within the nurse’s office, unless authorized alternative medical arrangements are formally approved.
5. **Annual Renewal:** All medication orders expire at the end of the school year and must be officially renewed at the start of each new school year.
6. **End-of-Year Pickup:** Parents and guardians are responsible for retrieving any unused medication by the final day of school. Any unclaimed medication will be discarded.

McKinney-Vento Homeless Education Assistance Improvements Act (2001)

Laws covering services to students who are experiencing homelessness:

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

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

Who qualifies?

"Children and youth experiencing homelessness" means children who have no fixed, regular, and adequate nighttime residence. They may be found in the following situations:

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

The Rights of Students Experiencing Homelessness

- School Choice (If a student becomes homeless during the academic year or between academic years, they may continue in their "school of origin" for the rest of that year if this is in the best interest of the student.)
- Eligibility for Free/Reduced lunches
- Eligibility for Title I support services
- Transportation services arranged by Penn Hills School District
- Home / School Visitor (School Social Worker) to support and provide resources for the family.

Where to turn for help: If you or your family are experiencing homelessness, please contact our homeless liaison, school principal, or school counselor for support services.

- **Penn Hills School District Homeless Liaison:** Ronay Austin – (412) 793-7000 ext. 7133

- **Allegheny Intermediate Unit:** Nicole Anderson – (412) 394-5700
- **PA Department of Education (Homeless Children and Youth Program):** (717) 783-6466

Student Assistance Program (S.A.P.)

The Penn Hills Student Assistance Program is a multi-disciplinary team approach designed to support students who may be experiencing barriers to learning. The program focuses on the early identification of, and intervention for, students who are at risk due to drug/alcohol use, mental health concerns, or other personal challenges.

How S.A.P. Works

- **Supportive Interventions:** The team coordinates a process of information gathering, identifies student needs, and works collaboratively with parents/guardians to provide appropriate in-school support or referrals to outside community resources.
- **Fostering Wellness:** The goal of S.A.P. is to promote personal wellness, support academic success, and foster a safe, positive school climate.

Seeking Assistance: If you or someone you know needs information, support, or a confidential referral, please contact your grade-level school counselor.

Special Education

The Penn Hills School District Special Education Department offers a continuum of services for students with intellectual, behavioral and emotional disabilities. Our PHSD Special Education Department also oversees Gifted Support, as well as Medical Service Plans (504 Plans).

Child Find Notice

Procedural Safeguards Notice

Programs for Eligible or Protected Handicapped Students:

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Autism/pervasive development disorder
- Blindness or visual impairment
- Deafness or hearing impairment
- Developmental delay
- Intellectual Disability
- Multi-handicapped
- Neurological impairment
- Other health impairments
- Physical disability
- Emotional disturbance
- Specific learning disability
- Speech or language impairment

If you believe that your school-aged child may need special education services and related programs, or young child (age 3 to school-age) may need early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost. 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 made in writing to the building principal, guidance counselor or teacher. Verbal requests will be followed with appropriate evaluation forms. In compliance with state and federal law, the Penn Hills School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations, which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the rights of parents and children, provision of services, evaluation, and screening (including purpose, time, and location), and rights to due process procedures, contact any building principal in writing.

Speech/Language Development

The Penn Hills School District speech and language therapy program is designed to help students with speech and language disorders. The speech therapist provides diagnosis and treatment for all speech and language disorders within the school district, referring special cases to appropriate outside resources, and informing both parents and professional personnel of the nature of speech therapy and speech problems.

Occupational Therapy

Students experiencing delays with fine motor development can be referred for an Occupational Therapy evaluation through our Special Education Department.

Gifted Support

A multi-step, standardized Child Find screening and evaluation procedure is utilized in the Penn Hills School District to identify students eligible for academic enrichment and enhancement through our Penn Hills School District Gifted Education Program. The Gifted Child Find process begins in the fall and is coordinated by our school counselors. Students in each grade K through 5 who pass the initial screening criteria through this process are then referred to a district school psychologist for further evaluation to determine eligibility for entry into the program.

Code of Conduct & School Discipline

ACT 30 of 1997 – Expulsions and Weapons Possessions

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

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

Bullying/ Cyber Bullying

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

- Physically harming a student (e.g., hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner).
- Damaging, extorting, or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Creating verbal statements or written remarks that are taunting, malicious threatening or sexual.
- Bullying as defined in this policy shall include cyber bullying.
- Bullying as defined in this policy shall not include a student's ability to lawfully engage in protected free speech or conduct protected under the United States or Commonwealth of Pennsylvania Constitutions.

Cheating & Plagiarism

The Penn Hills School District holds academic integrity in the highest regard. Cheating and plagiarism undermine the reliability of our educational programs and create an unfair learning environment.

- **Cheating:** Using dishonest means (e.g., copying work, using unauthorized aids, or altering academic progress reports) to complete an assignment, project, or exam.
- **Plagiarism:** Misrepresenting someone else's ideas, phrasing, or work as one's own, whether intentionally or through carelessness.

Progressive Disciplinary Action

Staff and administration will address infractions using a progressive, three-tiered structure:

- **First Offense (Classroom Level):**
    - Handled directly by the immediate staff member.
    - The student receives a grade of zero (**0**) for the assignment, project, or test.
    - The teacher will notify the parent/guardian and maintain official documentation of the incident.
- **Second Offense (Administrative Intervention):**
    - The teacher will notify the building principal and the parent/guardian.
    - A mandatory conference will be held with the parent/guardian, teacher, and an administrator present.
    - The student receives a minimum grade of zero (**0**) for the work, and additional building-level penalties may be applied with principal approval.
- **Third Offense (Severe Academic Penalty):**
    - The teacher will notify the building principal and the parent/guardian.
    - A formal conference will be held with the parent/guardian, teacher, and an administrator.
    - The student will receive a **failing grade ("F") for the entire nine-week grading period** in which the offense occurred.

Subsequent Violations: Continued infractions beyond a third offense may result in an automatic failing grade for the course and administrative withdrawal. These cases will be escalated to involve the parents/guardians, building principal, Assistant to the Superintendent for Teaching, Learning, and Assessment, and the Superintendent.

Dress Code & Grooming

Linton Middle School reserves the right to govern student dress and grooming to ensure a safe, distraction-free learning environment. Parents/guardians are responsible for ensuring their children arrive at school properly dressed.

Core Enforcement Policy

- **Intervention:** Students wearing non-recommended attire will be sent to the main office.
- **Consequences:** Violations of the dress code may result in the student being sent home to change, being provided replacement clothing to wear for the remainder of the school day, or further disciplinary action.

Minimum Dress Standards

- **Outerwear, Headwear, & Bags:**
    - **No Headgear:** Hats, hoods, and headgear may not be worn inside the school building.
    - **No Accessories:** Sunglasses and gloves are prohibited indoors.
    - **Bag Restrictions:** All standard bookbags must be stored in lockers immediately upon arrival and cannot be carried between classes. Students are permitted to use **string bags** throughout the school day.
- **Shirts & Tops:**
    - **Coverage Requirements:** Torso coverage must be complete. Bare midriffs, visible cleavage, and undergarments are strictly prohibited.
    - **Prohibited Tops:** Tube tops, halter tops, and scantly/revealing shirts are not allowed. A shirt must be worn at all times.
- **Pants, Shorts, & Skirts:**
    - **Waistline Rule:** All pants, shorts, skirts, and skorts must be worn secured at the student's natural waistline.
    - **Exposure Limits:** Underwear, undergarments, and excessive skin must never be visible. Excessively tight, loose, ripped, or skimpy bottoms are prohibited.
- **Footwear:**
    - **Appropriate Shoes:** Safe, appropriate footwear must be worn at all times.
    - **Prohibited Footwear:** Slippers are not permitted in school.
- **Prohibited Imagery & Messaging:** Clothing, jewelry, or accessories may not display, imply, or promote any of the following:
    - Profanity, insults, or degrading language (e.g., "stupid," "idiot").

- Violence, weapons, physical/emotional intimidation, or gang affiliation.
- Harassment, discrimination, or messaging contrary to the school curriculum.
- Tobacco, alcohol, or illicit drug use.
- Sexual activity, innuendo, or suggestive wording.
- **Safety Hazards:** Items that could cause property damage or bodily harm are strictly prohibited (including wallet chains, chains larger than small-link jewelry, leather straps, or pet collars).

Disciplinary Consequences & Interventions

- **Lunch Detention:** Students are assigned to eat lunch in a designated, supervised area away from their peers. Parents/guardians will receive advance notice via a phone call or message before the detention is served. Students must strictly adhere to all detention program rules.
- **The New Direction Classroom:** A supportive, building-level environment utilizing a student-driven approach to address academic, behavioral, social, and emotional growth. Grounded in restorative practices, this setting focuses on helping students reflect on negative choices, repair harm, and develop safer, more positive behaviors to reduce repeated infractions.
- **Out-of-School Suspension (OSS):** The temporary exclusion of a student from school, school grounds, and all school-related activities for a period of 1 to 10 school days.
    - *Informal Hearing:* If a suspension exceeds three (3) consecutive school days, the student and parent/guardian will be granted an informal hearing to review the incident.
    - *Escalation:* Continued behavioral infractions following OSS may result in a formal recommendation to the Board of School Directors for expulsion.
- **Expulsion:** The formal removal of a student from school by the Penn Hills Board of School Directors. For students under the age of 18, parents/guardians must provide alternative education, or coordinate with the district to ensure mandatory educational services are maintained.
- **Approved Alternative Education Placement (AAEP):** A structured educational alternative approved by the School Board and the Pennsylvania Department of Education. Designed for students requiring removal from the traditional classroom for more than ten (10) consecutive school days due to severe disciplinary problems, chronic truancy, or academic failure, AAEP aligns with the student's existing schedule to allow a seamless return to regular classes.

Drug and Alcohol Policy (Board Policy 227)

Purpose

The Board recognizes that the **use and** abuse of controlled substances **as defined in this policy** is a serious problem with legal, physical and social implications for the whole school community. **The purpose of this policy is to prohibit student possession, use and/or distribution of controlled substances, except as permitted by applicable state or federal law and Board policy.**

Definitions

For purposes of this policy, **controlled substances** shall include:

1. **Any** controlled substance prohibited by federal or **Pennsylvania** laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[1][2]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving **the prohibited** possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the **law enforcement agency** that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving **the prohibited** possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the **law enforcement agency** that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of **prohibited** possession, use or sale of controlled substances to the **PA Department of Education on the required form.**

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their unauthorized use, possession, purchase or sale could subject students to suspension, expulsion and/or criminal prosecution.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva or the administration of a Breathalyzer test.

Gambling

Gambling is strictly prohibited at all times and in all locations on school property, including during study halls and lunch periods.

- **Prohibited Items:** This restriction applies to poker cards, dice, digital gambling devices, and any other items used to wager money, property, or valuables.
- **Consequences:** Violators will face disciplinary actions appropriate to the severity of the infraction, and all gambling-related materials will be permanently confiscated.

Hall Traffic Rules & Hall Passes

Linton Middle School utilizes the **Minga electronic hall pass system** to maintain an orderly, safe, and efficient learning environment.

Hall Traffic & Passing Periods

- **Four-Minute Window:** Students have exactly **four (4) minutes** between periods to travel directly to their next class. This time is strictly for transitioning and does not include time for socializing or loitering.
- **Punctuality:** Students are expected to move with purpose. Reporting to class tardy without a valid pass will result in disciplinary consequences.

Class Cutting & Hallway Violations

To maintain building security, hallway presence is strictly monitored by teachers, administration, and the Youth Engagement Team (YET).

- **Class Cutting Threshold:** Any student found in the hallways **three (3) minutes or more after the bell** without a valid digital pass is considered cutting class.
- **First Offense:** The student will be immediately detained by YET staff, barred from entering their scheduled class for that period, and a parent/guardian will be contacted.
- **Second Offense:** Any student caught cutting class a second time within the same school day will face an immediate **suspension for the remainder of the day or the following school day** for insubordination.

Minga Hall Pass Regulations

To leave a classroom during instructional time (e.g., to visit the restroom, nurse, main office, or school counselor), students must secure an active digital pass.

- **Device Requirement:** Students **must have their school-issued device** with them to request and utilize a Minga hall pass.
- **Strict Device Policy:** Hall passes **will not be issued** during class time to any student who does not have their device.
- **Student Responsibility:** Students must report directly to the destination listed on their pass. Making unauthorized stops or misusing the digital system will result in immediate hallway restrictions and further disciplinary action.

Harassment Policy and Procedures

- **Definition of Harassment:** Harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion.
- **Sexual Harassment:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature.

Step 1 – Reporting

- A student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.
- A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.
- If the building principal is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Compliance Officer.
- The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

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

Step 3 – Investigative Report

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

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

Step 4 – District Action

- If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.
- Disciplinary actions shall be consistent with the Code of Discipline and Responsibilities, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.
- If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

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

Progressive Disciplinary Framework

When behavioral issues occur, school personnel utilize a progressive intervention process. Depending on the frequency and severity of the infraction, steps generally include:

- **Tier 1 (Classroom Level):** Direct discussion of the problem between the teacher and the student.
- **Tier 2 (Family Outreach):** Direct discussion and collaboration between the teacher and the parent/guardian.
- **Tier 3 (Team Intervention):** A collaborative meeting involving the teacher, school counselor, parent/guardian, and student to develop a supportive action plan.
- **Tier 4 (Building Administration):** Immediate involvement of the Dean of Students, Building Principals, student, and parent/guardian for formal intervention.
- **Tier 5 (Community Partnerships):** Involvement of school officials, family, and relevant social service or community agencies.
- **Tier 6 (Administrative Review):** A formal building-level case review conducted directly with the principal.
- **Tier 7 (Superintendent's Review):** A formal district-level review with the Superintendent and administrative leadership staff.
- **Tier 8 (School Board Hearing):** A formal disciplinary hearing before the Board of School Directors for severe violations or potential expulsion.

Reconciliation Through Restorative Practices

When violations of school policies occur (including bullying, cyberbullying, or harassment), Linton Middle School utilizes **restorative and transformative justice practices** to heal our community and successfully reintegrate students.

Restorative justice focuses on mutual respect, open dialogue, and repairing relationships rather than relying solely on punitive measures.

Core Restorative Questions

To guide this process, school personnel and students reflect on four central questions:

1. Who has been hurt, and what are their specific needs?
2. Whose obligation is it to meet those needs?
3. Who else has been affected by this event?
4. What is a participatory process that engages everyone impacted to decide the best path forward?

Available Supports and Interventions

Depending on the situation, restorative interventions may include:

- Voluntary mediation between the involved parties.
- Collaborative teacher-student-parent meetings.
- Focused guidance from a school counselor, social worker, or a member of the Y.E.T. team.
- Referrals to the Student Assistance Program (S.A.P.).
- Restorative assignments, such as guided reflection/improvement statements or targeted educational modules.

Guiding Principles

Our restorative framework is built upon seven core pillars:

- Meeting individual student needs.
- Balancing accountability with clear support.
- Actively making things right.
- Viewing behavioral conflicts as valuable learning opportunities.
- Building a healthy learning community.
- Restoring broken relationships.
- Identifying and addressing power imbalances.

Fostering a Forgiving Community: Forgiveness is a complex, internal process that requires a greater understanding of an event. As a learning environment, we actively create opportunities for students to build cultural and global competencies. By learning to consciously release feelings of resentment, our students grow into collaborative, confident community members who can successfully navigate real-world challenges.

Selling Goods (Board Policy 229)

In accordance with Penn Hills School Board Policy 229, students are strictly prohibited from selling any items for personal financial benefit inside school buildings, on school property, or during any school-sponsored activity or event.

- **Prohibited Items:** This restriction applies to the unauthorized sale of candy, drinks, snacks, clothing, and all other merchandise.
- **Approved Fundraisers:** Financial collections or sales by approved school organizations may be permitted only with prior authorization from the building principal.
- **Outside Organizations:** Any collection of money or sale of goods by students on behalf of organizations outside of the school district must be approved in advance by the Superintendent.

Technology Code of Conduct

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

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

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

Technology Guidelines

The Penn Hills School District provides technology resources, including computers, Chromebooks, software, and internet access, to support student education. Use of these resources is a privilege that may be revoked for inappropriate behavior.

Software Utilization Criteria

Software may only be installed or used on District technology if it meets at least one of the following conditions:

- It is in the public domain with on-site proof.
- It is approved for purchase or covered by a District licensing agreement.
- It is currently being officially previewed.
- It was developed by a District student, employee, or user.

Responsibility and Acceptable Use

Users are responsible for acceptable use of all technology, computers, Chromebooks, software, and passwords assigned to them along with any software files residing in their personal directories. The following are examples, but not an all-inclusive list, of violations of acceptable use. Each user will treat District technology, equipment, hardware, and software in a responsible manner and will not:

1. Mistreat District technology, equipment, computers, or software.
2. Alter, delete, damage or copy any District computer file, database, or modify District computer configurations.
3. Attempt to illegally enter Penn Hills School District computer networks, circumvent data protection schemes, uncover/discover security loopholes, reveal their passwords to others, or attempt to gain access to other user accounts or passwords.
4. Copy personal software or unauthorized public domain software onto District stand-alone or network computer.
5. Create or introduce, run or install, or give to another, a program that invades, disrupts, absorbs, destroys or could result in eventual damage to a file, computer system, and information network or in the reproduction of itself. This is directed toward, but limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
6. Originate, send or receive using District technologies profanity or vulgarities; derogatory and otherwise inappropriate messages or information; libelous statements; pornographic materials; or pirated or destructive software.
7. Perform acts which are wasteful of technological resources or unfairly monopolize resources to the exclusion of others; or for any purpose not directly related to school activities.

8. Violate copyright and/or licensing agreements or violations of other federal, state and local statutes, ordinances, and regulations relating to computer usage.
9. Perform acts of theft of equipment, time, services, software, or supplies.

Tobacco & Vaping Enforcement

Students found in violation of the district's Tobacco and Vaping Policy will have the prohibited product, substance, or delivery device confiscated and disposed of by the school administration. Confiscated items are considered permanently forfeited and will not be returned.

Parents/guardians will be notified of all infractions via a phone call or written communication. In addition to standard disciplinary measures, students will be subject to a progressive series of supportive interventions and consequences:

- **First Offense:** * Assignment to two (2) half-days of building-level behavioral interventions and support with school counselors or support specialists during the school day.
    - Mandatory enrollment and completion of an approved school-assigned alternative tobacco and nicotine cessation program.
- **Second Offense:** * Assignment to extended lunch detention (5 to 10 school days, as determined by building administration).
    - Loss of building and extracurricular privileges for a designated period of 5 to 10 school days (including cell phone privileges, participation in extra-curricular activities, and student driving privileges).
    - Mandatory family meeting with administration to review student conduct and execute a behavioral contract.
    - *Note: Students may continue to earn positive behavior indicators (PBIS points) during this time but cannot redeem them until the restriction period concludes.*
- **Third Offense:** * One (1) full day of reassignment to the New Direction classroom.
    - Mandatory enrollment and completion of an approved, weekend-based intervention and cessation program. Any associated registration fees or tuition requirements established by the program provider are the responsibility of the family.
- **Fourth & Subsequent Offenses:** * Repeated infractions demonstrate a persistent disregard for school policy and will result in progressive disciplinary action. Consequences are situationally dependent and will be determined at the discretion of the building administration, which may include the issuance of a formal police citation or a referral for a district-level administrative review.

Disciplinary Structure (Level I)

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

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

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

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

Examples of Level I Offenses:

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

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

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

- Verbal Reprimand
- Student Conference
- Special Assignment
- Behavioral Contract
- Teacher-assigned detention
- Conference with student/teacher/counselor
- Conference with parent/student/teacher
- Electronic devices:
    - Confiscation of device by staff member and submission to office

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

Disciplinary Structure (Level II)

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

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

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

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

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

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

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

Examples of Level II Behaviors:

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

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

- Lunch Detention – parental contact by letter/telephone
- One day out of school suspension – parental contact by letter/telephone
- New Directions - parental contact by letter/telephone
- Conference with parent/guardian/student/administrator
- Required conference with parent/guardian/student/administrator for reinstatement
- Confiscation of device by staff member and submission to office
- Proceed to Level III disciplinary action
- Restorative action / reflection / lesson
- Police Citation
- Other referrals as deemed appropriate by the administration

Disciplinary Structure (Level III)

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

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

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

Those criminal acts may automatically be referred to the appropriate law enforcement office. Parents or guardians will be informed of the infraction and discipline of action taken in all cases.

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

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

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

Examples of Level III Behaviors

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

- Threats (minor to staff members)

***Incidents involving these offenses will result in issuance of a citation**
****Will result in restorative practice.**

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

- Multiple lunch Detentions – parental contact by letter/telephone
- Multiple New Directions - parental contact by letter/telephone
- Required conference with parent/guardian/student/administrator for reinstatement
- IEP team reconvened for "Manifestation Determination" meeting (Special Education)
- Multiple days out of school suspension – parental contact by letter/telephone
- Conference with parent/guardian/student/administrator
- Superintendent Review
- Proceed to Level IV disciplinary action

Disciplinary Structure (Level IV)

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

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

Examples of Level IV Behaviors

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

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

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

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

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

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

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