



Student Handbook

2021 - 2022

The University School, founded in 1911 by Dr. J.B. Hench, is a private, college preparatory high school that prepares students to engage as independent, self-confident and civic-minded young adults. Dr. Hench believed that through rigorous academic planning, personalized learning, and one-on-one attention, all students can succeed. We deliver individualized and differentiated instruction so that students can achieve goals at their own pace. The University School has educated hundreds of students bound for college and careers.

Mission

To deliver an integrated college-preparatory educational experience that prepares students for post-secondary education as independent, self-confident and civic-minded young adults.

Vision

All students can succeed through rigorous academic planning, personalized learning, and one-on-one attention.

Core Values

To develop in the student a sense of community

Students are immersed in a community which fosters acceptance and understanding of each student by instructors and fellow students alike. Students experience the benefits of cooperative effort and active participation, and are encouraged to recognize and develop qualities of leadership. Social responsibility is the natural corollary to developing each student's leadership potential and instilling a sense of community, concern and service to others.

To develop in the student an appreciation of the continued pursuit of knowledge

Students are encouraged to participate in the school's atmosphere of intellectual curiosity, to cultivate competent habits of logical thought and systematic inquiry, and to develop their ability to deal with life's practical realities.

To develop in the student an appreciation of culture

Students are assisted in becoming young adults of culture – receptive to beauty, truth, and goodness – possessing taste and social grace.

To develop in the student an appreciation of physical well-being

Students are taught the principles of good health and physical fitness, by which they are encouraged to acquire a sense of pride and confidence.

Student Creed

Discover Myself

I strive to provide the perseverance, fitness, and self-discipline necessary to discover my abilities, gifts and talents. I will take advantage of the services and activities that The University School provides to help me achieve success.

Share and Respect Ideas

I strive to share my ideas with classmates, teachers, and other members of The University School community and to respect the ideas and suggestions of others.

Pursue Education

With the help of parents, teachers and mentors, I strive to take responsibility for directing my personal learning, my full potential, and academic excellence. If I fall short of my goals, I will use that experience as a means of growth. I strive to be honest in my academic work.

Develop Pride in Myself and My School

I strive to be trustworthy, honest, reliable, concerned, caring, and respectful. I strive to demonstrate pride in The University School traditions, always acting in accordance with the policies of the school.

Respect Others

I strive to learn more about my own history and culture and those of my classmates. I strive to respect all people as individuals and as family members of the human race. I shall practice courteous, respectful behavior towards others.

Value the Natural World

I strive to respect the natural world and to accept the responsibility of caring for our universe. I strive to value the gift of life and to avoid substances, behaviors and situations that could adversely affect my life.

Offer Community Service

Having been blessed with many gifts, I strive to be a person of compassion, and to offer service to others in my school and the wider community.

FACULTY & ADMINISTRATION

Head of School	Nicole Lockerman	nlockerman@universityschoolpgh.org
Director of Administration	Francine M. Liscotti	fliscotti@universityschoolpgh.org
Art Education	Blaine Siegel	bsiegel@universityschoolpgh.org
Special Education	Jeanette Trok	jtrok@universityschoolpgh.org
English/Writing	Crystalee Calderwood	ccalderwood@universityschoolpgh.org
	Melissa Vaughan	mvaughan@universityschoolpgh.org
Mathematics	Robert Jakicic	rjakicic@universityschoolpgh.org
	Roman Gabriel	rgabriel@universityschoolpgh.org
Science	Lara Pavlick	lpavlick@universityschoolpgh.org
Social Science	Will Brandstetter	wbrandstetter@universityschoolpgh.org
	Kathryn Cek	kcek@universityschoolpgh.org
PE/Health	Brian Dankis	bdankis@universityschoolpgh.org
Spanish		
College Counselor	Amber Smalley	asmalley@universityschoolpgh.org
School Psychologist	Rachael Hoffman	rhoffman@theuniversityschoolpgh.org

The University School instructors hold advanced academic degrees in their subject area, PA Private School Certification, and are licensed by the Pennsylvania Department of Education. Our faculty works with students to ensure that learning is both enjoyable and rewarding.

TUITION

The University School is a private educational facility committed to providing the best possible education for its students. To achieve this, The University School must provide the necessary programs, facilities, personnel, and materials to conduct its activities. Parents and guardians receive an enrollment contract prior to the first day of school.

ACADEMIC REQUIREMENTS

The University School is licensed by the Pennsylvania Department of Education and offers rigorous content curriculum and elective courses. Students take a minimum of five (5) full-credit courses each year. To be eligible for graduation, students satisfy the following requirements:

- English - 4 Credits
- Foreign Language - 2 Credits
- Health and Physical Education - 1.5 Credits
- Mathematics - 4 Credits
- Science - 4 Credits
- Social Studies - 4 Credits
- Creative Writing - 1 Credit
- College Writing - 1 Credit
- Art – 1 Credit

Students receive report cards at the end of each quarter. Students who receive a grade below 74% will be placed on academic probation. Academic probation, for more than one report period, could result in dismissal.

ACADEMIC EVALUATION

The University School uses a range of assessments to monitor student achievement. Assessments include, but are not limited to: examinations, homework, projects, lab reports, and essays. Students are expected to complete assessments as follows:

Examinations: If a student is absent for a scheduled exam, the exam must be taken upon return during study hall. If a student has missed an exam because of late arrival to school, the student will be required to take the test the same day during a study hall.

Homework: Homework is defined as assignments, research papers, and lab reports that are to be completed during the final 15 minutes of the class, during study hall, or at home. Homework extension is only granted when a student is absent from school or if deemed necessary by a licensed psychologist or doctor. If a student is absent, homework must be submitted upon returning to school. If homework is not submitted upon return, a “0” will be given.

**THE UNIVERSITY SCHOOL CALENDAR
2021-2022**

FIRST SEMESTER

1st Day of Classes	Wednesday, August 25
Labor Day Weekend (Closed)	Monday, September 6
Rosh Hashanah (Closed)	Tuesday, September 7
Yom Kippur (Closed)	Thursday, September 16
PSAT Exam – (School in session)	Wednesday, October 13
End of 1 st Quarter	Friday, October 29
Student/Parent/Teacher Conferences (Closed)	Monday, November 8
THANKSGIVING BREAK (Closed)	Wednesday, Nov. 24 – Monday, November 29 (Reopens, Tuesday, November 30)
International Luncheon	Thursday, December 16
WINTER BREAK (Closed)	Friday, December 17 - December 31 (Reopens, Monday, January 3, 2022)
End of 2 nd Quarter	Friday, January 14

SECOND SEMESTER

MARTIN LUTHER KING DAY(Closed)	Monday, January 17
First Day of the 2 nd Semester	Tuesday, January 18
PRESIDENTS DAY(Closed)	Monday, February 21
End of 3 rd Quarter	Friday, March 18
SPRING BREAK (Closed)	Wednesday, April 13 – Friday, April 15 (Reopens, Monday, April 18)
MEMORIAL DAY (Closed)	Monday, May 30
Last Day of classes (Noon dismissal)	Monday, June 6 (Noon Dismissal)
GRADUATION	Tuesday, June 7
SUMMER SCHOOL	Monday, June 13

*****Virtual instruction is not an option for the 2021-2022 school year.***

ACADEMIC SCHOOL DAY SCHEDULE

2021 - 2022 SCHOOL YEAR

PERIOD 1	9:00 A.M. - 9:50 A.M
PERIOD 2	9:50 A.M. - 10:40A.M.
PERIOD 3	10:40 A.M. - 11:30A.M.
LUNCH	11:30 A.M. - 12:10 A.M.
PERIOD 4	12:10 P.M. - 1:00 P.M.
PERIOD 5	1:00 P.M. - 1:50 P.M.
PERIOD 6	1:50 P.M. - 2:40 P.M.

**The bell schedule will be modified on Fridays to include physical education*

SCHOOL CLOSINGS & DELAYS

The University School will send a text message to your phone in the event that school must be cancelled due to an emergency. If our school must close due to inclement weather, there will be a notification on KDKA and WTAE.

RULES AND REGULATIONS

The University School expects students to be responsible, honest, respectful and well-behaved. The following rules and regulations pertain to many student rights and responsibilities but do not cover every conceivable situation.

Students, staff and faculty engage together in the learning process at The University School. We are privileged to be able to take this time in our lives to learn, to grow, to expand our knowledge and horizons, to develop our capacities and potential to the fullest, and to enjoy an uncommon and challenging opportunity of mutual respect. Underlying our relationships and interactions, we expect that students and staff will demonstrate appropriate behavior and language, courtesy and consideration, fairness, civility, and respect for others' rights, feelings, privacy and property.

Please read the following carefully.

Arrival

Students are expected to arrive at school no later than ten minutes before the beginning of the first scheduled class (8:50 a.m.). Attendance will be recorded each day at 8:55 a.m.

Tardiness and Absences

Students are expected to be punctual and attend school regularly. Parents must notify the office by 9:00 a.m. if a student will be absent or late.

Students who arrive at school after 9:00 a.m. will be considered tardy. **Three (3) tardies to school will be counted as (1) day of absence and parents/guardians will be notified. After five (5) tardies, the Head of School will meet with the student and parent/guardian.**

If a student is absent for three consecutive days, a doctor's excuse is required. An excessive number of absences will result in a student being placed on probation, with possible dismissal if the absences continue.

Change of Address

A change of address, phone number, emergency phone number, or any other registration information should be reported immediately.

Cheating

Cheating on exams, tests, quizzes, essays or projects, and/or plagiarism, is a serious violation of academic honesty and personal integrity and will not be tolerated and may result in dismissal.

College Counseling

The College Counseling Program assists students in making informed and reasonable choices

for their future. As a college preparatory school, students participate in SAT or ACT preparation courses. The College Counselor assists students with college and career choices, coordinates and oversees the college application process for each student, and administers the PSAT and the accommodated SAT exams. The College Counselor is available to meet with parents and students to discuss the process of applying to college.

Discipline

Students are expected to demonstrate responsibility, self-discipline, and respect for others. Any action that the Head of School deems detrimental to the School will be considered cause for disciplinary action including dismissal. The University School expects all students to be responsible citizens in the life of the School and in the wider community.

If a student commits an illegal act in the confines of the School or in the wider community, such an action will jeopardize a student's enrollment.

Dismissal

Dismissal from school occurs when there is a persistent, willful disregard of school regulations, property, or for a single major incident. Authority to expel a student rests with the Head of School. The school makes every attempt to provide guidance and support for students with discipline issues. However, in rare cases, expulsion may be necessary. The following examples illustrate, but do not exhaust, reasons for dismissal or expulsion:

- **Chronic, undesirable conduct detrimental to student's/others' physical and/or moral well-being**
- **Malicious disobedience or disrespect for school authority**
- **Refusal of student or parents/guardians to comply with school policy**
- **Violation of a discipline or substance abuse contract**
- **Extreme defiance or disrespect**
- **Fighting or threats of violence**
- **Major disruption at school or at a school-sponsored activity**
- **Possession of fireworks or smoke bomb**
- **Possession, use, sale, transfer, or aid in procurement of alcohol, drugs, other illegal substances or related paraphernalia at school, while traveling to or from school, or at any school-related activity**
- **Vandalism (destroying or defacing school or community property)**
- **Violation of the anti-bullying policy**
- **Possession of, use of, or threat to use a weapon**

- **Theft, indecent behavior, or arson**
- **Violation of criminal or civil law**
- **Sounding a false fire alarm**

Cell Phones

Students may only use cell phones during lunch. Students are not permitted to use cell phones during class. If a student is caught using a cell phone during class, the instructor will confiscate the cell phone and it will be returned to the student at the end of the day and the student will lose cell phone privileges for the semester.

Computer Use

Personal computers and tablets are only permitted when specified by the teacher for use in class. Students may use their tablets and computers during study hall if academic in nature. ***Students are not permitted to play video games or watch movies during the school day.***

Books

Books are issued on loan to students and must be returned at the end of the school year or when the book is no longer being used. Books must be returned in the same condition in which it was issued. If the book is lost or defaced, the student will have to pay to replace the book.

Food

The consumption of food and beverages are to be confined to the Common Room or another designated area. Food and beverages are not to be taken to or consumed in the classrooms, library, laboratories or rest rooms. Students using the microwave are responsible for cleanup.

Study Hall

Study hall is in the Common Room and students should sit at their assigned desks.

Leaving the Premises

Students are permitted to leave the school building for lunch. Parents must sign a release allowing the student to leave the building. This is a student privilege and will be taken away if a student has uncompleted assignments, is in poor academic standing, arrives late to school, or does not return from lunch on time. If students do not return to school in time for class, parents will be notified immediately. Students must sign out when leaving the building. Disregard for the policy may subject a student to dismissals

Field Trips

Students participating in a field trip or off-campus, class-related educational program are required to have parental permission and to conform to appropriate dress.

Health Services

The Pittsburgh Public School District provides a Nurse Practitioner (NP) to The University School. By state law, the NP can administer first aid and perform school physicals. In the event of an accident, parents will be notified immediately. If it is necessary for a student to go home early due to illness, parents will be called to grant permission and to determine the best method of transportation. All health-related questions should be directed to the Head of School.

Lockdown/Evacuation Procedures

If necessary, The University School will implement emergency procedures and take every possible precaution to ensure our students' safety. We ask parental cooperation so that we can deal with an emergency and maintain supervision of our students.

Lockdown: In an emergency requiring lockdown, the office will announce that a lockdown is in effect. Students outside the classroom will immediately report to class, and teachers will lock their classroom doors. No one may leave the classroom or other designated area until an all-clear announcement is made by the office.

School Closing: If the school is to be unexpectedly closed after the beginning of the school day, students will return to the Commons Room. Public school district transportation services will be informed, and local television and radio stations will be contacted to announce that the school is closed.

Evacuation: If the school must be evacuated, the evacuation plan will be put into effect and students will be escorted to an approved and specified location.

Non-Discrimination

There shall be no discrimination on the basis of color or national or ethnic origin in the administration of educational or admission policies, or other school-administered programs.

Obscene Material

Any printed, illustrated or recorded material that is considered by the school to be pornographic or offensive is forbidden on school property and at any school-related activity. The school will apply the prohibition at its discretion.

Sexual Harassment

Sexual harassment is any form of unwarranted or uninvited sexual behavior imposed on a person by another. The University School will not tolerate harassment in any form. Allegations of harassment will be investigated thoroughly.

Plagiarism

Plagiarism is the act of taking the words of another person and using them as one's own. This includes copying words or ideas from a book, magazine or other print source, downloading material from the Internet and copying work from another student. In the last case, both the student who does the copying and the student who allows the copying are equally guilty.

Plagiarism is a form of academic dishonesty and is unacceptable at The University School. Students who plagiarize will be punished to the fullest extent of the school's policies, including suspension or dismissal for repeat offenses.

Piracy

Use of the computer network/Internet for purposes of plagiarism is prohibited. Computer resources are not to be used to copy any copyrighted material or software. The use of these resources to obtain or transmit threatening or obscene material is strictly forbidden. Likewise, these resources are not to be used to access material protected by trade secrets.

Respect for Others

The University School provides a unique opportunity for students to be involved in a participatory learning experience. The small groups are arranged to enable students to be an integral, dynamic part of their education. In order for this group experience to be a productive and enriching one for all students and teachers, the following guidelines for communication should be kept in mind at all times. Express yourself in language that is clear, simple, effective and appropriate to the group situation.

- Be cautious of an attitude of disregard toward those whose speech patterns differ from yours.
- Avoid vulgarity, profanity and bad taste in conversations.
- Avoid topics that may lead to unfriendliness.
- Cooperate with others from a sense of feeling the unit of working in a group.
- Respect the opinions and rights of others in a group.
- Avoid interrupting when others are talking.

- Have a courteous and friendly attitude towards others.
- Be tolerant of the mistakes of others and offer assistance if possible.

MEDICATION POLICY

The University School follows the Pennsylvania Department of Health's "Guidelines for Pennsylvania Schools for Administration of Medications and Emergency Care" to ensure safe administration of medications.

Prescription Medication

All medications must be brought to school by a parent/guardian in the prescription-labeled container and must remain in a locked cabinet in the office. Students should not transport medications to school. The parent/guardian should indicate if the medication must be refrigerated. If a student has been ordered to take a new medication, the first dose must be given at home by the parent/guardian to ensure that the student does not have a negative reaction to the medication.

It is the student's responsibility to come to the office to take the medication.

At the end of the school year, an adult must pick up the remaining medication. Medications that are not picked up within one week of the end of the school year will be disposed.

Non-Prescription/Over-the-Counter Medication

All non-prescription or over-the-counter medication must be brought to school by a parent or guardian. The parents/guardian will be given a Medication Administration form that must be completed for the student to take the medication.

Inhalers

Students are permitted to carry inhalers with them during school as long as the Medication Administration form is signed by a parent/guardian.

EpiPens

Students are permitted to carry an EpiPen throughout the day provided a Medical Authorization form is signed.

BULLYING PREVENTION POLICY

The University School is committed to providing all students and staff with the right to a safe and civil educational environment, free from harassment or bullying.

The University School shall not tolerate any bullying. The School requires all staff to observe and be aware of bullying and to take immediate, appropriate steps to intervene. The staff shall report the bullying to the Head of School or appropriate staff in charge. In addition, the Head of School expects students and parents who become aware of bullying to report it to the Head, teacher, or committee member for further investigation. When reported to the teacher or committee member, they will forward the report to the School Director. All reports of bullying shall be recorded in writing within 24 hours by the witness, teacher, committee member or Head of School.

Technology Related Offenses

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 a person or his or her family, is subject to school discipline. In addition, the Pittsburgh Public Police will be involved if a crime has been committed.

Digital Images: Electronic devices capable of taking and/or transmitting digital photographic images can create a risk factor in restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy. In addition, because of their capacity to be used to carry out acts of academic dishonesty, use of electronic devices for the purposes of taking digital photographic images in the school is strictly prohibited unless authorized by school personnel.

Cyberbullying occurs when a student harasses, mistreats, or makes fun of another person online or while using a personal communication device or other electronic device. Violations off campus that cause a disruption of the school environment are subject to appropriate school discipline.

Sexting is sending, receiving, or forwarding sexually suggestive nude or nearly-nude photos or sexually suggestive messages through any personal communication device or electronic equipment.

Threat or Attack Against Others involves any display of aggressive or negative gestures toward another individual. Written, verbal, or physical behavior that places another person in reasonable fear of harm is prohibited. Actions that have the effect of threatening, insulting, demeaning, or intimidating in such a way as to disrupt or interfere with the school and the school environment are also prohibited. Violations off campus that cause a disruption of the school environment are subject to appropriate school discipline.

Harassment: Sexual, Ethnic, Racial, Gender, or Religious

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature by any student to another student, or by a student to a staff member. This includes conduct of a sexual nature that may include verbal or physical sexual advances and/or comments of a sexual nature regarding physical or personality characteristics. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that such conduct is unwelcome.

Note: A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for subsequent conduct to be deemed unwelcome.

Sexual harassment may include but is not limited to the following:

- Verbal harassment or abuse.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.
- Pressure for sexual activity.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or promotion.

Ethnic, racial, gender, or religious harassment may include but is not limited to:

- Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, or disabilities directed toward a fellow student, staff member, or other person associated with the school corporation; or conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation.
- Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school corporation.
- Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the corporation.

False Reporting of Harassment

Students who knowingly file false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action.

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 Head of School will discuss behaviors with students involved. Continuing problems will result in parental notification and/or disciplinary action.

Memorandum of Understanding 2020-2021

As a parent of a student attending The University School, I understand, affirm, and support the following:

- (1) Attending The University School is a privilege, not a right.
- (2) Academic excellence and good citizenship inform The University School identity.
- (3) In all questions of behavior, adherence to Rules and Regulations, and consequences for actions, the final determination rests with the Head of School.

As a parent desiring to enroll my child at The University School, I accept this Memorandum of Understanding. I pledge support for the School's identity and mission. By enrolling my child, I commit myself to uphold the principles, policies and procedures that govern the School.

We have read the entire contents of the Student/Parent Handbook and accept the policies, regulations, directives, and procedures contained therein and agree to abide by them.

Parent or Legal Guardian _____
Print Name Signature

Parent or Legal Guardian _____
Print Name Signature

Student _____
Print Name Signature

TUS Student and Parent or Legal Guardian Directory (please check only one)

- Yes, please include our contact information in the Directory
- No, do not include our contact information in the Directory