



Parent & Student Handbook

2018
2019

THE
QUAKER VALLEY
HIGH SCHOOL

Excellence in Education



**It is our shared vision to become a thriving community
of learners in an environment that embraces
a culture of thinking**

Thriving: every heart – every mind – every day



Quaker Valley High School Alma Mater

Quaker Valley Alma Mater,
Ever Faithful Alma Mater,
Through the years we'll all remember,
Our days at Valley High.

Stand together high in honor,
Proud to be her sons and daughters,
We will always true and loyal be,
To Quaker Valley High



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QVSD Phone Numbers

Quaker Valley High School
625 Beaver Street
Leetsdale, PA 15056

Main Office Telephones	412-749-6012 or 412-749-6021
Main Office Attendance	412-749-6020
Main Office Fax	412-749-1226
Guidance Office	412-749-6014
Guidance Office Fax	412-749-0182
Mrs. Deborah Riccobelli <i>Principal</i>	412-749-6012
Mrs. Abigail Bator <i>Assistant Principal</i>	412-749-6021
Mrs. Amanda Gilmore <i>High School Nurse</i>	412-749-6006
Ms. Julie Radakovich <i>School Counselor – Grades 10 and 12</i>	412-749-6004
Mr. Jim Walls <i>School Counselor – Grades 9 and 11</i>	412-749-6015
Mrs. Amy Keller <i>Career Education Coordinator</i>	412-749-6010
Dr. Linda Conlon <i>Secondary Academic Specialist/AP Coordinator/ Personal Project Coordinator</i>	412-749-6042
Mrs. Kelly Frank <i>Director of Collegiate Affairs</i>	412-749-6047
Mr. Mike Mastroianni <i>Director of Athletics and Activities</i>	412-749-6007
Officer Aaron Vanatta <i>School Resource Officer</i>	412-749-6019

QUAKER VALLEY HIGH SCHOOL FACULTY AND STAFF 2017 - 18

Main Office

Mrs Deborah Riccobelli, Principal
 Mrs. Sandy Charko 412-749-6012
Administrative Assistant to the Principal
 Mrs. Abigail Bator, Assistant Principal
 Mrs. Patti Gilmore 412-749-6021
Administrative Assistant to the Assistant Principal

Guidance FAX: 412-749-0182
 Mr. Jim Walls 412-749-6015
 Ms. Julie Radakovich 412-749-6004

Director of Collegiate Affairs
 Mrs. Kelly Frank 412-749-6047

Director of Athletics and Activities
 Mr. Mike Mastroianni 412-749-6007

Health Services/Nurse
 Mrs. Amanda Gilmore 412-749-6006

Resource Officer
 Officer Aaron Vanatta 412-749-6021

Library/Media Center FAX: 412-741-3718
 Mr. Richard Hollein 412-749-6016

Career Education Coordinator
 Mrs. Amy Keller 412-749-6010

Sec. Academic Specialist/Personal Project Coordinator
 Dr. Linda Conlon 412-749-6042

Global Scholars
 Mrs. Jennifer Matthews 412-749-2285

Additional Support Staff
 Mrs. Natalie Brazen (Collegiate Affairs) 412-749-6047
 Mrs. Kelly Jones (Guidance) 412-749-6014
 Mrs. Debbie Schurman (Library) 412-749-6028
 Mrs. Chrissy Johns (Athletics) 412-749-6001

Art
 Mr. Jeremy Pidhirny
 Mrs. Nina Strelec

Computer/Technology Education
 Mr. Robert Harrah
 Mr. Darren Mariano
 Mr. Jeremy Pidhirny

English
 Mrs. Kerry Benson
 Mr. Marc Duchin
 Mrs. Nicole Neal
 Mrs. Kelly Panucci
 Mrs. Tamra Rosa
 Mrs. Samantha Stewart (Benjamin Predebon – LTS)

Family and Consumer Science
 Mrs. Alexandra Mariano

Health/Physical Education

Dr. Karen Delfine
 Mr. Greg Vecchi
 Mr. Jerry Veshio, Jr.

History/Social Studies

Mrs. Mary Kuchek
 Mrs. Christine Forrest
 Mrs. Carolyn Lowes
 Mrs. Jennifer Matthews
 Mrs. Cathy Muraco
 Mr. Michael Pastor

Math

Ms. Jennifer Bebout
 Mrs. Michelle O'Farrell
 Mrs. Sally Peterson
 Mr. Jeff Sebastian
 Mrs. Kristine Stedeford
 Mr. Otto Tancraitor
 Mr. Matthew Welch

Music

Mr. Cory Neville (Band/Orchestra) 412-749-6009
 Mr. Austin Wolford (Chorus) 412-749-6040

Science

Mrs. Julie Coffman (Danielle Lorenz - LTS)
 Mrs. Patricia Colangelo
 Ms. Emily Kadhim
 Mr. Matthew Littell
 Mr. J. David Robertson
 Mr. Mark S. Williams

Special Education

Mrs. Heather Barto
 Mr. Jason Brindza
 Mrs. Kimberly Dorus
 Ms. Jessica Garavaglia
 Mrs. Julie Lebovitz
 Mr. Brad Severson

Special Education Paraprofessionals

Ms. Susan Bauduin
 Ms. Jennifer Bines
 Mrs. Cathy Gamble
 Ms. Jennifer Graham
 Mrs. Amy Neal
 Ms. Heather Notbohm
 Mr. Tom Pipkins
 Mrs. Rosemary Stewart

World Language

Mrs. Martha Doerfler
 Mr. Michael Haboush
 Ms. Rachel Schneider
 Mrs. Dana Williams

EL - English as a Second Language

Mrs. Amy Karst

Mission and Belief Statements

The mission of the Quaker Valley School District is to engage and inspire the hearts and minds of every learner every day.

We believe that . . .

- ◆ All people want to learn; all people can learn.
- ◆ Every individual has a unique combination of abilities and attributes that when recognized, nurtured and challenged promote the realization of potential.
- ◆ It is our responsibility to nurture in each learner the qualities that prepare our students to be lifelong learners and ethical, responsible citizens.
- ◆ Young people are valued, contributing members of society.
- ◆ Communities that invest in youth prosper.
- ◆ Respect for self and others, promotes a sense of community and environments conducive to learning.
- ◆ Knowledge, competence and interpersonal skills are critical for success.
- ◆ Quality is achievable in all aspects of the educational process.
- ◆ Education is a partnership between family, school and community.

Mission of Quaker Valley High School

The mission of Quaker Valley High School is to graduate socially responsible and academically skilled individuals who are self-directed, critical thinkers prepared to function in a global society, by continually shaping an ambitious and varied curriculum with high academic, artistic, and ethical standards coupled with practical experiences gained in school and community.

Non-Discrimination Policy

Quaker Valley School District is an equal opportunity education district and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

Administrative Message

Dear Students and Parents:

The purpose of this handbook is to communicate clear expectations for student conduct and serve as an informative resource regarding Quaker Valley High School's policies, guidelines, activities, and offerings.

Quaker Valley High School is committed to delivering the best educational experience possible for each of our students. It is our mission to prepare our students to become life-long learners and ethical responsible citizens. For this to occur, it is imperative that we operate a safe and supportive environment for students. Therefore, the school district has established a number of policies as well as a Secondary Code of Conduct to ensure that all students learn under optimal conditions.

In this handbook, students will find answers to questions about many different topics and activities; therefore, one may have reason to consult this handbook at different points throughout the school year.

This handbook and the Quaker Valley High School Code of Conduct outline expectations for student behavior, how infractions will be addressed, and are basic to the operation of our school. We will make every effort to ensure all students are treated fairly and consistently throughout the school year by basing decisions on the information contained in this handbook and the Secondary Code of Conduct.

Please become familiar with this information so that the 2018 - 2019 school year may be a rewarding one.

We will be happy to assist any students or parents who have additional questions or concerns about this handbook or the Secondary Code of Conduct.

Sincerely,



Deborah Riccobelli
Principal

Revisions to this handbook may be made during the school year as the result of Board policies approved after the date of publication. In such cases, student and their parents will be advised of additions or deletions and their impact on students' safety and conduct.

QUAKER VALLEY SCHOOL DISTRICT CALENDAR

2018-2019 SCHOOL YEAR - FOR FAMILY USE

Board Approved 1/29/18 - This calendar is subject to change



<p>AUGUST 2018</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">M</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">W</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>13</td> <td>14</td> <td>15I</td> <td>16I</td> <td>17I</td> </tr> <tr> <td>20I</td> <td>21I</td> <td>22F</td> <td>23Q</td> <td>24</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table> <p>Total in month: 8 Total in year: 8</p> <p>SEPTEMBER</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">M</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">W</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3X</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> </tbody> </table> <p>Total in month: 19 Total in year: 27</p> <p>OCTOBER</p> <table style="width: 100%; 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March 4 School Hours: 12:00 PM - 8:00 PM November 20; March 5 School Hours: 8:00 AM - 4:00 PM</p> <p style="text-align: center;">X - No Classes September 3 Fall recess: November 22 - 26 Winter recess: December 24 - January 1 January 21 Spring recess: March 18 - 22 Easter recess: April 18 - 22 May 27</p> <p style="text-align: center;"># - School Terms End: November 16; February 28; June 7</p> <p style="text-align: center;">P - Prom May 17</p> <p style="text-align: center;">K - Kennywood Picnic Day - May 27</p> <p style="text-align: center;">L - Last Day of School - June 11</p> <p style="text-align: center;">G - Tentative Graduation Date - June 10</p> <p style="text-align: center;"><i>Make-up days will be added as necessary</i></p>	<p>FEBRUARY</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">M</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">W</th> <th style="width: 12.5%;">T</th> <th style="width: 12.5%;">F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>18I</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28#</td> <td></td> </tr> </tbody> </table> <p>Total in month: 20 Total in year: 122</p> <p>MARCH</p> <table style="width: 100%; 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padding-top: 20px;">District Shut-Down July 8- July 19</p>	M	T	W	T	F					1	4	5	6	7	8	11	12	13	14	15	18I	19	20	21	22	25	26	27	28#		M	T	W	T	F					1I	4C	5C	6	7	8	11	12	13	14	15I	18X	19X	20X	21X	22X	25	26	27	28	29	M	T	W	T	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18X	19X	22X	23	24	25	26	29	30				M	T	W	T	F				1	2	6	7	8	9	10	13	14	15	16	17IP	20	21	22	23	24	27XK	28	29	30	31	M	T	W	T	F						3	4	5	6	7	10G	11L	12	13	14	17	18	19	20	21	24	25	26	27	28
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**Parkway West Career & Technology Center
2018-19 Calendar**

2018	August 15	Teacher In-Service (No Students)
	August 16	Teacher In-Service-Open House (No Students)
	August 21	Teacher In-Service (No Students)
	August 22	Teacher In-Service (No Students)
	August 23	First Day of School for Students
	September 3	Labor Day (No Teachers or Students)
	September 25	Progress Reports
	October 2	Occupational Advisory Committee Meetings - PM
	October 25	Grades Due
	November 5	Parent-Teacher Conferences – PM
	November 6	Teacher In-Service (No Students)
	November 16	End of 60 Day Attendance
	November 21 thru 26	Thanksgiving Vacation (No Teachers or Students)
	December 4	Progress Reports
	December 24 thru January 2	Holiday Vacation (No Teachers or Students)
	2019	January 3
January 15		End of First Semester (90 th Day)-Grades Due
January 18		Career Exploration Day (No Students)
January 21		Martin Luther King Day (No Teachers or Students)
February 15		Career Exploration Day (No Students)
February 18		Presidents' Day (No Teachers or Students)
February 21		Progress Reports
March 5		Open House - PM
March 25		Grades Due
April 2		Occupational Advisory Committee Meetings - PM
April 18 thru April 22		Spring Vacation (No Teachers or Students)
April 30		Progress Reports
May 27		Memorial Day (No Teachers or Students)
May 31		End of 180 Day Attendance/Last Day of School for 9 th , 10 th , 11 th Grade Students/Grades Due
June 3*		Teacher In-Service (No Students)
June 4*		Teacher In-Service (No Students)
June 5*		

QVHS Bell Schedule 2018 – 2019

Regular Bell Schedule

Period 1	8:00 – 9:00
Attendance & Announcements	9:00 – 9:04
Period 2	9:08 – 10:08
Period 3	10:12 – 11:12
<u>Period 4</u>	<u>11:16 – 12:50</u>
Lunch A	11:16 – 11:46
Lunch B	11:48 – 12:18
Lunch C	12:20 – 12:50
Period 5	12:54 – 1:54
Period 6	1:58 – 2:58
Dismissal	3:00

2 Hour Delay Schedule

Period 1	10:00 – 10:36
Attendance & Announcements	10:36 – 10:41
Period 2	10:45 – 11:21
Period 4	<u>11:24 – 12:58</u>
Lunch A	11:24 – 11:54
Lunch B	11:56 – 12:26
Lunch C	12:28 – 12:58
Period 3	1:02 – 1:38
Period 5	1:42 – 2:18
Period 6	2:22 – 2:58
Dismissal	3:00

Report Room Schedule

Prd. 1	8:00 – 9:00
Attendance & Announcements	9:00 – 9:04
Prd. 2	9:08 – 10:08
Prd. 3	10:12 – 11:12
Prd. 4	<u>11:16 – 12:50</u>
Lunch A	11:16 – 11:46
Lunch B	11:48 – 12:18
Lunch C	12:20 – 12:50
Prd. 5	12:54 – 1:47
Report Room / Announcements	1:51 – 2:01
Prd. 6	2:05 – 2:58
Dismissal	3:00

General Information

Animal Dissection

Pennsylvania Law, Act Number 1922-88, an act amending the Public School Code of 1949, Section 15-1523, Title 24, PA Consolidated Statutes, Pupil's Right of Refusal: Animal Dissection, (July 9, 1992) gives all students in public or non-public schools, from kindergarten to grade twelve, the right to "refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of their instruction."

The amendment also states "schools shall notify incoming pupils and their parents or guardians of the right to decline to participate in an education project involving harmful or destructive use of animals and authorize parents or guardians to assert the right of their children to participate in those projects. Notice shall be given not less than three (3) weeks prior to the scheduled course exercise which involves the use of animals." Letters from parents or guardians should be directed to building administration.

Health Services, Medications and Illness

Students who become ill during the school day should report to the health office with a pass from their classroom teacher. In the event that the nurse is not available, the student should report to the main office. Under no circumstances may a student leave school because of a health problem unless excused by the nurse or main office.

The nurse will give only essential prescribed medicines at school. Over-the-counter medications are not permitted in school. For procedures for the administration of medications in school, call the school nurse at 412-749-6006. Please make the school nurse aware of any medical condition that may affect your school performance.

The Quaker Valley School District, in accordance with Act 195 of 2014- School Access to Emergency Epinephrine, has nurses and trained school employees in each building who will administer epinephrine via auto-injector in the event a student is believed to be having an anaphylactic reaction. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse in your student's building to make an appointment to discuss this decision, review and sign the opt-out form.

Integrated Pest Management

Per School District Policy 801, any parent or guardian can opt to be notified when the district is planning to apply pesticides. Written notification from parents or guardians should be directed to building administration.

Library Commons / Media Information

This area will open at 7:30 a.m. every school day and will remain open until 3:15 p.m. except when otherwise announced. Students must secure a pass in advance to go to the Library Commons. Students must abide by board policies that regulate student use of computers and Internet.

Internet and Email Policies/Procedures – refer to *Secondary Code of Conduct* located on <http://www.qvgsd.org> under “Forms and Publications”.

School Related Use of the Internet – refer to *Secondary Code of Conduct* located on <http://www.qvgsd.org> under “Forms and Publications”.

Permission to Leave the Building

Students are not permitted to leave the building unless they have provided the school with a written excuse signed from their parent/guardian, or have been examined and given permission from the QVHS school nurse for reasons related to illness. Should a student leave the school premises without permission, swift action and disciplinary consequences will follow.

School Closings, Delays and Emergencies

In the rare event the Quaker Valley High School releases students early or is to be closed for reasons other than scheduled, the school administration will notify our Director of Communications, who will notify the community by way of the school’s emergency alert system, as well as local media outlets. **The most up-to-date information will be posted on the Quaker Valley School District website: www.qvgsd.org. We encourage parents to respect school boundaries, and the policies and procedures set forth for an emergency evacuation, in order for safety response teams to maintain the ability to assist staff and students in a timely and efficient manner.**

Students will be transported home in the same manner they reported to school. If they are transported by bus, they will be sent back to their regularly scheduled stops and students who walk to school will be permitted to walk home if and when emergency situations arise.

School Hours

The school is opened for student use beginning at 7:35 a.m. Dismissal is at 2:58 p.m. Students who remain after regular dismissal must be under the supervision of a faculty member. Those who remain without supervision may be viewed as trespassers.

Student Directory Information

Student directory information generally refers to information contained in the educational record of a student. Legislation passed by the United States Congress mandates that directory information be available to military recruiters or an institution of higher education. **Any student or parent who does not wish directory information to be released should inform the high school office in writing of this request prior to the due date listed in the summer mailing prior to the start of each school year.**

Transportation, Bus Passes and Parkway West Area Vo-Tech School

Students eligible for bus transportation are given bus assignments by the Transportation Department (724-318-8535). Students should report to the school bus stop 10 minutes before the scheduled time of pick-up. If the school bus does not arrive at the bus stop on time due to mechanical failure, road or weather conditions, it is recommended that students wait thirty minutes for the bus.

Although the district provides transportation to and from school, should a student not adhere to appropriate behavior on the bus, they may lose bus privileges in order to maintain safety for others on that bus. A few examples of such cause are physical or verbal harassment, and disregard for safety procedures and protocols set forth by the school district and transportation department.

It is sometimes necessary for students to ride a bus other than the one assigned. To request a temporary change in bus assignment, a written note from a parent must be presented to the main office before the start of the school day. Students are required to have a bus pass from the main office in order to ride a bus that is not the student's typically assigned bus.

Students attending Parkway West Area Vo-Tech School will follow the Quaker Valley High School and Parkway school calendars. When the two calendars are not the same, and Quaker Valley High School is not in session, transportation will be provided to Parkway. When Parkway is not in session, students will be transported to Quaker Valley High School for the assigned session and then transported home.

Student Information

Books, Equipment and Other School Property

Books, athletic uniforms, laptops, and other equipment are temporary loans from the school district to students. Students are responsible for all materials assigned to them and will be assessed fines for textbooks or library books that are lost or damaged beyond normal wear. Students are expected to pay for lost school property before being issued replacements. Before participating in the graduation ceremony, students are required to make restitution for school supplies, and equipment, etc.

School equipment (may include, but not be limited to computer, electronic, mechanical, printed items) is to be used solely for the purpose of supporting the instructional or co-curricular programs with the full knowledge and permission of the appropriate staff member. School equipment is not to be used for unauthorized or personal recreational purposes. Failure to observe these guidelines may result in restrictions on future use, restitution for costs, or disciplinary measures in accordance with the Code of Conduct.

Cafeteria

All lunches must be eaten in the cafeteria. Open containers are not to leave the cafeteria. Every student is expected to leave the cafeteria tables, chairs, and floor area neat and clean. Refer to <http://www.qvsd.org> for details concerning the Cafeteria Payment Plan.

Distribution of Materials

Students who wish to distribute materials must abide by all of the conditions below:

- 1) Must receive approval by the school administration prior to distribution.
- 2) Must have a nexus with the school.
- 3) Must be non-partisan and unrelated to an election or labor negotiations.
- 4) Does not seek to exploit students for the benefit of a profit-making organization.
- 5) Does not solicit money.
- 6)

Driving to School and Parkway West [CTC]

Quaker Valley School Board Policy states “normally, students are not permitted to drive their cars to school.” Nevertheless, it is recognized that high school students sometimes have an after school or work activity, or sport commitments that do not conform to school transportation schedules and routes. Parents and students are encouraged to carefully consider the risks of student driving in-as-much as the school district assumes no responsibility for the safety of student drivers, others or personal property. Parking off school property is not sanctioned. Students should be considerate of residents and businesses close to the school recognizing that student parking should not compromise the owners.

Students who wish to park in the student parking lot must complete an application for a parking permit in the main office. Parking permits are \$25.00 for the year and must be displayed at all times when the vehicle is parked on school property. Students should remember that parking is a privilege. Student parking permits may be revoked at any time due to situations such as attendance and disciplinary issues or safety concerns. Students parking in the lot without the appropriate permit or in an unauthorized parking spot (i.e. faculty spaces) will be assessed a \$25.00 parking fine payable to the school district. Students who drive various vehicles to school are responsible for displaying the parking pass in the vehicle parked in the school lot. Failure to do so will result in the parking fine.

Quaker Valley School District provides transportation for all Parkway students. Driving to/from the Parkway West CTC is restricted to those students who have been pre-approved by the Principal or Assistant Principal.

Elevator Use

Students with temporary or permanent handicapped conditions who need to use the elevator should contact the main office where they will receive permission and assistance for elevator access. A note from the physician is required. A charge of \$25.00 is required if the key is lost.

Gym Lockers

Students are **strongly** encouraged to bring locks from home for use on the gym lockers. Articles lost or stolen from gym lockers are not covered by school insurance and are not the responsibility of the Quaker Valley School District.

Lockers

Each student is assigned a locker for his/her use during the school year, with a lock provided by the Quaker Valley High School. **Students are urged not to share their locker with other students.** The fee for a replacement lock is \$10.00. Money and valuables are not to be stored in lockers. Articles lost or stolen from lockers are not covered by school insurance and the school is not responsible for investigating missing personal belongings that may have been lost or stolen. Students are encouraged to refrain from bringing any valuables to school, such as iPods, cell phones, purses and wallets.

While students are allowed the private use of a locker at Quaker Valley High School, the lockers remain the property of the school. Lockers may be opened and their contents searched by authorized school personnel at any time when there is reasonable suspicion that the contents of the locker could jeopardize the health, safety, and welfare, of students or the school community.
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Restrooms

Restrooms are available on each floor for student use. Students are permitted to use the restroom stalls one at a time. Congregation of more than one student per stall is prohibited.

School Fine Regulations

Students who owe a fine will be required to pay that fine in full before the end of the school year. Students who are graduating will not be able to participate in commencement activities until their fines are fully reconciled. Students will not be refunded for an obligation **beyond 90 days** of the last student day of the school year due to accuracy of accounting and budgeting records. For example, if a student loses a textbook during their sophomore year and finds that book over 90 days later, their money will not be refunded.

Self-Directing Learning Experience

As required by Quaker Valley School District graduation policy students shall complete at least one self-directed learning experience during their time at Quaker Valley High School. This experience will normally be completed in the sophomore or junior year and will count towards one (1) graduation credit.

Valuables / Cell Phones / iPods / Other Electronic Devices

Students are urged not to bring valuables to school. It is not the responsibility of the school to protect, nor launch an investigation if a student loses a valuable item. Students who bring these items to school for before/after school use must accept all responsibility for their safekeeping. The use of iPods and cell phones are permitted on the bus and during lunch. **They are not to be used in class or during class passing time without the permission of administration and/or the classroom teacher.** Using a cell phone and/or other unauthorized electronic devices during school hours may result in **confiscation of the device and disciplinary action.** Repeated offenses will result in further disciplinary action.

Note: Quaker Valley High School is not responsible for the investigation or retrieval of personal property that is lost, stolen, or misplaced during the school day.

Work Permit Applications

Work permits/applications may be obtained in the main office before and after school. Work permits will be available within twenty-four (24) hours after the completed work application is returned.

Student Policies and Procedures

Attendance

The compulsory school attendance age is that period in a child's life from the time the parent elects to have the child enter school, which shall be no later than the age of eight (8) years until 17 years of age. All students who are enrolled in school fall under the compulsory school attendance laws.

Students are expected to attend school daily and report for school on time. **The school day begins at 8:00 a.m. with Period 1.** Attendance is taken every period and students are expected to be on time for each class, including study halls, for which they are scheduled. **Students that report to school after 8:00 a.m. are recorded as being tardy to school.**

Excused Absences

The Pennsylvania School Code of 1949 provides that students may be excused from school for the following reasons only:

1. Illness; including if a student is dismissed from school by designated district staff during school hours for health-related reasons
2. Quarantine
3. Death in the family
4. Required court appearances
5. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance (ex. impassable roads, natural disasters)
6. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory
7. Observance of a religious holiday observed by bona fide religious group; upon prior written parental request
8. Non-school district-sponsored educational tours or trips; upon prior written parental request and approval by the Superintendent or designee
9. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group; upon prior written request
10. College or postsecondary institution visit; with prior approval
11. Receipt of tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent; when the excusal does not interfere with the student's regular program of studies
12. Participation in a religious instruction program if the parent submits an appropriate written request for excusal and student does not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

According to The Quaker Valley School Board Policy 201.00 Absences, absences shall be treated as unlawful unless the District receives a written excuse explaining the absence. Any written excuse must be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. After eight (8) excused absences (not including physician excused), a notification letter will be sent to the parents/guardians informing them of the absence total. After ten (10) excused absences, a second letter will be sent requesting that all future absences be accompanied with a physician excuse.

Returning to School After an Absence

Any student who has been absent (except with pre-approval) is required by law, upon returning to school, to bring a written note from a parent or guardian stating the date and reason for absence. **If a student returns from an absence without an excuse, the student has three (3) days to**

present a valid excuse. If a written excuse from a parent or guardian is not provided within three (3) days of the absence, the absence will be permanently counted as unlawful/unexcused. Excuses should be presented or emailed to the attendance clerk in the main office.

Unexcused Absences

Absences which do not meet the criteria indicated above shall be recorded as unexcused. After three (3) school days of unexcused absence, or a combination of unexcused absence and tardiness equal to three school days, a student is considered to be truant; therefore, a Notice of violation will be sent within ten (10) school days of the student's third unexcused absence to the parent, guardian, or person in parental relation who resides in the same household as the student. This Notice may include the offer of a School Attendance Improvement Conference. If the student incurs additional unexcused absences after issuance of the Notice of violation and a School Attendance Improvement Conference was not previously held, District staff shall offer a School Attendance Improvement Conference. Legal action may be taken to address any unexcused absences by the student that occur after the School Attendance Improvement Conference has been held.

After six (6) school days of unexcused absence, or a combination of unexcused absences and tardiness equal to six (6) school days, a student is considered to be habitually truant. When a student is habitually truant and is under fifteen (15) years of age, District staff shall refer the student to a school-based or community-based attendance improvement program or to the local children and youth agency, and may file a truancy citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student. If the student who is fifteen (15) years of age or older continues to incur additional unexcused absences or refuses to participate in an attendance improvement program recommended by the school, District staff may refer the student to the local children and youth agency for possible disposition as a dependent child.

Tardiness to School

The School Code recognizes only a few reasons for tardiness: illness, severe weather conditions, bus delays, and personal accident or injury. To request that a tardy be considered excused as defined by the PA School Code, the student must provide a written or emailed excuse signed by the parent/guardian to the main office upon arrival at school, or within three (3) days of the tardiness. The school administration makes the final determination of excused tardies based on state law. **The school district may require formal documentation (e.g. a physician excuse) for students who exceed fifteen (15) excused tardies to school.** If a student misses an entire class due to **unexcused** tardiness, he or she may not be permitted to make up the work missed. Students with three (3) unexcused tardies to school may be referred for disciplinary action. **Students who exceed 15 unexcused tardies will have social privileges revoked, such as prom, sporting events, dances, graduation festivities, etc., at the discretion of the building principal or his/her designee.**

Early Dismissal

Students may be dismissed early for valid reasons such as medical/dental appointments that cannot be made at other times or for personal emergencies. Dismissals will not be honored for routine personal service appointments such as haircuts, dress fittings, or photo sessions.

To be considered for an early dismissal, students must present a note, prior to the start of the school day to the attendance clerk in the main office.

The note must contain the following:

- 1) Name of student
- 2) Date and time of early dismissal
- 3) Reason for dismissal
- 4) Signature of parent/guardian
- 5) Phone number where parent/guardian can be reached

Note: Students may not leave the Quaker Valley High School Campus without permission from the main office or nurse.

Attendance and Co-Curricular Participation

Students participating in a co-curricular activity must be present in school in order to participate in an activity. Any student participating in a school-sponsored sport, club or activity is advised that he/she must also attend school on time. **Any student arriving after 8:00 a.m., unless considered excused, will not be eligible to participate in the activity that day. Students arriving to school late who are considered excused must attend school for a minimum half-day session in order to participate in the co-curricular activity. The state attendance policy recognizes 9:30 a.m. as the half-day cut-off for attendance purposes.** Other school policies for excused and unexcused tardies and absences will follow the policies described in the school attendance policy.

Additionally, students participating in co-curricular activities are advised that if they are not in school on the last school day of the week, they are not permitted to participate in school-related activities conducted during that weekend. The building administration may make exception to this situation.

Family Vacations and Approved Educational Trips

Family vacations do not qualify as educational trips and shall be recorded as unexcused absence. Families are strongly encouraged to take vacations when school is not in session.

Pre-planned educational tours or trips with parents (including college visits) are considered excused absences provided that the school receives prior notification. A completed Educational Trip Excuse Form (available via QVHS website under Forms & Publications) and one (1) week's advance notice are required. Forms may be obtained in the main office or under "Forms and Publications" on the QVHS website. Students must meet with individual teachers prior to their absence to make arrangements for missed work. The assignment of the work prior to or after returning from an educational trip is at the discretion of the individual classroom teacher. Depending on the situation, the teacher will determine whether the work will be assigned for completion during the absence. Please note that educational trips will not be approved during mandated testing windows including PSAT testing, Keystone Exams, AP Exams, Final Exams, etc. The principal or his/her designee may make an exception only in emergency situations. The Quaker Valley School District limits the number of educational trips to 5 days per school year.

Field Trips and Other Programs Conducted During the School Day

Students participating in school-sponsored field trips, apprenticeships, or other educational programs that require them to be absent from classes must obtain permission from their teachers in advance. Students must also obtain in advance any work due during their absence. Unless

otherwise specified, schoolwork is due the day the student returns from the excused absence. Students must ensure all consent forms have been signed in order to participate in a school-sponsored field trip.

Homework Requests

Because all students are permitted time to make up missed work when they return to school from an excused absence, **homework should be requested only if the student is expected to be absent three (3) or more days.** Requests for homework should be made to Mrs. Kelly Jones, Administrative Assistant to the Guidance Counselors, between 8:00 a.m. and 2:00 p.m., at 412-749-6014.

Make-Up Work

When a student's absence has been verified as excused through the presentation of a legal excuse, the student may make up any assignments or work missed within three (3) days of return from the absence unless alternate arrangements have been made with the teacher. Failure to do so may result in an "F" grade. It is the student's responsibility to see his/her teacher(s) the day the student returns to school, to make all necessary arrangements for make-up work.

Medical Excuse for Physical Education Exemption

If a student has a reason to be medically excused from physical education due to an injury or illness, he/she must present the school nurse with a signed note from a physician indicating the following:

- 1) Reason for excused absence from physical education
- 2) Length of time for absence

The student will receive a grade of "M" (Medical) in **all** courses for the specified period of time he/she is to be excused.

Attendance for eLearning/Online Courses

The Quaker Valley School District regularly monitors students' attendance in online classes. Regular attendance in any learning environment is crucial to success in school. Daily participation in online courses is imperative if a student is to experience success in the online venue. Not participating daily will greatly diminish a student's level of success and enjoyment of learning.

A student is in regular attendance in an online class when he/she has signed in daily into the class, checked his or her e-mail, fully participated for the day, completed the daily tasks, spent 45 to 60 minutes inside the course for the day, and submitted the daily assignment or work before logging out.

The insistence on good attendance serves as a clear and constant reminder to the student or the parents of the online learner of the high level of independence and personal responsibility required of this manner of learning.

Students in online courses should imitate the degree of daily participation equal to what is typically experienced by most students in a conventional school setting. This means that within a seven-day week, online students should be in class the amount of time that is equal to the time conventional students dedicate to a brick-and-mortar learning environment.

Confidentiality and Journal Writing

Journal writing is a good language arts technique. However, should a student divulge information through journaling or when speaking directly to a staff member that in their professional certified opinion indicates abuse, danger to that student, or danger to others, then there is no such thing as confidentiality. Because a staff member is not the decision maker for a student, and due to the seriousness of such matters, parents and/or responsible school or agency staff members will need to be contacted.

Dating Violence Protocol

Dating violence is defined as a pattern of actual or threatened acts of physical, sexual, and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner. Abuse may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse.

Students who believe they are the victims of the above misconduct should report these issues to their guidance counselors, the school nurse, or the main office immediately. The school will advocate on behalf of the victim to ensure a safe and appropriate learning environment for these students. This may involve accommodations for the victim, making reports to law enforcement agencies, or taking any other reasonable and appropriate action that would be necessary to protect the health, safety, and welfare of the student involved.

Freedom of Expression [Students]

Students have the right to speak or express themselves, publish and distribute their opinions in a respectful, accurate manner, and have access to school facilities to do so. The exercise of these rights shall be in accordance with the appropriate School Board Policies.

Refer to *Board Policies* located on <http://www.qvsd.org> under "School Board".

Games, Playing Cards and Toys

Games, playing cards, and toys are not to be used during school hours except for instructional purposes as defined by the instructor.

Photographs and Video Taping

During the school year, students may be photographed or videotaped for various reasons, such as newspaper articles highlighting school activities or television coverage of school events. **Parents who prefer not to have their child to be photographed or videotaped during the current school year must inform the school office in writing of this request.** Under no circumstance are students allowed to record another student, or staff member, unless that person has given them permission to do so. Violation of this policy falls under the "Wiretapping Law," and will require the school administration, in conjunction with our school resource officer, to take appropriate disciplinary action.

Respectful Conduct at School District Events

Refer to *Secondary Code of Conduct* located on <http://www.qvsd.org> under "Forms and Publications".

Social Probation

Co-curricular activities are considered a privilege and not a right. Social Probation is the exclusion of students from co-curricular activities and programs such as the junior/senior prom, school dances, class activities, and the graduation ceremony based on discipline referrals.

Refer to *Secondary Code of Conduct* located on <http://www.qvsd.org> under “Forms and Publications”.

Student Visitors

As a matter of safety and liability, students will **NOT** be granted permission to have non-enrolled students accompany them to school for visitation during the school day.

Study Hall Periods

Study halls provide a setting in which students can complete schoolwork within the framework of the school day. Students are to report on time for study hall and comply with the rules established by their study hall teacher(s).

Students who wish to see another teacher during a regularly scheduled study hall must present a pass from that teacher at the beginning of the study hall. Failure to follow this procedure will result in being charged with a class cut.

Grading, Evaluation of Student Performance and Graduation

Grading

Evaluation of student performance and a means of reporting performance are necessary and important functions of public schools. Procedures are intended to ensure clear, consistent, and fair procedures for achieving this end. Student performance will be measured against the standards established for the course in which the student is enrolled.

Grades are issued every six (6) weeks and are accessible via PowerSchool. A hard copy of the report card will be sent at the end of each trimester during the year. Assignments that are given during each six-week period along with the individual student’s progress are available by accessing PowerSchool, the web-based teacher Grade book program. Each student and parent receives a login and password to access this information. Teachers are expected to enter grades in a timely manner in order to reflect an accurate account of the student’s progress. Teachers are also expected to notify parents when a student is in serious danger of failing.

A student’s grade in a course may consist of a variety of different types of assessments. These assessments fall into two categories: assessment *of* learning, and assessment *for* learning. Assignments considered assessments *of* learning are designed to show the content that was *mastered* by the student. Examples of such assignments may include items such as, tests, quizzes, projects, writing assignments, and labs that assess how well the student has learned the content of the unit or lesson. Assignments considered assessments *for* learning are assignments that provide practice or skill - building to assist the student in learning new material. Examples of such

assignments may include homework designed as practice (math problems, sentence corrections, defining vocabulary), practice activities completed during class time, certain types of writing exercises, or any other assignments where the focus of the assignment is to provide students with practice learning the content presented.

A student's grade should be an accurate reflection of the progress that he or she has made toward mastery of the content of that course. Assessments for learning (practice) will represent no more than 20% of a student's 6-week grade; the remainder of the grade will come from assessments of learning (mastery of the content). Exceptions to these guidelines may be made at the discretion of the principal or his/her designee.

Grading Scale

When a teacher is translating numerical or percent grades to letter grades, the following grading scale shall be followed for all courses.

98	-	100	=	A+
93	-	97	=	A
90	-	92	=	A-
87	-	89	=	B+
83	-	86	=	B
80	-	82	=	B-
77	-	79	=	C+
73	-	76	=	C
70	-	72	=	C-
65	-	69	=	D
0	-	64	=	F

Calculating Grade Point Average Using the Value Added Method

Honors and Advanced Placement Courses will not be weighted, but will be given added value in the computation of the Grade Point Average. Using the Value Added Method of calculating grades, students are rewarded for completing Honors and AP level courses with a C+ or better. The added value for Honors Courses is 0.04 and AP Courses is 0.06. Refer to the charts on the following page.

Calculation of the GPA:

Calculate the GPA using the 4.0 scale –

A+	=	4.3
A	=	4.0
A-	=	3.6
B+	=	3.3
B	=	3.0
B-	=	2.6
C+	=	2.3
C	=	2.0
C-	=	1.6
D	=	1.0
F	=	0

Honor Roll and GPA are calculated in the following manner (example):

<u>Course</u>	<u>Grade</u>	<u>Credits</u> <u>X's</u>	<u>Grade</u> <u>Points</u>	<u>Quality</u> <u>Points</u>	<u>Added</u> <u>Value</u>
Honors English	B	1.00	3.00	3.00	.04*
Honors Adv. Alg.	B+	1.50	3.30	4.95	.04*
Research	A	0.50	4.00	2.00	
AP Chemistry	B	1.50	3.00	4.50	.06*
Art	A	0.50	4.00	2.00	
U.S. History	A	1.00	4.00	4.00	
Band	A	1.50	4.00	6.00	
Totals		7.50		26.45	0.14

*The added value of .06 for AP Courses and .04 for Honors Courses is added to the grade point average.

Step 1: Credit Value x Grade Points = Quality Points

Step 2: GPA = Quality Points / Credits = 3.53

Step 3: 3.53 (GPA) + .14 (added value) = 3.67

Step 4: GPA is rounded to 2 decimal places only and normal rules of math are applied.

GPA = 3.67

Calculation of New Students' GPA

Students who are new to the Quaker Valley School District will retain their previous schools' transcript. The previous transcript will be attached to the new Quaker Valley transcript. The GPA's will not be blended. Only the Quaker Valley GPA will appear on the Quaker Valley transcript.

Final Exams and Determination of Final Grades

All two and three trimester required academic courses (including world language courses) will include a cumulative assessment. Individual departments may choose to give either one cumulative final exam, or one midterm and one final exam. These cumulative exam(s) will be averaged into the students' final grades in those courses. Final exams will be held during the last week(s) of the second and third trimester. Elective courses may have final exams that are given at the discretion of the teachers; those exams will be scheduled as in-class assessments by the individual teachers. The final exam is worth 1/7th or 14% of the students' final grade.

Students who fail half or more of the grading periods (including the final exam) of a course will receive a failing grade for the course. Exceptions to this may be made under extenuating circumstances with the approval of the teacher and building administration.

Students who intentionally fail the final portions of a course (or the final exam), after they have demonstrated their ability to pass that course (i.e. mathematical grade manipulation), will receive academic consequences including, but not limited to, reduced letter grade, failing grade, or removal of credit.

If a student receives a grade of “M” (Medical) or “P” (Pass) due to a medical excuse, such as a concussion, for half or more of the marking periods, then the resulting grade will be recorded as an “M” or “P” instead of an “A – F” letter grade.

Students who transfer to Quaker Valley High School after the first week of the final marking period will not receive a grade or credit for the courses in which they have been enrolled. Their grades and credits will be based on records received from the sending school district.

Incomplete Grades

An incomplete grade indicates that work has not been completed by the end of a grading period. **Under ordinary circumstances, unless incomplete work is completed within three (3) days after the end of the grading period, the incomplete grade is automatically changed to an "F".** The school administrators, in consultation with the teacher and parent, will determine exceptions based on special circumstances.

Honor Roll

To earn a place on the honor roll, students must have earned a 3.25 (no D’s or F’s) quality point average overall.

Students with a quality point average between 3.5 and 3.75 are awarded high honor status. A quality point average of 3.75 and above merits distinguished honor roll status.

Demonstrating Proficiency

Students who wish to demonstrate proficiency in a Quaker Valley High School course for the purpose of enrolling in the next course in a given sequence (i.e. demonstrating proficiency in Geometry to move to Algebra II) must meet the established school district criteria, which are course-specific.

- A student must have earned a final grade of an A (93%), in the preceding course (Example: A student must have earned at least 93% in Algebra in order to demonstrate proficiency in Geometry for the purpose of moving to Algebra II.).
- The student must inform the principal or his/her designee at least 30 days prior to the start of the course for which the student desires to seek placement based on demonstrating proficiency in the preceding course. (Example: Student must inform principal 30 days prior to the start of Algebra II if they desire to demonstrate proficiency in Geometry.)
- The student, in conjunction with the school counselor and other school personnel, must coordinate a time and place for the demonstration of proficiency exam. ***Note: Students will only be given one opportunity per course to demonstrate proficiency. This will be done through course-specific assessments that may include, but are not limited to, written exams, oral exams, projects, writing assignments, portfolios, etc.***

When a student successfully demonstrates proficiency in this manner, the student’s transcript will reflect that the course was completed through a demonstration of proficiency. The course title will appear on the transcript with a “DP” affixed as the grade. Academic credit toward graduation is not awarded for courses completed in this manner.

Secondary Level Courses Taken at Other Institutions

With the pre-approval of the administration, students may enroll in secondary level/post-secondary courses at other educational institutions granting high school and/or college credit for courses for purposes of:

- 1) Remediation
- 2) Advancing their studies so that they can move to a higher level in a subject area
- 3) Taking a course that is not available in the school

In such cases, when the student is in ninth (9th) grade or beyond, the credit may be noted as part of the student's record, and the student will be placed in the next level of this course at Quaker Valley High School if he/she has earned a grade of C or better. A second transcript will identify the course and grade earned. These courses will be applied toward graduation requirements; however, they will **not** be included in grade calculations. Remediation courses must provide sixty (60) hours of instruction for a full credit course while advancement/enrichment courses must provide one-hundred-twenty (120) hours for one (1) credit.

Post-Secondary Level Courses Taken at Other Institutions

With the pre-approval of the administration, students may enroll in post-secondary level courses and receive high school credit toward high school graduation. However, grades from post-secondary courses will not be computed in the student's grade point average. Post-secondary courses are applied toward high school graduation requirements. In most instances, students will prefer to apply post-secondary courses toward college credit and will ask the secondary school to merely make note in their records that the course was taken.

For other options, refer to *Board Policy 205.01* located on <http://www.qvvsd.org> under "School Board".

Class Ranking Procedure

Class rank and all references to class rank shall be eliminated by the school and district, except as required by a college, university or other appropriate post high school agency.

Each student who earns a cumulative average of 4.0 or better while enrolled in Quaker Valley High School shall be recognized as a "Distinguished Graduate of Quaker Valley High School." Each shall be identified by a distinctive honor cord, named in the graduation program as a "Distinguished Graduate," and further acknowledged by a notation applied to their diploma.

All graduation speakers shall be chosen through a process designed by the high school faculty and principal.

Commencement

Students must successfully complete all requirements of the state and the Quaker Valley School District and have no monetary responsibilities or discipline responsibilities to participate in the commencement activity. Seniors may participate in other senior activities, but will not be cleared for commencement participation until the above criteria are met.

Other Diploma Granting Procedures

1. Students who complete their high school education through home schooling or who receive a General Education Diploma (GED) are not eligible to receive a Quaker Valley High School diploma, except as exempted by federal and state law, e.g., Operation Recognition.
2. No grades or credit earned via home schooling shall be counted toward a Quaker Valley School District diploma. However, home-schooled students enrolled at the high school may satisfy graduation requirements through a demonstration of competency in the required subjects or domains.

State-Mandated Assessments

Students are required to score at a “proficient” level or higher on state-mandated Keystone assessments in Algebra I, Biology, and Literature. Students who do not score at a proficient or higher level will be required to enroll in remedial instruction (i.e. additional coursework, computer-based learning, project-based instruction, etc.) until such time as they achieve the level of “proficient” or better on a state retest or project-based assessment.

Students who refuse to complete state-mandated assessments, disrupt the testing process, cheat or otherwise distort test performance shall immediately be excluded from excluded from testing and suspended from school for a period of not less than one day and not more than ten days. If no legitimate score can be recorded, students shall be considered as having failed the assessment.

Students’ exemption from state assessments by the school principal will be for reasons authorized and promulgated by state board of education.

Quaker Valley High School Tests and Survey Instruments

GRADE 9:

- Pennsylvania Keystone Course Assessments*
- PSAT

GRADE 10:

- Pennsylvania Keystone Course Assessments*
- PSAT
- Strong Interest Inventory

GRADE 11:

- Pennsylvania Keystone Course Assessments*
- PSAT

GRADES 11 and 12:

- SAT I (Testing at other high school sites.)
- SAT II (Testing at other high school sites.)
- ACT (Testing at other high school sites.)
- Advanced Placement Tests (Required for all students enrolled in AP courses offered during the academic year.)

**Keystone Assessments are state-mandated end-of-course exams given upon completion of Grade 10 English, Algebra I, and Biology courses.*

Student Transcripts

As per Pennsylvania School Code, beginning in the 2016-2017 school year, the performance level demonstrated via the respective Keystone exams in Algebra I, Biology and Literature shall be

included on student transcripts. The information presented on a transcript must include the highest performance level demonstrated by a student on the associated Keystone Exam or project-based assessment at the time the transcript is produced.

Guidance Services

Quaker Valley High School offers the services of two (2) full-time counselors for its students. Students are assigned to the following counselor by grade level:

School Counselors:

Ms. Julie Radakovich	412-749-6004
Mr. Jim Walls	412-749-6015
Administrative Assistant: Mrs. Kelly Jones	412-749-6014

Office of Collegiate Affairs:

Mrs. Kelly Frank	412-749-6045
Administrative Assistant: Mrs. Natalie Brazen	412-749-6047

Quaker Valley High School offers the services of a highly qualified professional, who is responsible for collegiate affairs, career planning, and student records. The director works closely with the principal and the guidance department to assist students and families with post-secondary education admission processes, including financial aid and scholarship application processes, and career planning.

Course Withdrawal

Unique guidelines will be followed for students who have been recommended for a course as opposed to those who have enrolled in a course through the waiver process. **In either case, students may withdraw from a course prior to the first day of school (or the course) without penalty.**

For Recommended Students		
	If a student withdraws from a class and is NOT moving to another level	If a student withdraws from a class and IS moving to another level
Before 6 week marking period ends	May drop with no penalty	Remain in current class for 6 weeks – grade follows to new course
Before 12 week marking period ends	W for credit value when dropped (each 6 weeks = .25 credit)	Remain in current class for 12 weeks-grades follow to new course
After 12 weeks marking period ends	F for full credit value of course	F for full credit value of course

For Students Entering Courses Via the Course Waiver Process	
Before 6 week marking period ends	Student must remain in the current class for 6 weeks. WF for .25 credit
Before 12 week marking period ends	Student must remain in the current class for 12 weeks. WF for .50 credit
After 12 weeks marking period ends	Grade of F for full credit value of course on transcript

Online Course Withdrawal

Students who enroll in online courses have **10 days** from the start of the course to drop without penalty. **If a student drops a course after 10 days, a grade of “WF” and the credit value of the course will appear on his or her transcript.**

Note: Exceptions to the Withdrawal Policy may be made at the discretion of the high school principal or his or her designee.

Schedule Changes

Each year our counselors spend considerable time with students and parents to ensure that course selections will be appropriate for the students' abilities and goals and will enable them to meet graduation requirements. Once the master schedule has been completed, classes have been balanced, and teacher and classroom assignments have been made, it is not only complicated, but in some cases detrimental, to add or withdraw students. Therefore, students should make necessary changes in course selections before school concludes in June. It is recognized that there will be rare occasions when circumstances necessitate a request for a schedule change after the master schedule has been completed.

Primary consideration in making any changes will be given to cases involving inappropriate academic placement and clerical/computer errors. Problems of this nature should be brought to a counselor's attention immediately.

Other requests for schedule changes (such as requirements to fulfill post-high school plans) should be submitted to the administration no later than the second week of each trimester and shall follow these procedures:

- 1) A signed, written note from a parent or guardian to the administration stating the reason for the proposed change.
- 2) If, after counselor review and administrative approval, the schedule change is approved. The student must obtain the proper signatures and present the proper paperwork to all teachers involved before changing classroom attendance.

Note: Requests for specific teachers cannot be honored due to course and teacher limitations. Students must be enrolled in at least (5) classes per term and expected to earn a minimum of 7.5 credits per school year unless modified by an IEP or by the exclusive intervention of the principal.

Scholarships and Awards

Information concerning scholarships available to students may be obtained through the Office of Collegiate Affairs. Students are encouraged to review this information.

Student Assistance ~ QUEST

Individual support is available for students experiencing difficulty at Quaker Valley High School. A Student Assistance Program [QUEST] consists of specially trained school staff that helps to identify and support students at risk because of substance abuse and mental health concerns. Please contact a school counselor or the school nurse for additional information.

Student Records

Student and parent rights regarding student records are governed under the FERPA (Family Education Rights Privacy Act) of 1974. The school district provides for the maintenance and storage of student records and adheres to the policy protecting students and parents from the release of student information.

Athletics and Co-Curricular Activities

*Students and parents of students participating in ALL activities/athletics, are required to sign the Quaker Valley School District Chemical Use and Co-Curricular Activities Policy Release. **NO EXCEPTIONS WILL BE MADE.***

Director of Activities and Athletics
Mr. Mike Mastroianni
412-749-6007

Administrative Assistant
Mrs. Chrissy Johns
412-749-6001

The athletic program is an integral part of the total educational experience offered in the Quaker Valley School District. While the name of the school is enhanced whenever its representatives excel, those who compete on our teams acquire the greatest rewards and satisfactions. We follow the PIAA rules and provide a means of checking and monitoring student athletes in order to assist them in maximizing their ability to succeed academically and athletically.

**Academic Eligibility Requirements for Participation
in Student Activities and Athletics at the Secondary Level**

Students participating in a co-curricular activity must be present in school in order to participate in an activity. Any student participating in a school-sponsored sport, club or activity is advised that he/she must also attend school on time. **Any student arriving late to school, unless considered excused, will be ineligible to participate in the activity that day.** Students arriving to school late who are considered school excused must attend school for a minimum half-day session in order to participate in the co-curricular activity. **The state attendance policy recognizes 9:30 a.m. as the half-day cut-off for attendance purposes.** Other school policies for excused and unexcused tardies and absences will follow the policies described in the school attendance policy.

Additionally, students participating in co-curricular activities are advised that if they are not in school on the last school day of the week, they are not permitted to participate in school related activities conducted during that weekend. The building administration may make exception to this situation.

Student athletes must attend school the day of an event in order to be permitted to participate. Exceptions are school-related trips and/or administratively approved excuses.

A student may practice, but not participate in competitive events when he/she is declared ineligible. Weekly eligibility shall run Sunday through Saturday.

The student athlete must have passed at least four (4) full credit subjects or the equivalent thereof as of each Friday during a grading period. Academic eligibility is defined as maintaining an acceptable grade as certified by administration in a minimum of four (4) full credits subjects. Eligibility shall be cumulative from the beginning of a grading period and reported on a weekly basis. Incomplete or missing work may be made up provided it is done in accordance with the regular rules of the school. Eligibility for the first grading period is based on final grades from the preceding school year. Failure to meet this requirement will result in loss of a student's eligibility for the first ten (10) school days of the next grading period beginning on the first day report cards are issued.

In cases where administration has identified a student who could benefit from participation in the activities program, but doesn't meet the standard, school administrators do have the prerogative to show just cause for the student to be eligible for participation taking into account the well-being of the student. Documentation of just cause must be on file in the high school administration office.

All student athletes who owe fines and/or have NOT turned in their equipment from the previous year and/or sport season will NOT be permitted to participate during the current school year until this matter has been rectified. Any considerations will be handled by administration only. Contact the Director of Activities and Athletics with questions.

Activities and Clubs

A number of activities with a wide scope of interest are available at Quaker Valley High School. 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 (Library Aides, etc.) and special

interest clubs (Forensics, Math League). All school rules are in effect and will be enforced during co-curricular activities.

Activities/Clubs:

Auxiliary Squad/Winter Guard	Math League
Band – curricular program	National Honor Society
Cheerleading	Newspaper [<i>Quaker Quill</i>]
Chorus – curricular program	Office/Guidance Aides
Drama Club	School Musical
Mock Trial	Student Government
Key Club	Service and Society
Library Aides	World Languages Club
Literary Magazine (<i>Bittersweet</i>)	Yearbook [<i>Quaker Quotes</i>]
QV Voice	

Other Co-Curricular Opportunities:

Odyssey of the Mind	Mock Trial
Citizen Bee	Westinghouse Science Lecture Series
Junior Academy of Science	Allegheny Intermediate Unit Apprenticeships
	National Honor Society

Athletic Training / Physical Therapy Services / Physicals

The Quaker Valley School District has contracted athletic training and physical therapy services with Greater Pittsburgh Orthopedic Associates. Greater Pittsburgh Orthopedic Associates also provides the required physicals to athletes who participate in interscholastic sports. Our athletes are under the direct supervision of a certified athletic trainer. Athletes who must have extended rehabilitative services provided to them will be referred through the athletic trainer of the Greater Pittsburgh Orthopedic Associates network of physicians.

Interscholastic Athletics

Fall

Boys Cross Country
Girls Cross Country
Football
Golf (co-ed)
Boys Soccer
Girls Soccer
Girls Tennis
Girls Volleyball
Crew

Winter

Boys Basketball
Girls Basketball
Boys Swimming/Diving
Girls Swimming/Diving
Ice Hockey
Wrestling

Spring

Baseball
Softball
Boys Tennis
Boys Track
Boys Lacrosse
Girls Lacrosse
Crew
Girls Track

Extramural Sports – Bowling
Student Athletes Council – All year with Coach Mastroianni

Time Commitment Levels Explained Below:

Athletics/Girls	Level	Athletics/Boys	Level	Others	Level
Basketball	A	Baseball	A	Auxiliary Squad	B
Crew	A	Basketball	A	Band	B
Cross Country	A	Cross Country	A	Bowling	C
Golf	B	Football	A	Cheerleading	B
Lacrosse	A	Golf	B	Chorus	D
Soccer	A	Ice Hockey	A*	Drama	D
Softball	A	Lacrosse	A	French Club	E
Swimming	A	Soccer	A	German Club	E
Tennis	B	Swimming	A	Key Club	D
Track	A	Tennis	B	Literary Magazine	E
Volleyball	A	Track	A	Math League	D
		Crew	A	Mock Trial	D
SCAT	C	Wrestling	A	Musical	C
Senior Class	E			National Honors Society	E
Spanish Club	E			Newspaper	D
Stage Crew	D				
Student Government	E				
Yearbook	D			Prom	N/A

Level	Practice/Meetings	Games/Events/Performances	Season Length
A	5 or more/wk.	1-3 / wk.	12+ weeks
B	1-4 / wk.	1-2 / wk.	Varies
C	1-2 / wk.	1-4 / mo.	Varies
D	1-4 / mo.	1-6 / yr.	Varies
E	1-4 / mo.	NA	Varies

QUAKER VALLEY SCHOOL DISTRICT
~ QUAKER VALLEY MIDDLE AND HIGH SCHOOL ~
CODE OF CONDUCT 2018 – 19

Goals

- To communicate the Quaker Valley Code of Conduct to students, parents, staff, and community
- To enforce school board policy, local, state and federal laws
- To insure the rights and personal dignity of students and staff
- To emphasize the need for acceptance of personal responsibility and self-discipline
- To assure a fair, reasonable and consistent approach to the enforcement of the Code of Conduct
- To maintain an effective and safe learning environment
- To maximize learning and minimize disruptions
- To protect and maintain school property
- To identify and remediate students who exhibit inappropriate behavior
- To refer students to appropriate persons for counseling, examination, remediation or rehabilitation
- To promote and recognize exemplary student behavior

Interpretation

Good faith, common sense, and reasonableness are necessary for a proper interpretation of this Code of Conduct. Questions regarding interpretation may be addressed to the building administrators. When appropriate, other district documents such as the Student Handbook and School Board Policy may serve to help in interpreting and clarifying the Code of Conduct.

Philosophy

A school's climate must support quality teaching by instructors and effective learning by students. Good citizenship and adherence to the rules are required for student participation in the Quaker Valley Community.

We believe parents/guardians are essential partners in the educational process and must be properly involved as well as accountable for the achievement and behavior of their children. Our disciplinary program is a progression through which the school and the home intervene as soon as possible when a student demonstrates inappropriate student behavior. This early intervention permits the school to bring this conduct to the attention of both the student and the parent/guardian and affords the opportunity for parents/guardians and school to work together.

Responsibilities

Appropriate student behavior is realized when each student develops the desire and the ability to participate as a responsible citizen. Responsibilities outlined by our board policy are as follows:

- A. Student's responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students

share with the administration and faculty, a responsibility to develop within the school a climate that is conducive to wholesome learning and living.

- B. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- C. Students' responsibilities include, but are not limited to:
- Being aware of all rules and regulations for student behavior and conducting themselves in accord with them.
 - Dressing and grooming themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption of the educational process.
 - Assuming that a rule is in full effect until it is waived, altered, or repealed.
 - Assisting the school staff in operating a safe school for all students enrolled therein.
 - Being aware of and complying with state and local laws.
 - Exercising proper care in the use of all school facilities and equipment.
 - Attending school daily, except when excused, and being on time for all classes and other school functions.
 - Making all necessary arrangements for making up work missed during absence from class or school.
 - Pursuing and attempting to complete satisfactorily the courses of study prescribed by state and local school authorities.
 - Refraining from abusive language in written, verbal, or other forms of communication.
 - Reporting, anonymously or otherwise, any and all acts of bullying, threatening, or otherwise unsafe behavior.

Statement of Student Behavior

The Quaker Valley School District believes that our schools should provide an environment conducive to learning the basic values and standards incorporated in the community. These include the development of self-discipline and individual responsibilities fundamental to a democratic society.

Because irresponsible behavior and violations of good conduct can substantially disrupt or interfere with that kind of learning environment, it is necessary to establish and enforce consistent disciplinary regulations and procedures.

Conduct is closely related to learning. An effective instructional program requires a safe and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees. Consequences are viewed as the school's efforts to maintain the safety and welfare of all students in the school environment rather than as punitive deterrents.

The school is responsible for students:

1. *During the instructional hours of the school day in school.*
2. *During the instructional hours of the school day on school district property.*
3. *On school district vehicles [owned, rented, leased or contracted]. Bus stop activity will depend upon the situation.*
4. *At school district events held before, during, or after school that are directly observed and supervised by school district staff*

Conduct Progression Levels

The Quaker Valley School District has approved a Discipline Policy that categorizes offenses into levels of seriousness. However, the administration reserves the right to determine the seriousness of each individual incident and place it in the appropriate level. It is further stipulated that any of the levels could lead to a detention, suspension, or recommendation by the principal for permanent expulsion should that action be deemed necessary.

The following Misconduct / Response Structure includes three [3] levels, Level I, Level II, Level III, representing a continuum of misbehaviors, based on the seriousness of the act and the frequency of the occurrence. It is imperative students understand that persistent violations at any and all levels of misconduct will result in more serious consequences. Incidents of misbehavior will not be viewed in isolation. Prior infractions will be considered when disciplinary decisions are made by the administration.

In cases of suspension or exclusion, students shall be entitled to Due Process Rights.

Students are expected to exhibit good conduct and avoid the behaviors listed as examples under each infraction level:

<p>LEVEL I</p> <p>Refers to minor misbehavior on the part of the student that disrupts orderly classroom procedures of operation of school. These misbehaviors are usually handled by staff members, but may require the intervention of the administration.</p>	
<p><i>Examples [but not limited to]:</i></p> <ul style="list-style-type: none"> • Eating outside the designated areas • Inappropriate displays of affection • Littering • School disturbance / disruption • Tardiness to school / class • Unauthorized presence in halls or unauthorized areas • Verbal harassment or bullying of others • Defiance of rules or authority • Unauthorized or improper use of school property / equipment / facilities • Violation of dress guidelines 	<p><i>Examples of Disciplinary Options:</i></p> <ul style="list-style-type: none"> • Behavior contract • Call parents • Counseling • Detention • Social probation [ex. - exclusion from co-curricular activities, athletic activities and programs such as Junior/Senior Prom, school dances, class activities, graduation ceremony] • Verbal warning • Written warning • Designated assignments • Mediation • Removal from class • Restitution of property • Restricted hall pass • Suspension from bus • Time out

LEVEL II

Refers to misbehavior with seriousness or frequency that tends to disrupt the learning climate of the school and/or consequences that endanger the health or safety of others in the school

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of the administration because the LEVEL I disciplinary options have failed to correct the situation. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action by administrative personnel.

Examples [but not limited to]:

- Bullying or menacing behavior performed in a threatening manner or with the intent of harm
- Continuation of Level I misconduct
- Disorderly bus conduct
- Disruptive behavior during school programs/trips
- Failure to serve detentions as scheduled
- Harassment [e.g. sexual; gender; racial; ethnic, etc.]
- Harassment by communication
- Hazing
- Insubordination, defiance of authority, disrespectful behavior to staff
- Language, writing, drawings or gestures that are disrespectful, abusive, threatening or profane
- Lewdness, inappropriate physical or sexual contact, or indecent exposure
- Misuse of passes
- Plagiarism / Cheating
- Possession of lighter, matches, combustible materials
- Possession of unauthorized electronic devices [e.g. laser pointers; games; pagers; cell phones; computers and network or electronic communications capable devices, etc.]
- Smoking; possession and/or use of tobacco products, including electronic cigarettes& vapes
- Theft
- Unauthorized or improper use of school property Equipment / Facilities / Lockers
- Unauthorized sharing of passwords
- Vandalism / Destruction of property of others
- Violation of the terms students agree to when signing the chemical use agreement required of all students participating in co-curricular activities
- Violation of school attendance policies: continued tardiness, class cuts, truancy, and unexcused absences

Examples of Disciplinary Options:

- Confiscation of contraband items or any personal items / effects that are being used to disrupt the educational process
- Detentions
- Expulsion
- Out-of-school suspension of up to 10 days
- Referral to Building Level Discipline Committee or Peer Jury
- Referral to Police or District Magistrate
- Removal from position of co-curricular leadership [ex. captaincy of a varsity athletic team; class office; officer in the national honor society; student representative to the school board; graduation speaker, etc.]
- Restitution of property
- Social probation [exclusion from co-curricular activities, athletic activities and programs such as Junior / Senior Prom, school dances, class activities, graduation ceremony]
- Time out

LEVEL III

Refers to acts whose frequency or seriousness disrupt the learning climate of the school or acts directed against persons or property that pose a threat to the health, safety or welfare of others in the school. These acts require administrative action that could result in the immediate removal of the student from school as well as the possible intervention of law enforcement authorities.

Examples [but not limited to]:

- Aggravated Assault / Battery
- Arson or attempted arson
- Bomb threat or threatening phone calls
- Continuation of or extreme Level II misconduct
- Disorderly Conduct
- Extortion or attempted extortion
- Fighting
- Illegal use of technology
- Lighted or ignited objects
- Ethnic, racial slurs, intimidation
- Other violations of federal, state, or local laws
- Possession, sale or use of firecrackers, cherry bombs, or other fireworks
- Possession / Sale of stolen property
- Possession / Use / Transfer of weapons
- Reckless driving or speeding on school property
- Terroristic threats
- Third offense truancy
- Transfer / Sale / Possession / Purchase / Procurement / Distribution / Use or under the influence of unauthorized substances [e.g. drugs, alcohol or drug paraphernalia]
- Unauthorized or improper use of school facilities / Equipment / Property / Lockers
- Unauthorized use of fire alarm or equipment

Examples of Disciplinary Options [May Involve a Combination of the Following]:

- Confiscation of contraband items or any personal items / Effects that are being used to disrupt the educational process
- Denial of privileges / Co-curricular activities
- Expulsion
- Full suspension
- Probation
- Referral to outside agency
- Referral to Police or District Magistrate
- Restitution of property or payment for damage
- Temporary suspension
- Referral to Building Level Discipline Committee or Peer Jury
- Referral to District Assault Committee or Discipline Review Committee
- Removal from position of co-curricular leadership [ex. captaincy of a varsity athletic team; class office; officer in the national honor society; student representative to the school board; graduation speaker, etc.]
- Social probation [exclusion from co-curricular activities, athletic activities and programs such as Junior / Senior Prom, school dances, class activities and graduation ceremony]

Discipline for OFF-CAMPUS Events [The Nexus Rule]

While most “off campus” behavior that violates the law falls under the jurisdiction of local law enforcement with respect to consequences for misconduct, there are instances in which the school has the authority to place consequences on students for off campus events in accordance with the school’s code of conduct. This is known as the “**NEXUS RULE**” since the students’ behavior must

have a clear nexus [connection] to the operations of the school in a safe and orderly manner. These instances include:

- a. Misconduct with a connection between the off-campus event and the health, safety, and welfare of the student body or staff.
- b. Students or staff members involved in actions or having actions done to them or their property.
- c. Misconduct that will result in a school disruption.
- d. Misconduct that began on the school site and may continue in the school setting.
- e. Instances in which the misconduct poses a threat to students or staff if the perpetrator were to remain in school.
- f. An off campus speech, or an internet or website message, that materially and substantially is a safety factor and may interfere with the orderly operation of the school.

Due Process Procedures for Exclusion of Students from School

A student who breaks school rules may receive a suspension or expulsion, depending upon the nature of the offense.

The principal may suspend a student for up to ten (10) days. The school district shall hold an informal hearing within the first five (5) days of the suspension. The principal is required to establish the facts, allow the student to respond to the charges, and notify the parents if the suspension is imposed. The principal will send a written notice to the Superintendent [or designee] and student's parents.

A suspension will be served in the custody and under the control of a student's parents or guardian. Students are permitted to make up exams and work missed while on suspension.

Expulsion is Exclusion from School for More than Ten [10] Consecutive School Days

Expulsion proceedings require a formal hearing. Appropriate notices and information to which students and parents are entitled will be furnished. Students have the right to legal counsel at a formal hearing before the School Board.

The formal hearing shall be held in private unless the student or parent requests a public hearing. If the Board rules in a student's favor, all references to the alleged incident shall be removed from the student's record.

IN CASES OF TEMPORARY SUSPENSION, FULL SUSPENSION OR EXCLUSION, STUDENTS SHALL BE ENTITLED TO DUE PROCESS RIGHTS.

Fighting

Fighting using physical means to settle a disagreement is not acceptable. Any physical confrontation that may result in school disciplinary action by the administration may also result in the involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.

Search and Seizure

An administrator may search a student if there is reasonable suspicion that the code of conduct or a law has been violated. Searches may include, but are not limited to, a student's property, clothed

body, contents of a student's pockets, locker, car, cell phone or electronic device, purse, book bag, or wallet. An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, that the administrator may find as a result of a search of a student's property, clothed body, or areas designated for a student's use if the search is proper and reasonable.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing.

**QUAKER VALLEY SCHOOL DISTRICT BOARD POLICIES
RELATING TO STUDENT BEHAVIOR AND CONDUCT
2018 - 19**

The following school board policies specifically pertain to students' conduct and behavior. All students and parents should be familiar with these policies. They can be accessed on the Quaker Valley School District website at www.qvsd.org.

[NUMERICAL ORDER BY POLICY]

204.00 Alcohol and Drug Abuse [Substance Abuse]

An alcohol and drug prevention program shall be provided to all students of the Quaker Valley School District. The District shall support appropriate community efforts directed towards preventive action and solving the problems connected with alcohol and drug abuse.

A student who possesses, has used, or is using, or is under the influence of alcohol, drugs, or mood altering substances, or any substance purported to be a restricted substance while on school grounds during a school session or at a school sponsored activity or field trip shall be disciplined according to the provisions and procedures outlined in the Quaker Valley School District's Drug and Alcohol Administration Guidelines and School Board Policy. Examples of the above include, but are not limited to beer, wine, liquor, anabolic steroids, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the nurse and annotated within the student's health record and given in accordance with the school district policy for the administration of medication to students in school. A drug and alcohol intervention program shall be provided when necessary to the students at the secondary level [9-12]. District personnel who have special training shall administer the program.

Distribution

Students who are apprehended for distributing alcohol or controlled substance(s), shall be suspended by the principal for a period of not less than three (3) days and not to exceed ten (10) school days. An informal hearing will be offered within the first five (5) days of the suspension. A formal school board hearing for expulsion will be conducted. The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required prior to consideration for re-admittance. The police and parents shall be promptly notified of the infraction. The student will be excluded from co-curricular

activities for at least ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

Possession of Drug Paraphernalia

The principal shall suspend a student found in possession of paraphernalia or items associated with the use of controlled substances for a period of not less than three (3) days and not to exceed ten (10) school days. The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required. An informal hearing will be offered within the first five (5) days of the suspension. The police will be notified. The student will be excluded from co-curricular activities for at least ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

Possession / Use / Under the Influence First Offense – COOPERATIVE

A student possessing, using, or under the influence of alcohol or controlled substance(s) for the first time who is ***cooperative*** with the investigation will be suspended by the principal for a period of not fewer than three (3) days and not to exceed ten (10) school days. An informal hearing will be offered within the first five (5) days of the suspension.

The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required. Police will be notified. The student will be excluded from co-curricular activities for a minimum of ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

Possession / Use / Under the Influence First Offense – UNCOOPERATIVE

A student possessing, using, or under the influence of alcohol or controlled substance(s) for the first time and is ***uncooperative*** with the investigation will be suspended by the principal for a minimum of three (3) days and not to exceed ten (10) school days. An informal hearing will be offered within the first five (5) days of the suspension. A formal School Board hearing for expulsion will be conducted. The student must undergo an assessment by a facility specializing in chemical dependency and compliance with its recommendations is required. The police will be notified. The student will be excluded from co-curricular activities for a minimum of ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.

Subsequent Offenses

The minimum will be a ten (10) day out-of-school suspension with automatic referral to the school board that could result in expulsion, per Section 204.00 of School Board Policy. An informal hearing will be offered within the first five (5) days of the suspension. The police will be notified. The student will be excluded from co-curricular activities for ninety (90) days.

Substance Abuse at School Sponsored Functions

Students found in possession of, using or under the influence of alcohol or controlled substance at school functions on/off school property are subject to school disciplinary policies and practices. To

the extent possible, parents or guardians shall be promptly notified and legal authorities involved as appropriate.

204.01 Chemical Use and Co-Curricular Activities

The Quaker Valley School District is committed to developing the mind, body and spirit of each of its students. Co-curricular activities, athletics, and activities are a vital component of a Quaker Valley education. Co-curricular activities provide students with opportunities to grow beyond the regular classroom experience.

The use and abuse of illegal chemicals [alcohol, drugs, or other substances intended to be used for intoxication] by students as described in School Board Policy 204.00 does irreparable harm to the student and impedes the achievement of school district goals. While valuing each student, the school district has no tolerance for illegal chemical use and/or abuse.

Therefore, the following principles are endorsed and shall be enforced:

- 1) Participation in co-curricular activity is a privilege and not a right.
- 2) Students who participate in co-curricular activities must be chemical free.
- 3) Students who participate in co-curricular activities and who violate school chemical use rules will forfeit their privilege to participate in co-curricular sports or activities or to hold leadership roles in these sports and activities as determined by the school principal.
- 4) The school will use appropriate intervention and/or legal testing methods to determine chemical use, where there is a reason to do so. That is, testing will be intentional and not random.
- 5) Students who are proactive and voluntarily seek assistance from chemical use problems may be subjected to random chemical testing, but will not be suspended from the co-curricular so long as they follow a school approved treatment program and remain free of chemicals.
- 6) Students who are discovered to be in violation of chemical use rules will be suspended from all sports and activities for at least ninety (90) calendar days. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities. Furthermore, students will remain suspended beyond the ninety (90) days and until they have entered an approved treatment program and can reasonably demonstrate that they are free of chemicals. The principal has the discretion to increase the number of days the student is excluded from co-curricular activities.
- 7) In order to support a student during suspension from co-curricular activities, the school through its Student Assistance Program will offer the student an opportunity to participate in a "Look After" experience. If the student elects to participate in the "Look After" experience, the Student Assistance Team and student will cooperatively devise an appropriate plan. The plan will provide the student with a connection to the school through an adult mentor. The adult mentor may be a volunteer staff or community member. The adult mentor will maintain regular contact with the student and the Student Assistance Team throughout the period of suspension.
- 8) Athletic coaches, activity sponsors, or faculty members who may have information or suspicions regarding a school chemical rule violation must use the established procedures to make a confidential report to the school's student assistance team [Core Team].
- 9) To establish parents and students as partners in the enforcement of this policy, each secondary school will inform parents through informational meetings, student/parent publications and other sources. Prior to each season, coaches and sponsors will review with the students the principles and guidelines relative to this policy. Coaches and sponsors

shall require each student and his/her parent or guardian to sign a written contract acknowledging that they have been advised of these principles, support their application and understand the consequences of a violation. The coach/sponsor and principal shall retain a signed copy of the written contract.

205.00 Hazing

The school culture must be characterized as one of mutual respect, cooperation, honesty, and tolerance. **Hazing** is defined as any activity that belittles and/or recklessly or intentionally endangers the mental health or safety of a student for the purpose of initiation or membership in or affiliation with any activity, sport, group or organization recognized by the school district. All such activity, whether by an individual or group, shall be presumed to be a forced activity, even if a student willingly participates and shall be included in the definition of hazing.

When students believe that they have been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. Persons accused of hazing shall be given an opportunity to explain circumstances and to defend themselves. If an investigation results in a substantiated finding of hazing, the principal shall inform the superintendent, in writing of the circumstances. With the superintendent's approval, the principal may order appropriate disciplinary action. Students responsible for hazing may be subject to social probationary penalties including permanent removal from the sport or activity.

213.00 Smoking and Tobacco

Section 213.00 of School Board Policy and PA Act 145, prohibit the use of tobacco or possession by students in school buildings, on school busses, and on school property under the control of the Quaker Valley School District. Tobacco is defined as "smoking and the use of smokeless tobacco in any form and the possession of any such products." Students who are discovered to be in violation of smoking rules beyond a first offense will be suspended from all sports and activities for at least ninety (90) calendar days. The principal has the discretion to increase or lower the number of days the student is excluded from co-curricular activities.

Possession / Use Tobacco – First Time Offense

- A student found smoking or in possession of tobacco or related product (including electronic cigarettes & vapes), will receive an out-of-school suspension for a minimum of three (3) days. Students violating the tobacco policy will be issued a citation in accordance with PA Act 145

Possession / Use Tobacco – Subsequent Violations

- Subsequent violations will incur consequences listed above and if/when a student reaches a LEVEL III offense, he/she may be referred to the District-Level Disciplinary Review Committee for a review of the misconduct and disciplinary action(s).

220.01 Sexual and Gender Harassment

Sexual harassment is deemed unacceptable conduct in the education environment and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors,

and/or other inappropriate verbal, visual, written or physical conduct of a sexual nature, whenever such harassment occurs on school property or at a school-sponsored event.

223.00 Acceptable Use of Electronic Resources

The Quaker Valley School District provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the District’s technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District’s technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District’s technology resources.

All users are responsible for the appropriate and lawful use of the District’s technology resources. This policy is intended to ensure that all users continue to enjoy access to the District’s technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

Un-authorized Use Prohibited

All users who have agreed to abide by the terms of this policy may utilize the District’s technology resources. Unauthorized use, utilizing another user’s District account, or exceeding one’s authorization to use District technology resources is prohibited.

Use of Personal Electronic Devices

The use of personal electronic devices on the District network is permitted only on designated networks. When a user connects a personal electronic device to a District network or District technology resources, this policy and its guidelines apply. All users are subject to the same levels of monitoring and access as if a District-owned device were being utilized. All users who connect a personal electronic device to a District network explicitly waive any expectation of privacy in the content exchanged over the District technology resources.

Privacy

The District reserves the right to monitor any user’s utilization of District technology resources. All users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the Internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages,

as well as any files stored on District technology resources may be inspected at any time for any reason.

Internet Filtering and CIPA Compliance

The District utilizes content and message filters to prevent all users from accessing material through District technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District's educational mission. The Superintendent or his/her designee shall establish a procedure for all users to request that a legitimate website or educational resource not be blocked by the District's filters for a bona fide educational purpose. Such requests must be either granted or rejected within three school days pursuant to the established procedure.

The Board directs that the Superintendent or his/her designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and disclosure of personal information.

Monitoring

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of all users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. However, the Superintendent, or his/her designee, shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen District technology.

District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual e-mail accounts, laptop computers, etc.) Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies. All users do not have an expectation of privacy in any District provided technology resource or any of its contents.

General Prohibitions

The following uses of District technology resources are prohibited:

- 1) Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
- 2) Use of technology resources to violate any other District policy.
- 3) Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
- 4) Use of technology resources to cause, or threaten to cause harm to others or damage to their property.
- 5) Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
- 6) Use of technology resources to communicate words, photos, videos, or other

- depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
- 7) Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
 - 8) Use of technology resources to attempt to interfere with or disrupt District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, **uninstalling/removing** software, Trojan Horse and trapdoor program codes.
 - 9) Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization.
 - 10) The attempted physical harm or attempted destruction of District technology resources.
 - 11) Use of technology resources in a manner that jeopardizes the security of the District’s technology resources, or in a manner that attempts to circumvent any system security measures.
 - 12) Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the District.
 - 13) Use that conceals or attempts to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user.
 - 14) Unauthorized access, interference, possession, or distribution of confidential or private information.
 - 15) Using technology resources to send any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District’s business or educational interests.
 - 16) Use of technology resources to commit plagiarism.
 - 17) Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff.
 - 18) Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources.
 - 19) Copying District software without express authorization from a member of the District’s technology staff.
 - 20) Use of technology resources for commercial purposes.
 - 21) Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.)
 - 22) Use of District technology resources to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection.
 - 23) The use of proxies or other means to bypass internet content filters and monitoring.
 - 24) The use of technology resources to gamble.
 - 25) Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
 - 26) The use of encryption software that has not been previously approved by the District.
 - 27) Sending unsolicited mass-email messages, also known as spam.
 - 28) Scanning the District’s technology resources for security vulnerabilities.

Consequences for Inappropriate Use of District Technology

Violations of this policy may result in the temporary or permanent revocation of a user’s right to access District technology resources. Additionally, students may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and/or federal law.

223.02 Cheating and Plagiarism

Cheating is defined as participation in any activity in which a student knowingly misrepresents or assists another student in misrepresenting his/her actual achievement on an assignment or plagiarism. In circumstances in which a teacher believes that a student's [or students'] behavior violated the definition above or any clarifying statements regarding cheating made by the teacher at the beginning of the course, the following procedure should be followed:

- The teacher will share his/her observation with the student
- The teacher will make a referral to the assistant principal and include all pertinent data.
- The teacher and assistant principal will review the data and make a decision based on that information.
- If it is determined that cheating or plagiarism has occurred, they will notify the parents and meet with the student(s) and parents for resolution and determination of consequences, if necessary.

Consequences

- The minimum penalty for cheating or plagiarism will be a grade of zero (0) for that individual assignment.
- Additional penalties may be assessed if the investigation reveals more extensive involvement.
- A letter will be placed in the student's file confirming the action taken by the school.
 - This letter will be removed from the student's file upon his/her graduation.

Subsequent to an initial cheating or plagiarism incident, a student caught cheating or plagiarizing in any course during his/her enrollment at Quaker Valley, may be subject to more serious consequences (e.g. suspension, removal from course and failing grade, etc.) at the discretion of the principal or his /her designee.

234.00 Fighting

Fighting among students on school property or while being transported on Quaker Valley buses does not reflect the respect for other persons and property expected of Quaker Valley students. Students engaged in fighting will be subject to DISCIPLINARY procedures per School Board Policy 234.00. The following actions will be taken in cases of student fights:

- Students will be examined by the school nurse for evidence of injury.
- Parents/guardians will be notified.
- Outside law enforcement agencies will be notified and violators will be subject to a fine in accordance with a disorderly conduct citation.
- Students will be suspended out of school for three (3) to ten (10) days with an informal hearing within five (5) days for a suspension over three (3) days.

235.00 Weapons

NO person shall possess, handle, or transmit a weapon(s) or a replica of a weapon(s) in school, as defined by Public School Code 1317.2(A).

Students found to be in violation are referred to the police and shall be expelled for at least one full school year unless the Superintendent of Schools recommends otherwise.

Provisions and Guidelines for Student Behavior

The following provisions and guidelines relate to specific areas of student conduct that the administration believes are worthy of special emphasis. These provisions and guidelines are intended to further inform parents and students about the expectations for student conduct and to define the potential consequences for conduct violations.

Detention Guidelines

Detention is assigned when students do not respect rules established by a teacher or the school. Most of the incidents that merit detentions reflect negative conduct on the part of the student. Parents are informed and requested to follow through with the teacher assigning the detention. A detention room, supervised by an administrator, is provided on the days designated by the school.

The student is responsible for meeting the detention date and time, since he/she has been the person responsible for the infraction. Transportation, on the day of detention, is the responsibility of the parent/guardian and student. Detention takes priority over other school-related activities. Students will be excused from detention only for verified medical/dental appointments, illness, death in the family, or other emergencies approved by the administration. Failure to serve detentions as scheduled will result in further disciplinary action.

Dress Guidelines

The school environment should be regarded as a place of business and students should dress accordingly. A style of dress that is disruptive to the educational process, constitutes a threat to the safety and health of self and others, or is in violation of any statute, will not be permitted to be in school. Students who violate the Quaker Valley High School Dress Guidelines will initially be asked to change into more appropriate attire. If modifications fail to be made or if a student is a repeat offender of the school guidelines for appropriate and respectful dress, then disciplinary consequences will be assigned accordingly.

The following is not an all-inclusive list, but is an example of the types of clothing that are not acceptable student dress:

- Articles that are soiled with grease, dirt, paint
- Articles displaying indecent writing, pictures, slogans referring to drugs, alcohol, sex, weapons, suicide, etc.
- Articles that could cause damage to other students or property
- Chains
- Tank tops or tops that expose the midriff or excessive skin
- Skirts or shorts that are shorter than the fingertips when arms are extended to the sides
- Clothing that is worn in such a way that undergarments are exposed
- Torn or ragged clothing
- Kerchiefs or other headgear

- Tight form-fitting clothing such as sports bras, athletic wear, or leggings (unless worn with a dress or over shirt that is no shorter than approximately 4 inches above the top of the knee)

Students are permitted to wear ball caps in the building; however, wearing these caps is subject to classroom teacher discretion.

Ethical Leadership Provision

Within the scope of student co-curricular activities and athletics, students will be provided with opportunities to ascend to positions of leadership. Such positions include, but are not limited to, captaincy of a varsity athletic team; class office; president of the national honor society; student representative to the school board; graduation speaker, etc. These positions of leadership are extended to students as a privilege of co-curricular participation. Therefore, students may have such positions revoked for serious conduct violations that fail to model the values and expected behaviors of student leaders in the opinion of the building principal, or his/her designee.

Quaker Valley's reputation in our community and beyond is sustained by our commitment to our mission: to educate "students to become knowledgeable, self-directed, life long learners and ethical responsible citizens."

Therefore, when students are in a position of leadership or are acting on behalf of the school and district, they are expected to follow the rules of the school and to demonstrate ethical conduct by observing all applicable governmental and school district laws, policies, rules, and regulations.

Unethical conduct within the school district is defined as a LEVEL II or LEVEL III violation of the disciplinary progression levels of the school's code of conduct, a violation of school board policy, or a violation of the policies or by-laws specific to each school club, organization, society, or athletic team. Specific examples of unethical conduct for which leadership positions may be revoked include, but are not limited to: threatening or violent behavior; disrespectful behavior to staff, community members or students; indecency; hazing; plagiarism / cheating; misuse / abuse of school property or equipment; truancy; use, possession, transfer, sale, distribution and/or purchase of drugs, drug paraphernalia or alcohol, etc.

Provision for Unexcused Absence from Class [Class Cut]

The Quaker Valley School District places a premium on "instructional time." It is imperative that students are in their classes as scheduled to maximize their learning opportunities and student achievement. School Board Policy 201.00 addresses these expectations for all students.

In addition to the attendance policy for school absence, students and parents are advised that an unexcused absence from a single class period [commonly referred to as a "class cut"] is also a violation of school policy and the Pennsylvania School Code of 1949. Consequences for students who are absent from class without appropriate excuse include, but are not limited to: loss of credit for class work; detention; social probation; truancy citation with the local magistrate; or out of school suspension. Student and parents are advised that the most common consequence for this infraction will be social probation. It is the belief of the administration of the Quaker Valley School District that students who fail to attend class [and take full advantage of their education] are not deserving of the co-curricular privileges and opportunities afforded them by the Quaker Valley School District.

Respect of Students, School Facility, Faculty and Staff Members Guidelines

It is the expectation of the school board and administration of the Quaker Valley School District that the faculty and staff will treat all students with respect. This includes, but is not limited to, moral and ethical conduct when dealing with issues of grading, student discipline, classroom instruction, coaching, sponsorship of activities, etc. It is the responsibility of the student(s) to report instances of disrespect to the school guidance counselors or building principals.

Furthermore, it is the expectation of the school board and administration of the Quaker Valley School District that students will treat the faculty and all staff members with respect. This includes, but is not limited to, full compliance with all reasonable directives from faculty and staff, using appropriate language when having dialogue with faculty and staff members, respecting the condition of school property within the school and classrooms, etc. and outside the building on school grounds. Students who violate these guidelines will meet with swift discipline by the administration of the Quaker Valley School District. Consequences may include, but will not be limited to, detention, out-of-school suspension, social probation, or expulsion.

School Sponsored Dance Guidelines

Dances are sponsored by various organizations throughout the school. All school rules are in effect during these events. Students must sign in upon arrival at a dance and sign out if permission is given to leave more than fifteen (15) minutes before the end of the dance. For dances in which guest are permitted to attend, guests must be currently enrolled in a full-time high school program and may not be over eighteen (18) years of age (exceptions may be made for specific events, i.e. Prom). Guests must also be registered to attend prior to the dance. Exceptions may be made at the discretion of the high school principal or his/her designee. A guest form will be provided in the office during the week of the scheduled dance, which the student, guest, and guest's school must complete. The guest form must be returned to the main office at least two (2) days before the scheduled dance.

Students who wish to attend school-sponsored dances must adhere to these guidelines:

- 1) Students are expected to maintain appropriate interactions and respect one another at all times, especially when dancing. Physical, unwelcomed contact is a violation of the Quaker Valley School District's harassment policy and will be dealt with as such.
- 2) Students are required to adhere to the same dress guidelines, outlined in the school's code of conduct (for casual dances) or those used for Prom (for semi-formal or formal dances).

Students who choose not to adhere to these guidelines may be asked to leave the dance and/or face disciplinary consequences for their actions in accordance with the school's established policies.

Students who have a legitimate reason to arrive to school later than one (1) hour after the start of the dance must have prior permission to do so from the school administration. Students absent from school on the day of a dance are not permitted to attend that dance unless given permission by the school administration.

Search and Seizure at School Sponsored Co-Curricular Events

If a student is in attendance at a Quaker Valley sponsored co-curricular event (dance, athletic

contest, etc.) and there is a reasonable suspicion that this student is under the influence of drugs or alcohol, a school administrator will conduct a reasonable search of a student's clothed body, backpack, purse, or other belongings to determine if students are in possession of contraband substances or paraphernalia. Additionally, the search may also include a school official directed, but police administered Breathalyzer test, field sobriety test, or any like examination (that is legal and authorized under the school code or law) to determine if a student is under the influence of drugs or alcohol. Students who are in possession or under the influence of drugs or alcohol at a school sponsored event will be disciplined in accordance with the school district's established policies and police will be notified.

Student Use of Cell Phone Guidelines

Pennsylvania State Law, School Code 1317.1 prohibits students from carrying pagers while in public schools. Students who are eighteen (18) years of age and are associated with the local fire department [building site only] may be the exception. Written consent from their fire chief and approval from the administration are required.

If there is reasonable suspicion to believe that a student has violated the code of conduct or the law, the phone may be searched for evidence of the contents

The administration of the Quaker Valley School District understands that there are good reasons for students to have cell phones. It is with this understanding, and respect for the law, that the following guidelines will be followed with regard to cell phone use in the school buildings.

- 1) **Students may not have these devices turned on** during the hours of the school day without the permission of school administration.
- 2) Students may not use a cell phone during the school day of 8:00 a.m. to 3:00 p.m. without the permission of school administration.
- 3) Students may not use this device to transmit any form of media during the school day [i.e. voice, text, photos, movies, mp3files, etc.].
- 4) Students must comply with directives from school personnel to turn off and secure these devices at any school-sponsored event [i.e. dance, athletic contest, school performance, etc.]. Failure to comply will be viewed as a violation of these guidelines.

Students who violate these guidelines will receive a verbal warning, detention, and may have their phone confiscated and turned over to a parent. Subsequent offenses may result in an out-of-school suspension.

Students who possess a cell phone or pager during the administration of an exam [Keystone, PSAT, SAT, AP, school issued final, chapter test, etc.] may be dismissed from the testing site and receive a failing score on the exam.

Theft

Incidents of theft may be referred to the police for investigation and consequences may result from both the school and law enforcement.

Vandalism

Incidents of vandalism may be referred to the police for investigation and subsequent legal action.

Definition of Key Terms

Assault Committee

The Assault Committee is an ad hoc district-wide committee of teachers and school administrators convened to respond to a complaint of threats, threatening behaviors, or verbal / physical threats or actions.

Building-Level Discipline Committee

The building principal or designee chairs the building discipline committee. Other members of the committee may be comprised of a guidance counselor, teachers, or another building level administrator. The committee will review the student's discipline record and create a written plan of action to address the student's disciplinary issues. Parents and student are required to be present at this meeting.

Detention

Detention requires a student's presence before or after the regular school day for disciplinary reasons.

District-Level Discipline Review Committee

The assistant superintendent or designee chairs the District-Level Discipline Review Committee. Other members of the committee may be comprised of a secondary principal or designee, guidance counselor and teachers. An administrator from the student's school will present the case to the Review Board. The student will be given the opportunity to present his/her side of the case. Parents are required to be present during the meeting.

Drug / Mood Altering Substance / Alcohol

This includes any alcohol or malt beverage, any drug listed by law as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or substance which is intended to alter mood. Examples of the above include, but are not limited to: aerosol cans, beer, wine, liquor, anabolic steroids, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the nurse and annotated within the student's health record and given in accordance with the school district's policy for the administration of medication to students in school.

Due Process

A student's right to be informed of charges and be heard before the designated authority.

Excused Absence

Pupil absences are excused due to personal illness, a serious emergency or death in the family, or quarantine.

Expulsion

Expulsion is exclusion from school, after formal hearing, for an offense for a period exceeding ten (10) school days. This may be permanent expulsion from school rolls.

Informal Hearing

An informal hearing is an opportunity for the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing also provides an opportunity to discuss ways future offenses can be avoided.

Suspension

Suspension is exclusion from school for an offense for a period of one (1) to ten (10) consecutive days.

Unexcused Absence

An unexcused absence is the absence of a pupil due to truancy, parental neglect, or illegal employment.