

Fox Chapel Area High School



2021-2022

STUDENT/PARENT HANDBOOK

COMMITMENT TO EXCELLENCE



Dear Parents/Guardians:

This document has been developed by the high school staff to inform students and parents of the expectations, rules, and code of conduct for student behavior. A successful school requires that all parties – students, parents, and school personnel – work cooperatively to ensure a safe and orderly environment. Please take the time to review this document and discuss its contents with your child. Understanding the system will help your child have a positive school experience.

The high school administration exercises broad discretionary authority to conduct investigations and may be assisted by the following:

- Fox Chapel Area School District Police Force;
- Security personnel;
- K-9 agencies; and
- Any others as seen as appropriate by the administration.

This handbook is not exclusive nor all inclusive. The rules and regulations support but do not replace the judgment or discretion of school officials.

When there is a problem in the school, please follow these steps:

- Consult the Student/Parent Handbook;
- Talk to your son or daughter;
- Call the teacher;
- Call the school counselor;
- If the problem continues, call the principal or assistant principal; and
- If the problem is not solved, communicate with the superintendent or deputy superintendent.

We look forward to a successful and productive school year.

Sincerely,

The High School Staff

FOX CHAPEL AREA HIGH SCHOOL STUDENT CODE OF ETHICS

As a student in Fox Chapel Area High School, I will:

- See every day as an opportunity to do my best;
- Realize my behavior at all times reflects on my family, friends, and school;
- Avoid cheating or deceiving others;
- Dress appropriately;
- Accept the responsibility and pride of earning a diploma through hard work;
- Recognize that personal growth comes from positive thinking, activities, relationships, and achievements in any area of school involvement;
- Respect all others, no matter what their race, nationality, gender, sexual orientation, religious affiliation, area of residence, economic, or social status;
- Take responsibility for my own actions;
- Realize the ultimate good of other students and the school is more important than my own immediate wishes;
- Get involved for the benefit of the school and community;
- Respect school and community property because it belongs to me and future generations; and
- Develop the self-confidence to be my own person and the strength of character to withstand peer pressure.

ALMA MATER

*Hail! Alma Mater, we all sing to thee.
Your red and white we wear with dignity.
May all our lives add glory to thy fame;
Fox Chapel High, we all will praise thy name.*

*As in the past we pledge ourselves to thee—
Thy name upheld through faith and loyalty.
Thy firm straight halls will lead us on our way
With love and truth to graduation day.*

CORE VALUES

Fox Chapel Area School District:
Building Pride and Unity through Respect, Responsibility, and Integrity

RESPECT:

Valuing self and others
Caring for one's environment
Pride in positive actions

RESPONSIBILITY:

Accountability
Taking ownership for what you do
Listening and following through

INTEGRITY:

Doing the right thing (even when no one is watching)
Honest with self and others
Trustworthy in thoughts, words, and actions

2021-2022 Fox Chapel Area School District Calendar

August 2021				
2	3	4	5	6
9	10	11	12	13
P	FC	P/C	P	P
16	17	18	19	20
FC	24	25	26	(4) 27
30	31			

September 2021				
		1	2	(9) 3
X	X	6	7	(12) 10
13	14	15	16	(16) 17
20	21	22	23	(21) 24
27	28	29	30	

October 2021				
				(26) 1
4	5	6	7	(31) 8
11	12	E/+	14	(36) 15
18	19	20	21	E/C(41) 22
25	26	27	28	R(46) 29

November 2021				
E/CONF	CONF/+	3	4	(50) 5
1	2	8	9	(55) 12
15	16	17	18	(60) 19
22	23	E/+(63)	X	26
X	29	30		

December 2021				
		1	2	(67) 3
6	7	8	9	(72) 10
13	14	15	16	(77) 17
20	21	22	(81) 23	X 24
X	X	X	X	X

January 2022				
3	4	5	6	(86) 7
10	11	12	(90) 13	FC 14
P	17	18	19	R(94) 21
24	25	26	27	(99) 28
31				

APPROVED 2/8/2021

February 2022				
	1	2	3	(104) 4
7	8	9	10	(109) 11
14	15	16	17	(114) 18
X/M	21	22	23	(118) 25
28				

March 2022				
	1	2	3	(123) 4
7	8	9	10	(128) 11
14	15	16	17	E/C(133) 18
21	22	23	24	R(138) 25
28	29	30	31	

April 2022				
				(143) 1
4	5	6	7	E(148) 8
X	X	X	X	X
11	12	13	14	(153) 15
18	19	20	21	(158) 22
25	26	27	28	29

May 2022				
2	3	4	5	(163) 6
9	10	11	12	(168) 13
16	17	18	19	(173) 20
23	24	25	26	(178) 27
X	30	31		

June 2022				
		K/E	1	E/C(182) 3
FC	P	P	P/C	R
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

1st Grading Period – October 22 – 41 days
2nd Grading Period – January 13 – 49 days
3rd Grading Period – March 18 – 43 days
4th Grading Period – June 3 – 49 days

November 1 – Elem/Sec Early Dismissal & Parent Teacher Conference Day
November 2 – Parent Teacher Conference Day (No School for Students)
June 3 – Last Day for Students = 182 Days (unless makeup days are required)
June 9 – Last Day for Professional Staff = 195 Days (unless makeup days are required)

I New Teacher Induction Day
C Clerical Day
FC Full Clerical Day (No School for Students)
P Professional Development Day (No School for Students)
E Elem/Sec Early Dismissal
X Holiday/Break/No School
+ Act 80 Day
CONF Parent Teacher Conference Day
K Kennywood Day (Tentative)
R Report Cards Available
M Makeup Day (if Necessary)

First Semester	
8/11-13	New Teacher Induction Days
8/16, 19 & 20	Professional Development Days
8/17 & 23	Full Clerical Days
8/18	Professional Development/Clerical Day
8/24	First Day for Students
9/6	Labor Day
9/7 & 16	Fall Break
10/13	Elem/Sec Early Dismissal
10/22	Elem/Sec Early Dismissal & Clerical Day
11/1	Elem/Sec Early Dismissal & Parent Teacher Conference Day
11/2	Parent Teacher Conference Day
11/24	Elem/Sec Early Dismissal
11/25-29	Thanksgiving Break
12/24-31	Winter Break

Second Semester	
1/14	Full Clerical Day
1/17	Martin Luther King Jr. Day & Professional Development Day
2/21	Presidents' Day or Makeup Day
3/18	Elem/Sec Early Dismissal & Clerical Day
4/8	Elem/Sec Early Dismissal
4/11-15	Spring Break
5/30	Memorial Day
6/1	Kennywood Day (Tentative) & Early Dismissal
6/3	Last Day for Students
6/5	Elem/Sec Early Dismissal & Clerical Day
6/6	Commencement
6/7 & 8	Full Clerical Day
6/9	Professional Development Days
6/9	Professional Development/Clerical Day

April 25-May 13 shaded areas indicate PSSA testing windows. January 3-14 and May 16-27 shaded areas indicate Keystone Exams testing windows. Refer to the FCASD website (www.fcasd.edu) for specific grades tested in each time frame.

Makeup days, if necessary, will be February 21, 2022, and then added on to the end of the school year, beginning June 6, 2022. Please consult building and website calendars for building-level early dismissal dates, school activities, and other special events.



FOX CHAPEL AREA HIGH SCHOOL

BELL SCHEDULES

	REGULAR	CAREER QRT	SUPER QRT	TWO-HOUR DELAY	HALF DAY 11:00 DISMISSAL	HALF DAY 1:00 DISMISSAL
WARNING BELL QRT	7:25 7:30 – 7:55	7:25 7:30 – 8:15	7:25 7:30 – 8:30	9:25 9:30 – 9:35	7:25 7:30 – 7:35	7:25 7:30 – 7:40
PERIOD 1	8:01 – 9:25	8:21- 9:40	8:36 – 9:49	9:40 – 10:30	7:40 – 8:25	7:46 – 8:47
PERIOD 2	9:31 – 10:54	9:46- 11:01	9:55 – 11:08	10:35 – 11:25	8:31 – 9:16	8:53 – 9:54
PERIOD 3	11:00 – 12:54	11:06 - 1:01	11:14 – 1:08	11:30 – 1:30	9:22 – 10:07	11:06 – 1:00
A LUNCH	10:54 – 11:24	11:01 - 11:31	11:08 – 11:38	11:30 – 12:00		11:00 – 11:30
B LUNCH	11:24 – 11:54	11:31-12:01	11:38 – 12:08	12:00 – 12:30		11:30 – 12:00
C LUNCH	11:54 – 12:24	12:01-12:31	12:08 – 12:38	12:30 – 1:00		12:00 – 12:30
D LUNCH	12:24 – 12:54	12:31-1:01	12:38 – 1:08	1:00 – 1:30		12:30 – 1:00
PERIOD 4	1:00 – 2:25	1:07 - 2:25	1:14 – 2:25	1:35 – 2:25	10:13 – 10:58	10:00-11:00

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SECTION ONE:

GENERAL INFORMATION

ACADEMICS

COMMENCEMENT CEREMONY PARTICIPATION

Fox Chapel Area High School annually plans and conducts a commencement ceremony for those students who are completing their high school program. The commencement ceremony is a symbolic and celebratory event planned by the district for twelfth grade students and their families. Each student may participate in the ceremony one time. Graduation occurs when all graduation requirements have been satisfied and a diploma is awarded.

To be eligible to participate in the ceremony, a student must have completed all the requirements for graduation and be in good standing. If a student cannot complete the requirements before the end of the school year, then he or she may participate in the commencement ceremony during the school year in which the requirements are completed. In addition, students must settle all debts and obligations to the school district by the last day of school to receive their diploma and/or have transcripts released. Transcripts will not be released until all obligations have been reconciled.

GRADUATION PORTFOLIO

Each student in the Fox Chapel Area School District is required to complete an independent graduation portfolio prior to graduating. Students will be informed of the specific requirements via the school counseling department during class meetings each year. This requirement culminates with an exit interview.

HOMEWORK GUIDELINES

Homework helps students in three ways: to become self-directing, independent learners; to reinforce daily classroom instruction; and to increase the students' ability to actively participate in the next day's class. Homework is not just restricted to required work that teachers assign, but is also considered self-initiated daily study and review of concepts learned in class. With advancement in school, students should expect out-of-school preparation and study time to increase, simply because learning concepts and class projects become more complex and challenging.

In our high school as a student moves from one grade level to the next, homework tends to take more time. Once in college or other post-high school programs, students will find they must do nearly all studying outside scheduled class time.

SCHOOL COUNSELING

All Fox Chapel Area High School students are assigned a counselor based on the first initial of their last names. This same counselor will act as a monitor and guide throughout high school until the student graduates. Individual counselors will provide guidance in the following areas: career development, Beattie liaison, alternative school liaison, professional experience, scholarships, Career Resource Center (CRC) supervision, testing services, scheduling concerns, and public relations.

Counseling services offered also include the following:

- Group and individual conference periods to plan academic programs,
- A developmental school counseling curriculum,
- Guidance in choosing electives,
- Advice in selecting post-secondary schools,
- Aid in solving personal concerns, and
- Help in seeking employment.

Students can be certain about three things in regard to all personal conferences with high school counselors: confidentiality, sympathetic understanding, and use of all school resources to help them make wise choices for effective control of their lives.

Colleges, other schools, and prospective employers frequently request student grade transcripts and other pertinent academic data stored in the school counseling office. The school counseling office will forward these records, but not unless parents first sign a release form. Parents may secure such forms in the school counseling office or on the district website.

SERVICE LEARNING EXPERIENCE

A 12-hour service learning experience is one of the graduation requirements at Fox Chapel Area High School. The purpose of the experience is to educate students about the value of offering their time and talents for the betterment of the community. Students may begin to accrue their service learning hours the first day of school during their freshman year. The 12-hour unpaid experience must then be fulfilled by the last school day in May during a student's junior year. Students may research and select their own organization or agency with which they wish to work, or they may get help in seeking their placement from the service learning coordinator. Students will validate their experience by submitting a summary form to their coordinator after completion of the service. This requirement will then be noted on the student's high school transcript. Students who do not complete 12 hours of service learning during their junior year will receive an "F" on their transcript and will be required to fulfill 36 hours their senior year.

SPECIAL EDUCATION

Assistance is provided to students identified as needing learning, emotional, or life skills support through several options. Students may receive specially-designed instruction in academic skills, social skills, or functional skills within a general education classroom, a resource room, or within the community. Students may also receive academic tutoring and testing in subjects for which they are included by reporting to an educational support teacher's QRT, accessing the testing center during class, or by making arrangements for lunchtime or after-school assistance. There are also established math and English help centers that the students may utilize. If testing results warrant additional assistance, then the student may also receive related services including, but not limited to, speech/language, vision, hearing, physical, and/or occupational therapy. Through the life skills support program, students can become involved in community-based instruction. Transitional services are also provided and implemented through a student's Individualized Education Program (IEP) and are highly emphasized during the student's junior and senior year.

STUDENT SCHEDULES

Each spring school counselors meet with students to discuss scheduling of classes for the following year. Based on this course selection process, teaching assignments and class offerings are established to build a master schedule. *Because of the intricacies involved, it is difficult to accommodate schedule changes once the school year begins.*

It is the responsibility of the student and parent to review the student's schedule when it is received in the summer. If there is an error on the student's schedule, the parent should contact the appropriate counselor prior to the beginning of the school year and make the necessary correction. *An exception to this guideline is if a student fails to meet the prerequisite of a course and a change is necessary.*

The school does not honor parent and student requests for teacher preferences.

Grade disputes must be settled no later than six weeks after a nine-week grading period.

STUDENT SUPPORT TEAM (SST)

Throughout the school year, students may need assistance from our Student Support Team (SST). The team works to help students with declining grades, excessive absences, or whose behaviors create barriers to learning. Teachers, administrators, parents, counselors, and even students may contact the SST about valid concerns. In every case, parents are then contacted.

There are five basic steps in the SST process:

1. After a referral has been submitted, parents/guardians are contacted for permission to proceed.

2. Once written permission is received, general information is gathered to obtain a total picture of the student. The referral to the SST, permission to proceed, and gathered information remain confidential. By law, they may NOT become a part of any student's permanent records.
3. Information is reviewed by the team and action plans are developed.
4. If the team recommends further SST involvement, the student may be interviewed by a member of the SST, and/or the student might be recommended for interview by a mental health or drug and alcohol consultant.

It is our wish that no student encounter the difficulties that often confront adolescents. However, we are prepared to assist anyone who needs help or guidance. Our Student Support Team is here for you, and we welcome you in this partnership.

For further information, contact the SST Coordinator David Leasure at david_leasure@fcasd.edu.

ACTIVITIES

CLUBS AND ORGANIZATIONS

Fox Chapel Area High School offers a wide variety of clubs and organizations for interested students. To keep students informed and encourage them to join organizations, the high school website will have a list of clubs/club sponsors. A club/activity week is planned each year in September and January during lunch periods to provide information and sign-up procedures.

There is no limit to the number of groups students may join. In fact, research shows that student involvement in extracurricular activities helps students to be more successful in school. Clubs provide an excellent opportunity for students to investigate a variety of activities.

Most clubs generally meet during QRT. After school time is also available for meetings or projects. Club members may ride home on Back-on-Track or sports buses available during months of sports activities, or have parents provide transportation. Check the high school online calendar for club meeting times and locations.

All clubs that collect dues or participate in fundraising activities must elect club officers and have a constitution with bylaws on file in the activities office. Some clubs also do community service projects or simply enjoy pursuing a particular interest.

Students must meet three conditions to form new clubs: they should have a faculty sponsor, a sufficient number of prospective club members, and approval of the lead principal and activities director. New clubs are only formed at the beginning of every semester. To begin the process of forming a new club, contact 412/967-2424.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a national organization recognizing outstanding students who demonstrate strong academic achievement as well as good character, leadership, and service to the community. Only sophomores, juniors, and seniors who have attended Fox Chapel Area High School for at least one semester are eligible for membership.

Eligibility is based on the following:

Scholarship

- A non-weighted Cumulative Quality Point Average (NWCQPA) of 3.50 or better on grades earned in grades 9-11.
- Transfer students' grades are based on a combination of grades earned in both the previous high school and Fox Chapel Area High School, grades 9-11, and must also be a NWCQPA of 3.50 or better.

Activities

- Two activities are required in the year of application.
- One of these two activities must be an in-school activity as identified on the approved/registered school activity list.
- A minimum participation of ten activity hours is required for the in-school activity.

Service

- Two service activities are required in the year of application.
- Only one of these two service activities can be an interclass or interscholastic competition (i.e., sports or academic competition).
- A minimum participation of ten service hours is required for the two service activities.

Leadership

- Demonstrated examples of leadership during grades 9-11 are required.

Character

- Four character references are required.
- Three of these four character references must be faculty members whom the student had as a classroom teacher during the current school year.

The selection procedure is as follows:

1. Initial screening is based on NWCQPA.
2. A parent/student notification letter is sent to all students who qualify to apply.

3. A group meeting is held for the purpose of informing prospective members of the goals and objectives of the NHS, the selection process, and requirements involving scholarship, activities, service, leadership, and character. Student Application Packets are distributed at this meeting.
4. The completed Student Application Packet is returned by each student who is interested in being offered membership to the NHS. The NHS sponsor again reviews the list of eligible candidates for membership. If any student on the list has dropped below the required 3.50 NWCQPA, his or her name is eliminated from the eligibility list.
5. The faculty council (a group of teachers from various disciplines) reviews each candidate relative to activities, service, leadership, and character.
6. Applicants are notified of their selection.
7. An induction ceremony is held.

To remain members in good standing in NHS, every member must:

- Maintain the scholastic achievement level that formed the basis of his or her selection to the chapter.
- Be an active, responsible participant in NHS chapter activities.
- Act as a positive influence in the classroom and school community.
- Exhibit respect for school and civic laws.

Failure to uphold the above criteria could result in a member's dismissal from the Fox Chapel Chapter of the NHS. The following sections of the National Honor Society's Bylaws explain the process and reasons for dismissal of a member.

Section 1. Any member who falls below scholastic standards that were the basis for his or her selection shall be warned once in writing by the chapter advisor. If during the next grading period the member fails to meet the standard used as the basis for selection, he or she shall be permanently dismissed.

Section 2. Any member found to be in flagrant violation of school rules and civic laws shall be notified of his or her cause for removal without warning by the chapter advisor. The faculty council shall review and confirm the charge for dismissal.

Section 3. Any member who has been dismissed may appeal the decision of the faculty council. The appeal must be made in writing to the principal who shall conduct an informal hearing as prescribed by the disciplinary policy of the Fox Chapel Area School District. Results of the informal hearing may be appealed according to the established Board of School Directors policy.

STUDENT GOVERNMENT

Student government acts as a voice for all students in the high school. Its goal is to improve student life in the school. Every spring, students elect student government officers to represent them and their views on school issues. Student government provides an opportunity for all who show interest to have a voice in the leadership of the student body.

The student government acts as a liaison between students and administration. Student government members solicit opinions about school affairs and suggestions for student activities from peers in homerooms and present ideas to the principal for approval. Conversely, student government members also report administrative messages and items from student government meeting agendas to homerooms. The student government also sponsors dances and other student-centered activities throughout the school year.

General Elections of Student Government

General elections of executive and legislative officers take place every spring. The entire student body elects four executive branch student government officers: president, vice president, secretary, and treasurer. At the same time, senators will be elected to represent each of the six municipalities at every grade level. Representatives will be elected for each QRT during the first two weeks of school.

Holding a student government position is one of the highest honors in the school. To qualify for a position a candidate must:

- Have a QPA of 2.0 or better with no Ds or Fs at the time of nomination;
- Have the recommendation of two teachers and a school counselor;
- Have a history of good citizenship free from repeated or serious disciplinary incidents;
- Have the recommendation of the principal.

In March, all interested candidates may pick up Candidate Application forms in the activities office. The general election takes place in May.

Executive officers preside over joint sessions and focus on schoolwide activities. All class officers are also members of student government and have responsibilities governed by the student government constitution.

Student government officials can be dismissed from office on the basis of disciplinary infractions. Dismissal procedures for executive branch and legislative branch officers are defined/ outlined in the Fox Chapel Area High School Student Government Constitution posted on the high school website.

ATHLETICS/CLUB SPORTS

SCHOOL SPIRIT

All Fox Chapel Area High School team members deserve the full support and enthusiasm of the entire student body. Student spectators not only need to back teams, urging them on to victory along with our cheerleaders, but also need to display the same attitudes of good conduct and sportsmanship expected of team players. School staff and coaches ask that students display these behaviors at both home and away games and before and after athletic events in order to reflect a positive image of themselves and our high school. Students should note that school rules apply while attending events at both home and away locations.

SPORTS PROGRAM

The Fox Chapel Area School District is committed to providing a competitive sports program built upon the tenets of integrity, honor, good sportsmanship, and responsibility. The district is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), and offers 27 interscholastic varsity sports teams that compete in the Western Pennsylvania Interscholastic Athletic League (WPIAL).

The following sports are offered at Fox Chapel Area High School:

baseball	golf (b/g)	softball
basketball (b/g)	gymnastics (g)	tennis (b/g)
cheerleading	indoor track (b/g)	track (b/g)
cross country (b/g)	lacrosse (b/g)	volleyball (b/g)
field hockey	soccer (b/g)	wrestling
football	swimming/diving (b/g)	

Participating in Pennsylvania's interscholastic athletics program requires certain mandatory procedures and rules as set forth by the PIAA, WPIAL, and the Fox Chapel Area School District. These regulations are designed to protect the safety and overall well-being of our student-athletes.

All students who choose to participate in the athletics program are required to have a yearly physical. Physicals for interscholastic sports can be obtained at the school, free of charge on the assigned dates/times, or by an athlete's private physician. The district does not provide make-up physicals. Students who participate in a "collision/contact sport" are also required to receive an ImPACT™ test, a computerized neurocognitive assessment tool used to evaluate and manage concussions. ImPACT is the testing protocol used in the NFL, NHL, MLB, and the U.S. military. Furthermore, ImPACT testing is for all students entering grades 7, 9, and 11, or who are new to a contact sport. At this time, the district provides ImPACT baseline testing online and each student-athlete may access the test from home prior to the first day of practice. Further information may be found by visiting www.fcasdathletics.org under the "Announcements" section of the website.

In addition, it is mandatory that any student wishing to participate in interscholastic sports must attend preseason practice. Fall preseason practices usually begin three weeks prior to Labor Day. Students who wish to participate must attend tryouts.

A full explanation of interscholastic eligibility and rules, including eligibility based on academic and school requirements, is detailed in the Fox Chapel Area High School Student Athletic Handbook and more in-depth rules governing interscholastic athletics can be found by visiting the PIAA website at www.piaa.org. Copies are available in the athletic office and on the athletic website at www.fcasdathletics.org.

The high school also offers students an opportunity to participate in three club sports:

- crew (b/g) - fall/spring
- fencing (b/g) - winter/spring
- ice hockey (b/g) - winter

Please refer to the Student Athletic Handbook and/or the athletic website for additional detailed information on interscholastic and club sports.

ATTENDANCE

IMPORTANCE OF ATTENDANCE

Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law mandates students of compulsory school age to attend school. Compulsory school age means a student must remain enrolled through age 18 or graduate from a regularly accredited high school, whichever comes first.

The Fox Chapel Area Board of School Directors also requires regular school attendance as research shows a direct correlation between school attendance and grade point average. Interaction of several factors related to being in school directly enhances the learning process: teacher/pupil interaction, continuity of instruction, classroom participation, positive learning experiences, and outside study to reinforce classroom concepts. All these factors constitute a chain of activity needed for student academic success. Once school absence breaks down this chain, a student is burdened by make-up work, and grades can suffer. All students are responsible for maintaining regular attendance to school or risk a citation and referral to the magistrate.

RULES & REGULATIONS FOR EXCUSED ABSENCES

Absences from school will only be approved for the following five reasons: (1) observance of religious holidays, (2) health care, (3) illness, (4) educational tours or trips not school sponsored, and (5) other absences approved by the principals. Trip requests are strongly discouraged during standardized testing weeks. Please do not make requests for educational trips or tours during standardized testing. Requests may be denied if the test(s) cannot be made up during the testing window. **Refer to the district calendar and the high school website for testing information.**

EARLY DISMISSAL FROM SCHOOL

The school district asks that parents schedule dental and medical appointments for students *after school hours*.

Should an appointment during school hours be imperative, certain procedures need to be followed. A student must have parent approval and school authorization. First, the parent should write a request for early dismissal which the student must take to the office **no later than 8 a.m.** on the day of the early dismissal. The note should state:

- Student's full name
- Date of dismissal
- Exact dismissal time
- Precise reason for dismissal
- Name and phone number of doctor or dentist
- Signature of parent/legal guardian
- Phone number where parent/legal guardian can be reached to answer questions regarding the early dismissal and confirm the early dismissal. **A parent must be available for verbal confirmation prior to the early dismissal time.**

Special *A Note to School* forms are available on the high school website under "Attendance Note" to facilitate this process.

The school must have prior approval/notification by the parent before an early dismissal is approved.

At the scheduled early dismissal time, the student must report to the main office. Students must exit the building at the front entrance by the main office. The school asks that parents pick up the student at this entrance only.

EDUCATIONAL TOURS AND TRIPS

Educational tours and trips (non-school sponsored) will be marked as excused absences as long as the appropriate paperwork is completed and turned in to the main office and the tour/trip is school approved. The QRT teacher and regular classroom teacher signatures are required on this form, which should be submitted at least two weeks prior to the trip.

For absences from a pre-approved educational tour or trip to be removed, the student must complete all missed work in all classes and obtain the signatures of all classroom teachers, certifying that the work has been completed satisfactorily. The Educational Trip Absence Form must be completed and returned to the main office within one week of returning to school from the educational trip.

PROCEDURES TO FOLLOW FOR STUDENT ABSENCE FROM SCHOOL

1. On the morning following the last absence, a student must first report to the main office with a written excuse signed by a parent or guardian explaining **the reason for absence** and specific dates of absence. A medical excuse is required when a student has been absent from school for a period of five or more consecutive days or any time after a parent has submitted ten signed, handwritten notes to excuse his or her child's absence.
2. The attendance facilitator determines the legality of every excuse for an absence from school.
3. Even if the student is 17 years or older, a parent's/guardian's signature on the excuse is necessary.
4. Even though a parent/guardian may call to report a child is absent because of illness, the parent must still send a written excuse.
5. Excuses that say "alarm did not go off," "slept in," or "missed the bus" are unable to be excused.
6. Excuses must be submitted within three school days of return or may remain unexcused. School Attendance Improvement Plans (SAIP) and/or truancy charges may be filed upon the fourth unexcused absence.
7. Students are to contact teachers and make up any work missed due to an excused absence. Students will have the number of days absent plus one to complete work missed.

The school keeps an accurate record of daily attendance and records on the report cards the number of times a student was absent from individual classes, the total number of absences from school, and the number of times a student is tardy.

BUILDING FACILITIES AND PROCEDURES

ADVERTISEMENTS

Please submit internal advertisements to the high school activities director at least two weeks before desired display. The high school activities director designates where and when such posters are to be placed. External advertisements should be submitted to the assistant superintendent for approval.

ARRIVAL AND DEPARTURE FROM SCHOOL

Once students arrive at school, they should go to their lockers before they report to their assigned QRT for attendance. Students will hear a warning bell at 7:25 a.m. Students are required to be in assigned rooms before the tardy bell at 7:30 a.m. Students not riding the bus may be picked up or dropped off at designated locations.

School dismissal is at 2:25 p.m. All students remaining after school must be supervised by a faculty member at all times. For transportation home, students may take a sports/activity bus which boards only at the student activity entrance when available.

BUSES

Bus Pick-Up

A school bus is considered on time if it arrives at a bus stop either five minutes before or after the exact scheduled pick-up time. Using this ten minute leeway as a guide, students should plan their arrival and wait time at the bus stop accordingly. Of course, extreme weather conditions, traffic, and roadway accidents may interfere with the normal bus schedule. In case of inclement weather, parents and students need to use their own judgment about how long to wait for a late bus.

During the first week of school, bus pick-up times may not be regulated. Bus drivers require at least a week or two to adjust driving times and boarding procedures, so students need to be patient at bus stops during the opening days of school.

Students may ride only their assigned bus. Only in rare or emergency circumstances may a student do otherwise. To ride a bus other than the one assigned, a student must have a letter of permission, signed by a parent and school principal, for the bus driver to permit boarding.

A number of buses are equipped with seat belts, and everyone is urged to buckle up for safety.

In case a student misses a bus, only a parent or assigned guardian may drive that student to school.

Bus Departure

Students should board buses immediately after the dismissal bell. Buses leave approximately five minutes after school ends.

Sports/Activity Buses

Activity buses are not required by school law. The Fox Chapel Area School District elects to provide them as a courtesy and convenience for parents and students. Sports/activity buses run only during sports seasons. These buses board at the athletic entrance at approximately 5:30 p.m. during the fall, winter, and spring sports activities. Athletes as well as other students who remain after school for extracurricular activities or school work may ride these buses. Please visit www.fcasathletics.org for more details regarding activity buses.

Three or four buses deliver students throughout the entire school district, an area that covers 32 square miles. Activity buses, therefore, need to shorten their runs and must drop off students at centralized stops. Some passengers may have to walk a distance to their homes.

Activity buses do not operate between sports seasons.

Back-on-Track Buses

Back-on-Track buses will run Tuesdays, Wednesdays, and Thursdays after school. Students will be picked up by the auditorium entrance and the buses will leave at 3:50 p.m. The Back-on-Track buses will not run on scheduled half days.

DANCES

The high school may sponsor several dances each year. The dates for these dances will be posted on the high school website.

Homecoming and Prom

Any student wishing to attend either the homecoming dance or the prom must be in good academic standing. Any student on social probation may not attend. Additionally any senior who has not completed his/her service learning hours and/or graduation project will be ineligible to attend the prom.

DRIVING TO SCHOOL

As a general rule, the Board prohibits students from driving motor vehicles to regular school sessions. Administration recognizes many circumstances that may necessitate a student driving to school. The regulations which govern students driving to school follow:

- Students must follow the application process and obtain a pass at the beginning of each semester. Spaces at Fox Chapel Area High School are limited. Applying for a pass does not guarantee students will receive a pass.
- Eligible students must submit the official application, along with a copy of their driver's license, vehicle registration, and valid car insurance each semester.
- Students must have their vehicles registered.
- Vehicles must be registered to the student's parent/guardian who resides within district boundaries.
- Students who are permitted to drive to school will be given some form of identification/authorization which **must be displayed in their vehicles at all times.**
- A student parking area is provided and parking spots are assigned by number. **Students must park only in their assigned space.**
- Parking passes are not transferable. A \$25 fee is required to obtain the parking pass each semester.
- For health and safety reasons, vehicles parked on school property are subject to random searches by school authorities.
- Parking fines are \$25 per ticket and are required to be paid within five days, and violating the policy on driving to school may also lead to disciplinary action.
- Students without driving passes may drive to school after 2:30 p.m. or when buses have departed for the day.
- ONLY parents or legal guardians are permitted to drive students to or from school.
- Students may lose any or all parking privileges due to disciplinary offenses.
- Work experience students who violate the policy are also subject to disciplinary actions. A second violation may result in loss of work experience credit and driving privilege.
- Questions may be emailed to fcparking@fcasd.edu.

ELEVATOR

The high school elevator is for the convenience of injured and disabled students. Use of the elevator requires permission from the nurse's office. Any student unable to climb stairs because of injury or other physical disability should contact the nurse's office.

EMPLOYMENT CERTIFICATE

Any student under the age of 18 who applies for a job must first secure an application for an Employment Certificate from the school counseling office. Students who are under 16 must have the form signed by both the student's parent and the student's employer. Students who are 16 and over need only their parent's signature.

After those signatures are obtained, the student should return, in person, the signed and completed application along with his or her birth certificate to the school counseling office. The official working papers are then granted, entitling the student to begin work at the place of employment.

HEALTH OFFICE

Emergency Contact Information

It is school policy for parents to submit emergency contact information for their son or daughter every school year. Parents and guardians submit this information when they complete the "Mandatory PowerSchool Student Update" each year. If a student becomes ill or has an accident requiring emergency treatment at the hospital, the following information is required in order to treat the student:

1. Work, cell, and home phone numbers of parents to assure contact without delay. If parents are unavailable, please add contact numbers of two people who can arrange care and transportation for your child.
2. Parent/legal guardian signatures to authorize the hospital to provide needed emergency care immediately in case parents cannot be reached.
3. Parent signature is required for the school nurse to administer over-the-counter medication such as Tylenol® (acetaminophen), Advil® (ibuprofen), and Tums® for headache, pain, upset stomach, etc. Telephone requests cannot be honored.
4. List student's health concerns including allergies and medications that may be crucial to caring for your child. In case it is necessary to contact a doctor or dentist, please also list their names and phone numbers.
5. The Mandatory PowerSchool Student Update must be submitted by the second week of school. Students who do not submit this information may be placed on social probation by the principal until the information is submitted.

Illness at School

If students become ill at school, they must go to the health office which is located near the main office and follow this procedure:

- Students should not text or call parents to go home.
- Students must secure a written pass from the teacher.
- **The nurse will contact parents and arrange for ill students to go home.**
- No one should go to the health office between classes unless it is an emergency.
- Once the student leaves the health office, a pass signed by the nurse is needed to return to class or to go home.

Mandated Health Screenings

Pennsylvania state law requires students to have school health personnel perform the following health exams:

- Grades 9-12:
 - Vision screening
 - Height and weight
- Grade 11:
 - Audio screening
 - Mandated physical examination

Parents who wish to have their child examined by their private physician should:

1. Obtain a Private Physician Physical Exam form from the health office.
2. Have the family physician perform the physical.
3. Return the completed form to the nurse in the health office.

Wellness

The Fox Chapel Area School District is committed to promoting health and wellness for its students and has adopted recommendations set forth by the Pennsylvania Department of Education.

Food Allergies – Peanut/Tree Nut Allergy Alert

Parents/guardians are to contact the classroom teacher and school nurse if a child has a food allergy. A child with a peanut/tree nut allergy can suffer a reaction merely by touching a food containing a peanut or tree nut. There are children in our school who have serious allergies, particularly peanut/tree nut allergies. Tree nuts include but are not limited to almonds, Brazil nuts, cashews, chestnuts, filbert/hazelnuts, macadamia nuts, pecans, pine nuts (pignolia nuts), pistachios, and walnuts. The following guidelines are in effect:

- Please do not send classroom treats or snacks containing peanuts, tree nuts, peanut butter, or foods containing peanuts, peanut butter, or tree nuts.
- Teachers will refrain from using peanut butter or peanut or tree nutshells in classroom projects.
- When providing treats for students, please notify the teacher concerning students with peanut/tree nut allergies.
- Students who pack peanut butter or tree nuts or peanut products are to wash their hands after eating lunch.

We trust that parents/guardians understand how important it is for everyone to respect and adhere to these guidelines. Questions or concerns about food allergies should be directed to the school nurse.

Guidelines for Administration of Medication in School

Medication should be given at home. Should the need arise for a student to be given medication during school hours, a form must be completed. Forms are available from the school nurse and online with the following information:

1. Written instructions signed by a doctor and parent with:
 - Diagnosis
 - Medication
 - Dosage
 - Length of time to be given
 - Possible side effects
2. **The first dose of a new medication is to be given at home to ascertain the child's reaction to the medication.**
3. Medications must be brought to the school nurse by the parent or guardian in the prescription-labeled container that must remain in school.
4. Parents may request medication be returned to them, or medication will be discarded one week following the termination date or at the conclusion of the school year.
5. **Students who carry medication are in violation of the Drug and Alcohol Policy.**

COVID-19

Information pertaining to COVID-19 (coronavirus) can be found on the Fox Chapel Area School District website at www.fcasd.edu/coronavirus. Students are expected to comply with all health and safety mandates from the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health, the Allegheny County Health Department, the Pennsylvania Department of Education, and the school district.

LOCKERS

All student lockers are and shall remain the property of the school district. Students have no expectation of privacy in their lockers and lockers are subject to random searches at the discretion of the principal or designee. The administration is authorized to develop and implement operating procedures and administrative guidelines to comply with this policy, including the use of K-9 agencies.

Students are expected to use only the locker and lock assigned to them. Students will receive a combination lock for their locker. Students will be responsible for replacement costs of the lock. **Storing items in lockers is done at the student's risk.** The district does not replace missing items.

Should students forget number combinations to open their lockers, the QRT teacher and principal's office has a record of all lock combinations.

If the locker is not working properly, students should report it to the principal's office. The custodial staff will then be able to examine the locker and repair it if necessary. Students must not switch lockers. Only school-administered locks are permitted on lockers. Replacement locks are available in the principal's office for a cost of \$10. All students are encouraged to bring a lock from home to secure their belongings when students are in physical education class.

LOST AND FOUND

Students should label gym clothing and shoes and all other personal possessions brought to the high school. So often articles are mislaid and occasionally, because identification is missing, never traced back to true owners. Incidents of theft have occurred too because students have been careless about leaving valuables unattended, especially in locker rooms. The best advice, therefore, is to:

- Leave expensive items at home.
- Use a lock from home to secure belongings during physical education class and sporting events.
- Be careful of leaving articles behind.
- Protect valuables; carry them with you.
- Place some form of identification on clothing, gym shoes, books, and other possessions.
- Report missing items to the dean's office.

In case students find items belonging to others, they should return the lost articles to the dean's office.

PROBATION OFFICER

In cooperation with Allegheny County Juvenile Probation, a probation officer has been assigned to the high school. This person acts as a liaison between the high school, Juvenile Probation, and students who are involved in the Juvenile Justice System.

QUALITY RESOURCE TIME (QRT)

An important part of the flexible block schedule is QRT. At the beginning of each day, students have an opportunity to make choices that will accommodate personal needs. The QRT period is a good time to make use of high school facilities and resources. Students can become involved in school clubs and activities, meet with teachers, collaborate with peers, or organize for the school day. QRT is also a good time to check on work missed due to absence, receive extra help, or explore enrichment opportunities.

At 7:25 a.m., students must report to their assigned QRT. Each staff member will be responsible for a small group of students and will check daily attendance. In order to leave QRT, a student must obtain a pass from a teacher or faculty sponsor before QRT. Students will remain in chosen locations for the entire QRT. Records will be maintained to locate students easily and to evaluate student involvement.

SAFE2SAY SOMETHING

In accordance with law, the district establishes the procedures below for receiving, assessing, and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General.

These procedures establish a framework within which district administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff, and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent, or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center;
2. A Safe2Say Something program secure website; or
3. A Safe2Say Something software program application, or "app," accessed through a mobile electronic device.

Reports may be submitted through one of these methods for an identified K-12 school anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text, and/or email.

Anyone who wishes to make a report through the Safe2Say Something program may do so by calling 1-844-SAF2SAY (1-844-723-2729), via the website at www.safe2saypa.org/tip/, or through the Safe2Say Something app.

SCHOOL POLICE DEPARTMENT & SCHOOL RESOURCE OFFICERS

The Fox Chapel Area School District has established a school police department headed by the district's chief of school police/school safety and security coordinator. They have the authority to exercise the same powers granted under authority of law, including but not limited to: the issuance of summary citations, as well as the power to arrest. While on campus, the Fox Chapel Area School District's police officers' responsibilities within the established school boundaries include, but are not limited to:

- bridging the gap between law enforcement and students;
- mentoring students and developing positive relationships;
- officers will use their discretion at all times when dealing with students to attempt to divert them away from the juvenile justice system;
- serving as liaisons between the school, police, fire department, emergency medical services, and surrounding communities;
- monitoring and enforcing all safety- and security-related policies and procedures;
- addressing any crimes or criminal activities;
- taking appropriate and timely action in the event of emergencies and making appropriate and timely contacts;
- controlling traffic patterns on school property;
- controlling the use of school property ensuring all persons adhere to hours established for usage and any and all rules that may apply;
- providing security for school functions, when needed;
- patrolling the school district grounds and buildings to ensure a safe environment and preventing illegal acts;
- helping to train district staff, as needed;
- investigating incidents that occur on school property; and
- advising and participating in crime prevention;

A Fox Chapel Area School District school police officer has been assigned full-time to the high school. Known as a school resource officer, he functions as an educator, counselor, and a law enforcement officer. He maintains all of his legal rights as a police officer and works in conjunction with the high school administration and staff to investigate crimes and to make arrests when appropriate.

TELEPHONES

Main office secretaries are not free to call students out of class to receive phone messages, lunches, classwork, etc. **Students will be called to the office to receive such messages/items only between class periods, not during class time.** In an effort to promote responsibility at the high school level, we ask that these requests be kept to a minimum. In an emergency students may also use the phone in the assistant principals' office.

VISITORS

All visitors must show a photo ID/driver's license in order to enter the building through the main office. All visitors should be screened before entering the building through the Raptor® Visitor Management school security system. Students who are considering transferring to our school may visit if the visitation is prearranged, approved by the principal, and done with parent permission. Parents are welcome to participate in the visitation process. There will be absolutely no visitors approved for social reasons.

WITHDRAWAL FROM SCHOOL

Should a student decide to withdraw from school for any reason, he or she should follow this procedure:

- Meet with the school counselor to complete a withdrawal form.
- Have parents/guardians sign the withdrawal form.
- Have the school principal sign the form.
- Turn in all books and settle any debts or obligations with the school.

Following this required school procedure keeps the withdrawing student's school record complete and guarantees it can be forwarded to other schools or prospective employers who may make such a request. Unless these formal procedures for withdrawal are honored, student records remain incomplete and cannot be sent to others.

SECTION TWO:

RULES AND REGULATIONS

AFTER-SCHOOL DETENTION

After-school detention will be held on Tuesdays and Thursdays in the library from 2:30-3:45 p.m. Students must be on time! Two buses will depart from the auditorium entrance at 3:50 p.m. Bus #1 stops are as follows: Kerr Elementary, Sharpsburg Fire Hall, St. Scholastica Church, and the Blawnox Police Station. Bus #2 stops are as follows: Fairview Elementary School, Dorseyville Middle School, Indianola Post Office, and the Rural Ridge Post Office. **Rescheduling any detention must be done in advance.** If the scheduled detention is missed, a 4-hour Saturday detention will be assigned.

BACKPACKS

Backpacks and any container or purse large enough to carry a book must be placed in lockers immediately upon arrival to school and must remain in the lockers or a location designated by teachers until dismissal from school. Backpacks are not permitted in classrooms or hallways after the school day begins. Students who violate the backpack rule are subject to school discipline. In addition, these items may be confiscated by security and students will need to go to the dean's office to retrieve them.

Students requesting a backpack pass must obtain approval by following the proper procedure from the nurse's office.

BODY SPRAYS

Due to severe allergies in students and staff, body sprays and aerosol sprays such as BOD, Old Spice, and AXE are not to be dispensed during school hours. Students who intentionally disregard these health concerns could be subject to disciplinary consequences.

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 and/or outside 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 cyberbullying.

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.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct.

BUS MISCONDUCT

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.

In an effort to improve school bus safety, video cameras will be used to assist in monitoring school bus discipline. All passengers on school district vehicles **are subject to video and audio surveillance at any time.**

CAFETERIA

Rules

Students are expected to cooperate with lunchtime monitors to maintain a safe and orderly environment at lunchtime.

The following cafeteria rules are in effect:

- Eat lunch during assigned lunch period.
- Do not cut into the lunch line.
- After eating, clear table space of crumbs and paper by sweeping onto trays and discarding in trash cans.
- Do not litter or throw food.
- Eat only in designated areas.
- Remain in the cafeteria/commons area during the lunch period.
- Participating in a food fight may result in a disorderly conduct citation and a suspension from school.

Breakfast and Lunch Program

Breakfast and lunch are served daily in our school cafeteria. The price for breakfast is \$1.35, lunch is \$2.85, and the price for milk is \$.75. There are also a variety of healthy snack and beverage choices offered daily. Most snacks and beverages are priced between \$.50 and \$2.00. If a student owes the cafeteria money, no extras will be allowed to be purchased until the account has money in it again.

A computerized Point of Sale (POS) system allows parents/guardians to prepay for meals by depositing money into a debit account for all purchases. All students are given a Personal Identification Number (PIN), which they enter into a pin pad when purchasing anything in the cafeteria. The cafeteria staff will assist children who forget their PIN numbers. To place money on an account, apply for free/reduced eligibility, place a note on your child's account, and to view purchases, please sign up for the online system. You may always send a check or cash into school with your child to be given to the cafeteria staff. Checks should be made out to the "FCASD Cafeteria Fund."

Students who qualify may receive free or reduced meals. Parents/guardians must thoroughly complete a meal benefit application (available on the district's website) and return it to school. The application must be completed every school year. All charges incurred before applying for free or reduced eligibility are the responsibility of the parent/guardian. One meal benefit application may be used for all eligible school children in the family. If you receive notification that you are on the direct certification list, you do not need to fill out an application.

For the Food Service Policy, access to all menus, free and reduced forms, and general information on the food services department, please visit the school district's website at www.fcasd.edu and see the food services portion of the site.

Please contact Food Services Manager Julie Geary at 412/967-2502, or email Julie_Geary@fcasd.edu, with any questions regarding the school breakfast and lunch program. Please contact Sandy Stewart with any questions about the free and reduced program at 412/967-4409, or email her at Sandy_Stewart@fcasd.edu.

Student Food Service Charges Debt Policy

Due to the large number of students charging their meals, it is necessary to address the issue of delinquent food service accounts.

The Board of School Directors is required to provide healthy meals in accordance with current regulation and policy. The Board of School Directors shall permit students to incur what the Board or its designee considers reasonable charges and that parents/guardians shall be contacted for payment of said charges.

Guidelines:

The district shall inform, in writing, parent/guardian, who incurred a negative balance, of the district's policy regarding food service charges. The Food Service Department of the Fox Chapel Area School District adopted a Point of Service System (P.O.S.S.) for meal purchases in each building. Parents/guardians have the ability to prepay for meals by depositing funds to the students account. All students are issued a Personal Identification Number (PIN) upon entering grade K and will retain a PIN while enrolled in the Fox Chapel Area School District.

A written notice will be sent by mail to parent/guardian whose students have a debt greater than \$10.00, informing them of the balance and the notice shall include information on payment options. If the balance is not paid immediately, the student will be provided a qualified lunch at the cost of a school lunch. Students with a negative account balance may not purchase a second meal, a la carte items, snacks, or beverages. Elementary students with a negative account may purchase a milk.

Parents are encouraged to keep funds in their child's account.

Parents with hardships can apply for Free and Reduced Meals at any time during the school year. However, this will not negate the charges incurred nor can a Free and Reduced Meal application be back-dated to address accrued charges.

The district will attempt to collect on accrued charges through contact with parents/guardians. The district will work with parents/guardians to set up a payment plan for families that are experiencing difficulties paying for their accrued charges. All debts will be actively pursued. Adults are not allowed to carry a negative balance. No charges will be processed without available funds in their cafeteria account.

Wellness Policy

Fox Chapel Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

CHEATING

Cheating is not condoned in any form at Fox Chapel Area High School. The student found guilty of cheating will receive an "F" or failing grade on the test or classwork for a first offense; failure or "F" grade for entire report period for a second offense; and withdrawal from the class for the year with an "F" grade for a third offense. Cheating on a final exam results in an "F" or failing grade for the final exam. Disciplinary consequences may also be imposed.

CLASS CUTTING

A class cut, or an unexplained class absence, occurs whenever a student is present in school but does not attend a class or study hall. This offense is handled according to school guidelines for class cuts. A student who has cut a class may not be permitted to make up work assigned that day, including a test or a quiz. Disciplinary consequences may be imposed.

COMMUNICATION TECHNOLOGY

Use of any communication technology to convey lewd, lascivious or indecent words, language, suggestions or proposals, or which anonymously communicates to another person expressly for the purpose of annoying, intimidating, molesting, or harassing such person or his or her family, is subject to school discipline. In addition, the police may be involved if a crime has been committed.

COPYRIGHT

The illegal use of copyrighted material by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subjected to fair use and TEACH Act guidelines of the copyright law and contain appropriate citation and attribution.

DISCIPLINARY ACTIONS TAKEN FOR MISCONDUCT AND DISOBEDIENCE

Disciplinary actions for serious school offenses labeled as misconduct or disobedience may involve one or more of the following school actions. Some instances of misconduct require school, School Board, and civil action.

School Penalties for Student Misconduct or Disobedience

- Verbal reprimand
- Parent conference
- SST referral
- Loss of privilege
- Social probation
- Hall pass restriction
- Lunch detention
- After-school detention
- Saturday detention
- In-school suspension
- Out-of-school suspension (temporary – 1-3 days)
- Out-of-school suspension (full – up to 10 days)
- Recommendation for expulsion
- Citation/arrest
- Other

A temporary suspension lasts from one to three days, depending upon the severity of the student infraction.

A full suspension calls for a student to be out of school for as long as ten days. However, it is a two-step process. First, the student receives a temporary three-day suspension from school. After three days, the student and his or her parents have an informal hearing with the principal to determine whether the suspension should continue for more time, which can range from an additional one to seven days. However, after three days, if no new evidence surfaces that changes the circumstances of the case, then the full suspension is upheld.

Expulsion means a student is denied the privilege of attending school in the district. This disciplinary action is taken only for the most serious offenses or after a student has had one or more full suspensions. Expulsion requires recommendation of the principal and School Board action.

The Pennsylvania School Code empowers the School Board to grant a principal or assistant principal police powers. Therefore, a principal or assistant principal may write citations for certain illegal offenses, such as smoking, fighting, or disorderly conduct in public buildings and grounds. Citations may also be issued for attendance issues such as truancy and class cuts. A citation means the local magistrate will issue the student and parents an order to appear in court to deal with the illegal offense.

Civil Penalties for Student Misconduct or Disobedience

Once the principal or police issues a student a citation, the civil penalty for the offense in question is in the hands of the local magistrate. Civil action means the magistrate conducts a court hearing to determine the guilt and consequences of a student offense in school that also violates the Pennsylvania Crimes Code and/or ordinances of any municipality of the school district.

DISCRIMINATION

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities, and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities, or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Note: Students may report incidents to high school staff, including teachers, counselors, or principals.

Copies of this policy can be made available upon request.

DRESS CODE

The general appearance of students is the basic responsibility of parents. However, the school also has a general expectation regarding the way students present themselves, mainly that all appear in clean and appropriate clothing that follows the following guidelines consistent with the Fox Chapel Area High School dress code:

- Attire must not compromise school property or student safety.
- Dress must comply with all health and safety codes.
- Dress must not interfere with the educational process or the rights of others.
- Appropriate footwear must be worn considering the safety environment of individual classrooms (i.e., lab setting).
- **Hats, hoods**, visors, and other head gear such as bandanas, kerchiefs, and scarves etc., are not to be worn during school hours without administrative approval.
- Winter coats and jackets must not be worn in classrooms.
- Clothing should be worn in a fashion so as to **completely** cover back, chest, midriff, buttocks, and undergarments.
- Obscene, profane language, sexual innuendo, references to alcohol or illegal substances (including pictures and words), or provocative pictures on clothing or jewelry, and clothing with double-meaning phrases are prohibited.
- For physical education class, students must wear a shirt and gym shorts. They also should have appropriate footwear and may wear warm-ups during cool weather.
- Students are prohibited from wearing clothing that mimics or ridicules other students or student groups.

If school authorities decide a student is dressed inappropriately, that student will have the opportunity to call home for a change of clothing. If a change is not available, the student will be detained in the main office. Inappropriate clothing may be confiscated by the administration.

DRUGS AND ALCOHOL

If any student is involved with possession, use, or sale of drugs, drug paraphernalia, (i.e., papers, clips, pipes) look-alike drugs, alcohol, or narcotics in school, on school grounds, or at a school-sponsored function, district policy calls for the following actions:

1. School notifies parents of the incident.
2. School notifies police of the incident.
3. An informal hearing will be held within the first three days of suspension. A suspension totalling a minimum of 10 days will be imposed.
4. The student must schedule a drug and alcohol assessment conducted by a qualified drug/alcohol counselor before returning to school.
5. The student must also comply with the recommendations of this assessment, and documentation of the student's completion of the program must be submitted to the building principal or designee.
6. The student will be placed on social probation for a period of time to be determined by the building principal. This period of time may be extended until the student completes the recommendations of the drug and alcohol assessment.
7. Principal refers student case to the Student Support Team.
8. The School Board may hold a hearing to determine if the student should be expelled from school. NOTE: In every case where a student is involved in the sale or distribution of drugs in the school, the principal will recommend expulsion of that student to the superintendent.
9. The principal will recommend an expulsion for any second offense during the student's high school tenure.
10. The student may lose any or all parking privileges.
11. Student-athletes must comply with the regulations outlined in the Fox Chapel Area High School Student Athletic Handbook.

The school district reserves the right to use trained search dogs at any time.

Reasonable Suspicion/Testing

Based upon observable behavior, medical symptoms, vital signs, or other factors, the building principal or designee may have reasonable suspicion that a student is under the influence of a controlled substance. If this determination is made, the student may be required to submit to a breathalyzer test and/or additional testing.

If a principal requires a student to submit to a breathalyzer test, the principal will attempt to contact the student's parent or guardian prior to the student being tested. Testing will be conducted by a medical professional, a police officer, or an administrator.

If the building principal or designee has reasonable suspicion that the student is under the influence of other controlled substances, the district may require the student to submit to substance abuse testing conducted by a medical professional or a clinic with appropriate testing facilities approved by the district.

ACCEPTABLE USE OF ELECTRONIC INFORMATION AND TECHNOLOGY

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use; his/her decision is final.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Facilitating illegal activity.
- Commercial or for-profit purposes.
- Non-work or non-school related work during working hours.
- Product advertisement or political lobbying.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Access to obscene or pornographic material or child pornography.
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
- Inappropriate language or profanity.
- Transmission of material likely to be offensive or objectionable to recipients.
- Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Loading or using of unauthorized games, programs, files, or other electronic media.
- Disruption of the work of other users.
- Destruction, modification, abuse or unauthorized access to network hardware, software and files.
- Quoting of personal communications in a public forum without the original author's prior consent.

Violations of this policy by a student will result in disciplinary action and may result in confiscation of the device.

The network user shall be responsible for damages to the equipment, systems, and software. Deliberate and/or negligent abuse of the network, computing resource, or any other district resource could lead to disciplinary action. Any such action will be subject to applicable district policies.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Offenders may also be subject to criminal prosecution. Under Pennsylvania law, it is a felony punishable by fine of up to \$15,000 and imprisonment of up to seven (7) years for any person to access, alter, or damage any computer system, networking, software, or database, or any part thereof, with the intent to interrupt the normal functioning of the organization. Knowingly and without authorization, disclosing a password to a computer system, network, etc. is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five (5) years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software.

1. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.
2. In the event there is an allegation that an individual has violated the district Acceptable Use Policy, the individual will be provided with a written notice of the alleged violation and be given an opportunity to present an explanation.
3. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
4. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

The district has the right to maintain and monitor all use of network activity. An individual search may be conducted if there is reasonable suspicion that a user has violated the district policy or the law. The investigation will be reasonable and related to the suspected violation.

All users should be aware that their personal files are discoverable under state public record laws.

EXTERIOR SCHOOL DOORS

For safety reasons, students are not to open exterior school doors for other people. All visitors to Fox Chapel Area High School are to enter through the main office or through the athletic entrance once approved by Fox Chapel Area High School staff. Students who permit unauthorized people into the building may be subject to disciplinary consequences.

FIGHTING

Fighting will not be tolerated at Fox Chapel Area High School under any circumstances, even if a student is outwardly and deliberately provoked. *Anyone involved in a disagreement must avoid confrontation and should seek assistance of a teacher, principal or school counselor to resolve the conflict in a rational manner.* These serious consequences affect both parties in a fight, *no matter who initiates the fight:*

- Minimum three day suspension;
- Citation/arrest for either assault, harassment, or disorderly conduct;
- Depending on circumstances, a student may be escorted by the police to either Shuman Detention Center or the Allegheny County Courthouse.

GANG POLICY

The following behaviors will subject participating students to disciplinary action including suspension and/or permanent expulsion:

- Wearing, carrying, or displaying gang paraphernalia;
- Damaging/defacing school property with gang graffiti;
- Causing and/or participating in activities which intimidate others;
- Causing and/or participating in activities which affect the attendance of other students;
- Causing and/or participating in activities which disrupt the school learning environment.

HARASSMENT

Harassment by students, employees, or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

A student or third party who believes s/he has been subject to conduct by any student, employee, or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

The complainant or reporting employee shall be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented, and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality, and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Copies of this policy can be made available upon request.

HAZING

Hazing occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces, or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee. Students are encouraged to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

HOMELESS ELIGIBILITY AND IDENTIFICATION

The McKinney-Vento Homeless Assistance Act defines “homeless children and youths” as “individuals who lack a fixed, regular, and adequate nighttime residence.” However, because the circumstances of homelessness vary with each family’s or unaccompanied youth’s situation, determining the extent to which the family or youth fits the definition must be applied on a case-by-case basis.

The school counselor, in coordination with the district homeless liaison, can ensure that students experiencing homelessness are identified, enrolled, and able to succeed in school. For additional information, please contact the school counseling office at 412/967-2437.

HOVERBOARDS

Possession and/or use of hoverboards, skateboards, and/or similar items are prohibited on district property.

LIBRARY RULES

The library is open from 7 a.m.-3:45 p.m. Monday-Thursday, and 7 a.m.-2:45 p.m. on Fridays unless otherwise stated. Students are free to use the library materials during these times. Clubs and booster organizations may reserve the library, library classroom, or library conference room for meetings during QRT or after school.

Tests are administered during Back-on-Track from 2:25-3:45 p.m. on Tuesdays, Wednesdays, and Thursdays (with busing home).

All library materials are able to be borrowed for two weeks. Extensions may be granted if requested by the student. The student who checked out the material is the person responsible for its loss or damage. Should the material not be found, the library charges the borrower the cost of replacement. If the material is recovered after it has been paid for, the library will issue a refund.

LOST TEXTBOOKS

Students who lose or damage books beyond repair may be required to pay the cost of replacing the book. If a damaged book can be salvaged, the student may be required to pay the cost of repairing the book.

MISDEMEANORS/FELONIES

For conviction of more serious offenses such as misdemeanors and/or felonies, the court can impose substantial fines and imprisonment.

Bomb Threats

Bomb threats or threats to use weapons of mass destruction are a felony and will result in arrest and likely recommendation for expulsion from school.

Weapons

Section 1317.2 of the Safe Schools Act of 1995 requires expulsion from school “for a period of not less than one year, for any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.”

Definitions:

Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, chemical agent such as mace or pepper spray, explosive devices including but not limited to pipe bombs, and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon possessed and used in conjunction with a lawful supervised school activity shall be permitted (e.g., starting pistol for track team).

Firearm includes actual firearms of any type whatsoever, pellet guns, BB guns, and look-alike firearms, whether they be capable of operation and whether they be loaded or unloaded.

Possession shall include but not be limited to being on the person of the student, in the student’s locker, or otherwise directly or indirectly under his or her control.

Every school employee and/or student who has knowledge of a weapon being in or on school property shall immediately inform the principal, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not make a timely report.

Upon reasonable suspicion that a student possesses a weapon, the principal may request help from the school and/or local police, or at his or her discretion may conduct a search. If a weapon is found and confiscated, the principal will immediately notify and or summon the school and/or local police, the superintendent, and the parents or guardians of the student.

Terroristic Threats

Any threat by a student must be regarded seriously. At the very least, such statements are a reckless disregard of the potential to create fear and apprehension. Any threat of violence may result in involvement of the school and/or local police and appropriate disciplinary action by the school.

PERSONAL ELECTRONIC DEVICES

The Fox Chapel Area High School Staff and Administration recognize that Personal Electronic Devices (PEDs) have both positive and negative consequences in our educational environment. Many schools have incorporated these devices into the classroom with great success. This policy is intended to provide guidelines for the use of electronic devices while restricting possible abuses. PEDs include but are not limited to the following: cell phones, iPhones, iPads, laptops, reading tablets, music players, gaming devices, smart watches, among others.

We believe part of the role of Fox Chapel Area High School is to provide opportunities for our students to build responsibility, freedom, and choices in building positive decision-making abilities. Students are allowed to use their PEDs in authorized areas of the building and during authorized times. In the classroom, use will be at teacher discretion. Students that do not follow these guidelines may receive disciplinary consequences, lose the privilege of PED use, and/or may have their device confiscated. Confiscated items may not be returned until a conference has been held with a parent/guardian. Students shall be solely responsible for the care and security of their PED. Fox Chapel Area High School and the Fox Chapel Area School District will not be liable for the theft, loss, damage, or misuse of any PEDs brought to school by a student, including loss of personal data or data breach.

Any form of bullying, discrimination, harassment, sexting, cheating, or plagiarism are some examples of unauthorized PED use and will be considered a violation of Fox Chapel Area School District policy. Further, the taking, storing, disseminating, transferring, viewing, or sharing of any inappropriate, obscene, pornographic, lewd, or otherwise illegal images, photographs, or videos is prohibited. This includes but is not limited to texting, emailing, or any other electronic data transfer including social media outlets. Students also are prohibited from taking pictures, videos, or audio recordings without the explicit consent of all parties involved. Any use of school-owned devices by students shall be held to the same standard.

AUTHORIZED PED USE includes but is not limited to:

- anywhere in the high school either before 7:30 a.m. or after 2:25 p.m.
- during pass time and lunch
- in the classroom as directed by teacher or supervisor
- listening to music as long as only one ear bud is used

UNAUTHORIZED PED USE includes but is not limited to:

- placing or receiving a call, text, or other communication during instructional time
- nurse's office, bathrooms, locker rooms, or swimming pool areas regardless of the time of day
- assemblies, presentations, or class meetings
- in the testing center, during detention, or in-school suspension
- any use that is disruptive, distracting, or violates any aspect of the Student Discipline Code

PLAGIARISM

Plagiarism is the use of another person's words, ideas, or writings without giving proper credit. It is legally and ethically unacceptable. Students are expected to present their own ideas in their writing. When it is necessary to use the words, ideas, or writings of others, as in a research assignment, those sources must be acknowledged with proper citation. Failure to provide adequate documentations may result in academic and/or disciplinary consequences.

PUBLIC DISPLAY OF AFFECTION

All students must exhibit proper social behavior. Open display of affection or amorous feelings between couples is not acceptable public behavior in our school. Should improper actions be observed, the principal will discuss behaviors with students involved. Continuing problems will result in parental notification and/or disciplinary action.

SATURDAY DETENTION

Saturday detention is held on selected Saturdays in Rooms 266 and 268 for four hours, from 8 a.m.-12 noon. Students may be assigned to a two-hour period from 8-10 a.m., 10 a.m.-12 noon, or for the full four-hour period. Students will be assigned a seat and may not talk or sleep during detention. Detention time is to be used for study and class assignments. Students may not use electronic devices unless approved by the detention supervisor. Students who do not comply with Saturday detention rules will be asked to leave and may also receive additional disciplinary consequences. Detention must be served on the Saturday assigned; failure to report results in an in-school suspension.

SOCIAL/EXTRACURRICULAR PROBATION

This probation is assigned to a student as a consequence for a disciplinary infraction. Any student who violated the code of conduct with a level 4 infraction will be automatically placed on probation for a minimum of 15 school days. A student's probationary status will be reviewed at the end of the 15-day period to determine next steps. Additionally, students with multiple level 1, 2, and/or 3 offenses may be placed on probation for a minimum of 15 school days. A student placed on probation is not permitted on school property after the school day ends, is not permitted to participate in extracurricular activities sponsored by the school, and is not permitted to attend school-sponsored events such as but not limited to the prom, graduation, and sporting events. A second offense will result in social/extracurricular probation of a period up to 30 school days.

STAFF AUTHORITY

All high school staff stand accountable for student whereabouts and behavior. Teachers, as well as all other high school personnel, have the right and the responsibility to exercise authority in situations where student behavior is inappropriate. The high school administration expects that all students honor such authority.

STUDENT DEMONSTRATION/PROTESTS

A demonstration by a student or group of students that leads to the disruption of the educational environment may result in disciplinary action.

SUSPENSION FROM SCHOOL DEFINED

Suspension is one of the most severe punishments a school authority can impose on a student. Suspension means the student has violated the right to an education, an entitlement granted by school law. Suspension removes the student from the school community.

The following guidelines apply:

- Suspended students may not attend school or classes.
- A suspension is an excused school absence.
- The suspended student has the opportunity to make up missed work.
- The suspension incident does not appear on the student's permanent record.
- School activities are off limits. This means **NO** admission to school dances and events, performance on school athletic teams (including practice), and participation on field trips until after the student is permitted to return to school.
- Students may be given the opportunity to schedule appointments with faculty after 2:30 p.m. for academic reasons as determined by the building principal.
- Suspension from school may result in students being denied the opportunity to participate in other school-related activities such as class elections, class or school trips, fund-raising games/activities, etc.

TARDY TO SCHOOL AND TO CLASS

Students who report to homeroom after 7:30 a.m. and prior to 10 a.m. are considered tardy and, if the student does not submit a signed excuse from a parent within three days following the tardy, the student may be issued an after-school detention to be served on an assigned day. Students who are late to school any time after 10 a.m. will be given a half-day absence.

Consequences for not serving an after-school detention are Saturday detention or community service to the school during vacation periods.

Students who accumulate a significant number of tardies to school will be subject to a citation for truancy.

THEFT

If a student is involved in stealing, including receiving stolen items, parents and police will be contacted, arrest citations may be issued, suspension days may be assigned, and restitution may be required.

UNEXCUSED CLASSROOM TARDY

Teacher Action:

- 1st tardy: conference with student;
2nd tardy: contact parent/guardian;
3rd tardy: fill out referral and contact parent/guardian.
- On the third tardy, the teacher will fill out a discipline referral.
- The student must be referred again for each instance after the third time. The referral will indicate whether it's the first, second, third, etc. tardy referral.
- Each additional tardy will result in a discipline referral.
- In the event that a student is more than 15 minutes late, a student referral should be filled out for a class cut.

UNEXCUSED SCHOOL ABSENCES

Assignments and assessments missed due to an unexcused absence may not be made up or receive full credit.

Four or more unexcused absences may result in a citation to the magistrate for truancy. A guilty verdict may result in fines, suspension of the student's driver's license, and/or court costs.

TOBACCO/NICOTINE POLICY

Students are prohibited from possessing, using, or selling tobacco, tobacco products, nicotine products, or nicotine delivery products at any time in a school building; on any property, buses, vans and vehicles that are owned, leased, or controlled by the school district; or at any school-sponsored activities that are held off school property.

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.

For purposes of this policy, **nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling, or through other means.

For the purposes of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use, or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

If a student is in possession of or using or selling tobacco or nicotine, tobacco or nicotine products, or electronic device, the following will occur: parent contact, suspension from school, citation issued for a hearing with the District Magistrate, and confiscation of the product or device.

FOX CHAPEL AREA HIGH SCHOOL

611 Field Club Road
Pittsburgh, PA 15238-2406
Phone: 412/967-2430 (Main Office)
Phone: 412/967-2400 (Voice Mail)
Fax: 412/967-2458 (High School Office)
Fax: 412/967-2477 (High School Library)
Fax: 412/967-0697 (District Administration)
Website: www.fcasd.edu

BOARD OF SCHOOL DIRECTORS

Marybeth Dadd, President
Ronald P. Frank, Vice President
Edith L. Cook, Ed.D., Assistant Secretary
Eric G. Hamilton, Treasurer
Amy B. Cooper
Adam G. Goode
Vanessa K. Lynch
Somer Obernauer Jr.
Dharmesh Vyas, M.D., Ph.D.

DISTRICT ADMINISTRATION

Mary Catherine Reljac, Ed.D., Superintendent
David P. McCommons, Ed.D., Deputy Superintendent
Kimberly M. Pawlishak, Business Manager

DISTRICT RESOURCE STAFF

Matthew Harris, Ed.D., Executive Director of Secondary
Education and Instruction
Timothy A. Mahoney, Director of Special Education
and Pupil Services
Megan Collett, Ed.D., Executive Director of Instructional
and Innovative Leadership
Michael O'Brien, Director of Athletics

BUILDING ADMINISTRATION

Lead Principal • Michael H. Hower, Ed.D. 412/967-2432
Program Principal (A-L) • Daniel E. Lentz, Ph.D. 412/967-2436
Program Principal (M-Z) • John J. McGee, Ph.D. 412/967-2434

SCHOOL COUNSELORS

Tim McLister	A - C	412/967-2439
John Baxter	D - G	412/967-2441
Dana Papalia	H - K	412/967-2444
Rachel Machen	L - O	412/967-2445
Ben O'Connor	P - S	412/967-2442
Tara DeComo	T - Z	412/967-2440

ATTENDANCE FACILITATOR

Roger Sullenberger 412/967-4415

STUDENT ACTIVITIES DIRECTOR

Erin Butkovic 412/967-2424

GRADUATION PORTFOLIO COORDINATOR

Jennifer Klein

NURSE

Jamie Glogowski 412/967-2450

SCHOOL RESOURCE OFFICERS

Stanley Bradish
Joshua Dietz

CHIEF OF SCHOOL POLICE/SCHOOL SAFETY AND SECURITY COORDINATOR

Joseph Kozarian 412/967-2448

SAFE2SAY SOMETHING

Phone: 1-844-SAF2SAY (1-844-723-2729)
Website: www.safe2saypa.org/tip/
App: Safe2Say Something

Please Note: The Fox Chapel Area High School administration may revise the policies, rules, or regulations found in the Student/Parent Handbook due to changes in Board policy, local ordinance, and/or state or federal law.

The Fox Chapel Area School District is an equal rights and opportunity school district. The school district does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Additional information pertaining to civil rights, school district policies, and grievance procedures can be obtained by contacting the compliance officers listed below between 8 a.m. and 4 p.m. Monday-Friday. This notice is available from the compliance officers in large print, on audiotape, and in Braille.

Title IX:	David P. McCommons, Ed.D.	-	412/967-2456
Section 504 and ADA:	Timothy A. Mahoney	-	412/967-2435
Address:	Fox Chapel Area School District 611 Field Club Road Pittsburgh, PA 15238-2406 412/963-9600		

