

# Shaler Area Middle School Student & Parent Handbook

2017 ~ 2018



**Fostering** *Growth Resourcefulness Integrity Tenacity*

## SECTION 1

# Academics

### **Communication between home and school:**

*Curriculum Night / Open House* - SAMS provides several events throughout the school year to provide information about our Middle School programs and to highlight our students' accomplishments. Check the District calendar for dates.

*Global Connect* - The principals will occasionally utilize our automated phone calling system known as Global Connect to remind families about important events and information.

*Edline: Homework Monitoring, Report Cards, Progress Reports, and SAMS Announcements* - Edline is a tool, which allows parents to monitor their child's progress in school by providing Internet access to grades, report cards, progress reports, and assignments in a secure password protected environment. In addition, parents/guardians have the option to receive email alerts when new grades and assignments are posted to the Edline system.

- **HOMEWORK, PROGRESS REPORTS & REPORT CARDS:** Parents/guardians will have the ability to access and print student progress information through Edline at any time during the nine-week period. Official progress report notification and report cards will be posted to EdLine no later than 3:00p.m. as indicated on the District calendar. Student progress reports and report cards are not printed and sent home with children in Grades 4-12; however, parents may request a paper copy.

Parents are strongly encouraged to utilize this system to monitor their child's academic progress.

- **SAMS ANNOUNCEMENTS:** Parents who wish to receive the SAMS Daily Morning Announcements should also register with EdLine. All valid email addresses receive all regular daily announcements, supplemental announcements regarding cancellations, and special announcements from the principals.
- **SET-UP:** 7th Grade parents will receive a mailing to set up a Screen Name and Password for accessing Edline. If you do not receive this mailing, you can email [edline@sasd.k12.pa.us](mailto:edline@sasd.k12.pa.us) to request an activation code.
- **ACCESSING EDLINE:** Edline can be accessed by visiting [www.sasd.k12.pa.us](http://www.sasd.k12.pa.us) and clicking on Edline on the left hand side of the screen.

**QUESTIONS OR PROBLEMS:** If you have questions regarding Edline access or need assistance, please contact the Technology Department at [edline@sasd.k12.pa.us](mailto:edline@sasd.k12.pa.us)

*Parent Conferences* – Parent / Teacher conferences are scheduled after the end of the 1st 9-weeks. Not all middle school parents are scheduled for a conference at this time. Parents may request a conference at any time during the year as needed by contacting your child's team leader or guidance counselor.

*Teacher E-mail / Voicemail* - All teachers and administrators can be reached by e-mail. Staff e-mails can be found on the Shaler Area Middle School website under the “Staff Directory.” This is a very effective way to communicate with teachers. Each teacher also has a voicemail. Voicemail numbers are also listed in our “Staff Directory.” Messages can be left at any time of the day, and teachers are encouraged to return calls within 1-2 business days since they may not check their voicemail until the next business day due to their teaching schedule.

*Website* – Announcements will be posted on the SAMS page at [http://www.sasd.k12.pa.us/shalerareamiddleschool\\_home.aspx](http://www.sasd.k12.pa.us/shalerareamiddleschool_home.aspx)

**Daily Announcements** – Announcements are made at the beginning of each day. Students are encouraged to listen carefully to this important information.

**Field Trips, Special Events, and Assemblies** - It is a privilege for students to attend school-sponsored activities. Students who cause excessive discipline or behavioral problems in school, are negligent in paying fines, fail to maintain academic progress or do not meet attendance requirements forfeit their opportunity to participate in school-sponsored activities, trips, or team rewards.

Collaboration will occur between the sponsor/teacher and the principal to determine student eligibility. Money paid in advance may not be refunded. All students must complete and return the required forms and meet their monetary obligations by the given deadline to participate in an activity. Inappropriate behavior in an activity will result in an automatic exclusion from the next scheduled field trip for that same school year.

<b>Grading Scale</b>	
A+	97.50 – 100
A	91.50 – 97.49
A-	89.50 – 91.49
B+	87.50 – 89.49
B	81.50 – 87.49
B-	79.50 – 81.49
C+	77.50 – 79.49
C	71.50 – 77.49
C-	69.50 – 71.49
D	59.50 – 69.49
F	0 – 59.49

**Homework** – Homework is an integral part of the middle school academic program. Many teachers post assignments on Google Classroom, however, each individual teacher and team will announce their procedures.

**Library** – The Shaler Area Middle School Library is situated at the front corner of the building, off the commons area, across from the cafeteria. We welcome students to become frequent users of this educational hub in our school. Students have access to books, magazines, newspapers, computers and electronic resources in this beautiful facility, as well as access to library resources from home through the library web page. Students may visit the library as part of a class assignment or on their own with a library pass. New students are given an orientation to the library at the beginning of the school year.

**Lockers** – Each student will be assigned a locker and is responsible for the contents of their locker. **Students are not permitted to share lockers and must use their assigned locker.** School owned locks will be issued to students at the beginning of the school year. **Students are not permitted to share their locker combination with other students.**

School-issued locks must be returned at the end of the school year. A \$5.00 replacement fee will be assessed if the lock is not returned. If you have a problem with your lock or locker, please report it to the Activities office. All students are required to keep their locker secured with a school-issued lock.

**If you wish to go to your locker during class, you must have an official hall pass issued by the teacher.**

Lockers remain the property of the school district. Lockers are subject to random searches. Searches conducted by the administration may include but not be limited to: utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object of which is illegal, or any material that poses a threat to the health, welfare, or safety of the school population.

**Make Up Work** – After an absence, it is the student's responsibility to see each teacher and arrange to make up work. Homework requests will not be accepted unless the absence will be three or more days. You must allow 24 hours before pick up of homework.

Please call 412-492-1200, ext. 8 – 2520 before 10:00 a.m to make arrangements. When a student is absent, they will have the same number of days to make up homework or tests as the number of days absent. The teacher has the discretion to extend this time for extenuating circumstances.

When a student is absent due to an educational trip, the student must ask his/her teachers prior to the trip for the homework. The homework must be completed and submitted when the student returns.

If a student has cut a class, homework or tests may not be made up. If a student is serving an out-of-school suspension and homework has been given to the student, homework must be completed and turned in upon the student's return.

**Physical Education Dress Code** – Students are required to change into appropriate P.E. attire for every class. P.E. attire may be purchased at the beginning of the school year from the physical education staff. Students who do not wish to make a purchase will be required to wear the following items: short/long sleeve tees and/or hoodies, finger length shorts or sweatpants, and tied athletic footwear. Tight fitting clothes are NOT acceptable. All other clothing is unacceptable.

**Physical Education Excuses** – When a student has a medical excuse from a doctor, it should be taken to the school nurse. A copy will be made for the student to give to his/her physical education teacher.

**Physical Education Locker Rooms** – There are separate locker rooms for boys and girls to use to change for P. E. classes. Only those students scheduled for physical education classes are permitted in the locker room. Students **SHOULD NOT LEAVE MONEY OR VALUABLE ITEMS IN THE LOCKERS**. Students must use only the locker assigned to them and are expected to keep their locker locked at all times. The school is not responsible for items missing from lockers. Students must bring their own locks to use on their physical education lockers. Either combination or key locks are acceptable. Food, drink, cell phones, iPads, cameras, and music devices are not permitted.

In an effort to be sensitive to students with allergies, we ask that students refrain from bringing heavily scented spray deodorants, body sprays, perfumes, or aerosol sprays of any kind to school.

**Plagiarism** – Plagiarism is presenting the ideas or statements of another without crediting the original source. Even unintentional plagiarism is theft. Plagiarized sources include books, pictures, photographs, music, Internet sources, works of art, and the spoken word. School Board policy prohibits all forms of plagiarism. Failure to comply with the Plagiarism Policy regarding academic integrity will result in the following disciplinary actions, which may include, but are not limited to:

- A mandatory conference with student that may include parent, teacher, and/or school administrators.
- Requirement of the student to rewrite the assignment.
- A failing grade for the assignment.
- Disciplinary actions will be determined based on the severity of the infraction. Repeat violators of this policy will be dealt with in a progressive manner.

**Promotion** – Grade Requirements – If a student successfully completes four of the five core academic subjects he/she will pass to the next grade. If a student fails two academic subjects, at minimum, one must be made up in summer school. If a student fails three academic subjects, two must be made up in summer school. If a student fails four or more academic subjects he/she may be retained without the opportunity for summer school. The maximum number of courses that a student can repeat in summer school is two. The building principal shall have the final responsibility for determining the promotion or retention of each student.

### **Study Skills Tips For Students:**

- Find a good, quiet place to study.
- Organize your important papers and study materials.
- Use your Homework Tracker! Keep track of your assignments and due dates.
- Plan your schedule. Estimate how long each assignment is going to take and budget your time. Break big projects into smaller ones.
- Understand the assignment. Ask questions if you do not understand what you need to do.
- Focus on the task that you are working on. Once you start something, complete it. Use good study strategies – ex: use Post-it notes to mark key passages, make study cards, highlight your notes, pick out important facts and understand them
- Pay attention in class!

**7<sup>th</sup> Grade Intervention and Enrichment Period** – 7<sup>th</sup> grade student will have an opportunity to participate in an intervention and enrichment period. Students who are in need of academic intervention/enrichment in reading, math, social studies, science, study habits and GATE will receive these supports during this time.

**Tutorial** – 8<sup>th</sup> grade tutorial periods are an opportunity for a student to work on academic projects under the supervision of a teacher. All tutorials will meet in the assigned rooms. Roll will be taken each day. Students may use this time to get additional help from teachers; however, this must be arranged through the tutorial teacher and a pass must be issued (following the Hall Pass procedures). Students may also go to the library or computer lab during this time as long as there is space available.

**Academic Team Leaders:**

**7<sup>th</sup> grade blue team** – Mr. Alexander

**7<sup>th</sup> grade red team** – Dr. Sapsara

**7<sup>th</sup> grade white team** – Mrs. Swartzbaugh



## SECTION 2

# Activities & Athletics

**Activities** – The after-school activities program is intended to give all students a chance to participate in group activities according to individual interest. All activities, clubs, and intramurals are subject to approval based on the interest of the students and available funds. A staff member supervises all of these activities. Upon completion of these events, students are expected to leave the building promptly. All events must be booked in the Activities Office. Any event planned without the permission of the Activities Director is subject to cancellation.

**Intramurals** - Intramurals are subject to approval based on the interest of the students and the available funds. If there is student interest for a new intramural, it must be approved by the Principal, Activities Director and School Board.

All students must comply and sign parent/student acknowledgement of the Shaler Area School District Board Policy #227.

**Dances** – Dances are regularly scheduled for middle school students.

We will use the following procedures:

- Dances are for Shaler Area Middle School students only.
- Student I. D. will be required to enter the dance.
- All students and their belongings will be subject to search as defined in the Shaler Area School Board Policy.
- Dances are held from 7:00-9:00 p.m. The doors close at 7:30 p.m. Students are not permitted to leave until 9:00 p.m.
- Tickets are sold in the morning and during lunch periods in the Activities Office. No tickets are sold during class periods. No tickets are sold at the door.
- Dances are held for the enjoyment of all students. Students are expected to act in a responsible manner. Students who are disruptive will not be permitted to attend future dances and disciplinary action may be taken.
- Any student who is absent for the day of the dance will not be permitted to attend.
- Only students who are on good standing (i.e. not on academic or social probation) are permitted to attend school dances. Any student who has detentions that have not been served, fines or unpaid debts to the middle school, or receives a suspension in the month preceding the dance, will not be permitted to attend the dance during that semester.
- All SAMS rules and policies will be enforced during the school dance.

**Activity**

Band  
 Strings  
 Chorus  
 Cheerleading  
 Musical  
 Play  
 Newspaper  
 Student Council  
 Talent Show  
 Yearbook

**Sponsor**

Concert Director-Mrs. Spondike  
 Concert Director-Mrs. Spondike  
 Concert Director-Mrs. Weaver  
 7<sup>th</sup>-C Kinneavy 8<sup>th</sup> N Kinneavy  
 TBD  
 TBD  
 Mr. Duermeyer  
 Ms. May  
 Mrs. Millard & Mrs. Spondike  
 Mrs. Hlad

**Intramurals (max 10 sessions)**

Flag Football, co-ed  
 Running  
 Softball, co-ed  
 Street Hockey  
 Volleyball, co-ed  
 Weight lifting/Conditioning

**Sponsor**

Mr. Bacco  
 Mr. Bacco  
 TBD  
 Mr. Bacco  
 TBD  
 Mr. Bacco, Mrs. Vaughn,  
 Mrs. Verbanic

**Clubs (max 7 sessions)**

ALEKS Mathematics Club  
 Arts & Crafts/FACS  
 Book Club  
 Chess Club  
 Drama Club  
 Frisbee Golf  
 History Club  
 Homework Club  
 Japanese  
 Junior Classic League  
 Leadership  
 Nature/Outdoor  
 Photography  
 Ski (Learn)  
 Ski (Advanced)  
 Up2U  
 Writer's Workshop  
 Youth Court

**Other**

Industrial/Fine Arts Show  
 Celebration of Veterans  
 Stage Managers

**Sponsor**

Mrs. Swartzbaugh  
 Mrs. Bowser  
 Mrs. Barner  
 Mr. Reagle  
 Mrs. Millard  
 Mr. Herrle  
 Mr. Gray & Mr. Spell  
 Mrs. Swartzbaugh  
 TBD  
 Mrs. Alexander  
 TBD  
 Ms. Legnine  
 Mrs. Hlad  
 Mr. Reagle  
 Mr. Herrle  
 Mrs. Lafayette & Mrs. Vaughn  
 Mrs. Birch  
 Ms. Coleman

**Coordinator**

Mr. Casey & Mrs. Hlad  
 Mrs. McDaniel  
 Mrs. Millard & Mrs. Paul



**Fundraising** – Fundraising is scheduled through the Activities Director. No organization may sponsor any type of fundraising without the written consent of the Activities Director. This policy has been established to protect all the activities in the school. Students are not permitted to sell tickets or articles of any kind on school property unless associated with an approved school activity.

**Student Council** – Shaler Area Middle School’s Student Council is a school-based organization conducted by student leaders and it meets regularly throughout the school year. It provides a democratic forum for members to represent interests and school-related issues of the middle school student body and serves as a liaison between the student body and the school administration. Student Council is open to both 7th and 8th graders who maintain satisfactory academic standing, maintain a good standard of citizenship and serve as a positive role model to other students. Members are involved in various school-wide and community events such as the annual Veteran’s Day Breakfast and Celebration; Staff Appreciation Brunch; and other projects. Additionally, Student Council members seek to foster and strengthen our school spirit and promote civic responsibility within the student body.

**Titan Shop** – the Titan Shop is the school store. It serves many purposes: selling tickets for dances and football games, school supplies, and clothing.

The Titan Shop is only open before and after school and during lunches.

**Yearbook** – Members of the yearbook staff publish Shaler Area Middle School’s yearbook. Students are welcome to join the staff at any point during the school year, but are encouraged to join at the beginning of the year.

# Athletics

**Athletics** – The Athletic Director for the Shaler Area School District, Mr. Clint Raucher, can be reached at the senior high school, ext. 1550. Please check the sports line daily for updated information at ext. 1991.

The Middle School Sports Manager, Mr. George Alexander, is responsible for athletics at the middle school. He may be contacted at ext. 2534. Participants in interscholastic athletic competitions must meet ACADEMIC and ATTENDANCE eligibility. These regulations pertain to interscholastic sports participants, hockey players, lacrosse players, cheerleaders, crew, and any other competitive extracurricular activities.

**Athletics / Academic Eligibility** – Competitive Extracurricular Activities shall include all academic skills teams and club sports which participate in performances or competitions where they are judged or evaluated. It shall be the policy of the Board that students not only comply with the PIAA eligibility requirements (pass four full credit courses the prior semester) but also maintain a 2.0 or above cumulative grade point average to be eligible to compete in athletic or extracurricular activities

In the event that a student complies with the PIAA academic eligibility requirements but does not maintain a 2.0 or above cumulative grade point average, the student may compete for any current nine-week grading period if he/she achieves a 2.0 or above grade point average in the previous nine-week grading period.

If a student, who otherwise would be eligible under PIAA academic requirements, but has not maintained a cumulative GPA of 2.0 or above, and has not earned a 2.0 GPA during the previous nine-week grading period, may gain eligibility to compete for the remaining 4.5 weeks of a current nine-week grading period if he/she achieves a 2.0 GPA at the 4.5 week progress review period of that current nine-week grading period.

**SHALER AREA ATHLETIC TEAMS**

All student-athletes' grades will be analyzed each Friday during the season. Students with grades below 70% in any class will be listed and given to the student-athlete's respective Head Coach. *Students with two grades below 60% will be determined to be ineligible for the following week of play regardless of grade point average, and must attend tutoring sessions each day, regardless of practice time or contests.* Students with only one grade below 60% will maintain their eligibility, but must attend tutoring sessions throughout the entire following week, either during a study hall or the after school monitored study sessions.

If the aforementioned student-athlete raises their grade(s) above 60% they do not have to attend tutoring sessions, and regain their eligibility. A student who fails to raise their grade(s) will remain ineligible.

There is no warning period, and ineligibility (not allowed to participate in contests) will run congruent with the PIAA.

Sunday to Sunday - A student who is not academically eligible to compete shall be allowed to practice for competition until such time that he/she meets the requirement of this policy.

**All students must comply and sign parent/student acknowledgement of the Shaler Area School District Board Policy #227.1; Drug and Alcohol Awareness.**

<b>FALL SPORTS</b>	<b>WINTER SPORTS</b>	<b>SPRING SPORTS</b>
<b>7<sup>TH</sup> Gr Girls Volleyball</b>	<b>7<sup>th</sup> Gr Boys Basketball</b>	<b>MS Softball</b>
<b>8<sup>th</sup> Gr Girls Volleyball</b>	<b>8<sup>th</sup> Gr Boys Basketball</b>	<b>MS Baseball</b>
<b>MS Boys Soccer</b>	<b>7<sup>th</sup> Gr Girls Basketball</b>	<b>MS Boys/Girls Track</b>
<b>MS Boys/Girls Cross Country</b>	<b>8<sup>th</sup> Gr Girls Basketball</b>	<b>Jr High Boys Volleyball</b>
<b>MS Girls Soccer</b>	<b>Jr High Wrestling</b>	
<b>MS Football</b>		

## **SECTION 3**

# Attendance

The Board requires that school-aged pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical or other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

### **General Information Regarding Attendance:**

The school laws of Pennsylvania classify absences as excused, unexcused or illegal.

*For more information, please refer to Shaler Area School Board Policy #204.*

### **Reporting an Absence/Tardy:**

- *A parent or guardian must report the absence by calling the attendance line at 412-492-1200, press 8, and ext. 2525.*

### **Returning to School**

- *Following the absence or tardy, a written excuse signed by the parent or guardian that includes the student's name, days of absence or tardy, and the reason must be submitted to the Attendance Office. This phone call does not serve as an official excuse for a child's absence. The official excuse must be written.*

- *The written excuse must be submitted within three (3) days of returning to school.*
- *Students who miss 10 or more days (excused or unexcused) will require a doctor's excuse.*

*Please note: It is the student's responsibility to check with his/her teachers and determine the make-up work.*

### **Excessive Absences:**

Letters will be sent home for excessive and illegal absences. The District will take action to help to reduce future absences. The School District has a responsibility to report to appropriate authorities any truancy violations or infractions.

### **Tardiness:**

Students are expected to arrive at school on time. A student must report to his/her homeroom before the tardy bell rings. If the student fails to do so s/he shall then report immediately to the school Guidance/Attendance Office. Failure to do so shall result in an automatic unexcused absence being recorded for the student for the entire school day.

### **PLEASE NOTE: A parent or guardian must come to the attendance office to sign out the student.**

Students are not permitted to call or text message a parent/guardian to come to school for an early dismissal. Students may only be dismissed early through the guidance/attendance office or nurse's office.

**Early Dismissal:** When it is necessary for a student to be excused early from school for a dental, medical appointment, or other urgent reason, a parent must submit a **written excuse to the attendance office prior to the homeroom period on the day of the request.**

Professional appointments including dental, medical, and legal should be scheduled after school, on Saturdays, or other non-school days whenever possible. **A student is expected to return to school after a professional appointment if school is in session.**

All early dismissal excused must list the following:

- Time of appointment.
- Time requesting to be excused from school.
- Name, address, and phone number of the professional person, with whom, the appointment is made.
- Signature of a parent/guardian

### **Partial Days – Representing the School:**

A student who expects to represent the school or a school organization in a function at night or after school hours must be in attendance at a minimum of one-half of the scheduled school day with a valid excuse for the late arrival/early dismissal, on the day of the scheduled activity. This applies to sports, plays, assemblies, and other such activities. If the scheduled activity is on a Saturday, the student must be present all day on Friday.

Every student absence from school, or from any class a student is required to attend which is not approved as an excused absence, shall be deemed to be an unexcused absence.

**Student Educational Tours/ Vacation Requests:** Upon receipt of a written request from the parent involved, students may be excused from school attendance to participate in an educational tour or trip during the school term (at the expense of the parents) as long as the trip is approved by the building principal. The principal has sole discretion to determine the trip's justifiable educational purpose under the circumstances.

**“Take Our Sons and Daughters to Work” Day:** (The fourth Thursday in April) shall not be considered an educational trip or tour unless the parent is able to provide the principal with sufficient documentation of how the activities planned during this experience will provide a justifiable educational purpose. If the day is determined to meet the qualifications as such, the day will be considered as an educational trip, and therefore all criteria specified above will be maintained.

*See the full version of the  
Student Educational Tours and Trips Board Policy - Policy #204.1*

### **Participation in Religious Instruction:**

All absences occasioned by the observance of the student's religion as a religious holiday shall be excused and no penalty shall not be attached to an absence for a religious holiday. Students will be able to make-up all work missed due to this absence.

Students may, upon written request by the parents, also participate in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. No penalty shall not be attached to this absence. Students will be able to make-up all work missed.

The ***Global Connect Automated Messaging*** system will be used to contact parents regarding daily absence from Shaler Area Middle School indicating your child's absence from school. Global Connect Attendance phone calls will be scheduled to begin at 9:30 a.m. The Global Connect call will be made directing you to send a written excuse when your child returns. (Please see ***Note to School*** form)

***Please note*** – The Global Connect system will call all parents/guardians of absent students, including those contacting the attendance line. The phone number contacted is the Primary Contact that the district has on the district computer for student record keeping. YEARLY EMERGENCY CARD UPDATES ARE THE NURSE'S USE ONLY. If you would like to change your **primary** contact number please complete the ***Change of Address/Phone*** form (please see district website).

*Please see the School Board Policies 204 & 204.1  
for further information on Attendance.*

## SECTION 4

# Policies, Procedures & Conduct

### **Arrival Procedures –**

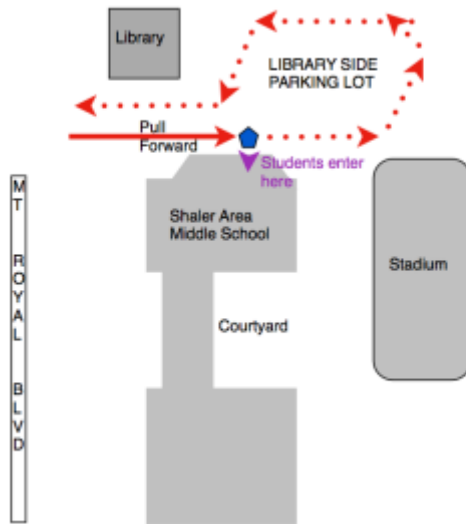
Students should arrive after 7:30 a.m.

Drop off is on the cafeteria side of the school (please pull up to the “Student Drop Off & Entrance” sign)

Students should enter through the cafeteria entrance and proceed to either the cafeteria or gym

7<sup>th</sup> grade students report to cafeteria

8<sup>th</sup> grade students report to Gym A



**Parking at Dismissal** – The middle school takes pride in maintaining positive relationships with our community partners. The Shaler Area North Hills Library is one of these partners.

**Please do not pick up children in the library parking lot.**

If you must pick up your child at the end of the school day, **please park in the upper parking lot next to the stadium.** This area will allow you to readily secure your child without blocking the traffic flow of buses or library patrons. Your child can easily exit the building and walk to your car in the upper lot.

*This matter is a safety issue to protect your child and all children leaving the building as well as community members visiting the library.* If your goal is to leave before the bus traffic, then parking in the upper lot is the fastest way to make that happen. We appreciate your attentiveness to this matter.

**Dismissal Procedure** – Your child can easily exit the building and cross at the designated crosswalk on the stadium side (see picture) and walk to the upper lot. At dismissal, teachers will be stationed at the crosswalk to ensure that students will cross safely. Students can then walk to the upper parking lot.

**Backpacks / Gym Bags** – Students are not permitted to carry their backpacks, book bags, or gym bags in the classroom. These items must remain in their locker during the school day.

**Breakfast Procedures** – 7<sup>th</sup> Grade students who wish to purchase breakfast must report straight to the cafeteria. 8<sup>th</sup> grade students may purchase breakfast in the Auditorium Lobby outside of Gym A. Students who choose to eat breakfast must report to homeroom by 7:45 a.m.

Students who fail to comply with these simple guidelines will be subject to disciplinary action from a building administrator. This action may include:

- The loss of the privilege to use the middle school cafeteria – students who lose this privilege will be assigned a supervised, alternate place to eat
- Lunch Detention
- After School Detention
- In school suspension
- Out of school suspension

**Distribution of Literature** – No pamphlets, posters, flyers, or literature of any kind may be distributed or posted on the Shaler Area Middle School campus without the direct approval of the administration.

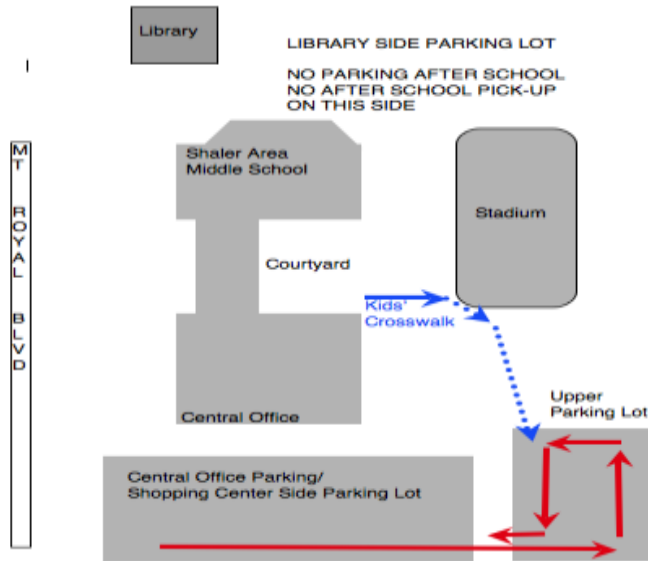
**Emergency Plan** – There are a number of key details about which parents should be informed in the unlikely event of a school-based emergency:

As a health/safety precaution, a school campus may be closed to all visitors except emergency and law enforcement personnel. If the school campus is closed, parents will be directed to an identified staging area.

Parents should check the SASD website, and local television and radio channels for information. Parents may telephone the main switchboard at the Central Offices, if necessary, until a staging area for communications is in place and operational. Parents should not call the school building.

Any available school telephone line should be kept open for emergency communications.

If a student is injured during an emergency situation, every effort will be made to contact the parents/guardian as soon as possible. It is the parent/guardian's responsibility to complete and submit emergency care cards to the school office and to keep the information current.



**Cafeteria** – All students must report promptly to the cafeteria at their assigned lunch period and should be seated at their assigned location upon arrival. Students may not change their seats without prior approval from a lunch monitor or the principal. Students are expected to be courteous to staff supervisors, cafeteria employees, and peers while in the cafeteria, and remain seated unless excused by a cafeteria supervisor.

Tables will be called to the lunch line. Line-jumping, pushing, inappropriate language, and horseplay, etc. will not be tolerated and will result in disciplinary action. Students are to dispose of all trash in the trash cans, and trays are to be returned appropriately. Tables and the seating area are to be left clean. Food is not to be taken out of the cafeteria.

**Students and parents are not permitted to order food and have it delivered to the school.**

In an effort to prepare for the unexpected, we will carry out several drills throughout the year. We will use fire drills, severe weather drills, and school evacuations as ways to practice for emergency situations. The students will become familiar with our procedures and emergency codes.

**Financial Responsibilities** – Students are responsible for any financial obligation incurred including library books, fines, and lunch money. Students will be notified as to their obligations to the school. Obligations must be paid by the last day of the marking period/school year.

Textbooks and iPads will be collected and inspected at the end of the school year. Students will be assessed for damage caused. It is required that all textbooks be covered. If students lose their books / iPad or cannot return them to their classroom teachers at the end of the year, the student will be responsible for the replacement cost.

**Fire Drills & Emergency Drills** – State law requires that all public schools conduct a fire drill at least once a month. Other emergency preparedness drills – such as lock-downs – will also be conducted throughout the school year. Students should follow staff instructions and act in a safe and orderly fashion throughout the drill. Any misconduct during a drill will result in disciplinary action.

**Halls / Hall Passes** – Students will be expected to possess a Hall Pass Lanyard or Quick Pass if traveling the hallway during instructional time. If a student does not have either passes, the student will be in violation of the discipline code.

When traveling in the hallways, students should keep the following in mind:

- Take the shortest and quickest feasible route without stopovers or disturbing other classes in session.
- Keep hallways open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through hallways quickly and quietly. Be considerate of others in the halls and classrooms.
- Refrain from running, pushing, and other unsafe activities.

- Please use garbage cans in the hallways to dispose of trash
- If you arrive to class and the teacher and other classmates are not present, go to the main office for assistance.

**Lost and Found** – Items that are lost by students on school grounds may be claimed on the red wire shelving in the Cafeteria.

**Personal Property** – The Shaler Area Middle School will not accept any responsibility for students' personal property when brought to school or to school-sponsored activities.

**School Security** – The Shaler Area Middle School is equipped with a camera security system and a security guard. Visitors are to enter the school through the main entrance and proceed to the security window.

Registration will include the submission of your photo identification or your vehicle keys. Your photo ID will be swiped with our RAPTOR system and an ID badge will be issued. Your ID/keys will be safely stored and returned to you upon exiting. This system will allow us to monitor the visitors in our building.

At times, students may forget items at home (homework, lunches, projects, PE clothes, etc.) Items should be dropped off by parents/guardians to the Security Desk. Students may stop at the Security Desk between class periods and during their lunch period to check on the arrival of or to pick up their forgotten items. A general reminder announcement will be made in late morning and late afternoon. *To decrease the interruption of instructional time, students will not be paged from the classroom to pick up forgotten items.*

**Telephones** – Classroom telephones are for staff use. Students may use the telephone in the Main Office in an emergency, or to communicate changes to scheduled school activities, and only after receiving the consent of a teacher or office personnel.

**Visitors** – Visitors are not permitted on the Shaler Area Middle School campus unless the administration grants permission.

Students are asked not to invite family members or visiting relatives and/or friends to visit school classes. All visitors must report to the school office before being granted permission to any other part of the building. A visitor's badge will be issued to each visitor and must be worn while on the school campus.

In no case should a parent take a child from the school without signing the "sign-out" sheet in the Guidance Office.

During the school day, limited visitor parking is available on the library side of the building.





# Bus Transportation

ABC Transit – 412-477-5057

**Shaler Area Transportation Department**  
**412-492-1200, Press 8 and ext. 2824**

**Bus Information** – School district students are assigned to a specific bus, both in the morning and afternoon. Students are expected to be cooperative, courteous, orderly and to obey the bus driver while a passenger on the bus. In addition, students are expected to act in a safe and restrained fashion while riding the school bus. Appropriate conduct is essential for the health and safety of students transported on school district vehicles.

Please follow the following rules:

- Be at your assigned stop ten minutes ahead of schedule.
- Use good conduct at the bus stop and respect the property of others.
- Board and depart the bus in an orderly manner.
- Always cross the street 15 feet in front of the bus.
- Cross only when the red lights are flashing and traffic is stopped.
- Observe classroom conduct on the school bus.
- Remain seated while the bus is in motion.
- Students are not permitted to put hands, arms, or heads out of the windows.
- Students are not to damage or deface anything on the bus
- Students are not permitted to throw anything (neither around the bus nor out of the bus windows)
- Eating, drinking, smoking, drug usage, and abusive or profane language is strictly forbidden
- Pushing, shoving, fighting, tripping, obscene gestures and unnecessary roughness will not be tolerated.
- Opening exit doors or engaging in any conduct hazardous to the driver, passengers, or people outside of the school vehicle will

not be tolerated

- Follow the driver's directions at all times
- Report any situation that needs attention to the driver immediately. The driver will report the information to the school.
- Only ride the bus to which you are assigned.

If bus arrives late to school, students MUST report to the attendance/guidance office so they are not marked absent.

If alternate transportation is necessary please complete form found on the District web page and return to the main office.

**Bus Passes** – Students may not request to ride another bus unless there is an emergency situation.

To receive a pass to ride another bus the student requesting to ride a different bus must submit a note to the main office at the beginning of the school day, signed by a parent/guardian explaining the reason for the request. A note must also be

submitted by the parent/guardian where the student will be going after school. Written permission is required as a precaution, out of concern for the welfare of our students.

Parents/guardians are urged to make other transportation arrangements for their children to visit friends. Bus passes will not be granted for any reason other than an emergency.

**Bus Suspensions** – The privilege of being transported shall be withdrawn in respect to any pupil who is unmanageable or who by his/her conduct endangers the safety of person or property of others. The Shaler Area School District shall not be responsible in any way for a suspended student's transportation during the period of suspended bus privileges. Such responsibilities rest with the parents of the suspended student.

# Behavioral Expectations & Conduct

**Discipline** – The Board of Education of the Shaler Area School District believes to create and maintain a favorable atmosphere for learning, rules and procedures are required. The acceptance of reasonable limits and controls by individual students is part of the learning process, and a necessity for young people to participate effectively in a democratic way of life. A copy of the Shaler Area School District Code of Conduct is included in this handbook.

SAMS follows the District Code of Conduct. The examples of behavioral expectations and conduct listed in this handbook are not all-inclusive and should not be interpreted or construed as limiting the types of behaviors or conduct which may be subject to disciplinary action.

Any student who is found in violation of SASD Board Policy, District Rules, or any local, state, or federal laws will be subject to appropriate disciplinary action.

**Bullying** – is an aggressive behavior which may be verbal, non-verbal, or physical which creates an imbalance of power between the aggressor and the victim.

The Shaler Area School Board Policy #249 states: The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Shaler Area Code of Student Conduct, which is approved annually by the School Board.

**Classroom Rules** – Rewards and consequences are clearly posted for all students in each room. Teachers will provide students and parents with rules and expectations.

**Detention** – After school detention is held Monday, Tuesday, and Thursdays. Detention begins at 2:50 p.m. and ends at 3:50 p.m. All students are required to bring schoolwork with them. Parents are responsible for the transportation of their child if assigned detention.

**Dress Guidelines** – Students are required to wear school appropriate attire throughout the school day. Students wearing any attire that is determined by administration to be unsafe, inappropriate, or disruptive to the educational process will be given the opportunity to secure a change of clothing from their locker or from home and be subjected to discipline under the Code of Conduct.

The following items are prohibited because they interfere with the learning process and may be a hazard:

1. Head coverings such as:
  - Hats
  - Hoods
  - Bandana headbands
2. Tops that inappropriately expose the chest, shoulders, and/or stomach such as:
  - Halter tops
  - Midriff tops
  - Muscle shirts
  - Strapless tops
3. Chains and spiked jewelry
4. Sunglasses

5. Apparel or jewelry that promotes
  - Sexual activity
  - Violence
  - The use of alcohol and drugs
6. Apparel that demeans any of the following:
  - Race
  - Sex
  - Religious persuasion
  - National origin
  - Disability
7. Items that expose undergarments or create a tripping hazard, including:
  - Sagging pants
  - Low-cut pants
  - See-through clothing
8. Leggings and tights worn as pants without appropriate coverage from a shirt, top, or tunic
9. Excessively short or revealing shorts or skirts – should be long enough to cover undergarments at all times. Shorts and skirts should not be rolled at the waist.
10. Bare feet – shoes must be worn at all times
11. Book bags and bags may not be carried during the school day (including to transport books and materials between classes.)
12. Earbuds and headphones while in the hallways
13. Other items deemed inappropriate by administration

Students who violate the dress code *may*:

- Have the violation documented
- Be asked to change their clothes or call their parent for a change of clothes
- Receive a discipline consequence beginning with an after-school detention
- Future infractions will necessitate progressive discipline



## **SECTION 5**

# Student Services

Student Services encompasses school counseling, health services, special education programs, and a variety of additional supports and services for students. Student Services focuses on meeting the holistic needs of all students while supporting academic achievement. The Shaler Area Middle School community looks for ways to support the whole child throughout their middle school years.

### **Health Office:**

**Concussions** - If a student has been diagnosed with a concussion, please follow the following procedures:

- Report the student absence as soon as possible to the Attendance Secretary
- Notify the student's assigned Guidance Counselor and School Nurse
- Provide the School Nurse with a copy of the Academic Accommodations sheet from his/her doctor (which will be distributed to the student's teachers). Provide all updated documentation and accommodations to the School Nurse after each doctor's appointment.
- The School Nurse will communicate with the parents and teachers to create a support plan for the student.

**Elevator** – The use of the elevator is a privilege and is restricted to those students with a demonstrated need. The school nurse must approve elevator use. A fob will be loaned to a student for the period of time indicated in their support plan. The fob does not belong to the student and must be returned to the health office by the due date. With approval, select students may accompany the user to assist with books when necessary. Misuse of this privilege will result in disciplinary action by the principal.

**Health Suite** – Students injured at school or who become ill while at school should report to the health suite using the following procedures:

- Report to your classroom teacher. If you are between classes, report to your next period.
- Obtain a "health room pass" from classroom teacher.
- Report directly to the health suite.
- Sign in at the reception desk completing your name, grade and complaint on the daily log.
- Have a seat.

**Under no circumstances are students to make their own decision to leave school because they feel ill. Students should not call, text, or e-mail their parents to pick them up from school if they feel ill. In addition, students should not remain in the restroom if they feel ill; they must report to the Health Office. All students must be assessed at the nurse's office before determining if they should be sent home.**

**Immunizations** – In accordance with School Board policy 203: Communicable Diseases and Immunization as well as with the Allegheny County Health Department, all students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt (in writing) for religious or medical reasons.

No student shall be admitted to school who has not been immunized against diseases enumerated by the PA Department of Health in the manner directed by the Secretary of Health. Children entering 7th grade are required to provide documentation of specified immunizations for entry.

**Medication at School** – According to Shaler area School District Policy, NO medication (prescription or over-the-counter) can be administered at school except by written order of a physician to the School Nurse. All medications are to be kept and dispensed from the Health Office. **Students are not permitted to carry prescription or over-the-counter medication on them or keep medications in lockers.**

If your child needs to take medication during the school day:

1. The medication must be in the original pharmacy container. The pharmacist can divide a prescription into home and school bottles if you request it. Over the counter medication must be in the original bottle.
2. Sign the parent permission statement on the Medication Procedure Form.
3. Have the student's doctor sign the physician's order section of the Medication Procedure Form or write a physician's order for the medication. Medication orders must include:
  - Name of student
  - Name of medication
  - Dose of medication to be given
  - Time(s) medication is to be given
  - Side effects

Don't worry; doctors are used to providing an order for school. The doctor may also fax a medication order to the school.

4. Shaler Area School Board Policy prohibits students from carrying medication in school with the exception of medications needed for potentially life-threatening conditions (such as inhalers, Epi-Pens, insulin). Students at SAMS and secondary buildings may carry life-saving medications at the discretion of the school nurse.

Please do not send any medication with a student to school. **All medications must be brought to school by the parent/guardian only.** Medication may not be transported on the school bus.

Under the standing orders of the Shaler Area School District Physicians, and at the discretion of the school nurse, an age/weight appropriate dose of Tylenol (acetaminophen) may be given to your child for pain or discomfort. Ibuprofen may be given for pain or discomfort in grades 4-12. Tums (antacid) may be given for minor stomach complaints. Benadryl is available for moderate allergic reactions. Your written permission for each of these medications is necessary prior to administration. Please check the back of the emergency card for this information and sign on the designated line.

**School Counseling Department** – There are two grade level counselors who are concerned with making school a meaningful experience for every student. The school counselor serves as a case manager through coordinating information about students, such as: report cards, standardized testing, informational forms and special education concerns. The counselors can help guide you and your child in the appropriate direction when assistance/ support is needed. The counselors are available to discuss the educational, motivational, social and emotional needs of the middle school student.

**Child / Student Abuse** – The Shaler Area School District is committed to the health, safety and welfare of each student. Written procedures are in place for staff to follow when it has been reported or they have formed a reasonable suspicion that child abuse or neglect has taken place regarding a student.

**Confidential Communications** – The Shaler Area School District will adhere to the guidelines of the Regulations of the State Board of Education, Chapter 12, Section 12.12 in regards to confidential communications between students and school personnel.

Let it be known that in cases where the health, safety or welfare of the student or other persons is clearly in jeopardy, information received in confidence from a student must be revealed to the principal, other appropriate authorities and the student's parents/guardians.

**Special Education Services** – The school district engages in numerous public awareness activities to alert residents about procedures for accessing special education programs. Public awareness activities are included in the district activities calendar, the district newsletter, and the newspaper (2 times per year). In addition, flyers and brochures are given to each of the non-public schools within Shaler Area School District borders. The district also sends a letter to each family in non-public schools, making them aware of their ability to access evaluations for special education.

**Student Assistance Program** – The Student Assistance Program (SAP) is an extension of the school counseling services. It is designed to assist students, parents and school personnel in identifying issues that pose as a barrier to a student's learning and school success. Some of these issues include family stress (divorce/separation), learning problems, drug and alcohol use, emotional/mental health problems and other personal issues. The SAP Team is comprised of a principal, counselor, social worker, nurse, behavioral health liaison, and teachers. The team meets to discuss concerns of the student and offer support and suggestions to the student's parents, as needed.

**Cooperation with Local Law Enforcement Agencies** – The Shaler Area School District recognizes the need for complete and mutual understanding between itself and the agencies responsible for enforcing the laws of the Commonwealth and the municipalities in which our schools are located. With this in mind, the District will cooperate fully with the local police departments in matters of violations or alleged violations of the law as covered by the Juvenile Act of Pennsylvania.

**Food Service** – The Nutrition Group is the food service provider and a Food Service Management Company (FSMC) contracted by Shaler Area School District. The Nutrition Group along with SASD follows the National School Lunch and National School Breakfast Programs. Please visit the website and view the information that is provided. We ask that parents/guardians refrain from delivering food from outside vendors (ex: pizza, subs, etc.). This causes a disruption and distraction to the school climate.

Pre-purchased lunches – Parents/guardians are encouraged to pay for students' meals in advance. Meal accounts are created to provide a simple, yet quick service experience. Pre-payments will be applied to your child's designated meal account. An identification number will be assigned to each individual meal account. When the student purchases a meal in the cafeteria, the meal or dollar value will be deducted from the pre-paid balance. Checks are to be made payable to "SASD Cafeteria Fund" and can be sent to the school cafeteria or secretary.

Cafeteria balances - All students should have sufficient money in their cafeteria account to pay for their purchases daily. However, if a student's account falls below \$0, students may charge a balanced meal until reaching a negative balance of \$5. If the account is negative \$5, a student will be allowed a peanut butter and jelly or a cheese sandwich at the current meal price. No ala carte items may be purchased if an account has a negative balance.

Parents are encouraged to use *MyPaymentsPlus* to manage their children's cafeteria accounts. This is a free service and allows parents view the accounts and to get an email alert when the account is low.

Parents are able to make a payment online for a fee. As always, the cafeteria will accept a check in order to avoid the fee. Letters will go home when the account balance falls below negative \$3.

*Free & Reduced Lunch* - Families may qualify for free or reduced lunch based upon criteria set by the Federal Government. Families must re-apply every year. Families may apply on-line by going to the district website by clicking on the PA Meals link. Or, families can request a paper copy from the business office or their Middle School main office.

**Photographs** – Individual photographs are taken of children each year as a service to parents. Photographs are made available at a cost, and purchase of these pictures is voluntary. Envelopes, with pertinent information, are sent home prior to the date on which pictures will be taken.

## **SECTION 6**

# iPads & Electronic Devices

Project ACE has provided Apple iPads to all students at Shaler Area Middle School.

The 1:1 initiative at SAMS allows teachers and students to utilize technology as a tool for personalizing instruction. Through Project ACE, we are striving to engage students in their learning, provide authentic ways for instruction, maximize learning opportunities, allow critical thinking and exploration, and challenge students.

**Electronic Devices** – Shaler Area Middle School permits the use of electronic devices by students during the school day only for activities of an academic nature and when given permission by (and supervised by) teachers. Devices should be used in a manner that does not disrupt the educational process of the district.

Electronic devices may not be used in locker rooms, bathrooms, health suites and other changing areas. Electronic devices are also not permitted in any PSSA, Keystone or other standardized testing room.

When students are on district buses or vehicles, the appropriate use of electronic devices is permitted. Students may use iPads, MP3 players, etc. with headphones and appropriately use the text messaging feature of a cell phone only. Phone calls, taking pictures of any kind or audio components that others could hear is not permitted. The school principal has the final determination on what is deemed appropriate.

Students may use cellular phones to communicate with parent/guardian before entering the building and after school.

Here are the limitations with regard to students having electronic devices in school:

- Devices may only be used in a manner that does not disrupt the educational process of the district.
- Electronic devices may not be used in locker rooms, bathrooms, health suites and other changing areas at any time. Electronic data is subject to review by an administrator due to reasonable suspicion or based upon random checks. If a student is found taking pictures in school, whether appropriate or inappropriate, he/she will be referred to an administrator. The content of the pictures taken will determine the severity of the punishment. If pictures are deemed inappropriate, legal action will be taken. The student may be subject to a violation according to PA state crimes code.
- On district vehicles: Phone calls, taking pictures of any kind or audio components that others could hear is not permitted.
- The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings, on district property; on district buses and vehicles; and at school-sponsored activities.
- The Board prohibits the capturing, sharing, distributing, or publishing of audio, video, text or photographic content without permission of the District, the person(s) knowledge and consent. The Board prohibits obscene, pornographic, lewd, or otherwise illegal images or photographs in all instances. All content must comply with the District's Acceptable Use Policy and Copyright / Plagiarism policies.
- Failure to turn over an electronic device will result in increased disciplinary action.
- Lost or stolen devices will not be investigated by principals.

Shaler Area Board Policy #237; Electronic Devices states, "violations of this policy by a student shall result in disciplinary action and may result in confiscation of the device. The confiscated item shall not be returned until a conference shall be held with a parent/guardian." Electronic devices are subject to staff confiscation for the first offense. Parents will be notified to pick up such equipment in the main office. It will not be returned to the student. Further violations will result in increased disciplinary action.

*For further information, please also refer to full School Board policy #237*



## iPads - SAMS 1:1 Initiative

# Hardware and APPS Issued

- Device: 32gb iPad Mini
- Charger
- Protective Case
- Preloaded, District approved apps

Devices are Wi-Fi capable

GPS tracking

**1:1 Initiative - Issuing of Devices:**All students enrolled at Shaler Area Middle School (SAMS) will be issued an iPad.

All Middle School parents must sign the Shaler Area Middle School Student Use/Loan Agreement.

The iPad will be assigned to an individual student and the serial number will be recorded. Students are permitted to take the iPad home nightly. Students are responsible for the iPad once it is issued to them.

**Conditions of Loan**Shaler Area Middle School will lend a device to all students enrolled in SAMS upon compliance with the following:

- Shaler Area Middle School 1:1 Student iPad Use/Loan Agreement signed by the parent and Student Device Agreement signed by student and parent each year.
- Shaler Area Middle School 1:1 Student and Parent Handbook Agreement signed by both the parent and student each year.

Possession and use is limited to and conditioned upon full and complete compliance with this Handbook and the Agreement.

Student iPads, power supplies, and iPad cases must be returned at the end of each school year. This return process will take place during the final week of school so they can be checked and serviced. If a student leaves the District, the device must be returned to school on the date

the student withdraws.

The District reserves the right to charge the family for any and all components that are not returned or that are damaged, up to and including the full cost of replacement.

### **Acceptable Use**

The Shaler Area School District Board Policy #244 “Acceptable Use of Internet” Agreement states that students are expected to comply with ethical-use guidelines and abide by federal copyright laws. Further, students will comply at all times with Board Policies, the SASD Code of Conduct, the Responsible Use of Technology, the Internet Safety Agreement, and this Handbook.

### **Consequences**

Consequences for noncompliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. The student will be subject to disciplinary action as set out in the SASD Student Code of Conduct. The school principal will have authority to decide appropriate consequences regarding non-compliance.

### **Device Inspections**

Administration may conduct/authorize an individual search of the device, files and communications. Students may be randomly selected to provide the device for inspection. Students with damaged devices who fail to report the damage will be subject to additional fines and disciplinary action. The District will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through District-owned devices.

### **iPad Cameras & Microphone**

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front- and rear- facing cameras. All electronic recordings created with the device must comply with District policies and state and federal laws. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals.

District policy also prohibits harassment and bullying. Users of the iPad are required to use the device in a manner that complies with

these and other District policies. Use of the iPad in a manner that violates District policy may result in disciplinary consequences.

### **Internet**

Internet Access – Students and staff are expected to act in a responsible, ethical and legal manner in accordance with school district policy, accepted rules of network etiquette, and federal and state laws. All users of the Shaler Area School District network are required to follow Board Policy #815 regarding the Acceptable use of the Internet E-mail or District Network. To view this policy from the Shaler Area Home Page, select District Board Policy, then, Policy #815.

For computer use eligibility, a student must not have a record of any misuse or mishandling of any computer equipment or misconduct within the computer labs. Also, a student must not have a record of violating the district's Internet policy.

### **Internet Use**

An Internet filter is maintained by the District for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. The Shaler Area School District cannot guarantee that access to all inappropriate sites will be blocked. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the Internet. The Shaler Area School District will not be responsible for any harm suffered while on the network or the Internet.

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

### **Internet Safety**

To maintain a safe online atmosphere, students shall adhere to the following rules:

- Immediately report any unauthorized activity on the network or Internet.
- Notify a teacher immediately if you accidentally access an inappropriate site.
- Never read someone else's email or open their files or folders.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; and accurately cite sources of information.
- Protect your user account by keeping your passcode secure. You are responsible for all activity associated with your iPad account. Never reveal your passcode.
- Protect personal information. Never give the full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

**Loaning Equipment/Device to Others** - Students may not lend devices or device components to others for any reason.

### **Personal Apps, Social Networking, VPNs -**

*Personal Apps, Social Networking, VPNs, and the like are not permitted. Students not adhering to this will be subject to disciplinary action.*

Any behavior that violates District policy or the SASD Code of Student Conduct will result in the student being disciplined if it is determined the student used a school device in connection with the misconduct or if the misconduct impacts the orderly and efficient operation of the school or the safety of the school environment.

### **Power Management & Conserving Battery Power Tips-**

- It is the student's responsibility to come to school with their iPad charged for their daily responsibilities. It is recommended that your charger remain at home in a safe place.
- Uncharged devices or failure to bring the device to class will not be an acceptable excuse for late or incomplete work or the inability to participate in class activities.
- Dimming the brightness of the screen will extend battery runtime
- For prolonged periods of inactivity, shut down the device

### **Responsibilities – Student**

Your iPad is an important learning tool and is to be used for educational purposes. You must be willing to accept the following responsibilities:

- When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of Shaler Area School District, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and Federal laws.
- I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or submitting it to extreme conditions/temperatures.
- I will keep my iPad in its school-issued protective case at all times.
- I will not lend my iPad to anyone, not even my friends or family; I will keep it in a secure spot at all times.
- I will not remove District-owned programs or files from the iPad.
- I will bring the iPad to school every day.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone else.
- I will not attempt to repair the iPad.
- I will return the iPad and all components when requested and upon my withdrawal from the School District.

### **Responsibilities – Parent**

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this device.

- I will supervise my child's use of the iPad at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the iPad and will not delete any District software.

I will make sure my child recharges the iPad nightly.

- I will make sure my child brings the iPad to school every day.
- I understand that if my child comes to school without the iPad, I may be called to bring it to school.
- I agree to make sure that the iPad is returned to school when requested and upon my child's withdrawal from Shaler Area School District.
- I understand that I am responsible if the iPad is lost or stolen.
- I agree to immediately report a stolen iPad (that occurs outside of the school day) to the Shaler Area Middle School principals and to provide them with a copy of a police report that was filed with my local police department.

### **Screen savers/Wallpapers**

If students choose to modify the standard wallpaper or screensaver, it must adhere to the standards and policies of the Shaler Area School District and the SASD Student Code of Conduct.

### **Security**

Do not leave devices unattended in unsupervised areas. Secure your device in your locker before going to an unsecured area.

- Unsupervised or abandoned devices will be confiscated by staff.
- Avoid using the device in areas where damage or theft is likely.
- Students are expected to maintain the security of the device at all times.
- Each device and case has identifying labels including the serial number and assigned student name. Students must not modify or destroy these labels.
- Theft of an iPad will be considered a Level IV offense of the Student Code of Conduct and a violation of the School District Board Policy #218 "Discipline." Please note that our iPads may be tracked using GPS technology.

### **Student Storage/Saving Files**

Students will be able to store files on Google Drive.

Students will get information from their individual teachers about how to store and submit their assignments.

### **Taking Care of Your iPad**

Students are responsible for the general care of the iPad.

iPads that are broken or fail to work properly must be taken to the iPad Help Desk as soon as possible so that they can be taken care of properly.

- Students should never leave their iPads unattended, except in a secure location.
- Please be aware that overloading a backpack may damage the device.
- Liquids, food and other debris can damage the device. You should take caution when eating or drinking while using the device.
- Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight.

### **Technical Support and Help Desk**

Technical Support/Help Desk is only available during limited school hours. If a student has a technical problem, he or she should document the problem as completely as possible, record any error messages, exactly what the student was doing at the time, and the app that was being used when the problem occurred. With teacher permission, the student should report the problem to the Help Desk during operating hours. All repairs will be performed or managed by District personnel. Students or teachers are not allowed to attempt repairs themselves or contract with any other individuals or business to repair any school-owned device. Every effort will be made to repair or replace the iPad in a timely fashion.

# **SECTION 7**

## **PHONE DIRECTORY**

***412-492-1200 – press 8 followed by the extension***

### **Administrative Staff**

Mr. Martin Martynuska, Principal  
martynuskam@sasd.k12.pa.us

Mrs. Shannon Howard, Assistant Principal  
howards@sasd.k12.pa.us

Mr. Chris Catanese, Dean of Students  
Catanese@sasd.k12.pa.us

**Main Office - ext. 2500 / ext. 2501**

### **Guidance Office**

Ms. Kristi Coleman  
8<sup>th</sup> grade Counselor - ext. 2522  
colemank@sasd.k12.pa.us

Mrs. Liz Wolff  
7<sup>th</sup> grade Counselor - ext. 2521  
Wolffe@sasd.k12.pa.us

Mrs. Kathy Newport  
Social Worker & SAP Coordinator - ext. 2523  
newportk@sasd.k12.pa.us

**Guidance Office - ext. 2520    Attendance Line – ext. 2525**

### **Activities Office**

Mr. Tom Gray, Activities Director, ext. 2531  
Mr. Jay Hellinger, Asst. Activities Director, ext. 2532

**Activity Office – ext. 2530**

### **Nurse**

Mrs. Christine Erdlen, RN  
**Health Office - ext. 2510 / 2511**

### **Transportation**

**ext. 2824**

### **Sports Manager**

Mr. George Alexander, ext. 2534  
District Athletic Office, ext. 1550

### **School Resource Officer**

Shaler Police Officer Frank Spiker  
**ext. 2860**

### **Team Leaders' Voice Mail and E-Mail**

#### **7-Red Team Leader**

Dr. Jessica Sapsara, ext. 2672  
Sapsaraj@sasd.k12.pa.us

#### **7-White Team Leader**

Mrs. Maria Swartzbaugh, ext. 2615  
swartzbaughm@sasd.k12.pa.us

#### **7-Blue Team Leader**

Mr. George Alexander, ext. 2534  
alexanderg@sasd.k12.pa.us