

YOUGH INTERMEDIATE/MIDDLE SCHOOL

171 Route 31
Ruffs Dale, PA 15678
Phone: 724-872-5164
www.youghsd.net

Mr. Kevin Smetak, Principal
Mr. Anthony Natale, Asst. Principal

Dr. Janet Sardon, Superintendent

2018 – 2019
STUDENT HANDBOOK

Student Name _____

Address _____

Phone _____ Homeroom _____

YOUGH SCHOOL DISTRICT MISSION STATEMENT

"The mission of the Yough School District is to provide all students with a 21st century learning experience in a collaborative and supportive learning environment."

Our vision is to individualize student learning experiences and opportunities that will inspire critical thinking, collaboration, communication and creativity---make possibilities endless.

YOUGH INTERMEDIATE/MIDDLE SCHOOL

On behalf of the faculty at Yough Intermediate/Middle School, I would like to extend a warm welcome to all of our students and families for the 2018- 2019 school year. Every new school year marks a new beginning for both faculty and students. Whether you're a returning student or new to the Yough Intermediate/Middle School, I encourage each of you to take advantage of all the educational experiences that will be offered throughout the school year.

The Intermediate/Middle School will serve as the transitional school between the elementary schools and the high school. To serve this need, the Yough Intermediate/Middle School will attempt to help the child transition from a teacher dependent learner to a self-directed independent one. In addition, the child will be encouraged to acquire a spirit of inquiry and dedication to continue self-learning and improvement. The curriculum will be so designed as to fulfill the needs of the students and be relevant to daily life. Along with the standards-based curriculum, an emphasis will be placed on the development of the emotional, social, and physical growth of each child.

At Yough, we expect all students to act responsibly, respectfully, and cooperatively in and out of the classroom. The student handbook is designed to provide you with a better understanding of Yough Intermediate/Middle School and to define the responsibilities of every Yough Student. It is up to each student to make the commitment to become involved in their own education. Take pride and ownership of your school and the benefits will prove worthwhile throughout your educational journey. If you have any questions or concerns regarding the information in this handbook, please do not hesitate to call the school.

Once again, welcome to Yough Intermediate /Middle School. The faculty and staff extend their very best wishes to our families for a successful school year. We look forward to supporting you in a year that will be productive, enjoyable, and full of academic and personal growth.

Educationally,

Kevin Smetak
Principal

Anthony Natale
Assistant Principal

**YOUGH SCHOOL DISTRICT
915 LOWBER ROAD
HERMINIE, PA 15637
724-446-7272**

ADMINISTRATION

Superintendent of Schools

Dr. Janet Sardon

CENTRAL OFFICE ADMINISTRATION

Business Manager
Building and Grounds, Transportation Supervisor
Director of Special Education
Director of Technology
Nutrition (Cafeteria)

Mr. Mike Wroblewski
Mrs. Lisa Trayter
Mrs. Dawn Hildenbrand
Mr. Andrew Sanders
Mrs. Missy Troxell

SCHOOLS

Principal, Yough Senior High School
Assistant Principal, Yough Senior High School
High School Athletic Director

Mr. Brian Sutherland
Mr. Dan Wilkins
Mr. Thomas Evans

Principal, Yough Intermediate/Middle School
Assistant Principal, Yough Intermediate/Middle School

Mr. Kevin Smetak
Mr. Anthony Natale

Elementary Principal, West Newton
Elementary Principal, Mendon
Elementary Principal, H. W. Good

Mr. Dave Hoffman
Dr. Jenifer Skorvan
Dr. Amy Larcinese

STA (Transportation)

Ms. Joyce Dahlstrom

YOUGH INTERMEDIATE/MIDDLE SCHOOL FACULTY

Grade 8	Grade 7	Grade 6	Grade 5
Mr. Berich	Mrs. Jurcevich	Mrs. Burkett	Mrs. Carpenter
Mr. Blasko	Ms. Hackney	Ms. Donaldson	Mrs. Clark
Mrs. Bogdan	Mrs. Gruber	Mrs. Firmstone	Mr. DePhillips
Mr. Brosh	Mr. Martin	Mr. Grindle	Mrs. Franks
Mr. Evans	Mr. McKenzie	Mr. Thomas	Mr. Germock
Mrs. Henry	Mr. Novacek	Mrs. Pergola	Mrs. Knepp
Ms. Kelly	Mr. Schrecengost	Mrs. Lawrence	Mrs. Pytlak
Mrs. Mance	Mrs. Reissman		
Mrs. Toffolo			
Special Education	Library	Consumer Science	Music
Mrs. Berarducci	Ms. Lyons	Mrs. Boban	Ms. Aughenbaugh
Mrs. Hemus			Mr. Knoechel
Mrs. Lust			
Mrs. Noll	Guidance	Physical Education	Art
Mrs. Pazer	Mr. Lario	Mr. Kish	Ms. Surovchak
Ms. Sterrett	Ms. Mokay	Ms. Metzger	Mrs. Rodkey
Computers	Technoogy	Nurse	
Mr. Smith	Mr. Znavor	Mrs. Beard	

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**2018-2019 Yough School District Academic Calendar
(180 Student Days/190 Teacher Days)
*Final***

August 2018	December 2018	April 2019
Su Mo Tu We Th Fr Sa 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S-5 T-8	Su Mo Tu We Th Fr Sa 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S-15 T-15	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 S-17 T-18
September 2018	January 2019	May 2019
Su Mo Tu We Th Fr Sa 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 S-19 T-19	Su Mo Tu We Th Fr Sa 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S-21 T-22	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S-22 T-22
October 2018	February 2019	June 2019
Su Mo Tu We Th Fr Sa 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S-23 T-23	Su Mo Tu We Th Fr Sa 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 S-19 T-20	Su Mo Tu We Th Fr Sa 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 S-0 T-3
November 2018	March 2019	Nine Week Ending Periods
Su Mo Tu We Th Fr Sa 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 S-18 T-19	Su Mo Tu We Th Fr Sa 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S-21 T-21	1 st Nine Weeks: October 29, 2018 2 nd Nine Weeks: January 15, 2019 3 rd Nine Weeks: March 21, 2019 4 th Nine Weeks: May 31, 2019

<p align="center">Important Dates to Remember:</p> <p>New Teacher Induction: August 21, 2018 First Day for Teachers: August 22, 2018 First Day for Students: August 27, 2018 Labor Day (No School): September 3, 2018 Fall Break (No School): November 22-26 Holiday Break (No School): Dec. 24-Jan. 1 Spring Break (No School): April 18-23 Memorial Day (No School): May 27, 2019 Last Day for Students: May 31, 2019 Last Day for Teachers: June 5, 2019 Kenneywood Day: June 21, 2019</p>		<p align="center">** ½ day prior to holiday breaks:</p> <p align="center">11/21 12/21 4/17</p>
<p>Teacher Clerical Days (No Students) August 24, January 21, June 5,</p> <p>Professional Development (No Students) August 22, 23, Nov 6, Feb 18, April 26, June 3,4</p>	<p>Snow Make-Up Days Snow Make Up #1 February 18 Snow Make Up #2 April 18 Snow Make Up #3 April 23 Snow Make Up #4 April 22 Snow Make Up #5 April 26</p>	

Testing Dates 2018-2019

Keystone Examinations:
(Algebra I, Biology, Literature)
Winter Wave 1: Dec. 3-14
Winter Wave 2: Jan. 7-18
Spring Wave: May 13-24

PSSA ELA and Math: (Grade 3-8)
ELA: April 1-5
Mathematics: April 8-12

PSSA Science: (Grade 4 and 8)
April 29-May 3

Make-Ups Grades 4-8
May 6-10

ACADEMIC INTEGRITY

The Board is committed to strict standards of academic integrity and to helping students develop intellectually, creatively, and ethically. Honesty in all assignments is essential to the maintenance of such standards. Academic cheating and plagiarism are unacceptable and district students caught cheating or plagiarizing will be disciplined and the assignment will be scored zero.

Academic cheating and plagiarism are forms of presenting the ideas or statements of another writer without crediting the original source. Such presentation is theft, even when it is unintentional.

Academic cheating and plagiarism includes but is not limited to the following intentional acts:

1. Stealing, borrowing, buying, copying someone else's work or allowing another to copy the original work of another (i.e., homework, reports, take home exams, tests and research papers).
2. Failure to cite a direct quotation.
3. Failure to cite a paraphrased passage.
4. Failure to provide a complete bibliography.
5. Securing answers in a dishonest manner.
6. Transmitting test questions or answers from one individual to another, or from one class to another.
7. Failure to use footnotes where appropriate.

ALCOHOL/DRUGS

The District recognizes that the misuse of controlled and certain non-controlled substances as defined in Board policy is a serious problem with legal, physical and social implications for the whole school community. Controlled substances shall include: (1) all dangerous controlled substances prohibited by law; (2) all look-alike drugs; (3) all alcoholic beverages; (4) anabolic steroids; (5) any drug paraphernalia; (6) any mood-altering substance; (7) any prescription or non-prescribed drug, except those for which permission for use in school has been granted pursuant to Board policy; (8) performance altering/enhancing dietary supplements; (9) any drug, notice issue or dietary supplement banned by the N.C.A.A. or P.I.A.A. (for current or updated list see www.NCM.org or www.PIM.org); (10) non-prescribed substances; and (11) volatile inhalants and solvents. The Board prohibits the use, possession, distribution and/or being under the influence of any controlled substance during school hours, on school property, and at any school-sponsored event. Distributing means the delivery, sale, passing, sharing or giving by active or constructive means, any controlled substance as listed above from one person to another or to aid another person in doing so. Possession is the act of possessing, holding, or controlling without any attempt to deliver any controlled substance determined to be illegal or as defined above.

1. Students found to be in possession of or under the influence of alcohol/drugs or look-alike drugs shall be suspended for ten (10) school days with a formal report sent to the parents and Superintendent of Schools. In addition, the student shall be referred to the Yough School Board for a Board Hearing and Board action, which may include expulsion.
2. A student who sells drugs/alcohol or look-alike drugs shall be suspended for ten (10) school days with a formal report sent to the parents and Superintendent of Schools. In addition, the Student shall be referred to the Yough School Board for a Board Hearing and Board action, which may include expulsion.
3. A student taking or smoking drugs or look-alike drugs will be charged with a drug violation.
4. Any offense involving alcohol, drugs, or look-alike drugs shall be referred to the Pennsylvania State Police.

In addition to the above, the Board prohibits the use of anabolic steroids by students, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid. Students should be made aware of the dangers of such use; that anabolic steroids are classified as controlled substances; and that the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion and/or criminal prosecution. The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.

The Board requires participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school athletic program. The District reserves the right to apply other disciplinary measures as deemed appropriate on a case-by-case basis.

ASSAULT

A student who assaults a school employee shall be suspended for ten school days and referred to the Board of School Directors for a hearing and appropriate Board action.

ASSEMBLIES

A variety of assemblies are scheduled throughout the year for entertainment, cultural exposure, and educational purposes. Guests should be treated with respect and courtesy at all times. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, stamping of feet, and booing are discourteous. Yelling is appropriate only at Pep assemblies. The success and continuance of the assembly program largely depends upon your co-operation and behavior before, during and after the assembly. *Students with academic or behavioral concerns may be omitted by administration from the assembly.*

ATHLETIC ELIGIBILITY

1. Any student participating in any high school athletic program must have a properly signed parental permission form on file with the School Athletic Director.
2. A separate parental permission form is required for participation in each sport.
3. **Any student absent from school all or more than half of the school day WILL NOT be permitted to participate or practice in any sport on that day.** Students who habitually arrive late the morning after games/matches may be suspended from participation. Students ABSENT FOR 20 SCHOOL DAYS or more shall not be eligible to participate in any athletic contest until attending a total of sixty school days following the twentieth day of absence. Extenuating circumstances, such as funeral, extended illness, or legal obligations, will be subject to review and discretion of the Principal.
4. Students SHOULD CARRY school or personal (family) insurance to participate in any athletic activity.
5. P.I.A.A. and W.P.I.A.L. eligibility regulations as well as local regulations will govern the ability to participate.
6. The athletic program is an extracurricular part of our school program. Our first and foremost interest is the personal educational program for each student; thus, it is mandatory that he/she maintains satisfactory grades. Passing grades in a minimum of four subjects (credits) is required to retain eligibility.
7. The Yough School District provides transportation for all athletic teams and each participant WILL BE REQUIRED to ride school transportation to and from any athletic activity scheduled away from Yough premises, or with coach's discretion under special circumstances.
8. All athletic equipment issued MUST BE RETURNED. If equipment is lost or stolen or is sufficiently damaged through misuse or abuse, students will be required to pay the COST OF REPLACING the equipment. Failure to turn in equipment within two weeks after the season may result in assessment of the REPLACEMENT COST of the article.
9. Every participant must be given a medical examination by the school or family physician and receive his/her permission to participate in school sports.

ATTENDANCE

Compulsory school age refers to the period of a child's life from the time that a child enters school as a beginner, which shall be no later than the age of eight (8) years, until the age of seventeen (17), or until graduation from a regularly accredited senior high school, whichever occurs first. Each student's attendance record is very important. College, trade schools, or military admission offices and future employers will carefully evaluate your attendance record. The following procedure must be followed:

1. Tardiness – Any student entering school **AFTER 8:05** must sign in at the office. AN EXCUSE WILL BE REQUIRED for the tardiness. Missing the bus, sleeping in, loitering in the halls or car problems are not acceptable excuses and therefore will be considered unexcused tardiness. Detention will be assigned for unexcused tardiness after the fifth offense. The classroom teacher will report students late to class to the office after **five occurrences**. Before school detention rules will apply. **Late students are responsible for the classroom work. For example, if a student enters period three, the student must check with the period two teacher for missed assignments.**
2. Absence Procedure:
 - a. After an absence from school, the parent/guardian must send a written excuse explaining the reason and give the date or dates of the absence. The student must present this excuse to the homeroom teacher.
 - b. If a student DOESN'T BRING A WRITTEN EXCUSE IN WITHIN THREE SCHOOL DAYS, the absence will be changed to unexcused or illegal. The student will not be permitted to make up work assigned on a day or days of unexcused absence.
 - c. An absence from school without the knowledge or consent of the parent/ guardian is considered truancy.
 - d. When a student has accumulated ten (10) days of absence from school, a warning letter registered with return receipt requested shall be sent to the parents/guardians, indicating that after ten (10) days of absence, the district shall term the absence chronic, irregular absence and shall require a doctor's excuse for each additional day of absence. The district reserves the right to require a doctor's excuse for any questionable period of absence. After one (1) day of illegal or unexcused absence, the parents/guardians shall be sent a first notice, advising them of the illegal unexcused absence of the child. Each session of illegal or unexcused absence thereafter shall result in the forwarding of a second notice, which provides for appearance before a magistrate with accompanying fines. The fourth illegal absence will result in prosecution procedures and shall be initiated by the district. Additional illegal or unexcused absences shall necessitate the referral of the student to the juvenile court.
 - e. Students are responsible to make up work missed because of absences. In case of an unexcused absence, WORK CANNOT be made up and students will not receive credit.
 - f. Students who are not subject to compulsory attendance laws (17 years or older) shall be excluded from school for flagrant violation of attendance regulations. Violations of attendance rules shall be regarded as misconduct and continued violation of these rules after warning may result in suspension from school or after a proper hearing before the Yough School Board, such student may be permanently expelled. A specific and clearly defined procedure will be followed when a student's misconduct demands exclusion from school. The complete attendance policy is available at the High School Office or the District Administration Office.
 - g. *Please see the full attendance policy on the school district website for other information.*
3. Perfect attendance - **Perfect attendance is defined as: zero absences, zero tardies, and in attendance the entire day. A student must be in attendance at school from 8:00 A.M. until to 2:55 P.M. 180 days to earn a perfect attendance award.**

BELL SCHEDULE

<u>Daily Bell Schedule</u>		<u>2-Hour Delay Bell Schedule</u>	
<u>PERIOD</u>	<u>TIME</u>	<u>PERIOD</u>	<u>TIME</u>
1	8:00 – 8:30	1	10:00 – 10:20
2	8:33 – 9:13	4	10:23 – 10:48
3	9:16 – 9:56	5	10:51 – 11:23 (Lunch)
4	9:59 – 10:39	6	11:26 – 11:58 (Lunch)
5	10:42 – 11:22 (Lunch)	7	12:01 – 12:33 (Lunch)
6	11:25 – 12:05 (Lunch)	8	12:36 – 1:01
7	12:08 – 12:48 (Lunch)	9	1:04 – 1:29
8	12:51 – 1:31	2	1:32 – 1:57
9	1:34 – 2:14	3	2:00 – 2:25
10	2:17 – 2:55	10	2:28 – 2:55

BOOKBAGS/BACKPACKS

Students at YIMS are encouraged to use bookbags to carry their books and supplies to and from school. This protects school materials and assists with keeping materials organized. However, once students arrive at YIMS, they are to store their bookbags in their lockers. Bookbags are not to be used throughout the school day. **Clear/mesh/drawstring** bags are permitted for the carrying of gym clothes to and from physical education class.

BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, social and athletic events, general information for the day and specific instructions are announced over the P.A. system each morning and early afternoon. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the main office the DAY PRECEDING the notice, to be approved by the Administration. According to school policy students may not place advertisement posters/notices in the building without approval from the administration.

BULLYING/CYBER BULLYING

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

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

School setting means: in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

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.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

BUS POLICY

All Students must ride their assigned bus to and from school. Students are not permitted to ride home or to school on another student's bus unless it is a family emergency. **A written parental permission from both parties must be turned into the office for approval prior to changing busses.**

BUS REGULATIONS

In the interest of a safe, orderly, and pleasant ride on the school bus, Students are expected to be courteous, cooperative, and restrained. The following regulations are required for each pupil.

1. Students will wait for the bus to come to a complete stop before entering the bus.
2. Except when assigned by the administration or driver, there are no reserved seats on the bus. Students will take seats available as they get on the bus and will not "save" a seat for any other pupil who may later board the bus.
3. Students are never permitted to stand in the aisle while the bus is in motion. State law forbids this practice.
4. For personal safety, students are not permitted by state law to put any part of the body out of the bus window.
5. In the interest of cleanliness and good appearance, students will not tamper with or deface anything on the bus, nor will they throw anything out of the windows. **FINANCIAL RESPONSIBILITY RESTS WITH THE STUDENT FOR ANY DAMAGE DONE TO THE BUS.**
6. Emergency doors are to be used only in an emergency, and not as the ordinary exit from the bus.
7. Eating, smoking, and use of abusive language is strictly forbidden on the bus.
8. Pushing, shoving and any other unnecessary roughness will not be tolerated.
9. If a student is reported for any of the above activities, the administration in its discretion may take a disciplinary action.
10. When exiting the bus to cross the highway, students are required to cross in front of the bus and to be careful of traffic coming in either direction along the highway.
11. **THE BUS DRIVER IS IN FULL CHARGE OF THE BUS.** Any situation that needs attention on the bus should be reported to the driver at once. The driver will bring the infraction to the attention of the Administration immediately.

12. A student who ARRIVES ON A LATE BUS (after homeroom period) is required to report to the office, sign in, go to his/her locker, and report directly to the period in session. Violations occurring on school buses are also subject to the same policies as if they happened on school grounds.

The above regulations are given so that each student will know what is expected of him/her. Should any student make a nuisance of himself/herself on the bus so that he/she would jeopardize the safety of other student passengers, he/she will be deprived of bus transportation.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Maintaining a clean cafeteria is the responsibility of the student body. The school does not provide a busboy service. In order to keep the cafeteria clean and orderly, please observe the following rules:

1. Please cooperate with the cafeteria supervisor.
2. Keep milk, food, and waste paper on the tray.
3. Empty all debris into the trash receptacles.
4. NO FOOD SHOULD BE TAKEN FROM THE CAFETERIA.
5. Students are not to wear hats, caps, visors or hoods in the cafeteria.
6. Electronic devices should not be brought or played in the cafeteria.
7. ITEMS THROWN IN THE CAFETERIA WILL BE SUBJECT TO A DISCIPLINARY ACTION.

Violations of the established guidelines may constitute health/safety hazard and an infringement upon the rights of other students. STUDENTS VIOLATING THESE GUIDELINES ARE SUBJECT TO DISCIPLINARY ACTION.

8. STUDENT MEAL POLICY

Student meals can be paid for by creating an account through schoolcafe.com or by giving a check/cash to the cashier.

If for any reason a parent or guardian cannot afford to pay for a lunch, free and reduced lunch applications are available on line or in the school office. A NSLP free and reduced lunch application shall be sent home at the beginning of each school year.

If you have any questions, please call Missy Troxell at 724-446-7272 ext. 2030.

CHANGE OF ADDRESS OR PHONE NUMBER

If you have a change of address or telephone number please contact the office with the new information as soon as possible. This update is very important so you may be contacted by phone if your child becomes ill at school, for you to receive important mailings, and for notifications using the All Call System.

DETENTION

Detention assignments are scheduled on designated days according to a monthly schedule. Detention begins at 7:15 am and concludes at 8:00 am. It is the responsibility of the parents to arrange for picking up the student at the conclusion of detention.

Detention will be held in a room with an assigned teacher monitor. Each student is to have sufficient study materials and is to cooperate with the supervising teacher. Failure to cooperate will result in further disciplinary actions. Supervising teachers may assign the student work if needed to complete the detention timeframe.

Students are to report to the main office prior to detention. There is no acceptable reason for not attending detention. Attendance is mandatory. There will be no food, beverage, or electronic devices in the detention room. Sleeping and talking are not permitted. There will be a five-minute break for restroom usage.

DISMISSAL FROM CLASS

If a teacher finds it necessary to send you from a classroom because of disruptive behavior, report immediately to the administrative offices. To be reinstated in the class, you must confer with an Administrator, your counselor, and the teacher concerned. Your parent/guardian will be informed. If a second eviction from the same class occurs, a conference must be held with an Administrator, your counselor, the teacher and your parents/guardians.

DRESS CODE

Students are expected to exercise prudent judgment in the selection of appropriate attire for school. Paramount to proper dress is good personal hygiene. All students are expected and must come to school clean and well groomed. Like all aspects of our educational program, the dress code that follows is meant to be a learning experience that will prepare our students to be contributing and productive members of society. Personal hygiene, proper dress, and a good education can lead to success. The following are specifics to the Dress Code for the Young School District.

SECTION 1: GENERAL

1. Upon entering school, any student may be required to pass through a metal detector or to be scanned by a hand-held detector.
2. Torn or ripped clothing that expose under-garments or touch the bottom of fingertips with arms fully extended are not permitted
3. Baggy or excessively layered clothing that can conceal items and/or pose a safety hazard are not permitted.
4. Blankets are not considered an article of clothing and must be kept at home.

SECTION 2: TOPS

1. Blouses and shirts must be buttoned. Tops may not be "low cut" or exposing. Bare midriffs and bare backs are not permitted.
2. The following are unacceptable tops as school attire: See-through blouses or shirts, halter or mesh tops, tube tops, crop tops.
3. Coats and jackets designed for protection from the outside weather are not to be worn in school.

SECTION 3: PANTS/SHORTS/SKIRTS/SHORTS

1. Pants, shorts, skirts, (lower body) must be secured and worn at the waist, no lower. Hip huggers and low riders are not permitted.
2. Undergarments should not be exposed in any way.
3. All shorts, skirts, and slits in skirts must touch the bottom of the fingertips with arms fully extended.

SECTION 4: OFFENSIVE DRESS

1. Clothing, patches, buttons, pins, tattoos or jewelry with sexually suggestive writing/pictures or advocating and advertise or promote the use of tobacco, alcohol or drugs are not permitted. violence are not permitted. .
2. Dress that is racially or ethnically offensive ex. K.K.K., Black Panthers, Confederate flags are not permitted.

SECTION 5: FOOTWEAR

1. Footwear must be worn at all times.

SECTION 6: JEWELRY

1. Spiked jewelry, chains or any jewelry that may cause injury or constitute a hazard are not permitted.
2. Body piercing that poses a safety hazard is not permitted to be worn.

SECTION 7: HEADWEAR

1. Hats, bandanas, sunglasses, visors, and sweatbands are not permitted to be worn in school.

SECTION 8: HEALTH AND HYGIENE

1. Any apparel that is judged to be unhealthy or unsanitary is not permitted.
2. Each student is expected to maintain good personal hygiene.

SECTION 9: DISCIPLINE

1. Students violating the Dress Code shall be subject to disciplinary action.

In the event that a parent/guardian cannot be reached on the day of the violation, the parent/guardian may conference with the principal upon the student's return to school upon principal request.

However complete these rules may be, they can never cover all possible situations which may arise. If a matter cannot be resolved by interpreting the above referenced rules, then the solution to be adopted by the District shall be based upon the spirit and principles referenced in this Dress Code.

EARLY DISMISSAL FROM SCHOOL

Early dismissal will be granted for the same reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist other than school hours. However, when emergency demands, the appointment should be made as early or late in the school day as possible, or during study halls, if there is enough time. Also, parents **MUST CALL** the School office to verify this appointment. No student will be permitted to leave the building for an early dismissal if a parent/guardian has not been contacted.

To obtain an early dismissal, a student must present to the High School office a written request containing the following information:

1. Full name of student
2. Date of early dismissal
3. Time of early dismissal
4. Reason for early dismissal (name of doctor/dentist, if applicable)
5. Signature of parent or guardian
6. Home/business phone number

Any student granted permission to leave the building because of illness, early dismissal or other emergencies **MUST SIGN OUT AT THE SCHOOL OFFICE** prior to leaving. Also, upon returning to school after early dismissal of the same day, a student is required to **SIGN IN AT THE SCHOOL OFFICE**. Verification of student's doctors' or dentists' appointments should accompany students upon returning to school.

ELECTRONIC DEVICES

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school sponsored activities.

The Board prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities. Such devices shall be stored in the student's locker during the school day. The Board prohibits use of cellular telephones that have the capability to take photographs or record audio or video during the school day in district buildings, on district property and while the students are engaged in school-sponsored activities. Such devices shall be stored in the student's locker during the school day. In addition, the Board prohibits possession and use by students any device that provides for a wireless, unfiltered connection to the internet. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Violation of the acceptable use policy will result in Level One through Four disciplinary action. Violations of BYOD non classroom related activity by a student shall result in disciplinary action and confiscation of the electronic device. *The confiscated item shall be returned to the student at the end of the day and phone call to parent/guardian. Second offence constitutes loss of BYOD privileges. Third offense constitutes In-school suspension. Emergency calls will be placed through the school office.* Emergency messages for the students will be delivered promptly and privately.

ELECTRONIC MULTIMEDIA IMAGING & RECORDING

Opportunities arise from time to time for students to have their picture taken for various organizations, clubs, activities, athletics, arts, newspapers, etc. For safety reasons student photos may appear in surveillance cameras and film. The Yough School District will routinely authorize publication of pictures and information as allowed by law. Any objection should be forwarded in writing to the High School Office.

EXCEPTIONAL CHILDREN

The Yough School District runs several classes for the exceptional children in the building. Itinerant teachers also provide hearing, speech, and vision services to special needs students. Handicapped parking areas are located outside the main entrance. Handicapped wheelchair seating areas are available in the auditorium, Gymnasium, and athletic stadium. An elevator is available where necessary. Emergency evacuation procedures are handled on an individual basis for each situation. Any special problems may be discussed by calling the school at 724-872-5164.

FIELD TRIPS

Building administration reserves the right to exclude any student from participating in any field trip(s) due to poor attendance, poor grades or behavioral/discipline problems.

FIRE DRILLS

Fire Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Setting off a false fire alarm is extremely dangerous and violators will face the full penalty provided by law.

GRADING POLICY

Grade Reports

The school year will consist of four 9 week grading periods. Report cards will be issued approximately one week after the end of each grading period. Deficiency reports will be sent to parents/guardians at the midpoint of each quarter for any student in danger of failing any course. **All late student work shall be given reduced credit at the teacher's discretion.**

Yough Grading System

A	90-100
B	80-89
C	70-79
D	60-69
F	50-59

Grade Weight

Each 9 week grade is worth 25% for a full year course and 50% for a semester course.

Incomplete Grades

Students must follow policy guidelines concerning incomplete grades. All incomplete grades will become failures if not made up before the end of the grading period following the incomplete. Extenuating circumstances will be dealt with by the office on an individual basis.

GUIDANCE SERVICES

1. Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, or any question the student would like to discuss with the counselor. Students wishing to visit a counselor should contact the guidance office to arrange for an appointment. This can be done before or after school or during study periods. Only students with a pass indicating the time of departure from a period may be excused.
2. Program Scheduling - Each spring, students will begin the process of selecting courses for the following year. Course selections should be based upon interests and future career goals. Students will be advised by their teachers and counselors concerning suitable course selections. Careful planning by student and parent with teacher and counselor is the best way to assure an appropriate program of study.
3. Schedule Changes - Teachers may request the counselor to consider the initiation of schedule changes. The final decision for a schedule change will be made after considering the student's total program.

Changes will be considered for the following reasons only:

- a. Change of track or level
 - b. Same teacher for the same courses in two semesters or two years due to failing
 - c. To meet graduation requirements
 - d. Medical excuse in Physical Education
 - e. Extraordinary circumstances as approved by the counselor and principal
4. Dropped Course - Without teacher, principal, and guidance counselor permission, dropping a course shall result in a WITHDRAWAL "FAILING" for the course.
 5. College Conferences - Admittance to college conferences will be at the discretion of the respective counselor.

GUM CHEWING/ENERGY DRINKS

Yough Intermediate Middle School is a gum and energy drink free school. Gum chewing and energy drinks will not be permitted.

HALL PASSES

Being excused from classes will be kept to a minimum. Students are not permitted in the halls during class periods unless accompanied by a teacher or a hall pass from an authorized staff member. Students found in the hall without a hall pass may lose hall pass privileges.

HAZING

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

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

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

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. However, this presumption may be rebuffed by competent evidence to the contrary.

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

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

HEALTH SERVICES

Emergency cards are sent home with each student at the beginning of the school year. They are to be completed by the parent and returned immediately. In case of serious accident or illness, parents will be contacted or instructions will be followed as outlined by the emergency card.

Except for emergencies, students who become ill at school are to report to their class and receive a pass from their teacher before coming to the nurse's office. If it is necessary for a student to be sent home for illness or injury, a parent or person designated on the emergency card will be called. Students must sign out in the school office. If the nurse is not in, the student should report to the office. Students must not leave the building because of illness without authorization from the nurse or office.

All students have vision screening and height and weight measurements yearly. According to PA School Code, all sixth grade students must have a physical examination either by their private physician, within one year, or by the school physician. Seventh grade students have hearing screening and scoliosis screening performed by the nurse. In addition, seventh grade students are to have a dental examination. This may be done by the family dentist within one year or by the school dentist.

School Nurses by law are not permitted to diagnose, prescribe, or dispense medication without physician's orders. If it is necessary for a student to take a medication during school hours which has been prescribed by a physician, there must be a compliance with the following procedures:

1. Medication must be brought to school by a parent in a container with the prescription labeled by a pharmacist or physician. It must include the name of the student, the medication, the dosage, and the time to be taken.
2. Any medication that is to be administered is to be stored at school in the nurse's office for use in case of an emergency; the physician and the parent must complete the physician's certification for medication.
3. Students are permitted to carry and self-administer inhalers after the physician's orders and parental permission is received. After self-administration, the student must inform the nurse.
4. Over the counter medication (OTC) must also be brought to the school nurse by a parent and follow the above procedures. It must be sent in the original dispensing container.
5. Medications will only be administered by the school nurse.

Failure to register medications with the school nurse will result in discipline according to the District's Drug/Alcohol policy.

Medication forms are sent home at the beginning of each school year. Please call the nurse if you have questions.

Yough Intermediate Middle/School follows the Department of Health guidelines for the treatment of lice.

LIBRARY

The Yough Intermediate Middle School Library is located on the first floor near the main entrance to the building. The library contains valuable print, on-line and Internet services. It is an integral part of the School curriculum and students will visit regularly during class time. Students are also encouraged to independently use all of the resources available to them in the library/media center. To enter the library/media center a student must obtain a pass from the librarian or his/her classroom teacher. The library is a place of quiet study, research and recreational reading. Students are expected to comply with the rules of the classroom and use of any technology in the media center.

LOCKERS

Students are to use their lockers prior to school. Visits to the lockers during classes will be kept to a minimum. Lockers are the property of the school and may be subject to periodic random searches. Lockers will be searched randomly and periodically without regard to any article suspicion or alleged infraction of school rules. Book bags/backpacks are to be kept in the lockers during the day. Sufficient time is scheduled for students to get whatever they need from their lockers before they report to class and at dismissal time.

There is no expectation of privacy in school lockers. Each student is responsible for what is in the locker assigned to him/her. A search of school property to include but not limited to: lockers, cars, student possessions including bookbags, athletic bags, purses, wallets, pockets, shoes, and coats (when the well-being and safety of others is threatened) shall be conducted at a time school officials have reasonable cause to believe that stored items constitute a crime or violation of regulations.

LOST ARTICLES

Students and parents should inquire about lost items. After 30 days the school is not responsible for unclaimed items. All lost items will be located in the library. Lost electronic devices will be located in the office.

OPEN CONTAINERS

Open containers are defined as any container which does not have or has had a factory seal broken. Students are not permitted to bring open containers onto school property during the school day. Students may bring factory sealed drinks for use during their assigned lunch in the school cafeteria. Students are not permitted to leave the cafeteria with unsealed containers.

PARENT'S RIGHT TO INSPECT THEIR CHILD'S SCHOOL RECORDS

- A. Parents and Students Have the right:
1. To inspect and review education records following a written request. Such a review shall be in the presence of Administrator or his designee.
 2. To add verified and relevant information to the educational record.
 3. To submit a statement concerning the appropriateness or validity of information in the educational record.

4. To challenge information in the educational record and have it corrected or deleted.
 5. To be informed where a full text copy of the policy can be obtained.
 6. To file complaints with the Family Educational Rights and Privacy Act Office (FERPA) of alleged violations of section 438 of the Act by an employee of the Intermediate Unit.
 7. To receive a response from the Westmoreland Intermediate Unit to reasonable requests for an explanation record.
 8. To be informed of any and all personally identifiable information which has been designated as "Directory Information".
 9. To be informed of the procedures for objecting to unidentifiable information categorized as "Directory Information".
- B. At each office, records maintenance or storage site, a current listing of the names and positions of these agents and employees of the Yough School District and Westmoreland Intermediate Unit who are authorized to have access to personally identifiable information will be maintained for public inspection.
- C.

PUBLIC DISPLAYS OF AFFECTION

Students should refrain from all public displays of affection while in the school. Students violating this policy face disciplinary action, which includes notification of parents.

SCHOOL CLOSINGS

In the event of severe weather or other extreme conditions, the district will initiate the use of the Alert Now phone system to alert parents. Please listen to or watch local radio and TV stations for additional information. Please do not call the school.

SEXUAL HARASSMENT, HARASSMENT & NON-DISCRIMINATION POLICY

The Yough School District will not discriminate or tolerate harassment or sexual harassment in its educational programs or activities based on race, color, national origin, sex, age, disability, sexual orientation or any legally protected classification.

The District prohibits all forms of unlawful harassment of students by all District students and staff members, contracted individuals and vendors, and volunteers in the schools. The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which create an intimidating, hostile or offensive educational environment. **Ethnic harassment** includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment. **Sexual harassment** includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. The different circumstances and examples of sexual harassment are contained in the Board Policy. Any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment may be categorized as sexual harassment.

Each student shall be responsible for respecting the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment. When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure. A student shall report a complaint of harassment, orally or in writing, to the building principal, teachers, counselors, or nurse or a designated employee, who shall inform the student of his/her rights and of the complaint process. A substantiated charge against a District student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

See Policy Manual for details and compliance procedures.

SOCIAL EVENTS AND CLASS TRIPS

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the Superintendent and building principal.

Class trips and social events that take place outside of school facilities require approval by the Superintendent.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.

The loss of class time for preparation and for competition shall be kept to a minimum, and extended trips or expensive out-of-state trips during the school year shall be discouraged.

Contests or other activities involving awards to students by agencies outside the school shall not be permitted unless approved by the Superintendent. This activity must have educational value and shall be of a noncommercial nature.

This policy should be read and implemented in conjunction with Policy 204 Attendance.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

When students are troubled, so are teachers, counselors, Administrators and other school staff. The Yough Student Assistance Program includes professional staff and Administrators trained to recognize and help students who exhibit a wide variety of behaviors, which interfere with academic performance, and social, emotional and physical development. S.A.P. cooperates with the family, professional staff and other appropriate community agencies to help students better develop their social responsibilities and academic potential. S.A. P. is designed to respond to the needs of students in a systematic, professional and realistic manner.

STUDENT RECORDS

We wish to inform you that Federal and State laws provide that parents have the right to inspect and review the school records of their children. In keeping with the spirit of the law and with our own desire for parents to participate in the educational process, we invite you to review the progress of your children by inspecting some or all of the records. These records are kept for all students:

Assessment Records	Grades/Transcripts
Attendance Records	Medical Records

Additional records are kept for students enrolled in Special Education classes, for example:

Counseling Records	Educational Evaluations Hearing Records
Neurological Reports	Physical and Occupational Therapy Records Psychological Records
Speech Records	Vision Records

We also wish to inform you that you have the following additional rights:

For Special Education pupils you must be allowed to see your child's records within a reasonable amount of time, but not later than 30 days after you have asked to see them. You may request an explanation or interpretation of the records by school personnel. You may also obtain a first copy of your child's education records without charge. After you have inspected your child's records, if you believe something in the record is not correct you may request a meeting with the Principal, Guidance Counselor, or his designee and try to resolve the matter; if matters are not resolved, you may request a formal hearing by the Superintendent or LEA or their designee.

State law provides that the following additional conditions will apply regarding the education records of the Special Education Students:

If you have asked to see your child's records, you must be allowed to do so prior to a conference regarding an Individualized Educational Program and so prior to a hearing regarding the identification, evaluation or placement of your child's records if you wish to have their advice. You may also ask for a list of the types and locations of the records kept about your child. The law provides that your child's records may not be given out without your consent. However, certain pieces of information may be given out. This information is called directory information and it includes: the child's name, address, date and place of birth, grade, program, participation in officially recognized sports and activities, dates of attendance, certificate and awards received and the name of the most previous educational agency or institution attended. If you do not wish this information to be released, you must notify the school in writing within 20 days after this notice is sent out. The consent of the parent is not required for the use of pupil records for educational purposes by the school district.

A copy of the Westmoreland Intermediate Unit Policies for Special Education Programs and Services of Collection, Maintenance and Dissemination of Student Records is available for inspection in the Office of Director of Special Education.

If you have any concerns regarding compliance with the law or access to and correction of your child's records, you may file a written complaint with the Family Rights and Privacy Act Office, Department of Education, Room 4511, Switzer Building, Washington, D.C. 20202.

STUDENT VACATION ABSENTEE POLICY

Students requesting permission to vacation with parents must complete a vacation approval form which when completed will explain the reason for the request and the duration of the trip. Students absent more than twenty days of the school year to date will be refused permission and given unexcused absences if the vacation is taken, thus forfeiting makeup privileges. Prior to taking the vacation, approval must be granted by the school administration. If prior approval is not granted, the absence will be classified as unlawful and discipline will be administered consistent with building level procedure. Students on approved vacation trips must complete make-up work within a number of school days equal to the number of days missed or at the discretion of the teacher.

TECHNOLOGY ACCEPTABLE USE POLICY

The Yough School District through cooperation with the District design team, building design teams, technology coordinators, administrators, teachers, and board members have established this policy to insure that all technology, Internet access, and email accounts are used for ethical, lawful, and educational purposes. Failure to adhere to this code can result in 1) the suspension or revocation of your email account and Internet access; 2) disciplinary action, suspension, or dismissal; and 3) prosecution under State and Federal laws, where applicable. For the purpose of this code, technology should be defined as any equipment, hardware, or software that is capable of sending, receiving, or presenting visual, audio, or data messages. This includes but is not limited to computer workstations, personal digital assistants, calculators, scanners, digital cameras, printers, media players/recorders, networks, servers, fax, phone and related accounts.

1. All use of technology during instructional, preparatory, and break time before, during, and after school hours must be for instructional, educational or research purposes.
2. All faculty, staff, and student accounts, profiles, and usernames are to be used only by the authorized user. Impersonating another user by supplying false user information or by supplying another user's legitimate information without consent is prohibited and may be illegal. Suspect activity on user accounts can and will be monitored and violators will be prosecuted.
3. To safeguard your privacy, do not reveal any personal, financial, or security information to other Internet users or websites. This includes but is not limited to name, address, phone number, social security information, credit information, or banking information.
4. The use of technology for operating a personal business is prohibited.
5. The use of technology for product advertisement is prohibited.
6. The use of technology to engage in political lobbying or to produce or distribute political materials is prohibited.
7. The use of technology to download, copy, use, or distribute copyrighted materials is prohibited and illegal. This includes but is not limited to unlicensed software, copying text materials, and dubbing audio/video media.
8. The use of technology to play games, engage in chat, send/receive email, send/receive instant messages, or upload/download audio or video files is prohibited, unless these activities have educational merit for the completion of a teacher sponsored educational activity, are being used for educational or instructional purposes, and are used while under the supervision and consent of the sponsoring instructor.
9. The use of technology to create, distribute, or receive threatening, obscene, inappropriate, damaging, or harassing material is prohibited. This also includes attempts to intentionally create, access, or distribute "viruses", "worms" or other measures with the intent of damaging, crippling, or destroying technology resources. Use applies to all forms of technology including Email, fax, phone, instant messages, computer workstations, and other networked equipment.
10. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the US Postal Service and is subject to the same safeguards and privileges. Therefore, attempts to tamper, interfere, or intercept other users email is prohibited and illegal. Users are required to delete all unnecessary and unwanted email messages on a regular basis to conserve file server space and optimize machine resources. Periodic purges of email may be instituted by the District for the same reasons, should users fail to remove old mail messages.
11. In order to insure adequate resources for all users, the Yough School District Technology Dept. may log Internet use, monitor file server space, and measure network bandwidth usage. Any data, email, internet traffic, or other media transmitted across the network or residing on a Yough machine is subject to this periodic monitoring.
12. Using technology to digitize and publish student photographs or video without obtaining proper prior consent is prohibited.

13. Faculty and supervisory staff are responsible for student use of technology while students are using technology under their supervision. Although filtering software will be utilized as a means of monitoring and controlling student access, it is not 100% foolproof and is no replacement for direct supervision. For these reasons, students are not permitted to work on networked technology resources unsupervised at any time. When not in use, faculty and staff will take appropriate action to insure that unsupervised use of technology does not occur (i.e., locking doors, turning off power, logging off machines, etc.)
14. Faculty knows and will enforce the student ethics code and lab procedures. Faculty will only allow authorized student users to access networked devices. An authorized student user is one that has read, signed, and submitted a completed Student Technology Acceptable Use Form. Failure to complete the acceptable use form will result in loss of technology privileges. Violating this acceptable use policy will result in permanent loss of technology privileges as well as disciplinary action.
15. All Yough technology will be placarded with an identification tag. This tag is not to be removed or transferred to other equipment. Technology resource must remain in the assigned building/room they were placed in, and are to be only serviced by authorized technology personnel. All Yough technology is subject to periodic inventory audits. Requests to borrow or move equipment must first be cleared with the building administrator and the building technology coordinator.
16. Unauthorized modification to district hardware and software, including but not limited to installing or removing hardware components (i.e. memory drives, processors, boards, cards) or installation of unlicensed /illegal software is prohibited.

This policy is designed to provide the basic tenets of technology usage in the district. It does not replace building procedures and protocols already in place, but is to be used in conjunction with any additional responsibilities and procedures put forth by administration at the building level. The Yough School District will modify this Technology Ethics Policy as necessary to keep pace with ever-changing technological advances and increased capability of our equipment. Please contact an administrator with any questions or concerns.

TELEPHONES

The office telephone is a business phone and should be used by pupils for emergencies only. Parents should not call the school except in cases of REAL EMERGENCY. Messages and deliveries from home should be left in the office. Students will be called out of classes only in an emergency.

TERRORISTIC THREATS/ACTS

The Yough School District recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of District students, staff and community. The District acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

1. Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard to the consequences that such an act could cause, and/or in reckless disregard of the risk of causing such terror or inconvenience.
2. Terroristic act - shall mean an offense against property or an offense involving danger to another person.

The District prohibits any student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

If it is determined that a student has made a terroristic threat or committed a terroristic act, the student shall immediately be suspended and reported to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to searches.

Consult full policy manual for details.

TOBACCO

The possession and/or use of any tobacco product, including lighters on school property during school hours is prohibited. Confiscation of the tobacco will result when students violate this guideline. Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the District. The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property. The District may initiate prosecution of any student who possesses or uses tobacco in violation of this policy. For a first offense the school requires a smoking cessation program (4 sessions during school time scheduled with St. Vincent's and our nurse.) Subsequent offences will result in a magistrate citation and disciplinary action through the school.

VALUABLES AT SCHOOL

Students, not the school, are responsible for their personal property. Take care of any valuables by leaving them at home.

VANDALISM

Willful destruction or defacing of school and personal property shall result in suspension at the discretion of the building administrator with restitution being required including cost of labor and materials. Referral to civil authorities for institutional vandalism shall be made when deemed necessary by the building administrator. Depending on the nature of the offense, a recommendation for expulsion may be made.

VISITORS

Parents and those interested in the school from a professional point of view may consult with teachers or principals. Arrangements must be made prior to visiting. ALL VISITORS MUST REPORT TO THE OFFICE UPON ENTERING THE BUILDING. Pupils are not to bring friends to school for a visit. Such visits are not permitted.

WEAPONS POLICY

The Yough School District recognizes the importance of a safe school environment to the educational process. Possession of weapons, as defined by law, will not be tolerated and will result in discipline, including expulsion. A weapon shall include but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, look-alike gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon does not include any device which is authorized by the school for a legitimate educational purpose, such as tools, scissors, compasses, pencils, implements for class. Any student, however, using any object

in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon. A firearm means the following: (1) any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or fire-arm silencer; (4) any destructive device. The term does not include an antique firearm. A destructive device means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter (1/4) ounce, mine, or any device similar to any of the devices described above.

A student is in possession of a weapon for purposes of this policy when the weapon is found on the person of the student, in the student's locker, or otherwise under his/her control while the student is on school property, on property being used by the school or at any school function or activity, or at any school event held away from the school, or while the student is on his/her way to or from school. Students are prohibited from possessing a weapon (1) in any District building; (2) on any grounds of the District; (3) in any conveyance (including private) providing transportation to or from the District; (4) at any school function, activity or event whether or not held on District grounds; or (5) while the student is on his/her way to or from school. Any student found in possession of or transporting a weapon during any of the above-listed times, activities or events, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten (10) day out-of-school suspension and presented to the Board for a formal expulsion hearing in accordance with the Pennsylvania School Code and due process requirements. A student who has knowledge that a weapon is in or on school property shall be subject to disciplinary proceedings if the student does not timely report this information to school personnel.

In the event a student is found to have a firearm, destructive device or weapon on school property, said student shall be expelled from the District for a period of not less than one (1) year. Such penalty shall be given in conformance with formal due process proceedings required by law. The Superintendent may upon recommendation and approval of the Board issue a lesser punishment on a case-by-case basis.

Consult full policy manual for details.

DISCIPLINARY POLICY

The Yough School District is dedicated to the development of each student's potential for learning in a positive environment. Discipline is an essential element in the creation and maintenance of this environment. Our schools must, therefore, be free from disruptions which interfere with the teaching and learning processes. To set the stage for learning, students and parents and school staff must collectively assume responsible roles in promoting behavior which encourages positive learning activities and the development of individual potentials.

A discipline policy should teach respect for the dignity of individuals as well as respect for authority and its standards while recognizing that some behaviors are indicative of age level and should be handled as such. It is the responsibility of the student to assume a role as a responsible member of the school, a role which results in behavior conducive to learning and self-discipline, a role for which the student will be held accountable as appropriate.

The parents/guardians are responsible for emphasizing the importance of the Code of Discipline and for working as partners with the District to enforce the Code of Discipline. Parents/Guardians shall be responsible for the conduct of their children/charges.

The influence of parents or legal guardians in the educational process is vital. They are encouraged to take an active part in the disciplinary and educational processes in the school.

The district promotes and encourages educational, cocurricular, and extra-curricular activities which result in the growth of the individual. The attitudes and behaviors of the students play a major role in developing the educationally sound climate in which these goals may be achieved.

For a complete listing of the Disciplinary Code please visit the District website at www.youghsd.net or contact your school office for a hard copy of the material.

**YOUGH SCHOOL DISTRICT
THE REFERRAL PROCESS**

SIGNS THAT MY CHILD MAY NEED SPECIAL EDUCATION SERVICES

A child may need special help to make progress in school that is not normally needed by other children in the regular education classrooms. Your child may be exceptional if he/she has a physical, sensory, mental or emotional disability and needs special education as determined by an individualized Education (IEP) Team. Children who are determined exceptional have a right to a free and appropriate public education (FAPE).

Some indicators that your child may be a child with a disability include:

- Difficulty in academic subjects
- Failing grades
- Repeating a grade
- Exhibition of a serious emotional disturbance over a long period of time which affects your child's ability to learn
- Consistent problems in getting along with others
- Difficulty communicating
- Lack of interest or ability in age-appropriate activities
- Resistance to change
- Difficulty seeing or hearing that interferes with the ability to communicate
- Health problems that effect educational performance

HOW TO MAKE A REFERRAL---The Referral Process

Initially, if a child is recognized by school personnel or parents as experiencing learning or behavioral difficulties, the Student Assistance Program (SAP) convenes. Instructional modifications and adaptations are then determined and implemented in the regular education environment. If difficulties persist after intervention, the SAP then convenes and recommends a multidisciplinary evaluation to determine the need of specialized instruction. A referral then is made to the Special Education Office to begin a multidisciplinary evaluation with parent permission. Parents can also choose to request an evaluation in writing to the school district administration. The district must then evaluate the child without cost to the parents. Confidentiality of the information obtained is protected as outlined in Yough School District's Student Record Policy.

**SPECIAL EDUCATION AWARENESS NOTICE
THE IDENTIFICATION, EVALUATION AND PLACEMENT PROCESS
THE EDUCATION OF EXCEPTIONAL CHILDREN**

The Individuals with Disabilities Education Act (IDEA) sets forth the following minimum procedures that must be followed in the identification, evaluation and educational placement of exceptional children.

Step 1:

A child is recognized by school personnel and/or parents as possibly being exceptional and in need of special education.

Step 2:

The Student Assistance Program (SAP) convenes. Instructional modifications within the regular classroom are implemented to ascertain if the problem can be corrected within the regular education environment. If it cannot, the SAP team recommends a multidisciplinary evaluation.

Step 3:

An evaluation to specifically determine the child's exceptionality, educational strengths, weaknesses and needs is scheduled by the school with prior knowledge and written approval by the parents. If agreement to evaluate is not achieved, either the school system or parents may initiate the procedural safeguard system. The evaluation procedures and materials must be selected and administered so as to not be racially or culturally discriminatory.

Step 4:

A meeting with the parents, school personnel, and if appropriate the child is scheduled to discuss the results of the Evaluation Report (ER). Signatures are required indicating agreement or disagreement with the report. Those disagreeing are encouraged to write a dissenting opinion.

Step 5:

From this meeting or others that follow, the child's Individual Education Program (IEP) will be developed, written and agreed to by the school, parents, and the child where appropriate. The IEP Team determines appropriate educational placement.

Step 6:

When an IEP is agreed to by the parents and school, then the parents are issued a Notice of Recommended Educational Placement (NOREP) to sign. The education to be provided to the child will be in conformity with the IEP. If for any reason the school and parents cannot agree on the appropriateness of the IEP either may initiate the procedural safeguard system.

Step 7:

At least annually, each child's IEP and his/her school performance will be reviewed for the purpose of specifying the future educational program for the child.

Step 8:

At least every three years, a multidisciplinary reevaluation is conducted to review a child's program and eligibility for special education.

If you believe that your child is in need of special help in order to make progress in school that is not normally needed by other children, contact your child's principal, guidance counselor or the Director of Special Education at (724)446-7272, Ext. 1045. All requests for evaluations must be made in writing. District forms are available through the guidance office or the principal at your child's school.

Office hours are 8:30 AM – 4:00 PM, Monday—Friday. All information will be kept confidential. Upon request, evaluations and/or tests will be given in your child's native language or mode of communication unless it is clearly not feasible to do so.

Board of Education

Kenneth Bach

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Andrew Sanders

TECHNOLOGY COORDINATOR

YOUGH SCHOOL DISTRICT

DISTRICT ADMINISTRATION

915 LOWBER ROAD

HERMINIE, PA 15637-1219

PHONE (724) 446-7272 FAX (724) 446-5017



Integrated Pest Management Notification Letter

The Yough School District uses an Integrated Pest Management (IPM) approach for managing insects and rodents. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating hiding and breeding places. We accomplish this through routine cleaning and maintenance. We regularly monitor the school building and grounds to detect any pests that may be present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary. When chemicals are used, the school will use the least toxic products available. Applications will be made only when students and staff do not have access to the area being treated. Notices will be posted in these areas 72 hours prior to application and for two days (2) following the application. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products, self-contained baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry, so parents must notify the school each year in which they want to be notified.

Sincerely,

Yough School District

Board of Education

Terril Allen
PRESIDENT

Kenneth Bach
VICE PRESIDENT
TREASURER

Suzanne Harvey
SECRETARY

Chris Boucher
Linda Knor
Linda Leghart
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YOUGH SCHOOL DISTRICT

**DISTRICT ADMINISTRATION
915 LOWBER ROAD
HERMINIE, PA 15637-1219
PHONE (724) 446-7272 FAX (724) 446-5017**

Administration

Dr. Janet M. Sardon
SUPERINTENDENT

Michael Wroblecki
BUSINESS MANAGER

Dawn Hilgenbrand
DIRECTOR OF
SPECIAL EDUCATION

Andrew Sanders
DIRECTOR OF
TECHNOLOGY

August 28, 2017

Dear Parent/Guardian,

At Yough School District we are very proud of our teachers. They are ready for the new school year and are prepared to give your child a high-quality education. As a school that receives Federal Title I funds to assist students in meeting state achievement standards, we must meet federal regulations related to teacher qualifications. These regulations allow you to learn more about your child's teachers' training and credentials.

This letter informs you of your right to request information about the qualifications of the classroom staff working with your child. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher meets state qualifications and certification requirements for the grade level and subject he/she is teaching
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration
- Whether your child receives help from a paraprofessional and if so, what are the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA), which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA), includes additional right-to-know requests. You may request information on:

- Policies regarding student participation in assessments, and procedures for opting out
- Required assessments, including subject matter tested; purpose; source of the requirement (if applicable); amount of time it takes students to complete; and how results will be disseminated.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed. That commitment includes ensuring that all our teachers and paraprofessionals meet applicable Pennsylvania state requirements. Throughout the school year, we will be providing you with important information about this law and your child's education. If you have any questions, please contact me at 724-446-7272 or email me at sardonj@youghsd.net. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,



Dr. Janet M. Sardon
Superintendent

**TITLE I PARENT INVOLVEMENT POLICY
For Yough Intermediate/Middle School
2017-2018**

Yough Intermediate/Middle School, in the Yough School District, recognizes that parental involvement contributes to the achievement of academic standards by students. We view the education of students as a cooperative effort among the school, parents/families and community.

In compliance with federal law, the school and parents/guardians of students jointly developed the following policy and annually review and improve the plan during the Spring Parent Advisory Council meeting.

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- Scientifically research-based reading and math series student textbooks and core-based curricular resources
- Progress charted to drive instruction and communicate to parents

1. Provide timely information to parents about Title I. Specifically,

- Send home notification of qualification to the parent of each eligible child at the beginning of the school year, including a parental permission slip to indicate their willingness to have their child participate in Title I
- Distribute copies of this school parental involvement policy and the school-home compact and post them on the website
- Distribute resource materials and flyers concerning the program, statewide standards, curriculum, assessment, and expected proficiency levels as needed
- Maintain an up-to-date school-level and Title I webpage

1. Provide parents with frequent reports on their children's progress. Specifically:

- Mid-term progress reports 3 times per year
- Report cards
- PowerSchool Parent Portal
- Phone calls as necessary

1. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- Individual scheduled conferences
- Phone calls
- E-mail

1. Provide opportunities for parents to participate in their child's learning. Specifically:

- Access to resources through the PA statewide Parent Lending Library
- Opportunities to volunteer, provide input, and participate in their child's class through periodic invitations from the teachers or principal
- Opportunity to attend the PA SPAC annual conference for training
- Activities held to promote strong parental involvement and help parents to work with their children to improve their children's achievement
- Reserve at least one percent of the Title I budget for parental involvement activities/resources; ensure that parents are involved in decisions regarding how funds are allotted for parental involvement activities

Title I
Yough School District
Yough Intermediate/Middle School

SCHOOL-PARENT COMPACT

Yough Intermediate/Middle School, and the parents of the students agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2017-2018.

SCHOOL

The Yough Intermediate/Middle School recognizes that parental involvement contributes to the achievement of academic standards by students. We view the education of students as a cooperative effort among the school, parents/families and community. The School will:

1. Ensure that your child is able to achieve the State's standards through high-quality effective instruction
2. Invite you to parent involvement activities that we develop to assist you in working with your child
3. Regularly communicate with you concerning your child's progress
4. Periodically request your input related to academics and parent involvement through surveys and meetings
5. Foster the continual communication and collaboration between the Title I teacher, classroom teachers, and the guidance counselors regarding your child's progress
6. Provide copies of the School's and District's policies related to parent involvement and parent complaint procedures

STUDENT

I know my education is very important to me and will help me become a better person. I know my parents want me to do well in school, but I am the one who has to do the work. Therefore, I agree to do the following to the best of my ability:

1. Arrive at school on time every day unless I am ill or an emergency arises
2. Take home to my parents/guardians all corrected work and papers received by me from my teacher
3. Have homework completed and be prepared for my classes and tests
4. Respect my school, my teachers, my classmates, my family and myself
5. Pay attention, be cooperative and ask for help when needed
6. Follow the school rules and rules in my classroom

PARENT/CAREGIVER

I realize that my child's education is very important and I understand that my participation and support are essential to my child's achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Give my child a quiet place to study
2. Encourage my child to complete his/her homework
3. Make sure my child receives well-balanced nutrition, gets enough sleep each night and arrives to school on time each day unless an illness or emergency arises
4. Encourage my child to respect himself/herself, classmates, staff, and property
5. Make sure my child reads and writes on a daily basis and positively uses out-of-school time
6. Attend open house, school-parent activities, and parent conferences when I am able

Parent(s)/Caregiver(s)

Student

Date

Teacher

Date

revised based on parental input 25 May 2017