

August 2011

Dear Parents and Students:

Welcome to the 2011-12 school year at Upper St. Clair High School. The purpose of this handbook is to provide valuable information about the school that will help make this a successful time for all of us. Please read the handbook thoroughly to become familiar with important school procedures, activities, rules, and policies that are described in this booklet.

If you have any questions regarding information in the handbook, or about other school-related issues, please call us immediately for help. Communication helps to minimize problems that might potentially arise in the future.

Upper St. Clair High School has established an outstanding reputation and sense of tradition. It is our intent to continue this pursuit of excellence in making the 2011-12 school year a tremendous success for you.

Sincerely,

Michael P. Ghilani  
Principal

## UPPER ST. CLAIR HIGH SCHOOL ETHICS STATEMENT

### **Equality**

We will respect others regardless of race, sex, religion, national origin, economic status, sexual preferences, or other individual differences.

### **Teamwork**

We will work together with parents, faculty, and students to make the school and community a better place.

### **Honesty**

We will act responsibly and truthfully in making academic and social decisions.

### **Integrity**

We will apply proper standards to academic behavior by refraining from cheating and by being sincere in our actions.

### **Character**

We will support and honor all school rules with dignity while maintaining self-respect and respect for others.

### **Social Conduct**

We will recognize our responsibility to respect our community, our families, and ourselves at social and school events with good sense and common courtesy.

## **UPPER ST. CLAIR SCHOOL DISTRICT MISSION STATEMENT**

Developing lifelong learners and responsible citizens for a global society is the mission of the Upper St. Clair School District, served by a responsive and innovative staff who in partnership with the community provides learning experiences that nurture the uniqueness of each child and promote happiness and success.

## **TITLE IX COMPLIANCE**

Upper St. Clair Township School District is an equal opportunity employer in conformance with Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Copies of the School District's Title IX Citation and Inquiry Procedure forms are available upon request from the Director of Human Resources. All inquiries regarding the School District's compliance with Title IX should be directed to the Director of Human Resources at the following address:

Upper St. Clair Township School District  
Central Administration Office  
1820 McLaughlin Run Road  
Upper St. Clair, PA 15241

## **EQUAL OPPORTUNITY POLICY**

The Upper St. Clair School District, in order to be in compliance with applicable federal, state, and local laws and regulations, shall not discriminate on the basis of race, color, religion, national origin, age, sex, or marital or handicapped status in its educational programs, services facilities, activities, or employment policies.

Information regarding compliance is available from the Director of Human Resources, Title IX Coordinator, and Supervisor of Pupil Personnel Services, Section 504 Coordinator; and the School District shall in appropriate and relevant publications give notice of the names and addresses of other persons occupying these positions as well as the Director of the Office of Civil Rights, Department of Health and Human Services, Washington, D.C.

# Profile of Upper St. Clair High School Graduates

## **SELF-DIRECTED LEARNERS, who**

- acquire a wide range of learned and experimental knowledge in various academic fields
- embrace learning as a life-long pursuit
- adapt effectively to change by using the knowledge they have acquired
- pursue fulfilling career opportunities and avocational interests

## **CRITICAL THINKERS, who**

- understand and employ higher level thinking skills of application, analysis, synthesis, and evaluation
- make informed decisions and choices
- set realistic goals and devise the plans to achieve them
- apply their acquired knowledge to real world situations that benefit themselves and others

## **EFFECTIVE COMMUNICATORS, who**

- speak and write clearly and coherently
- listen to and read the communication of others, correctly inferring tone, purpose, and potential biases
- utilize effectively current and emerging technologies in giving and receiving information

## **RESPONSIBLE CITIZENS, who**

- contribute productively to their community, nation, and world
- appreciate and respect other people, cultures, and societies
- balance effectively work, play, and volunteerism
- work well with others in a spirit of collaboration, both in holding positions of leadership and in respecting the leadership of others
- know and observe acceptable social conventions

## **PEOPLE OF CHARACTER, who**

- act ethically, morally, and responsibly
- positively impact their own lives and the lives of others
- demonstrate a productive work ethic
- exhibit a sense of self-confidence and determination
- act with empathy and sympathy for others

***AFG, June 2007***



# ACADEMICS

## ADVANCED PLACEMENT AND HONOR PROGRAMS

Students are accepted for these programs on the basis of criteria developed by each department, which could include academic achievement, academic aptitude, test scores and teacher judgment. Parental consent is also necessary for a student to be enrolled in these programs.

## CHEATING/PLAGIARISM

- **Definitions** – Many people think of cheating/plagiarism as copying another’s work, or borrowing someone else’s original ideas. But terms like “copying” and “borrowing” can disguise the seriousness of the offense. According to the *Merriam-Webster OnLine Dictionary*, to “plagiarize” means
  1. to steal and pass off (the ideas or words of another) as one’s own
  2. to use (another’s production) without crediting the source
  3. to commit literary theft
  4. to present as new and original an idea or product derived from an existing sourceIn other words, cheating/plagiarism is an act of *fraud*. It involves both stealing someone else’s work and lying about it afterward. Cheating/plagiarism is marked by dishonesty or deception in **stealing** someone else’s work and **lying** about it afterward. Cheating/plagiarism is marked by dishonesty or deception in dealing with someone to obtain some advantage.
- **Areas of Cheating/Plagiarism** – Academic Assessments such as homework, projects, papers, and tests.
- **Types of Cheating/Plagiarism** – Include but are not limited to copying, providing or receiving questions and/or answers, and theft of papers/tests/answers.

All of the following are considered plagiarism:

  - Turning in someone else’s work as your own
  - Copying words or ideas from someone else without giving credit
  - Failing to put a quotation in quotation marks
  - Giving incorrect information about the source of a quotation
  - Changing words but copying the sentence structure of a source without giving credit
  - Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Cheating/plagiarism is unacceptable and will not be tolerated. It is the responsibility of each student to submit work, assignments, and projects that represent his/her own work.

*Information provided by Turnitin.com and Research Resources. Turnitin allows free distribution and non-profit use of this document in educational settings.*

## EDLINE

A goal of Upper St. Clair High School is to allow parents to access progress and attendance information on a timely basis. We believe that by providing parents with up-to-date academic and attendance information, we will enhance the communication between the school and parents. To accomplish this goal we have made available a web-based student information system called Edline. All teachers will be providing information regarding students on this program.

If you have been using the Edline system as a parent of a current student, or you are a returning student of Upper St. Clair High School, the same account names and passwords from prior years will still work.

If you are new to the high school, a confidential activation code and access instructions will be issued to you and your child in order for you to access information. It is important that confidentiality be maintained with all student records. Be sure to keep all access codes and passwords confidential.

- The information provided on Edline is not in final form and is subject to change and correction. For example, raw academic grades, scores, and points may be subject to weighting by individual teachers, and the final grade should not be calculated until report cards are issued.
- Attendance reports may change depending upon excused absences, doctor’s notes, field trips, etc. Attendance information will be updated weekly. All web-based information is unofficial until final report verification.

- Teachers will update grades every two weeks. Mid-quarter progress reports will no longer be mailed home. Please use the on-line information as progress reports.
- If you do not have access to a computer with internet access, please contact our guidance department and alternative arrangements will be made.

## GRADING SYSTEM

Upper St. Clair High School uses the following grading system.

A – Outstanding	100-90
B – Good	Below 90-80
C – Average	Below 80-70
D – Below Average	Below 70-60
F – Failing	Below 60
I – Incomplete	
P/F – Pass Fail	(60% achievement warrants a passing grade)

An “I” is given when a student’s work is incomplete because the student was ill or for some other valid reason. Generally, this work should be completed within two weeks or the teacher may change the grade to a failing grade. (See Make-up Work).

## HOMEWORK

Additional learning for the individual can take place during periods of self-study. For this reason, homework assignments constitute an important role in the high school experience. All teachers seek to make assignments meaningful and reasonable, and to reinforce concepts taught in class.

## HONOR GRADUATE

For a student to be considered an honor student, and to wear an honors cord for graduation ceremony, he/she must attain a cumulative un-weighted grade point average of 3.5 or better for the first seven semesters. Grade point averages are not rounded to attain a 3.5 status. Because of time constraints in gathering senior grades and the recalculation of new grade point averages, the eighth semester is not considered when calibrating for the wearing of the honors cord for graduation. The eighth semester is calculated into the final transcript which is sent to colleges.

## HONOR ROLL

This includes all students who have all A’s and B’s for a nine-week report period.

## MAKE-UP WORK

The responsibility for making up missed homework, assignments, tests, projects, etc. rests solely with the students. Following a **legal** absence from class, the student must make arrangements with the teacher to complete the missed work. Students will be allotted one day for every day of absence to complete missed assignments up to a maximum of two weeks. Students who do not complete the assigned work within the allotted time period will receive a failing grade for work not completed. If the student has extended or recurring absences, or there are extenuating circumstances, the situation will be treated individually. Students who know they will be missing class should see their teacher in advance to determine what work will be missed and when the work will be due. Students who are truant or cut class must make up work, but may receive a failing grade for missed work, tests, projects, etc.

## PROGRESS REPORTS

See Edline information

## REPORT CARDS

Report cards are issued every nine weeks. Accompanying the academic grades on the report card are teachers’ comments, suggestions, and opinions of the student’s work. The attendance record is also reported.

## RESEARCH MANUSCRIPTS FORMAT

Upper St. Clair High School has a special format for arranging written material. Any English teacher will discuss the essentials with you. See an English teacher for details.

## RESOURCE CENTER/STUDY AREAS

Areas such as the gym, shop, technology lab, family and consumer science suite, the computer room, resource centers, and counseling center are open and available for students' use when a staff member is present. It should be remembered that unscheduled time is purposely included in the school day so that students may take advantage of school resources that are not available at home. In addition to these general areas, students may use the following locations for a variety of study techniques.

- Library – This is a quiet study area that allows students to work on assignments which require reference and other resource materials. The library section of this handbook provides a full explanation of the use of the library.
- Nutrition Center – At this location, students who are studying together have the freedom to communicate with one another in a reserved, appropriate manner. This area is structured for project and group work. The center is still a study area, however, and loud and boisterous behavior is unacceptable.
- Resource Center – All major subjects are represented in the Resource Center and the area is equipped with materials to aid students. The center has reference books, records, books, tapes, magazines, computers, typewriters and individualized learning units. Teachers are in the resource center to assist students. Resource Center support has been created to address the academic needs of any student through the coordination of resources throughout the school.

The goal of this program is to identify and assist students who may need appropriate/additional support through the facilitation of resources and the coordination of available services to develop a holistic approach to meeting the needs of students.

The Resource Center core team members, with input from Student Support Services (S<sup>3</sup>) and other relevant personnel, will problem solve/explore/coordinate appropriate resources for students.

- Testing Center/Quiet Study Area – Allows students to take make-up tests or to study in a very quiet atmosphere. An instructional aide is assigned to this area to coordinate the test-taking arrangements.

Travel outside these areas will be limited to mod breaks.

### RESOURCE CENTERS

Counseling (Counseling Office)	Room – 243
English	Room – 104
Foreign Language	Room – 104
Math (Math Tutoring Center)	Room – 104
Science	Room – 104
Social Studies	Room – 104

### LABS

Computer	Room – 104A
Foreign Language	Room – 134
Testing Center	Room – 104E

Subject teachers will provide instruction on the appropriate use of these areas. Occasionally, students may be assigned a certain number of modules per week to be spent in the Resource Center to work on various projects and materials.

## TURNITIN

Upper St. Clair High School is committed to teaching the highest academic and ethical standards to prepare our students for expectations in higher education and the workplace. In order to ensure that students maintain those high standards in their writing, Upper St. Clair High School subscribes to the plagiarism software Turnitin.com; therefore, students may be required to submit course papers electronically through Turnitin. Through the Turnitin implementation, teachers will use the online resource to instruct students on what constitutes plagiarism, how to prevent its causes, and how to revise papers to eliminate intentional or unintentional plagiarism. Teachers will use Turnitin to validate original student composition as well as to match and detect possible plagiarism in student writing.

- As with other forms of cheating, plagiarism will not be tolerated. If, after close consideration by the teacher, a student's paper is determined to contain plagiarized material, academic and behavioral consequences will be administered consistent with the severity of the violation. Penalties may include a formal discipline referral and a failing grade for the assignment, which may lead to course failure.

Teachers will provide students with further details of this program and its use in the classroom. More information is available at [www.turnitin.com](http://www.turnitin.com)

## **TUTORS**

- Students may receive assistance in the Resource Centers.
- Students who need additional subject matter help may seek tutors. Teachers and counselors may be able to suggest the names of other students (i.e. National Honor Society members) who might be able to offer assistance.
- As a matter of policy, Upper St. Clair High School does not encourage the use of commercial tutors, except as a last resort. The school does not endorse any tutor, recommend fees, or guarantee that the use of tutors will produce the desired results.

## **UNSCHEDULED MODS**

The schedule of classes provides a number of modules per week which are free of any assignment. These are independent study modules. They present a challenge, as it is the student's responsibility to use them to personal advantage. Those who wish to get the most from the school day will develop a self-tailored study plan. Students or parents may select a study hall in lieu of unscheduled mods in a student's schedule. Arrangements should be made through the counselors.

## **CLASS RANK**

The High School does not calculate class rank.

## **WEIGHTED GRADE POINT AVERAGE (GPA)**

Upper St. Clair High School calculates a weighted GPA. The objectives of the weighted GPA include to:

- Compensate those students in advanced classes earning grades of A, B, and C in proportion to the difficulty of those courses.
- Make advanced track students more competitive in admission to highly selective colleges and universities and in selection for academic scholarships and honors programs.
- Encourage academically qualified students to take the most challenging courses available.
- Communicate to colleges and universities, which of our students are the most academically talented.
- Ensure that the elective program continues to be strong by not penalizing those students who take courses in the fine arts and other elective areas and who also pursue a difficult academic curriculum.

The Upper St. Clair weighted GPA has the following features:

- Grade point average (GPA) is computed on a traditional four-point scale; a value is added to the GPA for the purpose of determining the weighted GPA. An unweighted grade point average clearly shows the number of A's, B's, C's, etc. a student has earned during the high school career. A weighted GPA illustrates the difficulty of the curriculum a student has pursued, and how well the student has done in that curriculum in relation to his peers.
- Only grades earned in Honors, Advanced Placement, and International Baccalaureate courses are given an additional value when calculating a weighted GPA.
- Grades D and F in Honors, Advanced Placement, and International Baccalaureate courses will not be given an additional weighted value.

- For the determination of the weighted GPA at the end of each semester, additional value will be added to grades earned to that date according to the following formula:

$$\text{Weighted GPA} = \text{unweighted GPA} + [.25/4S \times (4A+3B+2C)]$$

4 = reflects the expectation that an average of four weighted classes be taken during each of the semesters that can be completed under the weighted system

S = number of semesters completed to the date of calculation

A = number of A's earned in Honors, Advanced Placement, International Baccalaureate courses

B = number of B's earned in Honors, Advanced Placement, International Baccalaureate courses

C = number of C's earned in Honors, Advanced Placement, International Baccalaureate courses

The numbers 4, 3, and 2 inside the parentheses are the (unweighted) quality points awarded for that particular letter grade. The additional value of .25 was chosen to give Honors and Advanced Placement courses an increased difficulty level of 25%.

- Students who wish to take more than an average of four Honors, Advanced Placement, and International Baccalaureate courses per semester may continue to take those courses and are encouraged to do so. However, additional Honors, Advanced Placement, and International Baccalaureate courses above an average of four per semester will not affect the weighted GPA since a maximum of only eight weighted courses at the end of the freshman year, sixteen weighted courses at the end of the sophomore year, twenty-four weighted courses at the end of the junior year and thirty-two weighted courses at the end of the senior year will be included in the calculation of weighted GPA. For those students who take more than thirty-two Honors, Advanced Placement, and International Baccalaureate courses, the thirty-two highest grades in those courses will be included in the calculation of the final weighted GPA. Grades earned in all courses will be included in the calculation of the unweighted GPA.
- Since the additional value will be added to the unweighted GPA rather than being averaged into it, taking electives will NOT lower the weighted class rank. Because a maximum of thirty-two semester courses will be included in the calculation of the final weighted GPA, students will be able to take advantage of an average of two non-weighted classes each semester.
- The final weighted GPA of graduating seniors will be used to determine valedictorian(s) and will be based on eight semesters. The student(s) with the highest weighted GPA after eight semesters will be the valedictorian(s). The weighted GPA and unweighted GPA will appear on permanent records and reported to colleges.
- Students who have earned all A's during their high school career, at any level of curriculum difficulty, will receive appropriate recognition.
- Admission to Honors, Advanced Placement, and International Baccalaureate courses will be contingent upon students meeting the criteria for those courses. A review process is available for those students who do not meet the criteria for those courses but feel that they are able to compete. The individual student's counselor should be contacted to initiate such a review.
- Students should choose their courses carefully. After the usual three-week period during which course changes may be made, students enrolled in an Honors, Advanced Placement, or International Baccalaureate course will be expected to continue in that course until the end of the semester. The grades earned will go on the students' permanent records.

## **ATHLETICS**

***This section applies to all WPIAL sponsored athletic events as well as all club sponsored sports***

Athletic Director – Mr. Matt Mellinger (x2261)

Athletic Secretary – Ms. Cindy Storer (x2260)

### **COACHING COMMUNICATIONS**

Coaches are responsible for communicating information regarding the athletic program to parents. Parents are responsible for understanding the athletic program's rules, regulations and requirements and the coach's expectations.

**Communication/information coaches should provide to parents:**

- eligibility and playing criteria including “cut” policy,
- coach’s expectations of players,
- locations and times of all practices and contests,
- team requirements, i.e. fees, special equipment, off-season conditioning, etc.,
- procedures concerning player injuries,
- team rules and guidelines,
- lettering requirements,
- disciplinary procedures,
- information regarding procedures to contact coaches,

**Communication/information parents should provide to coaches:**

- notification of any schedule conflicts well in advance,
- specific concerns in regard to the coach’s philosophy and/or expectations,
- Information regarding student injuries and medical conditions.

**Appropriate concerns for parents to discuss with coaches:**

- Treatment of their child.
- Ways to help their child improve.
- Concerns about their child’s behavior.

**Issues not appropriate to discuss with coaches:**

- Playing time/positions/assignments.
- Team strategy.
- Play calling.
- Other student athletes.

**Procedures for discussing parental concerns:**

- Parents should not confront coaches or engage in discussions with coaches, either in person or via telephone, immediately before or after a practice, or on a game day. Discussions during times of high emotion do not promote resolution of issues.
- Parents may discuss concerns with coaches via the telephone or request a meeting.
- If a parent meeting is desired, the parent should call the coach to schedule an appointment in advance.
- If the coach cannot be reached, the Athletic Director should be contacted to schedule the meeting.
- If the meeting with the coach does not provide a satisfactory resolution, the parent may schedule an appointment with the Athletic Director to discuss the situation.
- Coaches may also schedule a meeting with the Athletic Director to discuss issues with parents.
- If the situation is still unresolved, additional meetings with appropriate administrators may be scheduled.

**COLLEGE RECRUITING**

The process of recruiting a high school athlete for a collegiate sport can often be confusing and time consuming. Any questions or concerns regarding the recruitment process should be referred to the Athletic Director or the Director of Guidance.

**CANCELLATION OF PRACTICE AND GAMES DUE TO INCLEMENT WEATHER**

- Normally, athletic activities will be cancelled when school is closed or if there is an early dismissal due to inclement weather unless administrative approval is given.
- Students cannot be required to attend an approved activity/practice during a school closing. Participation is voluntary.

**CORE ATHLETIC SELECTION AND PLAYING CRITERIA**

The following represent core requirements. Coaches may, with the Athletic Director’s approval, establish additional requirements related to their specific sport. In addition, game strategy and conditions may impact a player’s participation.

- Students must meet PIAA eligibility requirements.
- Students must meet USCSA academic and attendance requirements.

- Students must comply with the USCSD Code of Student Conduct (Page 17).
- Students must demonstrate good judgement, teamwork, enthusiasm, effort, reliability, responsibility and willingness to accept direction.

## **ELIGIBILITY OF HIGH SCHOOL ATHLETES**

In secondary school sports, the Upper St. Clair School District subscribes to the eligibility regulations formulated by the Pennsylvania Interscholastic Athletic Association. It is the responsibility of each coach in each sport to familiarize himself/herself with the regulations and the codes that determine the eligibility of a high school athlete. PIAA eligibility information is available for distribution to each athlete prior to his/her athletic season.

At least two weeks before the first game, coaches must provide the Assistant Athletic Director with the names of all athletes retained on the squad so that eligibility rosters can be generated. A student whose name does not appear on the eligibility roster sent to an opposing school is not eligible to play in that particular contest.

In addition to meeting WPIAL and eligibility requirements of PIAA, participating students must also satisfy Upper St. Clair School District requirements.

Before a student may participate in athletics at the secondary level, coaches must ensure that a physical examination has been completed, a parental permission card is on file, insurance status has been determined, and the student meets WPIAL and PIAA academic and residency requirements. The following guidelines must be followed:

- Only full-time students, regardless of age, may participate in scholastic athletics.
- Period of Participation – A student shall not represent his school in interscholastic athletics if he has:
  - A. Reached the end of his fourth consecutive year (8<sup>th</sup> consecutive semester or the equivalent) beyond the 8<sup>th</sup> grade year, without regard to his period of attendance;
  - B. Participated in six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport; or
  - C. Completed the work of grades nine, ten eleven, and twelve, inclusive.
- When a Student Participates In A Season – A student is considered as representing his school during a particular season in a sport only if he has participated in a regular season or post-regular season contest in that sport or any part of a regular season or post-regular season contest in that sport.
- Student Entering At Mid-Year – A student who enters school in the second semester and plays two part seasons in the same sport in separate school years, shall be considered as playing the equivalent of one season.
- What Constitutes A Semester – The first half of the total number of school days in a school term shall constitute the first semester; the second half shall constitute the second semester. Athletically, the first semester shall continue until such time as the second semester actually begins.
- Age Rule – A student shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception: If the age of 19 is attained on or after July 1, the student shall be eligible, age-wise, to compete through that school year.
- Amateur Status and Awards – In order to be eligible to participate in an Inter-School Practice, Scrimmage, or Contest, a student must be an amateur in the sport involved. An amateur student is one who engages in athletic competition solely for the educational, physical, mental, social, and pleasure benefits derived there from.
- Physical Examination and Recertifications – To be eligible to participate as a student athlete in the Upper St. Clair School District, the student must be examined by a licensed physician of medicine or osteopathy, or certified registered nurse practitioner before each sports season. The parent is responsible for this examination and the student athlete must submit to his/her respective coach the physical form provided by the school district. No substitute form will be accepted. The examination for all sports must be given after June 1. The examination or recertification for all other sports must not be given earlier than six weeks prior to the beginning of practice for each respective sport.
- A student athlete who has been absent from school during a semester for a total of twenty days shall not be eligible to participate in any school sponsored athletic contest until he/she has been in attendance for a total of forty-five days following the twentieth day of absence.
- WPIAL and PIAA standards and guidelines regarding eligibility will be adhered to as well as any local rulings herein.
- To be eligible for interscholastic athletic competition, a student athlete must pursue a full-time curriculum that is defined and approved as such by the principal. In turn this curriculum must also conform to the

regulations of the State Board of Education and the Pennsylvania School Code, and any local policies as established by the local school board. The student athlete must maintain acceptable grades in such approved curriculum, as certified by the principal.

- Any student athlete declared ineligible may practice during the period of ineligibility, but may not participate in scrimmages or sanctioned contests.

## **ACADEMIC ELIGIBILITY REQUIREMENTS FOR STUDENT ATHLETES AND CLUB SPORT PARTICIPANTS**

The following guidelines have been developed by the Upper St. Clair School District to monitor the academic performance of students on athletic teams: At the beginning of the sports season, initial academic and attendance eligibility will be governed by PIAA and school district requirements.

In season, weekly monitoring of an athlete's eligibility will be as follows:

- If a student is not earning a passing grade, that student will be referred to the Athletic Director by noon on Friday.
- The Athletic Director will chart students by courses as they are submitted by teachers.
- Coaches will be officially informed by the Athletic Director of all such referrals by Friday.
- Any student athlete who is not passing four full credit courses will be ineligible to practice and play for one week. This student will remain ineligible until he/she has achieved a passing grade in four full credit classes.
- Any penalties or sanctions imposed on students will begin on the following Monday.

## **PHYSICAL EXAMINATION REQUIREMENTS FOR STUDENT ATHLETES**

Effective immediately, the Upper St. Clair School District will follow the new rules for sport physicals established by the PIAA (Pennsylvania Interscholastic Athletic Association). Sport physicals will no longer be available at school.

- A sport physical is valid for 1 year from the date of the medical exam.
- If more than 1 sport is played, submit Section 5 of the sports physical form to the coach for each subsequent sport.

If your child suffers a serious illness or injury, you must complete Section 5 of the physical packet and the medical examiner completes Section 6 for final medical approval.

- The new sport physical forms can be obtained from the USC website by selecting parent information/athletics. Forms are available in the High School Health Office, High School Main Office, and Athletic Office.

Options for obtaining a physical are:

1. Private Physician
2. NovaCare  
363 Vanadium Road, Pittsburgh, PA 15243  
412-429-0885 \*call to schedule an appointment  
\$10.00 for USC students

## **TEAM SELECTION/CUTTING POLICY**

Any revisions by coaches must be discussed with and approved by the Athletic Director.

### **Responsibility**

- Choosing the members of athletic squads is the sole responsibility of the coaches of those squads under the guidance of the Athletic Director
- Staff coaches shall take into consideration the policies as established by the head coach in that particular program when selecting final team rosters.
- Prior to tryouts, the coach shall provide the following information to all candidates for the team:
  - 1) Extent of tryout period
  - 2) Player selection criteria
  - 3) Number of players to be selected

- 4) Practice commitment
- 5) Game commitment
- 6) Rules/regulations/costs
- 7) Other expectations

### **Procedure**

- When a squad cut is necessary, the process will include three important elements. Each candidate shall:
  - 1) Have competed in a minimum number of practice sessions.
  - 2) Have performed in at least one intra-squad game
  - 3) Be personally informed of the cut by the coach and reason for the action
- Cut lists are not to be posted.
- If a coach foresees the difficulties arising as a result of squad cuts, he or she should discuss the situation with the Athletic Director.

### **AWARDING ATHLETIC LETTERS**

Generally, students who earn the athletic award, in addition to qualifying for the award through their participation, must exhibit evidence of sportsmanship and citizenship in the school and the community. At the beginning of the season, coaches must provide the Athletic Director and the student athletes a list of eligibility criteria. At the end of the seasons, the coach will then provide a list of letter winners to the Athletic Director and student athletes. The awarding of letters will be conducted at the high school athletic awards banquets, which are held three times annually – fall, winter, and spring.

### **Core Criteria for Letters**

The following represent the core criteria for awarding athletic letters. With the Athletic Director's approval, coaches may establish additional criteria specific to their sport.

- The athlete has complied with the USCSD rules and regulations.
- The athlete has displayed sportsmanship and conduct which exemplifies the school to his/her opponents, teammates and officials.
- The athlete has adhered to the practice and game regulations.
- The athlete has returned all equipment.
- The athlete has appeared in at least one-half of the varsity games, meets or matches.
- If a senior, the athlete has remained on the team at least two complete seasons.
- The athlete is a senior manager who has assisted the team throughout the entire season.

In the event of injury or any other legitimate extenuating circumstances, letter awards will be made on the recommendation of the coach to the Athletic Director.

### **ACTIVITY ABSENCE**

**Rationale** – Students' participation in an activity means accepting more responsibility including regular class attendance. The student is not providing a service to the school; the school is providing an opportunity for the student.

**Policies** – The rules are an attempt to stress to each member of the school community the importance of school and class attendance. The policies cover all co-curricular activities including musical-related programs.

- Participants should be in most classes on the day of a game, event, or practice, or they cannot practice or play in the game after school.
- Participation on teams or events depends upon consistent class attendance.
- Class attendance will become a part of the weekly eligibility roster.
- Poor class attendance initially should result in a warning from the classroom teacher and sponsor of the activity.
- Continued poor classroom attendance could result in forfeiting the privilege of participating.
- The implementation of these policies is the joint responsibility of the students, the sponsors/coaches, the faculty and the administration.
- If any exception to any of the above is made, it is to be done so only with administrative approval.

## ATHLETIC TEAMS

**Baseball** – This spring sport is offered for boys and is comprised of Varsity, Junior Varsity and Freshman levels.

**Basketball** – In the winter, competition includes boys and girls Varsity, Junior varsity and Freshman teams.

**Cross Country** – This fall sport is offered to both boys and girls at the Varsity level.

**Field Hockey** – This fall sport will field Varsity and Junior Varsity teams for girls.

**Football** – This fall sport that actually begins in mid-August, is offered at the Varsity, Junior Varsity and Freshman level.

**Golf** – This fall season sport is offered to both boys and girls. Boys field a Varsity and Junior Varsity team, and girls field a Varsity team.

**Lacrosse** – This spring sport for girls/boys is a Varsity and Junior Varsity team.

**Rifle** – In the winter, boys and girls field a Varsity and Junior Varsity team.

**Soccer** – This fall season sport is offered to both boys and girls. Boys field a Varsity, Junior Varsity and ninth grade team, and girls field a Varsity and Junior Varsity team.

**Softball** – This spring sport is available for girls, and is offered at the Varsity and Junior Varsity level.

**Swimming** – This winter sport is available to both boys and girls at the Varsity level.

**Tennis** – The fall is the girls season, and the spring is the boys season. Both seasons offer a Varsity and Junior Varsity team.

**Track and Field** – In the spring, both boys and girls will field a Varsity team.

**Volleyball** – The fall is the girls' season, and the spring is the boys' season, for competition at the Varsity and Junior Varsity Levels.

**Wrestling** – This winter sport for boys is offered at the Varsity and Junior Varsity levels.

## CLUB SPORTS

Club sports operate under the guidelines set for interscholastic athletics. Students are required to meet the same standards for behavior, attendance, and academic eligibility. Club sports coaches and sponsors will be notified by the administration concerning student behavior and performance.

- Cheerleading
- Crew
- Fencing
- Hockey

## RULES CONCERNING SUBSTANCE USE AMONG ACTIVITY/ATHLETICS/CLUB SPORT PARTICIPANTS

The following rules will apply to students who use alcohol, tobacco or other controlled substances. Any student who violates these rules will be subject to the appropriate school consequences in addition to the following:

- **For the first offense** – Any student using alcohol, tobacco, or other controlled substances on school property will receive a suspension from school sponsored activities.
- **For a second offense** – The participant will receive a two-week suspension from activity participation.
- **For a third offense** – The participant will be suspended from the activity for the remainder of the current year.
- A student who violates these rules off school grounds will receive a three-day suspension from activity participation or will be subject to the coach/sponsor's rules if they are approved by and on file with the Athletic Director and/or Principal.
- After each offense the student will be counseled by his coach/sponsor.
- The school district Drug and Alcohol Policy will be enforced where applicable.

## DRIVING TO OR FROM EVENTS

(School Board Policy 4011.1)

The transportation of students in private non-commercial vehicles by someone other than a staff member for a school sponsored activity (field trips, athletic events, band festivals, etc.) is prohibited unless prior approval in writing is granted by the school principal to a parent/guardian to transport only his/her child.

## CONSEQUENCES FOR VIOLATION OF SCHOOL BOARD POLICY 4011.1

Violation of Board Policy 4011.1 will result in consequences established by the coach and/or the school district discipline policy.

## OUT-OF-SEASON ACTIVITIES

Any sports activity that occurs outside of the defined-season for a sport is outside the jurisdiction of PIAA, except as set forth in this Section; in ARTICLE II, Amateur Status and Awards; in ARTICLE IX, Representation, Section 3, All-Star Contests and Contests to Qualify for and/or Determine a Single National High School/Interscholastic Individual Champion or Championship Team (National High School/Interscholastic Championships).

Outside of the defined-season for sports:

- (a) Member schools may not sponsor teams.
- (b) Member schools and coaches and/or students of member schools may be involved with sports activities such as training programs, recreational activities, Open Gyms, clinics, and camps provided that any participation by coaches and/or students is as private citizens and is voluntary.
- (c) Coaches and/or students acting as private citizens, and on a voluntary basis, may participate on teams that are not affiliated with their school or other member schools during the out-of-season period. The coach or other personnel representing the school shall not require a student to participate in a sport or a training program for a sport outside of the PIAA-defined sport's season. The participation of students in any sports activity that occurs outside of its defined season must be voluntary.
- (d) The school's name, nickname, interscholastic athletic uniform, interscholastic athletic equipment, and interscholastic athletic health/first-aid supplies may not be used by community organizations and groups. The school's name, nickname and interscholastic athletic uniforms may not be used by students; however, the Principal, with the exception of football equipment, may permit students to use the school's interscholastic athletic equipment and the school's interscholastic athletic health/first-aid supplies.

## ATTENDANCE

### ADDRESS CHANGE

Any student having a temporary or permanent address change during the school year should notify the high school counseling office.

### ATTENDANCE NOTICES

- ***If an excuse is not turned in within three (3) school days, the absence/tardy becomes unexcused.***
- **No excuses will be accepted after three school days.**
- There is an automated system at the high school. A phone call will be generated from the daily attendance sheet and delivered in the evening for all absences and tardies. If the system does not complete its cycle, it will continue to call.
- A physician's excuse will be required after 10 days of absence. Subsequent absences not accompanied by a physician's note will be marked as unexcused/illegal.
- A medical appointment, illness or religious events are the only accepted excuse for a tardy.

### EARLY DEPARTURE POLICY

(School Board Policy No. 6012)

Students with parent/legal guardian permission may receive approval for an early departure before the end of the normal class day provided their class schedules have been completed for the day. Permission may be granted by the principal or his designee only

- for those students in work experience programs administered by the school,
- for those students having jobs, provided that their employer and parent or legal guardian certify to the principal or his designee such employment and provide the school with an official work permit,
- for those students with handicapping conditions requiring them to leave school immediately after completing their daily schedule,

- for those students enrolled in educational placements outside of the High School that are part of the students' daily schedule if school bus transportation is not provided, and
- for those students who have circumstances requiring them to leave school before the end of the school day. Students should see their counselor for assistance.

## EARLY DISMISSAL

**Note: All students must be signed out at the attendance office by one of the persons listed.**

Students may not be excused during the time school is in session without an excuse from home. This excuse must be presented before 7:30 a.m. to the attendance personnel in Room 102 for early dismissals on the day the student is to be excused. It is recommended that medical and dental appointments be made after school. Please note exceptions to the Driving Policy are not made to cover a medical appointment. We urge parents to plan medical appointments so that they do not conflict with the school day or calendar.

Students who have an early dismissal prior to attending at least one class will be issued either a tardy or absence for the day when they return to school.

Students may be released from school to the following persons:

- Natural or adoptive parents(s)
- Single natural parent who has custody
- Both natural parents if joint custody
- Legal guardian
- Step-parent with natural parent written permission
- Someone designated, over the age of 18, in writing or verbally, by one of the persons listed above.

## EMERGENCY ABSENCE

- If an emergency arises, the student's parents or guardian should call the school at 412-833-1600, extension 2209.

## EXCUSED ABSENCE

- Illness
- Quarantine
- Death in the family
- Emergencies which will affect the child (specify)
- Future education planning (college visits)
- Late buses
- Religious holidays
- Previously approved educational trips/tours. Any student desiring to have an absence excused for an educational trip must complete the Educational Trip Request form. This form can be obtained from the Attendance Office. The form must be turned into the Attendance Office in advance of the trip. If prior approval is not secured, the absence may be unexcused.

Students taking this kind of trip should make arrangements with their teachers, in advance of the trip, to make up work missed during the visitation. If the teacher requires written work to be made up prior to the absence for this purpose, the student must do so. Work not made up according to the schedule arranged with the teacher can result in a failing grade unless the teacher grants an extension.

- Any student who is absent 10 days during the year without proper medical documentation will be required to submit a doctor's note for subsequent excused absences. Students with prolonged illnesses will need monthly notes from their medical care provider to substantiate continued absences from school. No reference will be made to the nature of the absence on the permanent record.

## PROCEDURES

All students returning from an absence will report to the attendance office before reporting to homeroom. Excuses on absence forms (**see Appendix #1, forms that are to be used for student absences, early dismissals, and tardiness**) should include the student's full name, date of absence, phone number, reason for absence, and parental signature.

## REGULAR SCHOOL DAY

A day of school at Upper St. Clair High School is 7:30 a.m. – 2:20 p.m.

## TARDINESS

- If a faculty member detains a student, the faculty member should write a note for the student to be admitted to class.
- If a student is late to school, the student is to report to the attendance office before going to class to check in and receive an admission slip.
- The student will be marked tardy unexcused unless an appropriate parental excuse (see attendance notices) is submitted.
- Any student who arrives to school late, or is absent because of the delay of the school bus beyond a twenty (20) minute waiting period by the student, is regarded as tardy or absent even though the student may not be responsible for such tardiness or absence. Tardiness or absence in this respect will be classified as excused upon presentation of the properly written excuse by the parent and the review by the Transportation Department.
- Any student who is tardy because of a late bus should report to the attendance office to document their arrival and avoid being marked tardy unexcused.
- Absences and Tardies – Please be aware that **all** absences and tardies appear on the permanent record card. Therefore, we ask that every effort be made to compile a good record of attendance and punctuality. This record may be very important when seeking college admission, employment in business and industry or opportunities for responsible jobs in all levels of government. This is reported each nine weeks on your report card. If there are errors, please see the attendance secretary.
- Students will be referred to the Assistant Principal's Office when they accumulate in excess of three unexcused tardies to class or in excess of three unexcused tardies to school. Disciplinary consequences will be assigned.
- Any student who is tardy 10 days without proper medical documentation will be required to submit a doctor's note for subsequent excused tardies. No reference, however, will be made to the nature of the tardy on the permanent record.

## UNEXCUSED AND UNLAWFUL ABSENCE – School Code 113-440

Absences covered by excuses marked “parental neglect”, “illegal employment”, or “truancy” are called “unexcused absences.” All others are called “excused absences.” The mere fact that a parent has sent a written excuse does not necessarily mean the absence is “excused.” Such reasons for absence as “visiting”, “away from home”, “had to go to the store”, or “overslept” are clearly due to parents not fully sensing their responsibility and should be classified as unexcused. An absence becomes an unexcused absence only when the authorized professional employee has classified the absence as such. The Board of School Directors acts in cases of continued absence. The teacher or attendance officer should investigate excuses of a doubtful nature. A claim of continued or repeated illness justifies the administration to ask for a statement from a school nurse or doctor.

- **Written Notice to Parents** – The School District's official notice of absence to parents shall be served in person, otherwise by mail, by the attendance officer, or secretary of the school board, as soon as a student has three days or their equivalent, of unexcused absence.
- **First Offense** – The first offense becomes formal at the end of three calendar days after the serving of the notice, or upon the return of the student to school within the three days following the serving of the notice.
- **Second Offense** – After the first offense, the next session during the school year that the child is unlawfully absent becomes the second offense and requires the serving of a warrant on the parent through the office of an alderman, magistrate, or justice of the peace. Each succeeding session of unlawful absence by the same student becomes another offense and the same procedure as outlined in this paragraph is repeated. The school district's official notice of absence to parents is not served in second offense cases. The notice is served after the first three days of unlawful absence and is adequate for the school year. We cannot accept excuses after three days.

## CO-CURRICULAR ACTIVITIES

Activities are numerous and take in a wide scope of interest at Upper St. Clair. All students are encouraged to participate in co-curricular activities. Activities are of two main types – each as important as the other. There are service organizations (Audio-Visual Aides, etc.) and special interest clubs (Forensics, Thespians, etc.). All school rules are in effect and will be enforced during all co-curricular activities.

The values of joining a club or activity are many:

- service to the community and school satisfies the desire to help others as well as one's self,
- talent and abilities are developed,
- cooperation with others is encouraged,
- new interests, friends and knowledge are gained,
- activities are marked on each student's permanent record and colleges/universities give greater consideration to students who have actively participated in school activities.

Directions for joining some of the activities are provided in the section entitled Organizations. A fall activity rush is held at the beginning of each school year. Additional questions should be directed to the activity sponsor or student activity director. Almost all activities meet after school. Few have programs that include Saturdays.

If there is a group of students who would like to form a special interest organization, they may do so by presenting a constitution which includes their purpose and rules by which they will govern themselves to Student Council for approval.

### **ACTIVITY ABSENCE**

Refer to Athletics, page 9.

### **AWARD LETTERS**

Refer to Athletics, page 9.

### **NATIONAL HONOR SOCIETY**

These guidelines apply to school conduct and activities for the entire period of time the student is a high school student.

**Scholarship** – GPA of 3.5 or above.

#### **Character**

- takes criticism willingly and accepts recommendations graciously,
- constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability),
- upholds principles of morality and ethics,
- cooperates by complying with school regulations concerning property, programs, offices, halls, etc.,
- demonstrates highest standards of honesty and reliability,
- shows courtesy, concern, and respect for others,
- observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside of the classroom,
- has a power of concentration and sustained attention as shown by perseverance and application to studies,
- manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others,
- actively helps to rid the school of bad influences or environment,
- all financial obligations must be paid to become a National Honor Society member or remain a member of National Honor Society,
- **NOTE: Discipline Code violations are taken into consideration under this section.**

**Service** – Student must participate in two school related activities.

- willingness to uphold scholarship and maintain a loyal school attitude,
- volunteers, dependable and well-organized, assistance is available on his/her own time and is sacrificing,
- works well with others and is willing to take on difficult or inconspicuous responsibilities,
- willingness to render cheerfully and enthusiastically any requested service to the school,
- willingness to represent his/her class or school in interclass and interscholastic competition,
- willingness to do committee and staff work,
- readiness to show courtesy by assisting visitors, teachers, and students,
- service includes school activities.

## Leadership

- is resourceful in proposing new problems, applying principles, and making suggestions,
- demonstrates leadership in promoting school activities. Exercised influence on peers in upholding school ideals,
- contributes ideas that improve the civic life of the school,
- is able to delegate responsibilities,
- exemplifies positive qualities,
- inspires positive behavior in others,
- demonstrates academic initiative,
- successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding,
- demonstrates leadership in the classroom and in school activities,
- is thoroughly dependable in any responsibility he/she accepts,
- student must be nominated by at least one faculty member for leadership.

## ORGANIZATIONS/ACTIVITIES

Action Team.....	Mrs. Dwulit
Anime/Manga Club.....	Dr. Ghilani
Arabic Club.....	Ms. Hanna
Art Club .....	Ms. Luck
Athletes Taking Action .....	Mr. Malarkey
Book Swap.....	Ms. Despines
Campus News Video Club .....	Mr. Froelich
CHANGES.....	Ms. Crum
Cheerleading.....	Ms. Sanderson
Choral Groups.....	Ms. Milovac
Classic Rock Club .....	Dr. Rullo
Club Project Chacocente.....	Mr. Miller
Color Guard.....	Mr. Pickell
Computer Programming Club .....	Mr. Ollendyke
Craft Club.....	Ms. Krizner
Crew (Rowing) .....	Mr. Henning
Dairies for Charity.....	Dr. Ghilani
Dance Team.....	Ms. Dressler
Elias Fund.....	Ms. Kirk
Environmental Awareness .....	Ms. Despines
Equestrian Club.....	Ms. Klingler
Fall Play.....	Mr. Fox
FBLA (Future Business Leaders).....	Ms. Crum
Fishing Club .....	Dr. Frollini
Forensics (Speech & Debate).....	Mr. Platts
French Club.....	Ms. Wolf
FRIENDS.....	Ms. Ryan
Future Med.....	Dr. Syme
German Club.....	Frau Baird
Graphic Fiction Club.....	Ms. Mackowick
HELP Club.....	Ms. Moeller
Hip Hop Club.....	TBA
ICE (Inter Community Excellence).....	Dr. Ghilani
Ice Hockey.....	Ms. Storer
Improv .....	Mrs. Dwulit
Interact .....	Mr. Kirchner
Invisible Children.....	Ms. Klinger
Japanese Club .....	Ms. Kapples
Jewish Student Union.....	Mr. Cramer
Junior Classical League .....	Ms. Lardas

Kids Helping Kids .....	Mr. Yochum
Knitting Club .....	Ms. Despines
Lacrosse Club.....	Ms. Ali
Latin Club.....	Ms. Lardas
Law Club.....	Mr. Sivillo
Library Media Aides.....	Ms. Rentschler
L.I.N.K.S. ....	Mr. Cramer
Make a Wish.....	Ms. Mostowy
Majorettes .....	Ms. Hanal
Magic Club.....	Mr. Shefler
Marching Band .....	Mr. Pickell
Mathematics League .....	Mr. Shefler
MENC Tri-M Music Honor Society....	Ms. Milovac
Moleskin: The Club.....	Ms. Moeller
Montage.....	Ms. Cecelia
Multi-Cultural Club.....	Mrs. Ghilani
National Honor Society .....	Ms. Moeller
Natural Helpers.....	Mr. Marquis
Orchestra.....	Mr. Fox
Panther Pride.....	Mr. Holzer
Pantherettes (Marching Band).....	Ms. Olkowski
Pep Club .....	Ms. Sanderson
Philosophy Club.....	Ms. Moeller
Ping Pong Club.....	Mr. Clermont
Pink Ribbon Club.....	Mr. Froelich
Quidditch Club.....	Ms. Moeller
S.A.D.D.....	Mr. Manion
Science Club.....	Ms. Marks
Science Fiction Fantasy .....	Ms. Zapp
Ski Club .....	Mr. Coffman
Spanish Club .....	Ms. Leeds
Spectrum .....	Ms. DeWalt
Spring Musical .....	Mr. Fox
St. Clarion (Newspaper) .....	Ms. DeWalt
Stage Crew.....	Mr. Williard
STAND.....	Ms. Mostowy
Student Council .....	Mr. Holzer/Ms. Lloyd
Thai Club .....	Mr. Sivillo
Thespian Society .....	Ms. Milovac
Unicef Club.....	Ms. Rentschler
USC Serves.....	Dr. Ghilani
Ultimate Frisbee .....	Mr. Miller
World Affairs Club.....	Ms. Heins
Write On!.....	Mrs. Gouker
Yearbook (Clairvoyant).....	Mr. Ollendyke
Young Politicians of USC .....	Ms. DeWalt
Zombie Survival Club.....	Mrs. Dwulit
Zoom.....	Mr. Loboda

## **RULES CONCERNING SUBSTANCE USE AMONG ACTIVITY PARTICIPANTS**

Refer to Athletics, page 10.

## **DRIVING TO EVENTS**

Refer to Athletics, page 10.

# CONDUCT INFORMATION

## **ANTI-HARASSMENT POLICY STATEMENT** (School Board Policy 3015, Appendix #2)

The school district is committed to equality of opportunity, human dignity, diversity, and academic freedom. No school district employee or student or other persons under the direct control of the school district on school district property shall intentionally harass, intimidate, demean or abuse a person or group of persons (physically, verbally or by other conduct) with the purpose of unreasonably interfering with such person's work or academic environment in connection with any school activities or operations. The Anti-Harassment Policy includes cases where the conduct is related to race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or veteran status. No person covered by this policy shall retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation or proceeding relating to a complaint of harassment. Regulations for implementation have been developed in support of this policy. (See Appendix #3 for "Harassment Complaint Form for Students" and student friendly policy explanation.)

## **BUS CONDUCT**

School buses are school property and students should realize all school rules are in effect while on the bus and at bus stops. In addition, students are permitted to ride only the bus to which they are assigned. The assistant principal must grant special permission to any student requesting to ride a different bus for a very limited period of time. Students may be removed from the bus for misconduct violations. While students are on the bus, the driver is in charge. Bus drivers are to be treated with respect. If a student's behavior is not satisfactory, the driver is required to report the incident to the assistant principal.

## **CODE OF STUDENT CONDUCT, STUDENT RESPONSIBILITIES, RIGHTS AND DISCIPLINARY PROCEDURES**

### Code of Student Conduct Policy

In accordance with the State Board of Education Regulations, Chapter 12, the following Code of Student Conduct is adopted.

The Board of School Directors had the authority to make reasonable and necessary rules governing the conduct of students in school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school. School boards may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

To offer the maximum educational experience to each student, the Board believes that the school environment must be characterized by discipline. Hopefully, this discipline will be self-imposed on the part of the student. Until the student develops self-discipline, external controls are necessary and should contribute to and stimulate the development of self-discipline.

There are also students in school who for a myriad of reasons are unable to develop self-discipline. For these students, a set of external controls are absolutely necessary.

It is for this reason that the Board directs the school administrative staff to develop reasonable rules and regulations dealing with student discipline in the school and to define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by §14.143 (relating to disciplinary placements) and 34 CFR 300.519-300.529 (relating to disciplinary procedures). The Board will support the administration and faculty in their efforts to develop a school environment conducive to providing the optimum educational experiences for each student. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

The Board also believes the preservation of individual rights is absolutely necessary. Therefore, due process must be accorded every individual.

## **COMMONS**

The Commons area was created to provide a specific area where students can interact positively with other students and staff in an informal setting. The Commons is located in the front area of the cafeteria. It includes a student store and a student activities office, as well as a recreational games area and a seating area. The Commons will generally be open from 7:40 a.m. to 2:20 p.m. It is designed to give students a place for socialization and relaxation during free mods and lunch periods.

All school rules apply both during and after school hours. Students must refrain from littering and throwing food or other objects which would abuse the Commons area. Students will be asked periodically to police/clean the area they use. It is the responsibility of each student to do so when asked. The Commons is supervised by the Activities Director and school aides.

### **Rules and Regulations in the Commons**

- No cafeteria food or bag lunches are to be brought into the Commons.
- No tobacco of any kind is permitted in the Commons.
- No offensive language is to be used in the Commons.
- No littering will take place in the Commons.
- No violent or rowdy behavior will take place in the Commons.
- No vandalizing, defacing, or abusing of property.
- No refusing to obey authority.
- No harassing or hazing of any kind is permitted in the Commons

### **Rules and Regulations for Equipment Use in the Commons**

- The student who signs and pays for use of the equipment retains the privilege of playing for both mods, win or lose.
- The student who signs for the equipment is responsible for lost or broken balls, paddles, cue sticks and racks.
- Equipment will be collected (must be turned in) by 2:15 p.m. every day.
- No beverage or food is permitted near or on the pool or Ping-Pong tables.
- Other sporting equipment is not permitted in the Commons.

### **Consequences for rule infractions**

Students who break the rules will be suspended from the Commons or assigned Commons duty such as cleaning. These consequences are in addition to the administrative actions that are listed in the Student Discipline Policy.

## **ELECTRONIC DEVICES**

The Upper St. Clair High School Staff and Administration realize that the increase in student use of personal electronic communication devices has positive and negative consequences concerning the educational environment. Many schools have incorporated the use of these devices into teaching and learning with great success and the purposes of this policy are intended to support the benefits of electronic devices while restricting possible abuses of such devices. Bullying, cyberbullying, sexting, harassment, sharing internet connections with other students (by connecting to a wireless hub), cheating, and plagiarism are examples of what would be considered unauthorized use of personal electronic devices and policies exist both at the district and building level to address these concerns. One of the basic tenets of the Upper St. Clair High School is to provide opportunities for our students to experience responsibility, freedom, and choices in their decision-making, and a policy addressing the use of personal technology devices within the building helps to address these issues.

For the purposes of clarity, Personal Electronic Devices will be known as PED's for the remainder of this document. PED's include, but are not necessarily limited to the following: cell phones, I-phones, laptops, Kindles, MP3 players, portable compact-disc players, gaming devices and I-pods, among others. Students who possess a PED shall be solely responsible for its care and the school district cannot be held liable for any theft, loss, or damage of such devices. All high school students will begin the year with the freedom to use their PED's in authorized areas of the building and during authorized times. Students who violate these pilot procedures will forfeit their privilege of using their PED's based upon administrative decision. Students should understand that use of said devices would enable the user to access the school district's wireless network but not district servers or printers. Any use of school-owned devices by students shall be held to the same standard

as any other property that is owned by the school district and students must treat such items with proper care and respect. The procedures outlined in this pilot document can be changed or modified at any time based upon student need, safety concerns, building technology infrastructure, etc.

#### **AUTHORIZED USE (When students CAN use PED's)**

\*On school buses, when authorized by the individual driver, unless the use of the PED causes a substantial disruption on the bus and could potentially compromise safety

\*Anywhere in the high school either before 7:30 am or after 2:20 pm. This does not include **bathrooms, locker rooms, and swimming pool areas**, where such use **is not** permitted, regardless of the time of day (this pertains to any device that has a camera or has the capability of taking photographs)

\*Any school-sponsored event or activity where the student is under the control and supervision of a school-district employee, such as an administrator, teacher, teacher-aide, coach, activity-sponsor, or bus driver

\*During the traditional school day of 7:30 am till 2:20 pm in the following areas: **Nutrition Center, Commons, OR in traditional classrooms (this includes the Library and Resource Center) where the use of the PED is for instructional or educational purposes and is under the supervision AND approval of the classroom teacher (Headphones should always be used with these devices UNLESS the supervising adult has given permission otherwise)**

\*During the "change" of classes in the hallways of the academic, arts, or athletic wings  
(Please see School Board Policy #5313 for Student Communication – Appendix 10)

#### **UNAUTHORIZED USE (When students CANNOT use PED's)**

\*In the Testing Center

\*During traditional class mods between the hours of 7:30 am and 2:20 pm within classroom areas or gymnasiums (unless approved by teacher for instructional or educational purpose as indicated earlier)

\*During assemblies

\*During detention

\*In restrooms, locker rooms, or swimming pool areas as specified earlier in this document

**\*Use of PED's in the Library or the Resource Center cannot be for entertainment reasons and students violating this policy will be directed to spend their free mods in the Commons or the Nutrition Center**

#### **DESIGNATED/NON-DESIGNATED AREAS**

Unauthorized areas for the students (other than for class or during passing time) include the weight room, locker rooms, gymnasiums, parking lots, steps leading to the parking lots, stadium, stairwells, outside entrances, hallways and any unsupervised space.

#### **TEACHER ASSIGNED DETENTION**

Teachers may assign students to after school detention as an alternative to in-school detentions. Assigning teachers will monitor students in his/her classroom no later than 3:30 p.m. Teachers should notify the responsible administrator and or school police using the traditional behavioral referral form of the assigned detentions. One day notice must be given to the student/parent and administrator prior to the assigned detention.

#### **DETENTION/SATURDAY DETENTION AND IN-SCHOOL SUSPENSION RULES**

Violation of any of these rules could result in further discipline.

- Report on time.
- Report for all assigned mods.
- Only academic work is to be done. Appropriate magazines for reading will be provided by the detention center – no questions.
- No talking or making noises.
- No radios, walkmans, personal stereos, games, ipods, MP3's or computers.
- No eating or drinking.
- No sleeping or laying your head down.
- Do not rearrange the furniture (all students must sit and face forward at their desk).
- Do not deface any furniture and/or walls in the detention room.
- Failure to report to detention will result in losing Commons privileges, or further discipline.

**Violation of the Detention and In-School Suspension rules will result in further discipline and a parent conference.**

**Before/After and Saturday School Detention** – May be assigned as an alternative to in-school detention. The penalty for missing Saturday detention will be one day of in-school suspension.

#### **DISCIPLINE CODE (Appendix #4)**

All students are expected to abide by these reasonable rules and regulations since they facilitate the operation of the educational process.

These rules and regulations are in effect at all school-sponsored activities and/or on school buses.

Violations of school rules and regulations generally are classified into two categories—MINOR and MAJOR. Minor infractions are handled through the Out-of-Order system, while major infractions are justification for immediate suspension from school.

Additional administrative disciplinary responses and options include the following: verbal reprimand, special assignment, behavioral contract, withdrawal of privileges, modified day, peer counseling, referral to an outside agency, in-house suspension, temporary removal from class, referral to social adjustment class, possible assignment to alternative schools, classroom contract, parent conference, withdrawal from extra curricular activities, and superintendent's hearing.

Furthermore, a student's privilege to participate in an activity also may be terminated, if the participant, during the activity, violates any of the "Reasonable and Necessary Rules and Regulations."

#### **Explanation of Terms**

**Minor Violation** - Actions which are a distraction to the educational process but do not endanger the safety of people or property.

**Major Violation** - Actions that are unlawful and/or constitute a threat to the safety of people or property.

**Discipline Report** - Written report to the office of a violation of the Discipline Code.

**Out-of-Order** - The official written notification of an offense sent to a parent/guardian. This includes student's explanation of his/her behavior and the administrative action taken.

**Suspension** - Temporary removal from the total educational program either in-school or out-of-school. (Suspension may be for one through ten days.)

**Expulsion** – Permanent removal from the total educational program. (Expulsions can only be invoked by the Board of School Directors.)

**Detention** – The administration will assign a student to a supervised room during non-classroom time.

**Drug & Alcohol Program** – An intervention program for (1) students who have already experienced one or more D&A consequences as a result of their use and (2) for those who could benefit from the program prior to any difficulty.

#### **DRESS CODE**

The students, faculty and administration believe that student dress is primarily the responsibility of the family and that the school district must support the efforts of our parents in this enterprise. We have confidence that our students and parents will make appropriate decisions on both school attire and appearance. Students must wear styles and clothing which do not constitute a health or safety hazard, and do not cause a substantial disruption of the school program or interfere with the rights of others and does not cause damage to school property or school buses. However, it remains the final decision of the school in cases of dress code abuses. Cultural exceptions are typically granted. Students may be required to wear prescribed clothing in gym, art, industrial arts, home economics, etc.

The following guidelines were instituted for appropriate dress in the high school beginning with the 2007-2008 school year:

#### **Dress Code**

- No hats, head coverings, or bandanas worn or carried in school.
- Appropriate undergarments worn and not visible.
- All shirts must touch the pants, shorts, or skirt when the student's arms are extended at the shoulder.
- No bare midriffs.
- Shorts and skirts of reasonable length (mid-thigh/fingertip length).
- Holes or rips in material are not to be present above the mid-thigh/fingertips.
- No clothing displaying inappropriate messages e.g. apparel that demeans or degrades another, suggests sexual activity (innuendo) or refers to violence, alcohol, drugs or tobacco.
- No extremely tight, loose or revealing clothing.
- No tube tops, tops with spaghetti straps, halter tops, single-shoulder, low-cut or backless apparel.
- "Muscle" tee shirts are not permitted.

**Failure to comply with the guidelines will be viewed as a violation of the district's discipline policy.**

#### **ALCOHOL AND OTHER CONTROLLED SUBSTANCE POLICY (School Board Policy 6001.1)**

The School District recognizes that sanctioned student use of alcohol and other controlled substances is illegal. This use has an adverse effect on the ability of all students of the school community to achieve personal and School District goals and is a major problem affecting young people. Often, it leads to chemical dependency, an illness requiring intervention and treatment. In order to insure for all students the highest standards for learning, the school district will assist students in abstaining from the use of alcohol and other controlled substances, intervene early when use is detected, refer to appropriate source and provide support for students with chemical problems. Students will also receive support in coping with a parent, guardian, or significant person who has a chemical problem. The Board recognizes these issues as legitimate concerns of the School District and wishes to address these needs as part of a comprehensive education program.

The School District adopts the position that students must be chemically free to learn and develop in the most productive and healthy manner. It is the School District's policy to prevent and prohibit the use of alcohol and other controlled substances, to maintain a caring environment within the system, and to intervene in situations when a student may be harmfully involved.

Therefore, a prevention program shall be instituted which will promote a positive self-esteem, develop effective skills in decision-making, nurture successful interpersonal relationships, teach accurate information, establish appropriate staff training, and provide supportive services.

A program to prohibit chemical use shall be enforced by setting clear limits of student behavior. Harmfully involved students will be assisted to seek appropriate supportive and rehabilitative services.

The School District's preference is to help students address their harmful involvement with alcohol or other controlled substances while continuing in the regular school setting. When treatment becomes necessary outside the school setting, every effort will be made to effect a successful re-entry into school.

It is sometimes necessary to use the full force of disciplinary regulations to achieve appropriate student participation in order to assist them in resolving their problems. Some students may be required by the School District to secure adequate medical treatment, rehabilitative counseling, alternative education or other services. Other students may need to be expelled from the school community by the Board of School Directors.

This policy will be implemented through appropriate administrative regulations and the cooperative efforts of the faculty, administration, school employee groups, students, parents/guardians, and community agencies. (Refer to the Appendix #5 for the summary of intervention regulations).

#### **FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE (School Board Policy 6008)**

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

- Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.

- Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

## **HALL PASSES/SIGN-OUT SHEETS**

Other than during the four-minute passing time, students must have a hall pass whenever they are in the halls. In addition, each room has a sign-out sheet posted that should be filled out by the student when leaving and returning.

## **HAZING**

Our goal is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any school organization.

Endangering one's physical health includes, but is not limited to, any act of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substances, or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering one's mental health includes any activity that would subject an individual to mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The school does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist, condone, tolerate or engage in any hazing activity.

Students who have been subjected to hazing are to promptly report such incidents to an administrator, coach, sponsor, or supervisor.

The administration will investigate all complaints of hazing and will administer appropriate discipline when violations occur. The consequences include an out-of-order, detention and/or suspension, possible recommendation for expulsion, and/or possible criminal prosecution.

## **LUNCH PROCEDURES AND RESPONSIBILITIES**

It is the responsibility of all students to assist in keeping the nutrition center clean. To provide lunch in a clean environment, students must deposit trays and trash in the appropriate receptacles.

- Mods 7, 8, 9, 10, 11, and 12 are designated as the lunch periods.
- **After eating, students will deposit litter in designated areas.** Students are encouraged to be considerate of their fellow students when eating by exhibiting good table manners, and also to be considerate of students who may use the same area during the next lunch mod.
- Positively **NO FOOD OR DRINK** is to be taken out of the Nutrition Center/Commons by students unless prior permission from administration has been received. Failure to comply with nutrition center rules can result in removal.
- No outside delivery of food from an outside vendor is permitted to students without a sponsor/supervision.
- Students are reminded of their responsibilities to other classes while going to and returning from the Nutrition Center
- Violations of school rules may result in removal of cafeteria privileges. Alternate dining arrangements will be made.

## **VANDALISM**

School building, student lockers, equipment, and educational materials are public property. All acts of vandalism can be treated as a civil offense and can involve the civil law enforcement authorities.

## WEAPONS POLICY

Section 4 of Act 26 of 1995 (24 P.S. Subsection 1317.2) requires the expulsion for one year of a student who brings a weapon on to school property, any school sponsored activity, or any public conveyance providing transportation to a school or a school-sponsored activity.

The possession, use or storage of weapons (as defined below) by students at, in, or on, or the bringing of a weapon to school property, any school related or sponsored activity, a school bus stop, a school bus, or any public conveyance providing transportation to or from school or a school related or sponsored activity is **prohibited**.

Weapons is defined as a weapon or a “weapon look alike” on school property and a “weapon look alike” is prohibited to the same extent as a “weapon.”

“Weapon” shall include “Firearm” (as defined below), as well as any substance or object which, when combined with the conduct or intent of its possession or with the circumstances in which it is being used, attempted to be used, or threatened to be used, is capable of, or does in fact harm, intimidate, threaten, or harass a person or those persons in the vicinity of its possessor.

“Firearm” shall include firearm as defined in Section 921 of Title 81, Unites States Code or in Section 621 of the Pennsylvania Uniform Firearms Act of Title 18 of the Pennsylvania consolidated Statues and any shotgun or rifle or any ammunition for the same.

“Weapon look alike” shall include any implement which is designed to look like a weapon.

***Any student violating this policy shall be subjected to discipline, including expulsion, as appropriate.***

## COUNSELING SERVICES

### COUNSELING

School counseling services are available for every student through a comprehensive school-counseling program. The role of the counselor is to act as an advocate for students as they move through the four years of high school and beyond. Counselors work with students concerning many issues such as self-awareness, educational planning, test interpretation, career choice, post-high-school plans, home, school and/or social concerns, or any matter the student feels should be discussed with a counselor.

Students wishing to confer with a counselor may come to the counseling center during unassigned time, before or after school, or they may arrange an appointment through any of the secretaries in the counseling center. Parents can reach the counseling office by calling 412-833-1600, ext. 2290.

### COUNSELOR ASSIGNMENTS

<b>Mr. Malarkey</b>	<b>TBD</b>
<b>Dr. Rullo</b>	<b>TBD</b>
<b>Mr. Marquis</b>	<b>TBD</b>
<b>Ms. McHugh</b>	<b>TBD</b>
<b>Ms. Kirk</b>	<b>TBD</b>

### COUNSELING PROGRAM

**9<sup>th</sup> grade** – The focus of the ninth grade counseling program is **ORIENTATION**. It is a planned program providing for a smooth transition and a friendly welcome to the high school. Individual parent/student conferences spotlight personal concerns and student involvement at the high school. In addition to individual counseling, this process includes:

- Orientation meetings
- Small group get-acquainted sessions
- Individual conferences with students/parents
- Academic program planning for grade 10
- 9<sup>th</sup> grade social studies project to introduce career planning through the Naviance program
- Counseling Resource Center activities
- Transition through ninth grade health classes

**10<sup>th</sup> grade** – The focus of tenth grade counseling program is **SELF-ASSESSMENT**. Students are provided with various written and computerized materials as well as personal counseling. These experiences will help them recognize their strengths and weaknesses and how they relate to short and long term goals. In addition to individual counseling, this process includes:

- Career inventories
- Computer “Naviance” program
- Testing (PSAT)
- Academic program planning for grade 11
- Counseling Resource Center activities
- 10<sup>th</sup> grade social studies project to continue career planning

**11<sup>th</sup> grade** – The focus of the eleventh grade counseling program is the continuation of career planning and the introduction of **COLLEGE SELECTION**. Students and parents are provided with information and timelines regarding college planning and career counseling. In addition to individual counseling, this process includes:

- Junior planning meeting with parents and students in the evening
- College conferences
- Testing (PSAT/SAT I, SAT II, AP, PSSA)
- Individual conferences with students/parents about post-high school plans
- 11<sup>th</sup> grade seminar series to introduce post-high school plans through the use of Naviance
- Academic program planning for grade 12
- Counseling Resource Center activities

**12<sup>th</sup> grade** – the focus of the twelfth grade counseling program is **PREPARATION FOR THE FUTURE**. Plans are finalized for college selection and/or career choice through the use of Naviance. In addition to individual counseling, this process includes:

- School credit review and status report
- Evening college planning meeting for parents and students
- 12<sup>th</sup> grade individual conferences with students/parents about post-high school plans
- College screening process
- College conferences
- College applications/developing a resume/finalizing a second transcript
- Testing (SAT I, SAT II, ACT, AP)
- Financial aid evening
- Seminar on Transition to College
- Counseling Resource Center activities

## **GRADUATION REQUIREMENTS**

Graduation from Upper St. Clair High School requires satisfactory completion of a cumulative minimum of 45 credits in grades 9, 10, 11 and 12 in order to participate in the graduation ceremony. Any class, which meets 10 or more modules per week, will earn two credits per year or one credit per semester. Any class, which meets fewer than 10 modules per week, will earn one credit per year or one-half credit per semester. All credits will be awarded at one-half or one credit increments only.

The requirements by subject areas are listed below:

English	8 credits
Social Studies	6 credits
Mathematics	6 credits
Science	6 credits
Arts and/or Humanities	4 credits
Physical Education	3 credits
Health	1 credit
Electives	11 credits
TOTAL	45 credits

Semester grades are cumulative. The grades issued for Semester 1 and Semester 2 are those which will appear on the student’s transcript and will be calculated into CPA (mid-semester grades are not included on the transcript and are not calculated into GPA). The highest possible cumulative un-weighted GPA for all students

is 4.0. The highest possible year-end cumulative weighted GPA is as follows: freshmen 4.25; sophomores 4.50; juniors 4.75; and seniors 5.0. Students must complete 45 credits and the Graduation Project through the Naviance Program in order to earn an Upper St. Clair diploma and walk at Graduation.

## **GRADUATION PROJECT**

All students are required to complete a graduation project that is career focused as part of the graduation requirement. The project will be 3 ½ years worth of research stemming from meetings with your school counselor, class assignments, and the career development program through the Naviance program and must be completed by the end of the first semester of senior year. The USC High School Graduation Project provides students the opportunity to demonstrate what they have learned. Students are permitted to choose their area of study, explore new avenues, and select a format to highlight their skills and abilities. The graduation project could be an extension of the students' activities, interests, or coursework. All necessary forms for the graduation project can be obtained through the counseling department.

## **GRADUATION SPEAKERS**

The process and procedure for selecting student speakers for the Commencement Exercise has been revised. This procedure was put in place the beginning of 2006-2007.

Three student speakers will be chosen using the following criteria:

- There will be one Valedictory Speaker – one Valedictorian chosen by the Valedictorians to represent the Valedictorians
- There will be one Senior Class Speaker – an open invitation to all senior class members – chosen by the senior class
- There will be one Faculty Speaker – chosen by the senior class

Seniors will be notified when applications and speeches are due to be considered for “senior class” and “faculty speaker.” Selected speeches may not exceed five minutes in length and will be pre-approved by the administration.

## **REFERENCES**

Students who need letters of recommendation from their teachers as part of the college application process are encouraged to ask teachers with whom they have developed a strong rapport and/or a teacher in which they have a strong record of academic performance. Students are encouraged to send a request for a letter of recommendation to their teachers through Naviance. Students should allow sufficient time (a minimum of two weeks) for the letter of recommendation process.

## **SCHEDULE CHANGES**

During the first 3 weeks of each semester, changes may be made based on the following valid reasons:

- **Curriculum Program Change** – When a student wants a change from one curriculum to another (college preparatory to vocational education).
- **Employment** – When a student has acquired part-time employment.
- **Scheduling Error** – When a student requests a specific course but was scheduled for another course.
- **Previous Failure** – When a class is scheduled with a teacher with whom the student has achieved failing work and when another instructor is available to teach the same course.
- **Summer School Record** – When a student completed or failed a course during summer school and when this circumstance affected the student's course selections.
- **Urgent Personal and Appointment Conflicts** When a student has a medical problem verified by a doctor or requires instruction at a site other than Upper St. Clair High School.

Please note meeting any of the conditions listed above does not mean the automatic granting of a schedule change. There are times when the student's course change request cannot be met due to full classes, unavailability of classes at appropriate times necessary to meet the student's needs, or other similar circumstances.

Classes may be dropped during the first two weeks of the semester if the student's schedule consists of at least the minimum permissible number of courses. When students request permission to drop a course after this period, an F grade will be given unless otherwise decided by counselor and teacher. This becomes a part of the student's records.

## COLLEGE BOARD/ADMISSION TESTS

Registration materials are available in the Counseling Office. (See Appendix 11 for test dates)

### Suggested Timeline for Testing

#### 9<sup>th</sup> Grade

- No testing suggested by counselors.

#### 10<sup>th</sup> Grade

- **October:** Sophomores may consider taking the PSAT (practice SAT). Although this test is not appropriate for ALL students, as it is designed as a junior year test, some students may find the practice helpful. The cost of this test is \$18.00.
- **May or June:** SAT Subject Tests: College-bound sophomores may plan to take this test if they have done exceptionally well in a sophomore year class and want to highlight their good performance to college admissions officers. Take this test while the information is still “fresh”.

#### 11<sup>th</sup> Grade

**SAT and/or ACT:** College-bound juniors should plan to take two tests, an SAT and an ACT during the second semester of 11<sup>th</sup> grade. Students may need to test in the early months of the second semester in order to allow for scores to be returned in a timely fashion. This way they may make an informed decision regarding future standardized tests. Students may want to sit for additional standardized tests either late in the junior year or early in the senior year so they may further improve their scores. The Counseling Department bases its recommendations upon the individual testing needs of each student. For specific information, please see your individual counselor.

- **The Scholastic Aptitude Test (SAT I)**

A four-and-one-half hour test including critical reading (formerly the “verbal” section), mathematics, and writing. The first section of the test will most likely be the Essay. The Quantitative Comparisons section has been eliminated from mathematics and more Algebra II and scientific calculations have been added. Scoring has been adjusted to a scale of 2400 as a perfect score. Answer sheets will be computer-scanned in their entirety. The test will be longer and more expensive. Test costs: \$49.00 for Regular Registration. A Late Registration Fee is required on registrations postmarked after the Regular Deadline: add \$26.00. A Stand-by or Walk-in Registration Fee is required for those who miss the Late Registration postmark deadline: add \$43.00.

- **The Scholastic Aptitude Test (SAT II)**

One hour tests in individual subjects. A maximum of three may be taken on any one date (US History, Biology, Chemistry, Literature, Writing, World History, French, German, Hebrew, Latin, Mathematics Level 1, Mathematics Level 2, Physics, Italian, and Spanish. Test cost: \$22.00 for Basic Registration Fee + \$11 for each subject test. Language tests with listening are also available for an additional \$22 fee. A Late Registration Fee of \$26.00 is required for registrations postmarked after the Regular Deadline. A Stand-by or Walk-in Registration Fee of \$43.00 is required for those who miss the Late Registration postmark deadline.

### What to bring on SAT Test Day:

1. **Admission Ticket**
2. **Valid Photo identification:** If you do not have a Driver’s License or a School ID with photo, see your counselor for an ID verification form. Any student without proper ID will not be admitted to the test.
3. **Two #2 pencils**
4. **A Calculator:** the one you use for math class is fine. Unacceptable calculators are any with a “QWERTY” keypad, like a typewriter or computer. **Calculators and batteries will not be provided.**
5. **A Watch** to pace yourself during testing is optional but recommended.

**SAT I and SAT II cannot be taken on the same date.**

- **American College Tests (ACT)**  
Test costs: \$34.00 for the ACT, \$49.50 for the ACT plus optional Writing section. A Late Registration Fee is required on registrations postmarked after the Regular Deadline: add \$21.00. A Stand-by or Walk-in Registration Fee is required for those who miss the Late Registration postmark deadline: add \$42.00.
- **October:** PSAT and National Merit Scholarship Qualifying Test – All college-bound juniors should plan to take this exam.
- **October, November, December, January, March, May, June:** SAT I
- **October, December, February, April, June:** ACT
- May or June: SAT Subject Tests – College-bound juniors should plan to take this test if necessary for college admission

### 12<sup>th</sup> Grade

- **September, October, December:** ACT
- **October, November, December:** SAT I
- These tests are offered in early fall for seniors who feel they could score a bit higher on a retake – sometimes colleges and universities request that applicants retake a test as well.
- **October, November, December:** SAT Subject Tests – College-bound seniors may find this test is necessary for college admission to certain schools.

**Upper St. Clair High School CEEB Cod: 393707**

#### PSAT/NMSQT Dates

**Wednesday, October 12, 2011 Off-campus**  
**Saturday, October 15, 2011 at USC High School**

### STANDARDIZED TESTING

The planned program of standardized testing by the District is collected and maintained by representational consent and is shown below. The results of these tests, as well as the results of aptitude and achievement tests taken by the individual student on a voluntary basis and required for admission into post-secondary education institutions, are maintained and made a part of the record. Should you wish to examine the record, you may arrange to do so by making an appointment with your child's principal or counselor. For specific information regarding matters pertaining to school records, parents or eligible students may contact the principal of the school in which the student is enrolled.

Test	Grade	Date of Administration
Pre-school screening	Pre-school	Prior to Entrance
California Achievement Test/Test of Cognitive Skills	Grade 6	March/April
California Achievement Test/Test of Cognitive Skills	Grade 8	December

In addition, the Pennsylvania Department of Education requires that all school districts participate in the Pennsylvania System of School Assessment. Listed below is the schedule for the administration of the PSSA for the 2011/2012 school year.

PSSA Area of Assessment	Grade	Date of Administration
Retest, Math, Reading, Writing Retest	12	October 24–November 4
Writing	11	April 16-20
Math and Reading	11	March 12-23
Science	11	April 23-27

## **STUDENT RECORDS**

### **ANNUAL NOTICES TO PARENTS OF CHILDREN WHO RESIDE IN THE UPPER ST. CLAIR SCHOOL DISTRICT**

#### **NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to their child's Building Principal or the Supervisor of Pupil Services (Ms. Eloise Stoehr, Upper St. Clair School District, 1820 McLaughlin Run Rd, Upper St. Clair, PA 15241) a written request that identifies the record(s) they wish to inspect. The Building Principal or Supervisor of Pupil Services will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write their child's Building Principal or the Supervisor of Pupil Services, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when the school is notified of the request for a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task ( e.g., an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfil his/her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

#### **Disclosure of Personal Information**

The Family Education Rights and Privacy Act (FERPA) requires that the Upper St. Clair School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education record. However, the Upper St. Clair School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include the annual yearbook, honor roll or other recognition lists, graduation programs, sports activity sheets, a playbill showing your student's role in a drama production, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local education agencies (LEA) receiving assistance under the Elementary

and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Upper St. Clair School District to disclose directory information without your prior written consent, you must notify the District in writing. The parent or eligible student may refuse to permit the designation of any or all of these categories, **with respect to that student, by notifying the child’s Building Principal within 30 days of the publication of this notice.**

The following information is designated as directory information:

Directory Information Categories:

- Student’s name, address, telephone number, date and place of birth
- Awards won and offices held
- Major areas of study
- Participation in officially recognized activities and sports
- Post-high school endeavors
- Recognition of achievements in academic and non-academic areas
- Recognition of graduating seniors
- Weights and heights of athletes

**Confidentiality**

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures as well as rights of confidentiality and access to educational records, you may contact in writing your child’s Building Principal or the Supervisor of Pupil Services.

**ANNUAL NOTICE TO PARENTS REGARDING SCHOOL RECORDS**

School records are an inherent part of a student’s formal education in the public school setting. They are used to collect, maintain and disseminate pertinent information. The Upper St. Clair School District has adopted a policy and administrative regulations in accordance with both the regulations of the State Board of Education on Pupil Records, adopted July 12, 1974, amended July 15, 1977, and the Family Education Rights and Privacy Act (FERPA). Parents and eligible students (students who have reached the age of 18 or are emancipated minors) are accorded the following rights:

1. To inspect, review and be given a copy of school records
2. To obtain a copy of the District’s policy and regulations regarding the collection, maintenance, and dissemination of school records upon written request to: Supervisor of School Guidance Counseling, Upper St. Clair High School, 1825 McLaughlin Run Rd., Pittsburgh, PA 15241 or Supervisor of Pupil Services, Upper St. Clair School District, 1820 McLaughlin Run Rd., Pittsburgh, PA 15241
3. To file complaints with the FERPA Office, Family Policy Compliance, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605
4. To be informed of the transfer of records to officials of another school or school system upon notification of the student’s enrollment
5. To challenge the contents of the records
6. To refuse individual consent where it is required for release of information from the record, and
7. To be informed of the data collected and maintained by representational consent.

If you wish to examine the record, you may make arrangements to do so by contacting the principal or counselor at the school your child attends.

**NATURAL HELPERS**

Natural Helpers is a nationally sponsored peer helper program for the middle and high school communities. The program is based on a simple premise: Students with problems naturally seek out other students, and adults, whom they trust.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected area (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  1. Political affiliations or beliefs of the student or student’s parents
  2. Mental or psychological problems of the student or student’s family
  3. Sexual behavior or attitudes
  4. Illegal, anti-social, self-incriminating, or demeaning behavior
  5. Critical appraisals of others with whom respondents have close family relationships
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or to otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify parents and eligible students, such as through the U.S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **STUDENT SUPPORT SERVICES (S<sup>3</sup>)**

The Student Support System (S<sup>3</sup>) is a service designed to help students who are having difficulty experiencing success in school. Students may be referred to S<sup>3</sup> by parents, teachers, classmates or other concerned individuals. Situations such as grief or loss, a move to a new home, or the failure to achieve major personal goals can contribute to this lack of success. A drop in grades, irregular attendance, difficulty in interpersonal relationships, chronic disciplinary problems, etc., may indicate a need for the type of help that the Student Support Service will provide. S<sup>3</sup> consists of teams made up of teachers, counselors, psychologists, principals, and a nurse. The teams meet regularly to devise strategies to assist the student. Discussions are kept in confidence. Once a plan is organized, a member of the team meets with the student and his/her family. Suggestions are made to help resolve the problem and thus open the way to a more successful social and academic life at school.

## WITHDRAWALS OR TRANSFERS

The counselor must be notified if a student withdraws from the district.

Any student leaving the school district must secure a withdrawal procedure form, in duplicate, and follow the instructions. This form is available in the counseling office. Every teacher the student has for class must sign the withdrawal form.

After the withdrawal form has been completed, the student returns it to the counseling office. The office retains one copy and the student will take the other copy to the school to which he/she is transferring. The student also will be given a transfer card to submit to the new school. It is to be filled out by the new school and returned to USCHS.

## GENERAL INFORMATION

### ADVISOR PROGRAM

The program is designed to provide additional and ongoing support for students through an advisor system. Each homeroom teacher will assume a helping role as an advocate for an assigned group of homeroom students during all four years at the high school. The advisor will address the well being of each student by coordinating activities that promote a sense of belonging, improve interpersonal relationships and enhance self-concept.

### ASSEMBLIES

Due to the limited seating capacity in the theater, selected class groups may be chosen to attend on a rotation and special interest basis. Any suggestions concerning the assembly program should be given to your student council representative.

### BELL SCHEDULE

Homeroom	7:30 – 7:40
Mod 1	7:40 – 8:05
Mod 2	8:05 – 8:30
Mod 3	8:30 – 8:55
Mod 4	8:55 – 9:20
Mod 5	9:20 – 9:45
Mod 6	9:45 – 10:10
Mod 7	10:10 – 10:35
Mod 8	10:35 – 11:00
Mod 9	11:00 – 11:25
Mod 10	11:25 – 11:50
Mod 11	11:50 – 12:15
Mod 12	12:15 – 12:40
Mod 13	12:40 – 1:05
Mod 14	1:05 – 1:30
Mod 15	1:30 – 1:55
Mod 16	1:55 – 2:20

### Two-Hour Delay Bell Schedule

Homeroom	9:30 – 9:40
Mods 1 - 2	9:40 – 10:15
Mods 3 - 4	10:15 – 10:50
Mods 5 - 6	10:50 – 11:25
Mods 7 - 8	11:25 – 12:00
Mods 9 - 10	12:00 – 12:35
Mods 11 - 12	12:35 – 1:10
Mods 13 - 14	1:10 – 1:45
Mods 15 - 16	1:45 – 2:20

## **CAMERAS**

To ensure the safety and security of the students/staff and for other purposes, surveillance cameras have been installed in the building.

## **COMPUTER USE**

See Pages 34-37.

## **DANCES**

The student body of Upper St. Clair has been very fortunate with the success of their dances. The following regulations are in effect:

- No visitors from other schools will be permitted to attend the dance unless he or she is a guest of a student from Upper St. Clair. Guests must be registered with the activities director prior to 3:00 p.m. on the day of the dance.
- Students are not permitted to return once they leave the dance.
- Normal school regulations are in effect at all dances.
- No students will be admitted after 8:30 p.m.

## **FIELD TRIPS**

If a student is going on a school field trip, he/she must submit a field trip form, which is available from your teacher. Parental and teacher approval is required. School rules are in effect on all field trips.

## **FINES**

The cost of educational material necessitates economical and practical use of all school materials. Upon receipt of a financial obligation notice, students are to return or pay for any obligations in the Assistant Principal's Office. Do not return these obligations to the teacher or classroom. Obligations should be paid at the start of the new year.

### **Textbook fines are calculated as follows:**

- Lost or unusable books less than 2 years old – original price of book.
- Lost or unusable books more than 2 years old – original price of book minus 5% per semester age of book.
- Damaged but usable books – full price of book minus 50% of price.

### **Laboratory equipment**

- Students are expected to pay for laboratory equipment broken as a result of carelessness and misuse.

## **FIRE DRILLS**

Periodic fire drills are a necessary part of the school districts safety procedures. When the alarm sounds, students should leave through the designated exits as quickly and quietly as possible. Fire drills are important. For this reason, no disorderly behavior whatsoever will be tolerated.

## **FOOD AND BEVERAGES**

Food and beverages are not permitted in the academic wing of the building. Water vending machines are located in the academic wing and teachers have the discretion to permit water bottles in their classroom.

## **HEALTH SERVICES**

**Illness/Injury** – The school nurse is available in the high school health office on a daily basis. A student who becomes ill or injured during the school day should report to the school health office. Students with a health related problem will be dismissed from school only to persons identified in the student's emergency form.

**Please Note:** Students who are ill are encouraged not to return to school prematurely for their benefit and the benefit of the student body.

**Medications** – Assisting a student in taking medication is a responsibility that the school district views with considerable concern. Providing assistance to students in taking medication during school hours in accordance with the direction of a parent and physician will be permitted only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. Permission forms and instructions can be obtained from the health office.

Necessary forms must be completed and on file in the health office before the medication can be taken at school.

Medication is to be registered and kept in the health office. This includes prescription medication and over the counter medication. All medications must be in a properly labeled container. Prescription labels must include the name and telephone number of the pharmacy, the student's name, the physician's name, the name of the medication, prescribed dosage, the interval of distribution, the prescription number, and the date of the prescription. Over-the-counter medication must be in the original package/container along with any instructions packaged with them. Doctor's orders and parental permission must be renewed at the start of each school year and within six months from the date of each prescription. Any medication that must be taken immediately due to a life threatening concern, i.e., inhalers, epipen, etc. may be carried by the student with written permission of the parent and physician.

High school students will be provided the lock-up facilities for their medication in the health office. High school students may carry their own medication to school but are to take their medication in the health office. High school students are permitted to carry on their person a single day's doze of medication and may assume responsibility to self-administer their medication. To self-administer medication, the student must be able to:

- Respond to and visually recognize his/her name.
- Identify his/her medication.
- Measure, pour, and administer the prescribed dosage.
- Sign his/her medication sheet to acknowledge having taken the medication.
- Demonstrate a cooperative attitude in all aspects of self-administration.

Any student who is found to be in possession of an excess of a daily dose of medication will be subject to discipline in accordance with the school discipline policy. Any student who is found to be in possession of one day's dose of medication, which is not registered with the health office, will be subject to a disciplinary warning and parent conference for the first offense. Subsequent offenses will be dealt with according to the school discipline policy. (Refer to appendix # 6 for form)

#### **Medical Examinations:**

**11<sup>th</sup> Grade Physical Examination:** A state mandated medical examination is required for students in grade eleven. The examination may be conducted by the student's private physician or the school physician. The school's physical examination forms are mailed to the home. No fee is charged for the examination by the school physician. Physicals by a private physician are at the student's expense.

- All new incoming students to the district will need a physical exam.

**Sports Physicals:** Effective immediately, the Upper St. Clair School District will follow the new rules for sport physicals established by the PIAA (Pennsylvania Interscholastic Athletic Association). Sport physicals will no longer be available at school.

- A sport physical is valid for 1 year from the date of the medical exam.
- If more than 1 sport is played, submit Section 5 of the sports physical form to the coach for each subsequent sport.
- If your child suffers a serious illness or injury, you must complete Section 5 of the physical packet and the medical examiner completes Section 6 for final medical approval.

The new sport physical forms can be obtained from the USC website by selecting parent information/athletics. Forms are available in the High School Health Office, High School Main Office, and Athletic Office.

#### **Options for obtaining a physical are:**

3. Private Physician
4. NovaCare  
363 Vanadium Road, Pittsburgh, PA 15243  
412-429-0885 \*call to schedule an appointment  
\$10.00 for USC students

**Health Screening** – Vision screening, weighing and measuring for all students is conducted annually. Audiometric hearing screenings are conducted in the eleventh grade.

## **INSURANCE**

The school district offers an insurance plan for students. It is available on a voluntary basis – your homeroom teacher will give you the additional information concerning this. ALL ATHLETES with the exception of varsity and junior varsity football players are encouraged to be part of this program.

## **INTERNET GUIDELINES AND RULES FOR USERS**

The information networks of the Upper St. Clair School District (“School District”) represent powerful educational resources which allow you to find information anywhere in the world. You can connect to businesses, major universities, national libraries, other schools and other students around the world. As more people travel this electronic highway, maps to find information and rules to keep traveling safe are vital to successfully completing the journey.

The Internet provides access to a collection of many worldwide networks that support the open exchange of information. You can look at (and print out) articles, documents, and pictures that you can use in your classes. You can even get current facts about news, weather and sports.

Your School District has guidelines and rules for acceptable behavior. Likewise, there are correct procedures and rules that govern the use of the information networks. If you do not follow these guidelines and rules, you may lose your privileges to access the information highway.

### **General Considerations and Guidelines**

It is important to your teachers, your parents, and your school administrators that you understand the many consequences of the computer connections that you wish to make using the information networks. If you use the Internet properly, it can provide you with countless hours of exploration. It is important that you understand that your use of this powerful educational tool is a privilege. You can lose this privilege if you break any of the network access guidelines and rules.

Some parts of the Internet contain material that is not suited for students or not consistent with the goals and objectives of the School District. The School District will only allow connections on the Internet for purposes consistent with approved curriculum and School District goals and objectives. When in doubt, obtain the approval of your teacher or the computer lab operator. The guidelines and rules set forth in this document describe the proper way to use this research tool. Anyone who uses the network illegally or improperly will lose their use privileges.

At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. The School District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the School District, since Internet access may be obtained outside of the school setting. Because these connections are granted to you as part of the larger scope of the curriculum, the School District has the right to monitor what you do on the network to make sure that the network continues to function properly for all of its users and that your use is appropriate.

### **Who’s On the Internet?**

The information networks are “public places.” You must always remember that you are sharing this space with many other users. Millions of individuals may be interacting across the network at the same time. Your actions can be “seen” by others on the network. If you use a particular service on the network, it is likely that someone knows the connections that you are making, knows about the computer shareware that you are using and knows what you looked at while you were in the system.

### **Your Behavior (Netiquette) and Safety**

You are expected to use the network to pursue intellectual activities, seek resources, access libraries and other types of learning activities. We encourage you to explore this net “space,” and discover what is available there. We want you to learn new things and share your new-found knowledge with your friends, your parents, and your teachers.

When you are using the computer network and communicating with others, keep the following in mind: (1) You cannot see them; (2) You cannot tell how old they are or even what sex they are; (3) They can tell you anything, and you cannot be sure what they are telling you is true; and (4) Privacy cannot be guaranteed in a network environment. So, you need to think carefully about what you say and how you say it.

For your own safety and for the safety of others, remember to exercise caution when you are communicating with people anywhere. Do not give out your own home phone number or your address or other personal information about yourself (or others) to anyone. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or computer lab operator immediately. Do not make arrangements to meet others whom you do not know through the Internet.

You may not harass other users. You do not want to run the risk of breaking the law by bothering or annoying other people. If a user on the network asks that you no longer send them electronic mail or in any other way contact them, you must stop all contact immediately. You may feel you have the right of freedom of expression, but others have the right to be free from harassment.

## **Legal Issues**

### **Plagiarism**

Plagiarism is “taking ideas or writing from another person and offering them as your own.” Credit should always be given to the person who created the article or the idea. The student who leads readers to believe that what they are reading is the student’s original work when it is not is guilty of plagiarism.

Be careful when you are using the information networks. Cutting and pasting ideas into your own document is very easy to do. When using someone else’s work, be sure that you give credit to the author by citing the author, text or publication, date, etc. When you do this, your teacher will know which ideas are yours, and you will not be guilty of plagiarism. Moreover, your teacher will recognize your research abilities and analytical skills in incorporating, referencing and contrasting another author’s work.

Refer to the MLA Handbook for Writers of Research Papers, 4<sup>th</sup> edition, for information on citing online databases.

### **Copyright**

According to the Copyright Act of 1976, “Fair Use” means that you may freely use any information that you legally find on the information network as long as you do so only for scholarly purposes. You may not plagiarize or sell what you find.

For example, if one finds a copy of commercial, copyrighted or licensed software on the Internet it cannot legally be copied. Such software packages must be purchased or licensed before they can be legally used. If however, one finds an article about the use of that particular software on the Internet, the article can be copied and included in a student’s project, for example, as long as proper credit is given to the author. The article may not be sold for profit.

### **Moral and Ethical Issues**

The School District wants to provide you with a stimulating educational environment. At the same time, it wants to protect you and others from information that is not appropriate for you to use.

While the School District wants you to use this valuable educational tool, it does not condone the use of inappropriate information on the Internet. Some materials exist that are inappropriate to the instructional setting and the School District will do everything it reasonably can to prevent them from being accessed. You must clearly understand that access to such material in any form is strictly forbidden. The network is made available to achieve and support instructional goals. You should avoid any information that does not support classroom learning.

Although the ability to access unacceptable materials is limited as much as possible, it can cause concern for students and parents should it occur while the student is doing legitimate research.

### **Electronic Libraries**

Guidelines for access to information have already been established in the Library Bill of Rights of 1980. These principles can be applied to the Internet as well. This document states that “attempt to restrict access to library materials violate the basic tenets of the Library Bill of Rights”; however, school librarians are required to devise collections that are “consistent with the philosophy, goals, and objectives of the school district.” This means that the District has had the right to restrict any information that does not apply to the approved curriculum.

## Using Resources

Information networks have limited capacities. The more users there are on the network, the more congested the network becomes and access to information will take longer. The following guidelines will help ease the congestion.

- Do not tie up the network with idle activities.
- Do not play games with others on the network or on the Internet. Networks are not designed for computer games.
- Do not download files of more than 1.4 Mbytes unless authorized or directed to do so by your teacher.
- Print or download only the information you need.
- Use your access time efficiently. Remember, there are many students who need to use the network.

## Virtual Field Trips

The information networks offer many opportunities for “virtual field trips” to distant locations. The School District considers all connections to remote locations as field trips. The rules that apply to student conduct on field trips apply to these virtual electronic field trips as well. It is important that you realize that you represent your school and the School District when you use the information networks and that you be on your best behavior.

## COMPUTER USE POLICY, RULES AND CONSEQUENCES OF VIOLATION

Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Unethical and unacceptable behavior in violation of the usage rules set forth below shall be cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity.

The district provides computers for the use of staff and students. Guidelines have been established for the safe and appropriate use of school computers.

- Games should not be played or installed on any district computer unless specifically approved by the classroom teacher or building administration.
- Intentionally altering the files and/or hardware on the district computers disrupts the appropriate use of equipment and applications. The school district views inappropriate use or tampering as acts of vandalism.
- Vulgar or inappropriate language in the room, on documents or on file names will not be tolerated.
- Unauthorized copying of district software by students will be considered theft and is illegal.
- Each student will be held responsible for the workstations that they use and will be responsible for damage.
- Use of administrative applications is strictly prohibited by students. Unauthorized access will carry maximum consequences. Students may be denied computer privileges completely.
- Students should immediately report any misuse or tampering of a computer to the classroom teacher upon detection.
- Consequences for inappropriate use, vandalism, and theft will be dealt with according to the district's policy regarding these matters.
- Internet – Students may use the Internet for legitimate research purposes only. Prior to conducting a topic search, students must complete an Internet usage form and read the district's Internet Policy.

## Usage Rules

The Internet user is held responsible for his/her actions and activity within his/her account.

**UNACCEPTABLE** uses are:

- Using the network for any illegal activity, including violation of copyrights, trademarks, distribution of stolen property or violation of other contracts
- Using the network for financial or commercial gain
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user; infecting the computer with viruses or other destructive devices
- Wastefully using finite resources by violating the guidelines for use set forth above
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Posting personal communications without the original author's consent
- Posting anonymous messages

- Intentionally viewing or downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- Harassing others and using abusive or obscene language on the information network (you may not use the network to harass, annoy or otherwise offend other people.)
- Accessing or using any services on the Internet that impose fees or charges for such access or use without first obtaining the written consent of a teacher and making arrangements for payment
- Violating the guidelines and rules for the use of computers and the Internet set forth in this document as the same may be from time to time amended, supplemented, and published

### **Monitoring - Consequences of Violations**

The District has the right to monitor internet, network, and computer activity in any manner that it sees fit to maintain the integrity of the information network and to assure compliance with guidelines and rules. Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any prohibited or illegal activity. Consequences of violations of Usage Rules include but are not limited to:

- Suspension, revocation or restriction of information network access, of network privileges or of computer access.
- School suspension/detention.  
→ Legal action and prosecution by the authorities (See Appendix # 7.)

### **LIBRARY INFORMATION CENTER**

**INFORMATION LITERACY** – The ability to find and use information is the keystone of lifelong learning.

The mission of the library media program is to ensure that students are effective users of ideas and information. The mission is accomplished by providing intellectual and physical access to materials in all formats and by providing instruction to foster competence and stimulate interest in reading, viewing and using information and ideas.

Every effort has been made to provide students with the physical setting and materials collection that will aid in their scholastic achievement and leisure reading. The time that a student selects to go to the library is to be used exclusively for the purposes of researching, reading and studying. Any student who does not comply with library rules risks having their library privileges revoked by either the librarians or the assistant principals.

It is assumed that high school students are responsible young people and can be trusted to maintain with pride the materials and equipment furnished for their use. Students will be held responsible for any lost, damaged materials and/or equipment that they have used.

Circulation Procedures:

1. Students will not be permitted to sign out any new materials unless their library account is in good standing. Fines and/or overdue books must be returned before additional items can be checked out of the library.
2. Students must present their USCHS ID card when checking out materials.
3. Books in the general collection are circulated for a two-week period.
4. Magazines, pamphlets, pictures and non-book materials are circulated on either an overnight or two-day basis.
5. Books from the reserve and reference collections are signed out for overnight use. These materials are available for use during the school day.
6. Overdue charges – A fine of 50 cents will be charged for any reserve book not returned before the first mod on the day it is due. A fine of 10 cents per day, per item will be charged for all other materials not returned by specified due dates.

Internet access is available to students with parental permission. All students and parents must sign the Internet Usage Policy Form. (See Appendix #7.)

Students are required to sign in as they enter the library.

### **LOCKERS**

Lockers are for the convenience of the students. This privilege can and will be revoked for any of the following reasons:

- Abuse or vandalism of lockers; including but not limited to: stickers, writing and physical damage (Repair costs will be assessed to the student.)
- Hiding alcohol, drugs, weapons, stolen items, or any other material that does not belong in school
- Sharing a locker
- Placing oversized items such as athletic equipment and musical instruments in the locker causing the locker door and shelf to become warped or damaged.

Students are expected to keep lockers reasonably clean and orderly. Food items should be removed daily. Locker combinations should be kept private. The lockers can and will be inspected by the administration at any time, for any reason, without prior notification. Problems with lockers should be reported to the Main Office.

**NOTE:** Any student discovering items that may not be appropriate in or on his/her locker should immediately report the matter to the school police or Main Office.

### **PHOTO PERMISSION FORM**

Please see Appendix # 8.

### **PHYSICAL EDUCATION CLASS SECURITY**

Students should secure all valuables in a locked locker or with a physical education teacher.

**It is the Student's responsibility to secure all valuables.**

### **POLICE**

The high school is patrolled by school police who have full arrest powers. They are empowered to enforce all local, state, and national laws and statutes. In addition, students should report thefts and other appropriate information to the school police as soon as possible. The school police also maintain a lost and found area.

### **POSTERS/CIRCULARS**

The posting of class activities, dances, club meetings, sports events, etc. is permitted. Activities must be school related. All notices must be dated and approved by an administrator prior to posting. **DO NOT POST** any notices on wooden doors, windows, door windows, room signs or fire extinguishers.

### **SENIOR FINAL DAYS**

Following the last senior day for class attendance, any behavioral infractions will jeopardize a student's participation in the prom and/or commencement exercises. **NO SENIOR IS PERMITTED TO DRIVE TO SCHOOL ON THE DAY OF GRADUATION PRACTICE/COMMENCEMENT/GRADUATION.**

### **STUDENT ATTENDANCE AND BEHAVIOR AT SCHOOL SPONSORED EVENTS/ACTIVATES**

Students who violate school discipline policies at school sponsored events or activities may be suspended from future activities or events.

### **STUDENT DRIVING/PARKING** (School Board Policy No. 6013)

Students shall not be permitted to drive or ride in student-driven motor vehicles to and from regular school sessions nor shall they be permitted to drive motor vehicles and park same within walking distance (1-1/2 miles of the school building as measured by publicly maintained roadways).

Students shall not be allowed to drive on school grounds until after the dismissal of the last official class. Violation of this policy will result in suspension or other more appropriate disciplinary action.

Permission to drive motor vehicles on the school grounds in contravention of aforesaid policy may be granted by the principal of the high school or his designees only:

- For those students in work experience programs administered by the school,
- For those students having jobs provided that their employer and parent or legal guardian certify to the principal or his designee such employment and provide the school with an official work permit,
- For those students with handicapping conditions requiring immediate use of a vehicle,

- For those students enrolled in educational placements outside of the high school and bus transportation is not provided, and
- For those students who have exceptional circumstances within their family that would require the student to have a vehicle on school property during the school day; the Board is to be informed when such exceptions are made.

Before a student drives a vehicle to or from school, or within 1-1/2 miles of the school property, it is mandatory that he/she complete and return the registration form to the Assistant Principal for approval. (See Appendix #9 for form.) Students with outstanding financial obligations will not receive a driving/parking permit until the obligation is paid. The high school police will review the request. A parking hangtag will be issued and must be visible in the vehicle.

The following guidelines apply for all student drivers:

- Student agrees not to transport any other students to and from school. Passenger will be suspended and driver will lose driving privilege.
- Students are not permitted to use driving privileges for anything other than their approval placement; i.e., student cannot drive to school and then leave for a doctor's appointment.
- Driving permit must be visible in the vehicle.
- Observing 15 miles per hour maximum speed limit on school property and obeying all rules of safe driving.
- Parking in designated area only (upper parking lot from Panther Pass to the first set of steps).
- Leaving school property only at designated and approved times.
- No loitering in the vehicle while on school property.
- Siblings that have authorization to depart school at the same time under the early departure provisions may depart in the same vehicle providing the driver is school authorized.
- Students and siblings are not permitted to arrive at school in the same vehicle.
- Each person in the vehicle will need to produce identification when requested to do so.
- No other student is permitted drive or occupy the vehicle on school property or within 1-1/2 miles of the school when going to or from school for the regular school day session.
- Once the student leaves the property in his/her vehicle, that student cannot re-enter the property in his/her vehicle until after the dismissal of the last official class.
- Any student who applies for a driving pass for work purposes and returns to school for co-curricular activity must not return to school for 180 minutes from departure for work to the start of the school activity.
- Students are to drive only on the days they are scheduled to work as indicated and approved on the registration form. Periodic contacts will be made with the employer/sponsor to verify work schedule.
- Excessive tardiness/absences will result in the revocation of the student's driving privilege/permit.
- Expiration date of registration occurs the last day of school each school year.
- Students with early departures must sign out in the attendance office before leaving school. Failure to sign out will result in suspension of driving privilege.

## **TRANSPORTATION ASSISTANCE**

Any student who has missed the bus and exhausted all possible means of transportation to school (without violating the School Board Parking/Driving Policy 6013) should call the school immediately for assistance at 412-833-1600, extension 2270.

## **VISITORS**

- The school is open to properly approved visitors at all times. The administrative staff and teachers extend a special invitation to parents of students and out-of-town visitors who are interested in school activities.
- Visitors must report to the main office before 7:30 a.m. to register.
- No visitors are allowed during the first or last week of school or the day before a holiday.
- Visitations are permitted on a one-day-at-a-time basis.
- It is strongly recommended that permission to visit be secured at least one day in advance of the visit from the school police.
- Visitors will be issued and must display a visitor's badge at all times.
- Student visitors must remain with their host student throughout the day.
- Visitors who do not follow these guidelines will be criminally prosecuted.

## **WORK PERMITS**

Students OR Parents may pick up work permit forms in the Main Office. Parents should be present to sign the white Employment Certificate. This can be done when the forms are being picked up, or when they are being turned in. If the Parent/Guardian cannot come to the school, the white Attestation document can be used, but it must be notarized and attached to the Employment Certificate.

The requirements for working papers are:

- Signature of parent or legal guardian (must appear in person or complete the Attestation document and notarize).
- Physical examination – physician's signature.
- Signature of employer – student work schedule, etc.

While a minor is employed and attending school, it is required of all employers to have working papers on file in their establishment.

In conclusion, after the above requirements are fulfilled, the student returns the application and signs the working papers and takes them to the employer for his/her file with the exception of the under 16 permit which is mailed to the employer.