

WAMS



**West Allegheny
Middle School**

Student Handbook

2016-2017

Welcome to WAMS!

Dear Students and Parents:

The administration, teachers and support staff are excited about having you at West Allegheny Middle School (WAMS) this year! We are all committed to helping you have a successful year and are looking forward to providing you with opportunities to learn and grow in a positive manner. We encourage you to take advantage of those opportunities.

The purpose of this handbook is to help you become aware of your opportunities and responsibilities as a citizen of this school. Please read this handbook and share it with your parents. The rules and policies in this handbook should help you and give you the best education possible. If we all work together, we'll make sure that WAMS remains the best!

All 6th grade students will receive an agenda and are required to utilize this agenda to write down assignments from their classes and to carry it with them daily. 7th and 8th grade students will have the opportunity to request an agenda if they want one. Parents are encouraged to check this agenda as a means of communication with the teachers. Parents are welcomed and encouraged to communicate with the school and talk with the teachers and staff through e-mail, telephone and team conferences. Conferences can be set up through the guidance office. Please do not hesitate to do this!

We wish each and every student a rewarding, enjoyable, and successful school year.

Mr. Frank Hernandez
Principal

Ms. Megan L. Huchko
Assistant Principal

A Note To Parents: All emergency cards must be returned. If there is an emergency we need to be able to contact a parent or guardian. Be sure your work number(s), as well as home phone numbers and cell phone numbers are listed. This is part of our crisis prevention plan for the school district. Safety and security are high priorities here at WAMS. All staff and students are required to wear identification badges daily as well as all visitors that are in the building.

Please sign and return to your 1st Period teacher by Friday, September 9, 2016.

.
I have read and discussed the policies, rules, regulations, expectations and general information contained in the Student/Parent Handbook with my child. My child and I understand the information contained in the Handbook and agree to adhere to all policies, rules, regulations of the West Allegheny School District.

Student name _____

1st Period Teacher _____

Student Signature _____

Parent Signature _____ Date _____



**WEST
ALLEGHENY
MIDDLE
SCHOOL**

STUDENT/ PARENT HANDBOOK

MR. FRANK HERNANDEZ
Principal

MS. MEGAN HUCHKO
Assistant Principal

207 West Allegheny Rd.
Imperial, PA 15126
(724) 695-8979
Fax #: (724) 695-8211

This Handbook Belongs To:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

MEET OUR STAFF:

Mr. Frank Hernandez, Principal
Ms. Megan Huchko, Assistant Principal

TEAM ICE - GRADE 6

Mrs. Anita Berich*
Mr. Bill Britton
Mr. Mark Davis
Mrs. Valerie Meehan
Mrs. Coleen Scott
Mr. Sam Taylor

TEAM FIRE - GRADE 6

Mr. Tom Burke
Mrs. Erin Clay
Mr. Larry Majoris
Mrs. Gabby Monti
Mrs. Alyssa Roberts*
Mrs. Nancy Watkins

7 WONDERS - GRADE 7

Mrs. Elizabeth Barron
Mrs. Anita Berich*
Mrs. Jessica Henry
Mrs. Becky Sabin
Mrs. Lauren Siciliano
Miss Renee Treonze

7 UPS - GRADE 7

Mrs. Bobbi Jo Buggy
Mrs. Lea Hartzog
Mr. Rik Mason
Mr. Jacob Minsinger*
Mr. Todd Rasbach
Mrs. Alyssa Roberts*

8 RED – GRADE 8

Mrs. Rachel Adair
Mr. Brian Karcz
Ms. Dana McCaskey
Mr. Jacob Minsinger*
Mrs. Mary Jo Seybert

8 GRAY – GRADE 8

Mr. Josh Bears
Mr. Ryan Cleary
Mr. Scott McCracken
Ms. Lauren Petraglia*
Ms. Marcella Selestow
Mrs. Katie Troup*

NURSE

Mrs. Mary Beth Hill

APPLIED ARTS

Mrs. Meagan Bruno, General Music 6 & 7/Vocal Music
Mrs. Jennifer Cook, FCS
Mr. Jonathan Denk, Librarian
Mr. Steve Groba, Instrumental Music
Mrs. Sharon Harn, Art
Mr. Robert Mayo, Pre-Engineering Fabrication and Manufacturing
Ms. Allison McLaren, Spanish
Mrs. Carrie Morgan, Business and Information Technology
Mrs. Kim Patterson, German/ESL
Mr. Andrew Peters, Vocal Music/General Music 8
Mrs. Bonnie Sikorski, Innovation and Design
Mr. Tom Snyder, Instrumental Music/General Music 6

PHYSICAL EDUCATION & HEALTH

Mrs. Mary Lococo
Mrs. Erin Rakoci, Health
Mr. Curt Russell

GUIDANCE

Mrs. Pearl Hellmann, LS Counselor & Social Worker
Mr. Jeff Kiser, 7 Ups & 8 Counselor
Mrs. Melissa Rectenwald, 6 & 7 Wonders Counselor

EDUCATIONAL SUPPORT

Mrs. Melissa Bunyak, LS-6
Mrs. Heather Cozzo, LS-7
Mrs. Krista Dapper, Speech
Mrs. Julie Hahka, LS-8
Ms. Kaitlyn Huff, Life Skills
Mr. Brian Lambert, LS-6
Mrs. Sharon Lepri, LS-7
Mrs. Leda Niccolai, Title 1 Reading
Mrs. Jackie Schmidt, LS-8

*Teaches sections on more than one team/grade

INSTRUCTIONAL AIDES

- Mrs. Michelle Baird
- Mrs. Ann Lutz
- Mrs. Kris Hanczar
- Mrs. Lisa Pichi
- Mrs. Robin Silveira
- Mrs. Kathy Wilkinson

OFFICE PERSONNEL

- Mrs. Barb Martincic, Secretary
- Mrs. Jean Borgo, Office Clerk
- Mrs. Rona Stewart, Guidance Clerk

CAFETERIA

- Ms. Barbara Bell
- Mrs. Kathy Cshuta, Account Handler
- Mrs. Christie Dorste
- Mrs. Diane Godleski
- Mrs. Dana Hannah
- Mrs. Lisa Hufnagel
- Mrs. Gail Lesko
- Mrs. Mary Jo Kisow, Cafeteria Aide
- Mrs. Sandra Lewis, Cafeteria Aide
- Mrs. Sabine Turner, Cafeteria Aide

CUSTODIANS

- Ms. Leigh Ann Block
- Mr. John Byerly
- Mr. Joe Cyprych
- Mrs. Nancy Isenberg
- Mrs. Cheryl Little
- Mr. Bill Suchar
- Mr. Charles Metro

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“Champions aren’t made in gyms. Champions are made from something they have deep inside them---a desire, a dream, a vision.”

- Muhammed Ali



Regular Bell

Pre-preparation Time	7:25 – 7:35
Early Bell	7:33
Period 1 + HR	7:35 – 8:27
Period 2	8:30 – 9:12
Period 3	9:15 – 9:57
Period 4	10:01 – 10:43
Period 5	10:47 – 11:29
Period 6	11:33 – 12:15
Period 7	12:18 – 1:00
Period 8	1:03 – 1:50
Period 9	1:53 – 2:35
Post-preparation Time	2:35 – 3:15

Advisor Bell

Pre-preparation Time	7:25 – 7:35
Early Bell	7:33
Period 1 + HR	7:35 – 8:19
Period 2	8:22– 9:02
Period 3	9:05 – 9:45
Period 4	9:48 – 10:28
Period 5	10:31 – 11:11
Period 6	11:14 – 11:54
Period 7	11:57 – 12:37
Period 8	12:40 – 1:20
Period 9	1: 23– 2:03
Advisor	2:05 – 2:35
Post-preparation Time	2:35 – 3:15

2 Hour Delay

Pre-preparation Time	7:25 – 7:35
Early Bell	7:33
Period 1 + HR	9:35 – 10:10
Period 2	10:12 – 10:43
Period 3	10:45 – 11:16
Period 4	11:18 – 11:49
Period 5	11:51 – 12:22
Period 6	12:24 – 12:55
Period 7	12:57 – 1:28
Period 8	1:30 – 2:01
Period 9	2:03 – 2:35
Post-preparation Time	2:35 – 3:15

Half Day

Pre-preparation Time	7:25 – 7:35
Early Bell	7:33
Period 1 + HR	7:35 – 7:59
Period 2	8:01 – 8:21
Period 3	8:23 – 8:43
Period 7	8:45 – 9:05
Period 8	9:07 – 9:27
Period 9	9:29 – 9:49
Period 4	9:51 – 10:21
Period 5	10:23 – 10:53
Period 6	10:55 – 11:25
Post-preparation/ In-service/Clerical	11:25 – 3:15

Expectations and Policies

SCHOOL HOURS

Doors open at 7:15 a.m. Students should not arrive to school before 7:15 a.m. All students should arrive at school by 7:30 a.m. If you are not riding the bus, parents and/or guardians must drop students off in the **lower student parking lot at the designated area** between 7:15 and 7:30 a.m. Students may go to their lockers and then must report to their assigned area in the school building or to the cafeteria for breakfast. Staff members on duty in the cafeteria will dismiss students at 7:30 a.m. to their homerooms. Students entering school after 7:35 a.m. must sign in late in the main office and must submit a note from their parent/guardian explaining why they were late.

The school day ends at 2:35 p.m. Students will begin boarding their buses immediately following dismissal. Parents who pick up their children at or near the regular dismissal time **may not** park their cars nor wait in the bus loading zones.

Absentee Call-Off
If a student is not going to be in school on a given day, parents are asked to call the school absentee hotline as soon as possible on that day, preferably by 8 a.m.
724-695-1583

SCHOOL ATTENDANCE & TARDINESS POLICY

SCHOOL ATTENDANCE POLICY

6300 The Board believes that there is a strong correlation between regular school attendance and the academic achievement of students in the District.

6300.1 Compulsory School Attendance Law.

The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child

of compulsory school age to be in school attendance, unless absent for an approved reason, and charges the parent/guardian of the child with the responsibility for the child's school attendance. A maximum of fifteen (15) days of cumulative, lawful absences verified by parental notification may be permitted during a school year. All absences beyond fifteen (15) cumulative days shall require an excuse from a state licensed health care practitioner.

Students who miss ten consecutive days shall be dropped from the active membership role unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution (§ 11.24).

6300.2 Excused Absences for Temporary Periods.

The following are reasons for excused absence for temporary periods of time from school:

- a. Religious Holidays. A student may be excused from school for the observance of a bona fide religious holiday by particular religious groups.
- b. Health Care. A student may be excused during school hours for the purpose of obtaining non-school professional health care under the following circumstances:

- (1) The health care services are rendered by state licensed health care practitioner.
- (2) There has been established reasonable cooperation between the school authorities and practitioners in providing services to school children outside school hours.
- (3) The time of necessary absence from school involves a minimum of interference with schoolwork.

NOTE: Every principal may require a written statement signed by the state licensed health care practitioner stating the time of the student's appointment.

c. Illness or Other Urgent Reasons. Upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, every principal or teacher may excuse a student for non-attendance from school during a temporary period.

d. Educational Trip. Upon receipt of a written request from the parent/guardian, at least one week in advance of the trip, students may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parent/guardian when such tour or trip is so evaluated by the school principal and student participants therein are subject to direction and supervision by an adult personage acceptable to the principal and the parent/guardian of the students concerned. If above procedure is not completed, any

absence will be considered illegal. Educational trips are to equal no more than five (5) days in a school year. Educational trips overseas may be given consideration for up to 10 (ten) days in a school year. In addition, trips will not be approved during state standardized testing periods, and/or for students with fifteen (15) or more absences.

e. Homebound Instruction. A child of school age enrolled in the public schools who is homebound and unable to attend the public schools as determined by a medical examination, and who is receiving approved homebound instruction or instruction in the home, shall be counted for attendance purposes as if in regular school attendance. During the time such homebound student is able to receive instruction in the home, the District or intermediate unit or both shall provide such homebound instruction or instruction in the home.

6300.3 Written Statement Required for All Absences.

Upon return from an absence from school for any reason, the student shall present to the appropriate attendance teacher or officer a written statement, signed by the student's parent/guardian, giving the date of the absence and reason for the absence.

Students of compulsory school age must submit a written statement within three (3) days of the student's return to school or the absence shall be considered as an illegal absence. Medical excuses are required for absences of five (5) or more consecutive days. All absences beyond fifteen (15) cumulative days shall require an excuse from a licensed medical provider.

Upon accumulation of three (3) illegal absences, the home and school visitor will contact the parents/guardians to compulsory-age students to discuss attendance concerns. After four (4) illegal absences, a warning letter will be sent to the student's parent/guardian stating a truancy citation with the magistrate may be filed. At five (5) illegal absences, truancy charges will be filed with the magistrate. The school will notify the parent/guardian in writing.

6300.4 Truancy from Class or School.

For each absence from class or school because of truancy, the student shall receive a failing grade for that classroom work missed.

6300.5 Tardiness to Class and School.

Students who are tardy to school shall report directly to the appropriate school office. The student will be issued a permit to report to class. Failure to report to the school office will result in an illegal/unexcused absence for the entire day. A maximum of ten (10)

instances of excused tardiness will be accepted every school year.

All unexcused minutes will be recorded and counted toward illegal absent days.

At the secondary level, upon accumulation of three (3) instances of unexcused tardiness, a warning will be given to the student and parent/ guardian. A detention will be assigned to the student after four (4) instances of unexcused tardiness. Detention will continue to be assigned for each subsequent, unexcused tardy.

6300.6 Incomplete Grades and School Attendance.

A student may receive a grade of "Incomplete" for class work not completed during a period of student absence. At the secondary school level, whenever a final grade is determined for a course and one (1) or more grading periods remain recorded as an "Incomplete" grade, a failing grade shall be given for that course and no credit shall be granted.

6300.7 Child Dependency

In cases when any child of compulsory school age cannot be kept in school in compliance with the provisions of the school laws on account of incorrigibility, truancy, insubordination, or other bad conduct, or if the presence of any child attending school is detrimental to the welfare of such school, on account of truancy, the District may, under such rules and regulations proceed against said child before the juvenile court.

6300.8 School Responsibility.

Student attendance and tardiness shall be recorded and monitored by a method appropriate to each school building.

A report listing those students who are absent for the day shall be made available to all faculty members as early in the day as possible. The list shall be updated with the names of students who are absent or admitted to school late. The list shall be made available to the faculty at the close of the school day for the purpose of accounting for students who are not present in class.

All faculty members shall maintain an accurate daily record of absences and tardiness of all students in classes assigned to them. The record shall be maintained in the teacher's classroom grade book.

Immediately upon the accumulation of fifteen (15) days of absence, whether excused or illegal, the principal shall notify the student's parent/guardian by letter. This notification shall contain a statement to

advise the parent/guardian and student that truancy charges may be filed for illegal absences up until a student reaches seventeen (17) years of age.

Following written notification to the parent by the Building Administrator, and after consultation with the parent, the parent and/or child will be cited at the District Magistrate when deemed appropriate.

The school District will seek to assist the parent/guardian and students to resolve chronic attendance problems through counselors, social workers, building administrators and referral to the school District psychologist.

6300.9 Parental Responsibility.

The Commonwealth's compulsory school attendance law charges the student's parent/guardian with the responsibility for the student's school attendance. Therefore, all parent/guardian should encourage their children to be in regular and continuous attendance in school during the school year.

The only school holidays which are sanctioned by the District are those listed in the official school calendar adopted by the Board.

Parent/guardian should direct their children to report to school even when it appears that the child may be late for school.

Parents/guardian are urged to phone the student's school whenever the student is absent from school. Parents/guardians are required to provide a written excuse to the school within three (3) days of the student's return.

6300.10 Student Responsibility.

Students are responsible for regular school attendance. They are expected to report to school and all classes each day on time. Students need to produce written excuses to teachers within three (3) days of his/her return.

Credit for Attendance

To be legally present, a student shall be in attendance at least one-half (1/2) of the student school day.

REQUEST FOR LEAVING SCHOOL

Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent for early dismissal should be submitted to the office. All early dismissals for doctor, dentist, orthodontist or other medical appointments should be submitted the day prior to the appointment. This written request for any early dismissal must include the date the request was written, date of appointment, the reason for dismissal, giving the name of the doctor to be seen, phone number of doctor and the signature of the parent or guardian. If the excuse is accepted, the student's name will appear on the absentee sheet.

THE STUDENT MUST BE SIGNED OUT IN THE OFFICE BY A PARENT/GUARDIAN WHEN LEAVING THE BUILDING FOR AN APPROVED EARLY DISMISSAL.

NOTE: You are strongly encouraged to schedule appointments with doctors and dentists after school hours whenever possible.

Reminder!

*Students **MUST BE IN ATTENDANCE BY 8:00 A.M.** in order to participate in athletic practices and competitions, and musical programs, as well as **ALL OTHER extracurricular activities.***

The **ONLY** exception to the 8:00 a.m. arrival time is for a **medical or dental appointment.** Students **must have written verification** on a printed form from the doctor's/dentist's office in order to participate.



West Allegheny School District - Student Code of Conduct

West Allegheny School District believes that it is essential for our schools to provide a safe and supportive atmosphere that is conducive to learning. Students must be able to work together and to accept and share responsibilities. While discipline begins in the home, the school provides reinforcement and continued opportunity for students to learn self-discipline and behaviors appropriate for becoming responsible citizens and living productively in our society.

West Allegheny's approach to student discipline is corrective and intended to modify the inappropriate behavior. Maintaining appropriate standards of discipline in the West Allegheny School District is essential to the establishment of a safe and orderly educational environment where students can learn. The Student Code of Conduct will be interpreted by the administration and their designees in a manner which they deem just, given the circumstances of the individual case. **Additionally, students must understand that administrators shall have the authority to enforce other reasonable disciplinary actions which they find warranted by situations not covered specifically (including limiting student participation/attendance in extracurricular school-based events/special assemblies/programs aimed at rewarding positive student effort and performance).**

Discipline issues arise for a variety of reasons and in varying degrees of frequency and severity. The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary depending on the individual case and the process will be initiated at the step deemed appropriate. In general, these steps are followed:

1. Teacher and student address issue
2. Teacher and parent/guardian address issue
3. Teacher, counselor, parent/guardian and/or student meet to address issue
4. Principal, parent/guardian, student and other school personnel are involved to address issue
5. School officials, parent/guardian, student and social service agencies are involved to address issue
6. An administrative review occurs with the principal
7. A superintendent's review occurs with the administrative staff, the superintendent or designee
8. School Board hearing

Misbehaviors and their interventions are categorized across four levels according to degree of seriousness and frequency of occurrence. Each school may have additional guidelines for student behavioral expectations as part of a positive behavior intervention and incentive system.

Level I

Level I offenses include minor misbehaviors on the part of the student which are disruptive and impede classroom procedures and learning or that interfere with the orderly and safe operation of the school. These misbehaviors are expected to be addressed by the individual teacher or staff member who observes the incident, but may require the intervention of an administrator. An accurate record of the offense, corrective and intervention supports, and disciplinary action must be maintained by the teacher or staff member. Repeated instances of Level I behavior, despite redirection or intervention, may constitute a violation at a higher level with referral to an administrator.

Examples of Level I Violations Including but not Limited to:

- Disrespectful actions or language towards peers, adults, and/or property
- Classroom disruptions and violations of classroom procedures established by the teacher, which may include tardiness to class, disruptive behavior, failure/refusal to follow directives
- Disruptive behavior in common areas (e.g. hallways, cafeteria, playground)
- Minor dress code violations
- Lack of cooperation with staff (verbal/non-verbal)
- Failure or refusal to comply with adult directives
- Inappropriate and/or profane language or gesture not directed at others
- Untruthful or deceptive behavior to school personnel
- Violation of Academic Integrity Policy (refer to Academic Integrity Policy), cheating, plagiarism
- Misuse or unauthorized use of electronic devices
- Refusal to engage in academic learning activities
- Inhibiting other students' learning process

Examples of Level I Consequences Including but not Limited to:

<ul style="list-style-type: none"> • Timely parent notification (by phone & documented in writing) • Verbal redirection • Special assignment • Behavior contract • Confiscation of electronic device • Mediation 	<ul style="list-style-type: none"> • Parent/Student/Teacher conference • Loss of classroom privilege • Classroom meeting • Referral to school counselor • Change of classroom seating • Teacher assigned detention • Student conference
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Level II

Level II offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school and/or classroom. These infractions can result from the continuation of Level I misbehaviors and/or include new offenses. The educational consequences are serious enough to require disciplinary action taken by administrative personnel. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level.

Examples of Level II Violations Including but not Limited to:

- Repeated Level I Violations or Level I with aggravating circumstances
- Failure to complete assigned Level I discipline
- Major dress code violation or repeated violations
- Minor disruption in school such as horse playing, play fighting, verbal altercation, etc.
- Failure to properly identify oneself to teachers and/or staff
- Falsification of documents, statements, and/or misrepresentation of parent/guardian
- Loitering in an unauthorized area
- Failure to attend class, leaving class without authorization, presence in unauthorized areas
- Leaving school without authorization
- Verbal/non-verbal flagrant disrespect toward teachers and staff
- Agitating/instigating comments between students
- Use of obscene language/gestures toward others
- Possession of matches, lighters
- Use/possession of tobacco and/or related products, look alike products (first offense)

Examples of Level II Consequences Including but not Limited to:

<ul style="list-style-type: none">• Detention• In School Suspension• Out of School Suspension• Temporary removal of driving privileges• Verbal and written reprimand• Behavior contract	<ul style="list-style-type: none">• Parent notification and possible conference• Referral to SAP• Withdrawal of privileges and/or participation in school activities• Loss of driving privileges
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Level III

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or properties. These misbehaviors could endanger the health and safety of those in the school.

Examples of Level III Violations Including but not Limited to:

- Repeated Level II Violations or Level II with aggravating circumstances
- Failure to complete assigned Level II discipline
- Vandalism (Less than \$100) or Petty theft (less than \$100)
- Trespassing on school property
- Disorderly conduct
- Major disruption of school such as smoke/stink bombs, fireworks, etc.
- Fighting, harassment, threatening comments, simple assault, hazing
- Act or acts of discrimination and/or intimidating behaviors intended to demean another person
- Bullying/Cyber-bullying
- Refusal to leave school property when directed to do so
- Sexual misconduct, indecent exposure
- Sexual harassment
- Student demonstrations that result in disruption to the school
- Violation of the Acceptable Use Policy (refer to Acceptable Use Policy)
- Truancy
- Possession of pornography or other illegal material, sexting
- Use/possession of drugs and or alcohol, look-alikes, and/or paraphernalia (non-distribution amount)
- Use/possession of tobacco and/or related products, look alike products (2nd offense)

Examples of Level III Consequences Including but not Limited to:

- | | |
|--|---|
| <ul style="list-style-type: none">• Up to 10 day suspension• Law enforcement/charges• Due Process• Restitution• Truancy citation | <ul style="list-style-type: none">• Referral to SST• Parent Conference• Activity Restriction (examples include: school sponsored trips, dances, commencement exercises, etc.) |
|--|---|

Level IV

Level IV offenses disrupt the learning climate of the school by posing a threat to the health, safety and welfare of others in the school. These criminal acts always require administrative actions and may require the removal of the student from school, the intervention of law enforcement authorities and possible action by the West Allegheny School Board.

Examples of Level IV Violations Including but not Limited to:

- Repeated Level III Violations or Level III with aggravating circumstances
- Failure to complete assigned Level III discipline
- Possession of a weapon or look-alike weapon of any kind on school property including school sponsored events and transportation to or from school
- Bomb threat or causing a false alarm
- Arson or attempted arson
- Tampering with security/safety equipment and/or technology systems
- Terroristic threats or acts
- Commission of a criminal felony on school property or at a school sponsored event
- Aggravated assault or sexual assault
- Distribution of pornography (including but not limited to child pornography)
- Distribution and/or intent to sell drugs, alcohol, paraphernalia, or look-alike substances
- Vandalism and/or theft over \$100
- Burglary of school property
- Possession/use of explosive devices
- Misconduct off campus: If any of the above acts occur off campus, a student is subject to expulsion if the victim is a student or school employee and there is a reasonable basis to believe that the continued presence of the student demonstrates a clear threat to the safety of the victims or others in the school environment.

Examples of Level IV Consequences Including but not Limited to:

- | | |
|---|---|
| <ul style="list-style-type: none">• Out of School Suspension• Alternative Education Placement• Restitution• Expulsion• Superintendent's hearing | <ul style="list-style-type: none">• School Board of Directors' hearing• Involvement of law enforcement with potential for criminal charges• Applicable Level III consequences• Activity restriction (examples include: school sponsored trips, dances, commencement exercises, etc.) |
|---|---|

DISCIPLINARY CONSEQUENCES

Lunch Detentions

Students serving Lunch Detention will receive a Lunch Detention slip from a teacher or administrator to take home to their parents. Students are to report to the assigned Lunch Detention room for the entire lunch period. Student will be given an assignment to work on during the lunch detention. Lunch Detention students will be last to go through the lunch line. Students displaying poor behavior or not working during lunch detention will be assigned an After-School Detention.

After-School Detention

After-School Detention is served outside the school day from 2:35 to 3:15 p.m. Students are notified of the infraction and are to serve the detention on the date listed on the detention slip. A detention slip will be sent home to inform parents. Failure to serve the first detention will result in the re-assignment of the detention. Failure to serve the re-assigned detention will result in a Saturday Detention assignment. Transportation home after detention is the responsibility of the student and the parent.

Saturday Detention

Students assigned to Saturday Detention will serve from 8:30 to 10:30 a.m. on Saturday morning at the West Allegheny High School. Saturday Detention students are to report to the High School Gymnasium Entrance area by 8:25 a.m. Students who fail to serve Saturday Detention will be assigned an In-School Suspension or Out-of-School Suspension.

In-School Suspension (ISS)

Students serving In-School Suspension (ISS) are temporarily prohibited from attending regular classes and other school day events. Students serving an ISS will be assigned to the Independent Learning Center for the length of their suspension. All schoolwork must be completed in ISS and returned to the designated teacher upon return to regular classes.

Parents will be notified of an In-School Suspension. Students that arrive late to school for ISS will be required to make-up the time missed.

Out-of-School Suspension (OSS)

Students serving Out-Of-School Suspension (OSS) are temporarily prohibited from attending school and other school events for the durations of the OSS. All missed schoolwork must be completed at home and

returned to the designated teacher upon return to regular classes. Students will be allowed to make up quizzes, tests, papers, and/or major projects missed while serving OSS for full credit.

Parents will be notified of an Out-Of-School Suspension and may be asked to take the student home.

REMEMBER:

Students may not attend any school functions or athletic events, home or away. **Students are not permitted on school grounds while serving an OSS.**

*** Students receiving an Out-Of-School Suspension or an In-School Suspension will not be eligible for team rewards or other school events/field trips.*

*** Students who have accumulated four (4) or more disciplinary actions that require in-school or out-of-school suspension, will be removed from participation in school related activities/events and extra-curricular activities.*

Independent Learning Center (ILC)

The Independent Learning Center allows students to learn in a safe, calm environment. The purpose of the ILC is to provide a short term educational program for students who need to make up work due to an extended absence, lack of success in the regular education classroom, behavior issues and/or other health related circumstances. These students are temporarily removed from their regular classes by the building principal and placed in the ILC. When the student shows academic growth, improved behavior, or is no longer ill, he or she is allowed to return to the regular school environment.

ANTI-BULLYING PROGRAM/BULLYING POLICY

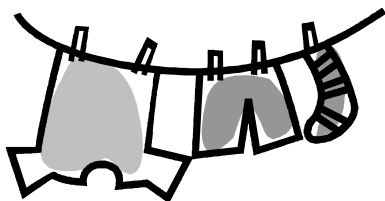
Beginning with 2016-2017 school year, West Allegheny Middle School will be implementing a new anti-bullying program, Rachel's Challenge. This program was created by the father of Rachel Scott. Rachel was the first student to be killed in the Columbine attack. Her vision to start a chain reaction of kindness and compassion is the basis for the program's mission: Making schools safer, more connected places where bullying and violence are replaced with kindness and respect; and where learning and teaching are awakened to their fullest.

Rachel's Challenge programs provide a sustainable, evidence-based framework for positive climate and culture in our schools. Fully implemented, partner

schools achieve statistically significant gains in community engagement, faculty/student relationships, leadership potential, and school climate; along with reductions in bullying, alcohol, tobacco and other drug use.

This program will be implemented during our Advisory time in all grade levels.

In addition to this new program, a revised Bullying Policy was adopted by the Board of School Directors in July, 2016. A complete version of the revised policy can be found at the end of this handbook.



DRESS CODE

A student's manner of dress, appearance and hair style is the basic responsibility of the student and his/her parents. However, it is the responsibility of the school to stress decency, cleanliness and appropriateness of dress for school as a protection to all students within the school district.

As a means towards addressing that goal the following guidelines are to be followed:

Dress Not Permitted:

- Clothing with words, symbols, or pictures that are sexually suggestive, and/or encourage drugs, alcohol, violence or gangs
- Wearing of hats, sun visors, sunglasses or coats during school hours
- Bandannas, sweatbands, headbands with scarves attached
- Sagging clothing that show undergarments
- Long pants that go below shoes that could cause tripping or unsafe conditions
- Short skirts, short dresses and/or short shorts (these items must be at least finger tip length)
- Wallet chains, dog collars, heavy linked chains around neck, spiked and/or studded necklaces or bracelets
- Clothing with rips/holes
- "Heelie" shoes or other shoes with wheels

When choosing clothing, please keep in mind these items must cover undergarments and must not be revealing. The following are not permitted:

- Halter-tops
- Midriffs
- Tube tops
- See-through tops
- Muscle shirts
- One shoulder shirts
- Shirts with thin or spaghetti straps (straps must be at least 2" width) and cover undergarments
- Shirts that expose the stomach and/or any back areas below shoulder blades

Any clothing and/or accessories deemed inappropriate and/or disruptive to the education process will not be permitted and will be addressed on an individual basis.

* All students are required to have ID badges with them at all times. They must be shown and used in the cafeteria and library. (New IDs may be purchased in the main office for \$5.00.)

We believe that students in the West Allegheny School District possess the ability to practice good judgement and grooming. Students are encouraged to select shoes with safety in mind. In accordance with our district's mission statement, we hope we are inspiring responsible young adults and citizens. As a result, they hopefully will realize their collective appearance should reflect with pride and honor on the public image of the West Allegheny School District.

Please Note – Students will be given the opportunity to correct the situation with warnings. Continual violation of the dress code will result in consequences which will follow the Student Code of Conduct.



HEALTH GUIDELINES

1. All parents must have on file at the school, their home telephone number, cell phone number, and their business telephone number as well as an adult's alternate telephone number. Also, please list your doctor's phone number and hospital preference. Emergency forms must be turned in prior to students receiving their schedules.

2. At the beginning of each school year, parents should notify the school nurse if their child has any medical problem of which school personnel should be aware.

3. It is advisable to keep a student home from school if he/she has an above normal (98.6) temperature.

4. Medical and dental exams are required for all students. At the middle school the following exams are administered as required by Pennsylvania School Health Law:

Annually - Vision, Height, Weight

Grade 6 - Medical Exam

Grade 7 - Dental and Hearing Exams

5. **No medication will be administered in school except by the direct order of a physician.** If medication is essential to the daily function of the child:

- a. The school must have a written order from the doctor giving the date, student's name, diagnosis, name of medication, dosage, time schedule, possible side effects and any curtailment of specific school activities.
- b. Medication must be brought to school in properly labeled containers indicating the student's name, name of physician, date of prescription, name and phone number of pharmacy, name of medication, dosage and frequency of administration.
- c. The school must have on file written permission from the parent for the administration of the medication.

6. Any medication found on a student without the above notices will not be given to the child.

7. Any child falling and bumping his/her head may be taken home by the parent/guardian for observation and/or necessary action.

8. Only injuries occurring on school property during school hours will be given first aid.

Injuries occurring elsewhere must be taken care of by the parents/guardians.

9. Any child who has been excluded or who has been absent from school for having pink eye, impetigo, pediculosis (lice), ringworm or any contagious disease may be required to provide a recovery note from a physician. Periodic checks may be made for the above conditions.

10. Parents/guardians or their designees are responsible for picking up their children when they are sick or injured at school.

11. Serious emergency cases will be handled:

- a. Emergency transportation will be made to a medical care facility.
- b. Parents/guardians will be contacted.

DRUG & ALCOHOL POLICY

6640 DRUGS, CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES

The possession and use of drugs, controlled substances and alcoholic beverages are forbidden in the District. This includes the school buildings, the school grounds, the school buses and any and all activities under the control or direction of school personnel whether they occur on or off school property. Violation of these restrictions will result in disciplinary measures being taken against offenders. The Administration of the District also reserves the right to prefer civil charges against any and all offenders, and to refer those offenders to law enforcement authorities for appropriate action.



Possession of Drugs or Alcohol

If a student is found in possession of a drug, inhalant, or alcohol, the parent(s)/guardian(s) are contacted, the situation described and a conference arranged immediately. Students who violate the Drug and Alcohol Policy will be required to have an assessment by the school's drug and alcohol counselor or an appropriate rehabilitation facility. The student and his/her parents must meet with the Student Support Team before the student is readmitted to school.

SEARCHES

6850 Search Policy

A search of school property shall be conducted at any time school administrators have reasonable suspicion to believe that items are stored therein which constitute a crime or violation. Generalized and random locker and vehicle searches (including canine sniff searches) are authorized and may be made without notice and require no particular individualized suspicion. Canine searches will be instituted beginning the 2011-12 school year. If a drug sniffing dog reacts to the purported presence of an illegal substance, such reaction shall constitute reasonable individualized suspicion so as to permit a search of the individual's locker or vehicle. Drug sniffing dogs will not be used to search a student's individual person.

WEAPONS POLICY

Possession of a weapon by any person is prohibited in any West Allegheny School District building, or on any grounds of the West Allegheny School District, by a student on his/her way to or from school, in any vehicle providing authorized transportation of students to or from any West Allegheny School District building or any district sponsored function, activity or event and at any school function, activity or event whether or not held on West Allegheny School District property.

"Weapon" shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as acid, mace, tazer, shocker or stun gun, any explosive device, firearm (including pellet guns and B.B. guns), gun, bullet, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable. The term "weapon" shall include "weapon look alike," including any instrument or implement designed to look like a weapon or a facsimile of a weapon such as a toy gun or water pistol.

"Possess" and "possession" shall mean being on the person or in a person's car, locker or otherwise under his or her control.

INVESTIGATION PROCEDURES - Anyone who has knowledge of a weapon being impermissible upon or in school property shall immediately inform the principal, who will immediately conduct an investigation. Persons having knowledge of a weapon being in or on school property or as prohibited above shall be subject to disciplinary proceedings if the person does not timely report same.

Upon reasonable suspicion that a student possesses a weapon, the principal will request that the student voluntarily empty his/her pockets and remove any coat, book bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult. It is noted that the State Board of Education Regulations provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects.

ACTION - A student who violates this policy or assists in the violation of this policy will be subject to one or more of the following actions depending upon the specific violation and intent: warning and/or in-school suspension, suspension from school for up to

ten days, a mandatory hearing before the Board of School Directors, permanent expulsion.



SEXUAL HARASSMENT

West Allegheny maintains a learning and working environment that is free from harassment, both sexual harassment and bullying. Such conduct can interfere with a student's academic performance and social-emotional development. It is the policy of the West Allegheny School District to maintain the learning and working environment that is free from sexual harassment. No student or staff member of the District shall be subjected to sexual harassment.

It shall be a violation of this policy for any member of the District staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below:

DEFINITION: Sexual harassment shall consist of unwelcomed sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or when
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or when
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

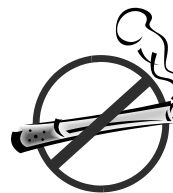
Sexual harassment, as defined, may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcomed touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

PROCEDURE

1. Any student who alleges sexual harassment by any staff member or student in the District may use the District's complaint form or may complain directly to the building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grade or work assignments.
2. Teachers, guidance counselors, nurses, and other employees are required to notify administration of all allegations or reports of sexual harassment.
3. School administrators must notify the Superintendent of every allegation or report.
4. Any complaint from a student or staff member concerning sexual harassment of a student by either an employee or another student should be thoroughly investigated by the building principal or assistant principal.
5. Complaints involving student-to-student sexual harassment which are lodged at the classroom or building level may be resolved informally. If an informal resolution satisfactory to the complainant and/or complainant's parents is reached, no further investigation or action by the District is required. If the problem cannot be informally resolved, it should be further investigated by the building principal.
6. Student interviews should be conducted in an environment which is least intimidating and most likely to elicit truthfulness and full disclosure. Parents should be notified of this interview and their rights to attend it. Subsequent to the interview, the student's complaint should be recorded by the interviewer and then given to the student to be signed and acknowledged.
7. If the Principal or Assistant Principal is the person accused, the Superintendent or a designee will conduct the investigation.
8. Employee interviews should be conducted after notice of the nature of the inquiry and the right to representation by the union and/or counsel has been made.
9. If it is appropriate, the police or district solicitor should be involved.
10. If an alleged complaint is found to be true, appropriate disciplinary action will be taken. If the complaint is against a staff member, such discipline may range from a letter or warning to discharge. If the complaint is against another student in the school district, disciplinary action may range from suspension to expulsion.

11. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

12. Given the nature of the type of discrimination, the District also recognizes that false accusations of sexual harassment can have serious effects on innocent people. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.



SMOKING POLICY

6650 The Board believes that the use of tobacco and tobacco related products, including but not limited to electronic cigarettes, presents a health and safety hazard, which can have serious consequences for the smoker and non-smoker and the safety of the school district. The Board recognizes the health dangers from the use of tobacco, and wishes to protect students, employees, visitors and guests from an environment that may be harmful to them.

6650.1 TOBACCO USE PROHIBITED

- A. All persons, including employees, officers, volunteer, visitors and students are prohibited from smoking, using tobacco products of any kind, using look-alike products, including but not limited to electronic cigarettes, and smoking cessation devices and the use of smokeless tobacco products in any school building utilized for children within the School District, and on any school bus or other vehicle used in transporting children operated by or on behalf of the West Allegheny School District. This prohibition shall be enforced at all times and shall include any activity or function occurring within the facility, whether school sponsored or otherwise.
- B. Smoking, using tobacco products of any kind, using look-a-like products including but not limited to electronic cigarettes, look-a-like smoking cessation devices and or the use of smokeless tobacco products is prohibited on exterior school grounds of any school building utilized for children.
- C. Smoking, using tobacco products of any kind, using look-alike products including but not limited to electronic cigarettes and look-alike smoking cessation devices, and the use of smokeless tobacco products is

prohibited in all other indoor school buildings, facilities and exterior school grounds, including but not limited to, any outdoor fixed seating area and concession stands.

D. There shall be no designated smoking areas located in any building, facility or on school grounds.

6650.2 STUDENT POSSESSION OR USE PROHIBITED

A. Any student is prohibited from possessing or using tobacco and tobacco related products, including but not limited to electronic cigarettes, as described above:

1. In any West Allegheny School District building;
2. On any grounds of the West Allegheny School District;
3. On any school property owned by, leased by or under the control of the West Allegheny School District;
4. On a school bus or any other conveyance provided by the School District for transportation to or from West Allegheny School District, including transportation to or from a school-sponsored activity, function or event. This includes private vehicles utilized by school staff or chaperons for so transporting students.
5. At any school function, activity or event held off School District grounds or property.

B. A student is in possession of tobacco, for purposes of this policy, if tobacco or any tobacco related products, and/or electronic cigarettes are found on the person of the student, in the student's locker, in a student's purse, backpack, gym bag or other like object, in a student's coat or other clothing, or otherwise under the student's control.

6650.3 PURPOSE

This Tobacco Policy is implemented for the following reasons:

- A. This policy will further the goal of consistency among on-going School District programs directed against smoking;
- B. This policy will be part of a necessary regulatory scheme for students in the public schools;
- C. This policy will provide the role-modeling efforts of professional and nonprofessional staff to direct children against smoking;
- D. This policy, by virtue of its application to school district employees and members of the public, in conjunction with the policy not permitting students to smoke or use tobacco, will generate respect among students for school authority, thereby improving discipline;

E. This policy will reflect and emphasize the hazards of smoking.

6650.4 COMPLIANCE WITH FEDERAL AND STATE LAW

A. Congress has adopted the "Pro-Children Act of 1994" (20 U.S.C.S. ·6081, et seq.), which requires that public school districts prohibit smoking within any indoor facility wherein routine or regular educational services to children is being provided.

B. The Pennsylvania Legislature has adopted a School Tobacco Control Law, Act 168 of 1998, which provides that a Board of School Directors may prohibit smoking on school property and otherwise regulate smoking.

C. The Pennsylvania Legislature has adopted Act 145 of 1996, which permits school authorities to prosecute students for possession or use of tobacco.

6650.5 DEFINITIONS

A. Tobacco use is defined as the use or possession of any tobacco products including a lighted cigarette, cigar, pipe or other lighted smoking equipment, including electronic cigarettes, and shall also include the use of any smokeless tobacco products.

B. "Smokeless tobacco product" shall include, but not be limited to, any chewing tobacco, snuff, or similar smokeless tobacco product that is used, chewed, sniffed or ingested.

C. "School building utilized for children" is any indoor facility used by the West Allegheny School District for provisions of routine or regular kindergarten, elementary or secondary education, or library services to children.

D. "Tobacco use" is a lighted or unlighted cigarette, cigar, pipe or other tobacco product and smokeless tobacco in any form including all tobacco products of any kind, look-a-like products including electronic cigarettes and smoking look-alike cessation devices.

E. "Children" means individuals who have not attained the age of 18.

F. "Student" or "Pupil" is a person between the ages of 6 and 21 years who is enrolled in school.

6650.6 PENALTIES

Any person who violates this policy may be subject to the following penalties, which are in addition to any civil or criminal prosecution and penalty imposed by law:

A. STUDENTS

Students will be subject to penalties prescribed in the Student Code of Conduct, up to and including possible expulsion. Any student who violates this Policy may be subject to prosecution before a district justice (magistrate) and be fined up to not more than \$50.00 plus court costs, pursuant to Act 145 of 1996.

Agencies or organizations renting or otherwise using District facilities are held responsible for compliance with this Policy. Failure to comply may result in the District's refusal to permit the organization or agency future use of the facility.

In addition to the above stated penalties, any person who violates this policy by smoking in any school building in violation of any local fire code or ordinance may be subject to prosecution before a district justice in accordance with said fire code or ordinance.

6650.7 STUDENT ASSISTANCE PROGRAMS

Students may be referred and encouraged to participate in smoking cessation programs through the employee or student assistance programs as appropriate.

A. The provisions of this policy apply to all individuals or organizations using school facilities. Violations of this policy will be taken into consideration in determining if future requests of facilities use should be granted.

B. When appropriate, students shall be referred and encouraged to participate in a smoking cessation program through the student assistance program as may be appropriate.

VISITORS

West Allegheny always welcomes visitors to watch education in action. However, all visitors who are not school employees must register at the school office and obtain a visitor's badge before traveling through the school.

6770 - CLASSROOM VISITATION

The West Allegheny School District recognizes the need to provide parents with reasonable access to their child's classrooms within parameters that ensure the visitations do not interfere with the educational process. In addition, there may be instances when it is necessary for other approved visitors to visit classrooms. This policy and the attached procedures establish guidelines governing classroom visits.

AUTHORITY

School buildings are school district property and their use will be limited to purposes authorized by the Board and the Administration. As such, all persons other than regularly assigned pupils and school district employees who enter school buildings shall follow the visitor guidelines and report immediately to the main office.

Any unauthorized person or persons found in school buildings will be directed to the office to register as a visitor or asked to immediately leave the premises, and may be subject to prosecution for trespassing under the provisions of the laws of Pennsylvania.

DELEGATION OF RESPONSIBILITIES

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines.

PROCEDURES

1. Individuals wishing to visit any school within the District shall make arrangements through the Principal's Office a minimum of twenty-four (24) hours in advance. The visit shall be limited to only the specified purpose in order minimize disruptions and to protect the confidentiality of children in the classroom. Visits will be limited to no more than forty-five 45 minutes per semester per child, unless the Principal approves alternative arrangements.
2. Upon arrival at the school, approved visitors shall enter the designated entrance and report to the main office where they will register and receive a visitor badge. The badge shall be displayed at all times during the visit. At the conclusion of the visit, the visitor shall sign out in the main office before leaving the building.
3. Staff members shall be expected to require visitors to display a visitor's pass, confirming they have registered at the school office and received proper authorization.
4. The classroom teacher shall have the right to terminate any classroom visitation if the visitation is substantially affecting normal classroom procedures or is disruptive to the instruction of the children.
5. Visitors shall refrain from interacting with staff or students or intervening with the instruction unless invited by the Principal or teacher to do so.
6. If the visitation is terminated by the classroom teacher and the visitor is asked to leave, the teacher shall immediately notify the Principal's Office.
7. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.

Visitors who arrange for a classroom visitation shall be given instructions in written form (or, if the visitor

is visually impaired, the instructions will be presented verbally). Visitors shall be required to sign and date a statement verifying they have received, understand, and agree to follow the Classroom Visitation Procedures and Confidentiality Guidelines. Visitors shall not be permitted to visit the classroom until they sign the verification statement.



TECHNOLOGY ACCEPTABLE USE POLICY/GUIDELINES FOR PERSONAL ELECTRONIC DEVICES

Internet users are expected to access the Internet and World Wide Web as an educational resource. The Internet and World Wide Web are available in the district as a resource to promote and enhance the educational experience. All District technology resources including the Internet, World Wide Web resources, and approved personal electronic devices for student use must be used appropriately and explicitly for educational purposes only.

Specific networking guidelines, prohibitions, and benefits are explicitly described in the district's Technology Acceptable Use Policy. This policy can be read in its entirety at the district's school board information policy/procedures/ law website:

www.westasd.org/district.cfm

However, because of the length and abundance of technical terms throughout the policy, we have outlined the key points for your convenience. First of all, students 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:

1. Unlawful activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

7. Access to obscene or pornographic material or child pornography.
8. Inappropriate language or profanity.
9. Transmission of material likely to be offensive or objectionable to recipients.
10. Intentionally obtaining or modifying files, passwords and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or using of unauthorized games, programs, files or other electronic media.
14. Disruption of the work of others.
15. Destruction, modification, abuse or unauthorized access to network hardware, software and files (i.e. backup).
16. Quoting of personal communications in a public forum without the original author's prior consent.
17. Unauthorized disclosure, use and dissemination of personal information regarding minors.
18. Unsupervised Chat rooms.

As a district we have implemented several safety measures to protect you when using the Internet and World Wide Web. For example, any District computer/server utilized by students and staff shall be equipped with a technology protection measure that blocks or filters Internet access to materials that are obscene, child pornographic, or harmful to minors (harmful terms are defined by the Children's Internet Protection Act - CIPA). Additionally, a district employee will always be supervising students while accessing the Internet or World Wide Web.

CONSEQUENCES FOR INAPPROPRIATE USE

- a. The network user shall be responsible for damages to the equipment systems, and software resulting from deliberate or willful acts.
- b. Illegal use of technology resources, the network or approved personal electronic devices; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services may be reported to the appropriate legal authorities for possible prosecution.
- c. Loss of access and other disciplinary actions up to and including suspension or expulsion from

school shall be consequences for inappropriate use.

- d. Vandalism will result in cancellation of access privileges. Vandalism is defined as any 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.
- e. Violation of this Policy may result in disciplinary action pursuant to due process procedures established by Board Policy, state and federal law, and/or collective bargaining agreements.

CONCLUSION

The West Allegheny School District and the District Computer Program Coordinator recognize that our users have a wide range of needs and requirements. To this end, we depend on and request that our users practice considerate and responsible computing and adhere to common sense standards. When problems arise, they will be dealt with to insure the unimpaired operation of our systems and network, but we request that all users try to be considerate and prudent in their use of the resources.

PERSONAL ELECTRONIC DEVICES

6270 – Technology Acceptable Use Policy

This policy is intended to create guidelines on students' possession and use of various electronic devices while on school property, school buses or vehicles or at school-sponsored activities and events.

The Board supports use of the Internet and other computer networks in West Allegheny School District's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The Board also recognizes the value of permitting staff and students to use approved personal electronic devices in the school setting to support educational goals and objectives. Furthermore, the Board recognizes that the presence, use and/or misuse of personal electronic devices may disrupt the educational environment.

Personal electronic devices shall include all personally owned devices capable of taking photographs, recording audio or video data, storing, transmitting or receiving messages or images, or providing wired or wireless, unfiltered connection to the Internet.

At WAMS, all personal electronic devices, including but not limited to cell phones, iPods, iPads, tablets and e-readers must be kept in lockers at all times. Personal electronic devices may be used in class at the discretion of the teacher only. West Allegheny is not responsible for any loss or damage to PED's brought to school.

Improper use and/or unauthorized possession of personal electronic devices will result in the following consequences:

First offense: Warning, pick up device at the end of the day.

Second offense: A Saturday detention will be issued and the device must be picked up by the parent or guardian.

Third offense: In-school suspension issued and the device must be picked up by the parent or guardian.



GRADING

5510 GRADING SYSTEM

The formal issuance of grades through symbols on a regular basis is authorized by the Board in order to promote a process of continuous evaluation of student performance, to inform the student, his/her parent/guardian, and counselor of the student's progress, and to provide a basis for bringing about improvement in student performance.

The Administration shall develop and implement a clearly stated grading system to inform students and parent/guardian of the progress being made by the student in his/her educational program.

District Grading Scale:



Percentages	Grade	Regular Courses	Weighted Courses*
90 – 100	A	4.0	4.5
80 – 89	B	3.0	3.5
70 – 79	C	2.0	2.5
60 – 69	D	1.0	1.0
0 - 59	F	0	0

Lowest Percentage For F Grades:

If a student earns less than 50% on any graded assignment that he or she attempted to complete, the grade entered into the grade book should be rounded up to 50%. The rationale for this practice is guided by the fact that other letter grades — A, B, C and D — are broken down in increments of 10 from 60 to 100, but there is a 59-point spread between D and F, a gap that can often make it mathematically impossible for some failing students to ever catch up. The statistical tweak of saying that F is now 50 instead of zero is intended to encourage student performance, increase motivation and to give kids the opportunity to experience success.

Determination of Final Grades:

The four (4) nine-week grades shall be averaged into the student's final grade. Each 4 (9 weeks grading period) is weighted equally. Constancy in grading procedures is key to success with all students' success across all grade levels (6th – 12th grade). It also promotes CONSISTENCY for teachers, students and parents at each grade level. The final grade for a student will be determined using one of two methods, quality points or percentages. Examples are provided below.

When using quality points to determine a final grade, the following scale will be used.

- A** = 3.51 - 4.0 **C** = 1.51 - 2.49
- B** = 2.51 - 3.49 **D** = .51 - 1.49
- F** = 0 - .49

*(When quality points are averaged to 0.5, 1.5, 2.5 or 3.5, total points will be used as a tiebreaker.)

EXAMPLE QUALITY POINTS

The FINAL grade for a student will be an average based on a letter grade point system. Grades – not percentages – are what determine a final grade for a student.

FINAL Grade Calculation Examples:

#1 D C B D

Pts. 1 2 3 1 = 7 pts. Divided by 4 (9 weeks) = 1.75

(*if above .50 round up to next whole number, so 2 = C)

#2 D D C D

1 1 2 1 = 5 pts. Divided by 4 (9 weeks) = 1.25

(* if average is below .50 round down to next whole number, so 1 = D)

#3 B C B C

3 2 3 2 = 10 pts. Divided by 4 (9 weeks) = 2.50

(This example is between a B and C. Teachers must use total points for the year to decide the grade. This method should be used if calculations are at .50, 1.50, 2.50 and 3.50.)

EXAMPLE PERCENTAGES

When determining the average, teachers should round according to the rules of mathematics unless at 59.5%, 69.5%, 79.5% or 89.5%. Then total points are to be used as a tiebreaker.

65% = D 72% = C 73% = C

75% = C 67% = D 66% = D

62% = D 63% = D 67% = D

77% = C 75% = C 72% = C

291/4 = 72.75 = C Final

289/4 = 72.25 = D Final

290/4 = 72.5 = (Examine total points)

Students with three (3) F's will fail automatically unless the following condition is met: The teacher, upon reviewing the student's total year performance believes that the student in question has met the **MINIMUM** criteria for passing and the principal, upon reviewing each individual case, authorizes the passing grade.

Extra Credit

Extra credit has to be related to the curriculum and should provide meaningful academic enrichment opportunities. Volunteering and community service are acceptable activities to count for extra credit. Students should not be penalized if they cannot make evening or weekend activities; they should be given an alternative assignment to count toward extra credit. If parents are to sign a student test for extra credit points, students are to correct test mistakes. If a teacher chooses to use extra credit, it should be limited to raising the 9 week average to no more than 3%.

Honor Roll

Highest Honors - 4.0 and higher

High Honors - 3.5 - 3.9

Honors - 3.0 - 3.4

Students who maintain honor roll status will be awarded special recognition during an awards assembly and/or Honor's Night at the end of the school year.

Under academic achievement, the Board Policy states "people have diverse capabilities and interests and individual patterns of growth and learning." Thus, adaptations for instruction that addresses individual learning difficulties of students are to be in evidence.

Homework

Homework is an integral part of learning and should reflect student needs, capabilities, and/or interests.

Homework provides opportunities for students to prepare for, practice, apply, integrate, enrich, and extend school learning; to reinforce work-study skills; to effectively use school/community resources; and to develop self-discipline.

Teachers assess homework according to district guidelines. Students are responsible for completing assignments according to the teacher's established criteria. Parents/ guardians are responsible for providing the work area, time, and conditions necessary for the student to successfully complete homework assignments.

The administration recommends that homework not be used as a grade to determine proficiency of the completed assignment, but rather as a grade to assess whether the student has completed or not completed the assignment. Additionally, the administration recommends that homework be used as an effective, positive reinforcement technique.

Promotion and Retention Guidelines

Grade level retention should be thought of as the intervention of last resort. An informed decision-making process considering the individual circumstances of each student must be established. It is important to try a wide range of interventions and services before retention is considered. Adaptations should accommodate the learning style, developmental level, and cognitive ability of each learner. It is equally important to accurately record the level of success achieved with each intervention program and strategy utilized. Making the correct retention decision is the first step toward helping at-risk students. Specific criteria for middle school retention recommendations are listed below.

CRITERIA FOR MIDDLE SCHOOL RETENTION GUIDELINES

A student will be required to attend summer school and earn a passing grade or be retained if he/she fails English Language Arts, Mathematics, or Science and Social Studies.

ADDITIONAL INFORMATION

- It is the responsibility of the teacher to identify students struggling and implement early interventions before retention is considered. Tutoring programs before or after school, flexible grouping, and/or a well-developed action plan must be in place.
- The teacher's position regarding retention will be communicated to the parent or guardian in a regularly scheduled conference. If a conference is not possible, communication will be by phone or certified mail.
- The District is committed to working in partnership with parents and guardians on retention recommendations and requests.
- Summer school sessions are available through the West Allegheny Virtual Academy. Parents may choose to have required course work completed at their expense in an approved, non-district sponsored program. Prior to enrolling in a

non-district sponsored program for credit/course recovery, please seek approval of courses from the WAMS Guidance Office.

- Retention of students in the West Allegheny School District will be determined by the professional staff.
- Students who have already failed one year will be re-evaluated by the school principal in terms of maturation, his/her reading and math scores, his/her potential abilities and other pertinent factors that may result in a social promotion.

PROGRESS REPORTS

When viewing your child's progress through Ed-line, the quarterly grades will be weighted in math, science, social studies and English Language Arts in the same manner. Homework and any assignment that is graded for completion will make up 15% of the final grade. Assignments and assessments that are graded for accuracy will make up 85% of the final grade. These calculations will be done automatically for you through the Ed-line program.

Students receive Report Cards every nine weeks. At the mid-point of each nine-week grading period, Progress Reports are posted to Ed-line. Parents may also check their child's progress via Ed-line at any time.

HOMEBOUND INSTRUCTION

5430 Homebound education is defined as carrying the public school program into the home through the visiting teacher. The primary purpose of the program is to help the physically handicapped child and those students with extended absences due to illness or injury to maintain the continuity of their class work.

5430.1 Students who are absent from school for an extended period of time may receive homebound instruction if the attending physician and the parent/guardian request in writing this service.

5430.2 Hours of instruction will be determined by the Administration and staff.

ACADEMIC INTEGRITY

The West Allegheny Middle School is committed to encouraging strict standards of academic integrity and committed to helping students develop intellectually, creatively, and ethically. Academic

integrity is a shared partnership between administrators, teachers, students, and parents to ensure that the standard of academic honesty leads to higher levels of performance by providing challenging critical thinking opportunities. Therefore, any kind of academic fraud such as cheating, plagiarism, helping others to cheat or participating in academic misconduct is prohibited. Those students who violate the school's standard for academic integrity will be subject to the following consequences if concurrent within the calendar school year:

First Offense in any subject area: a zero on the assignment with the possibility for partial recovery not to exceed 50% of the assignment provided the student meets the expectations of the teacher. Parent contact made by teacher. Teacher notifies administration.

Second Offense in any subject area: a zero on the assignment with no point value recovery and a discipline referral (Level III within the Student Code of Conduct) to the administration. Parent contact made by teacher and administration.

Third Offense in any subject area: a zero on the assignment, a discipline referral (Level IV within the Student Code of Conduct) to the administration, and a failing grade for the nine weeks in the class where the third offense took place. Parent contact made by teacher and administration.

It is the responsibility of all students to maintain academic integrity with regard to class assignments, tests, and any other graded course requirements. Thus, cheating, plagiarism, and/or knowingly assisting another student to violate academic integrity are all violations of the above mentioned.

ATHLETICS AND ACTIVITIES ELIGIBILITY POLICY HIGH SCHOOL AND MIDDLE SCHOOL

DETERMINING ELIGIBILITY

1. The initial student roster for each extra-curricular sport/arts area shall be submitted to the high school guidance office or middle school main office before rosters are announced and the practices/rehearsals begin for that 'season' to verify that each student is academically eligible to begin participation if selected.

2. An accurate student roster for each area shall be included on the weekly eligibility list provided to all teachers.

3. Students who are home-schooled or cyber-schooled, attend Parkway Vo-Tech, or are placed in a private school shall provide weekly documentation verifying eligibility.

GRADES

STEP 1: A student on the weekly eligibility list who has an 'F' grade reported for any subject shall be formally informed with a 'warning' and shall have one week to bring it up to 'passing', defined as a 'D' or higher. The appropriate head coach/director shall notify parents expeditiously. ***Students are required to attend mandatory study hall starting with the first week on the eligibility list.***

STEP 2: If the student appears on the eligibility list for two consecutive weeks in a row in the same subject there will be an extra week added on for the first week status. Consecutive appearances on the list in the same subject will be for one week only-no warning week extension. Mandatory study hall is required.

STEP 3: If a student does not bring that subject's grade up to at least 'passing' as indicated by a second 'F' grade reported the subsequent week, the student shall be suspended from competing/performing but shall be permitted to practice. The appropriate head coach/director shall notify parents expeditiously.

STEP 4: If a student does not bring that subject's grade up to at least 'passing' as indicated by a third 'F' grade reported the subsequent week, the student shall be suspended from both practicing/rehearsing and competing/performing. The appropriate head coach/director shall notify parents expeditiously.

STEP 5: If a student does not bring that subject's grade up to at least 'passing' as indicated by a fourth 'F' grade reported the subsequent week, the student shall be suspended from participating for the balance of that team/activity/organization's season. The appropriate head coach/director shall notify parents expeditiously followed by written confirmation from the principal.

This five-step sequence shall be applied to each initial 'F' grade reported.

A student who receives an 'F' grade as the final grade for a course at the end of second semester shall be placed on 'STEP 2' until completing a week of school in session without an 'F' grade reported for any another course.

An 'F' grade shall be cumulative for each subject for each season. A student receiving a second 'F' grade in the same subject at any subsequent point during that

season shall be placed on the next step from which the last 'F' grade was raised to eligible status.

ATTENDANCE

The existing high school and middle school attendance policies shall apply.

A student that has been absent for **20** or more days in a given semester shall be ineligible to participate until he/she has attended school for a total of **45** days documented from the first day in attendance in the subsequent semester. Four (4) unexcused tardies shall be the equivalent of one unexcused absence. This policy also applies from the second semester to the next year's first semester. Days spent on 'out of school' suspensions are counted as 'absent'. (Based on PIAA policy applied at WA to all extra-curricular athletic, arts or other activities and organizations.)

INTERVENTION

Each student shall continue to be informed of and have access to the existing *Academic Time-Out* policy.

Students who have received a second and third notification concerning an 'F' grade in a given subject shall be required to attend a study session each day, Monday through Thursday, from 2:35-3:30 p.m. staffed by a District employee. Students may be released for verified tutoring with another teacher. ***Students are required to attend mandatory study hall starting with the first week on the eligibility list.***

Students with an unexcused absence from a study session must attend a make-up study session the next week. Eligibility status shall not be restored until all missed sessions are made up, even if the 'F' grade itself has been raised.

Each head coach/director shall be responsible to assist in monitoring the academic progress of their students.

Students MUST BE IN ATTENDANCE BY 8:00 A.M. in order to participate in athletic practices and competitions, and musical programs, as well as ALL OTHER extracurricular activities.

The **ONLY exception** to the 8:00 a.m. arrival time is for a **medical or dental appointment**. Students **must have written verification** on a printed form from the doctor's/dentist's office in order to participate.

Students are not permitted to leave early without prior permission from an administrator or they will not be permitted to return for practice, competitions, musical programs or other extracurricular activities.

RESPONSIBILITY

The Building Principal in conjunction with the Athletic Director and Arts Coordinator shall be responsible to implement and monitor this policy. After consultation with the appropriate staff, final eligibility status shall be determined by the building principal based upon the individual performance of the student.

*** Students who have accumulated four or more disciplinary actions that require in-school or out-of-school suspension, will be removed from participation in school related activities/events and extra-curricular activities.*



BUS TRANSPORTATION

Students MUST understand that the bus driver has the authority to maintain order on the bus. Students are reminded that it is a privilege to ride the bus. The school district is not required to provide transportation.

*Students are governed by the rules and regulations as set forth by the West Allegheny School Board. Please refer to the Transportation Handbook at the end of this student handbook.

PICKING STUDENTS UP FROM SCHOOL

Parents are required to use the lower student parking lot so that the buses can access the front of the school to pick up students. No student is permitted to go home with anyone other than their parents without a note and approval from the office.

*** Fire lanes are located in front of the Middle School and cannot be used for parking. Please use the lower parking lot.*

NOTE: Middle school students are not allowed to walk to or from school. Permission for emergency circumstances may be granted with prior approval from the building principal.

ID BADGES

Students must have their ID badges every day. They must be visible and kept in good condition. ID badges are used in the library and in the cafeteria when purchasing lunch. Students must pay for lost or damaged ID badges. They are available in the main office for \$5.00.



CORRIDOR COURTESY

1. Students are expected to keep the hallways open to traffic by walking to the right. Students should not block traffic by standing in groups in the middle of a corridor.
2. Students are expected to pass through the corridors quietly, being considerate of others in the hall and classrooms.
3. Students should discard trash in containers provided along the corridors and in the classrooms. Keeping the school clean by picking papers up from the floors creates an environment we can be proud to maintain.



LOCKERS

Each student is assigned a locker. Lockers are the property of WAMS and are on loan to the student; therefore, administration will have the right to search them as stated by board policy.

Lockers are to be kept clean and orderly. **Students are to only use the locker assigned to them.** Combinations should be kept private; the office will have the combination in case it is forgotten.

Students are reminded to turn their combination dial after using their locker. Many times students leave it

on the last number so it is easy to open at the end of the day. It is also easy for someone else to open it.

The school is NOT responsible for lost or stolen items.

PHYSICAL EDUCATION

All students are required to participate in physical education classes. If a student has an illness or injury that prohibits him/her from participating in physical education classes for an extended period of time, a doctor's excuse must be submitted to the office. This excuse should tell the nature of injury or illness and the length of time needed to be excused from physical education classes. The office will forward this information to the physical education teacher.

It is required that students change clothes when participating in physical education classes. Physical education instructors may suggest the type of clothing that is appropriate to the activities for any unit. These suggestions will be based on safety.

*Students who do not bring a change of clothes for gym three (3) times during a grading period will receive an "F" on their report card.



LIBRARY

The middle school maintains a library staffed by a professional librarian who is assigned to instruct students in appropriate library practices and introduce the various services of the library to students.

The library is fully computerized with access to a network of other libraries' collections, CD-ROM capabilities, and a fully computerized card catalog.

Book Week and Library Week activities provide opportunities for students to purchase books and reading-related materials as well as participate in age-appropriate activities which enhance their reading skills and interests.

The library is the center of research, reading and studying and must be kept quiet and orderly at all times.

* Students coming into the library should have a purpose---research, AR testing, looking for reading materials such as books, magazines or newspapers.

* Quiet talking is allowed.

* All materials must be returned to the proper place at the end of the class period. **NO STEALING OR DESTROYING OF LIBRARY MATERIALS.**

* Library passes for study hall periods must be obtained from the librarian prior to the student going to his/her homeroom in the mornings. Check the sign outside the library to see which periods are available for passes. A library pass must be signed by a teacher. **FORGING OF A TEACHER'S SIGNATURE IS PROHIBITED.**

* Students must have their school ID to check out books from the library.

SCHOOL SUPPLIES

Students are held responsible for materials that the school loans to them. If lost, they must be replaced. These materials include textbooks, calculators, locks, and all books or materials borrowed from the library. Students will not be permitted to attend end of the year field trips until items are returned or paid for. Report cards will be withheld until all debts are paid. Student assignment agendas, if lost, may be replaced at a cost of \$5.00/book.

BACKPACKS

Students are permitted to carry drawstring book bags throughout the day to their classes. They may carry larger backpacks to and from school only.

TEXTBOOKS

Should it be necessary to have a textbook rebound due to wear and tear of the school year, the student will be charged a fee. Mark the condition and # of each book and keep in a safe place. Use this to compare the condition of the books at the end of the year. All books should be covered and cared for. Students will be required to pay replacement cost for lost or severely damaged books.

E-MAIL ADDRESSES

Administration and teachers can be reached through the school e-mail network by addressing the e-mail to: *first initial, last name of the person @westasd.org*. Please feel free to use this e-mail service to keep good communication between home and school. It is also requested that the use of the service be used appropriately.

REQUESTS FOR HOMEWORK

In the case of an extended illness of three (3) days or more, homework assignments may be requested through the main office. Please make your request early in the morning so that the teachers may have the assignments prepared by the end of the school day.

If your child is absent less than three (3) days, please do not call the office to request homework. Ed-line or the Homework Hotline is a good source of information on class assignments for the current week.

TELEPHONES

Use of the office telephone by students is for emergency and school business calls only. **Students are not permitted to use cell phones to make phone calls or to send or receive text messages during school hours.**

If you must reach your child during school hours, please contact the main office at (724) 695-8979 for help in this matter.

USE OF VENDING MACHINES

Vending machines are for after school use only. Anyone staying for activities after school may use these machines after 2:40, after all buses have left the premises. No one is permitted to use these machines at other times.

LOST AND FOUND

Students often lose their personal belongings. When found, the custodial department deposits these items in the cafeteria. Students who report an item lost should check this lost and found area first before reporting it to the office.



CAFETERIA

Students are responsible for maintaining a clean cafeteria at all times. Students are required to clear their tables and properly dispose of all trash. Cooperation is required in order to maintain a clean and inviting dining hall.

So that everyone can enjoy lunch, certain rules must be followed:

1. Stay in line – do not cut in front of other students.
2. Do not throw food, paper, silverware, etc...
3. Be respectful of cafeteria staff and other students.
4. Stay at your assigned table.
5. Keep tables, chairs and floors clean.

Students violating cafeteria rules and regulations may be denied cafeteria privileges by serving Lunch Detention, After-School Detention, Saturday Detention, or by being suspended from the cafeteria/school.

Students must present their school IDs to the cafeteria staff when purchasing items. Students who do not have their IDs will eat last. Students who do not have their IDs 5 times in one grading period will receive a Lunch Detention. Students who do not have their IDs 10 times or more in one grading period will be assigned further discipline according to the Code of Conduct. (New IDs may be purchased in the main office for \$5.00.)

HALL PASSES

No student shall be in the hall during regular class time without a hall pass issued by the teacher in charge of the student during that time. This includes trips to the restroom, library, office, as well as any place other than the room to which the student has been assigned. Passage shall be by the shortest and quickest feasible route without stopovers at other points or without bothering other classes in session. All students must sign out from the room with their name, record the time left and mark the time returned when using hall passes.

RESTROOM PRIVILEGES

- A. Restrooms are to be used only for the purpose intended. Any other usage such as loitering, purposeful meeting, or hiding from school personnel will not be tolerated.
- B. Students will use only the restroom assigned to them by team or class on the floor where they are located.
- C. If using the restroom during a class, you are to use the following procedures:

1. Ask the teacher's permission.
 2. Follow sign out procedure set up by the teacher.
 3. Take the restroom pass and leave.
 4. Sign in upon return.
 - 5.
- D. Keep your restrooms clean. Show good sense and respect for others who may wish to use the facility. Here are some rules to keep in mind:
1. Always flush after using all sanitary units.
 2. Never place in a commode anything that could clog it. Examples: paper towels or any type of cloth or hard substance.
 3. Let's remember the people who must clean the restrooms.
 4. Do not use toilet tissue as paper towels or paper towels as toilet tissue. If the dispensers are out of paper, please notify the office.
- E. Remember, any restroom damage destroys your convenience. Report any damage you see to the office immediately.

DO NOT ASSUME THAT A TEACHER MUST HONOR YOUR EVERY BATHROOM REQUEST. IN CASES WHERE A STUDENT TAKES ADVANTAGE OF USING THE RESTROOM, A REQUEST MAY BE DENIED.

FIRE / WEATHER DRILLS

Fire drills are held at random during every school year. Evacuation routes are posted in each classroom, and every school employee has been instructed regarding the procedure to follow in the event of an emergency. In addition, a severe weather drill is held each spring as part of state regulations.

FIELD TRIPS

Throughout the school year many opportunities for educational field trips will be available. These are for the students' learning experience and offer them the chance to learn outside the school setting. When a field trip is being planned, the teacher will give out a permission form to take home for parents' approval. This will include information on the destination, times, and any possible costs. The student **MUST** return the permission form in order to go on the trip. Students must have all debts paid prior to attending these events. Students that have accumulated multiple discipline referrals, or referrals for severe discipline issues may be restricted from attending field trips, parties, and/or events.

EIGHTH GRADE FIELD TRIP

The eighth grade teachers sponsor a trip each year for eighth grade students. The destination for this year's trip will be determined in the fall. Students are required to raise funds for the trip. Students participating in this trip must maintain academic eligibility and demonstrate appropriate conduct throughout the school year. Information about the trip will be sent home with the students throughout the year. Space is limited. All deposits and payments must be made by set deadlines or students may lose their chance to go on the trip and be placed on the waiting list.

SIXTH GRADE ENVIRONMENTAL TRIP

The sixth grade students are invited and encouraged to attend an overnight environmental trip to the Linsly Outdoor Center each May. Students will be given the opportunity to raise funds during the year to help cover the cost of the trip. Students participating in this trip must maintain academic eligibility and demonstrate appropriate conduct throughout the school year. More information will be given to the students during the school year.



SCHOOL DELAYS/ CANCELLATIONS

Inclement weather or unusual circumstances occasionally necessitate a delayed opening of school or a cancellation.

Delayed openings and cancellations are always announced on the school district NEWSLINE: (724) 695-5205, sometimes as early as 6 a.m. Announcements are also made on KDKA 1020 AM, WBBA B94, and WWSW 3WS 94.5 FM radio stations. You may also check the district website:

www.westasd.org

Parents and students are urged **NOT TO CALL THE SCHOOLS**. School personnel generally do not arrive prior to 7:15 a.m., particularly in inclement weather. Calling the school for delay/cancellation information causes unnecessary congestion on the phone lines which are needed to handle possible emergencies related to the circumstances.

When weather is inclement but school is not closed, students and parents should use their judgment. After a 10-15 minute wait at the bus stop, students can return home. A note is required to be given to the teacher upon return the next day so that the absence is excused.

Students may be dismissed early due to an emergency or weather situation. Such dismissals are announced on KDKA 1020 AM. You can also check the internet at www.westasd.org. Develop a plan if this should happen.

OTHER ACTIVITIES

West Allegheny Middle School offers and encourages students to participate in a wide variety of activities and intramurals. Some of our activities include: Talent Show, National Academic League, Student Government, Art Club, Geography Bee, Spelling Bee, Science Olympiad, Intramurals, and various chorus and band activities. Interscholastic athletic programs are available for students in 7th and 8th grade.



DANCES

Dances are held throughout the year. Most dances begin at 7 p.m. and end promptly at 9 p.m. Students should not arrive any earlier than 6:45 AND MUST BE PICKED UP NO LATER THAN 9:15 P.M. *STUDENTS ARE NOT PERMITTED TO WALK HOME OR TO ANY OTHER PLACE AFTER A DANCE.*

Student participation in a dance is a privilege. This privilege is earned through proper behavior at school. Students may not accumulate five or more Lunch Detentions, two or more After-School Detentions or received a Saturday Detention, an In-School Suspension, or an Out-of-School Suspension prior to each dance.

Admission is charged for all dances. Proceeds from a dance are used to enhance student activities at WAMS. Only WAMS students can attend dances and will only be permitted with proper student ID. All other students will be denied entry.

ADVISOR PROGRAM

The Advisor Program was initiated during the 98-99 school year and has proved to be very successful. Teachers and other staff members meet once a week for thirty minutes with their Advisor groups. During this time students participate in a variety of activities, readings and/or discussions centered around bullying, college/career readiness, and Rachel's Challenge.

Your advisor is a good person to talk with regarding any concerns you may have.

BIG BROTHER / BIG SISTER PROGRAM

A program which helps school climate and 6th graders make a smooth transition to middle school is the Big Brother/Big Sister Program. This program began the summer of 1998, training eighth graders to be big brothers and sisters to the new sixth graders. Each year since then each trained eighth grader is given 2 or 3 sixth graders to nurture and support throughout the year. The students meet a few times during the year in the cafeteria and discuss the behaviors expected at the dances and social events, encourage the use of agendas, and discuss grades, where to go for help, and any general questions the sixth graders may have. The eighth graders are encouraged to keep an eye out for the sixth graders in the hallways, at social events, and on the buses.

PEER MEDIATION

The Peer Mediation Team has been in place at the middle school since 1994. The program was an outgrowth of the District's Safe Schools Committee established in response to one of the action plans from the District's Strategic Plan. Peer Mediation is a process where a select group of 8th grade students and staff are trained in techniques to help students resolve their differences amicably. The team has been trained in the skills required to help adolescent students better understand the effective ways to communicate, how to deal with peer pressure, how to listen effectively to another's concerns, and how to understand the key issues to resolving conflict in a positive way.

The team will be available throughout the school year to mediate differences and disagreements between students. The Peer Mediation Program is a positive alternative to helping students learn that differences can be negotiated in ways other than fighting and without disruption to the learning environment.

WHERE CAN YOU FIND HELP?

You can find help right at our door. The Middle School teachers, guidance counselors and principals are ready to help you with any problem. A variety of services are available both within the school system and the community for students and parents who are

having problems; educational, physical, emotional or mental health issues.

WAMS POWER HOUR

This program provides opportunities for middle school students to get assistance with homework, study skills, tutoring, and/or skill review from various middle school teachers. WAMS POWER HOUR is available Monday through Wednesday from 2:35 to 3:30. Students are to come prepared with school assignments or skill areas to work on.

Students need to make sure there is someone to pick them up at 3:30. Students may not walk home from WAMS POWER HOUR. There is no charge for this service.

GUIDANCE SERVICES

Guidance services are available for every student. They can assist you with educational planning; interpretation of test scores, career information, study help, help with home, school, and/or social concerns, and any question you may feel they would like to discuss. **Parents may request a team conference AT ANY TIME by contacting the middle school counselor's office. For grades 6 and 7 Wonders please contact Mrs. Rectenwald @ 724-695-5231. For grades 8 and 7 Ups call Mr. Kiser @ 724-695-5230.**

PARENT-TEACHER CONFERENCES

Parent-teacher conferences occur two times per year, in November and February. Conference requests are accommodated on a first come, first serve basis unless requested by your child's teachers. Notifications and conference schedules will be provided by your child's teachers in advance. Due to scheduling, not all conferences are able to be accommodated on the designated days. However, parents can request conferences with teachers at any time during the school year by contacting the middle school guidance department.

STUDENT SUPPORT TEAM

The Middle School SST was developed to meet the diverse needs of middle school learners. It is a group of specially trained school professionals who provide assistance and support for students who experience personal problems related to depression, social/peer problems, drug & alcohol use, eating/ sleeping

difficulties, hostility/anger, educational problems, or family problems. The goals of the team are to: develop an atmosphere of trust in which students will seek help from the team; assure students that problems are resolvable; acquire necessary counseling services for students in need before problems reach a crisis level.

If you believe you are in need of assistance, please contact a counselor. Assistance is always available.

HOMELESS STUDENTS

Authority

The Board of School Directors recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Administration shall make reasonable efforts to identify homeless children within the District, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Children who are awaiting foster care placement including living in emergency, interim or respite foster care, kinship care, evaluation or diagnostic centers or placements for the sole purpose of evaluation.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, temporary shelters, transportation stations or similar settings.

8. Living as migratory children in conditions described in previous examples.

9. Living as run-away children under the age of 18, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason.

10. Living as school age parents/guardians in houses for school age parents/guardians if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.

The Board designates the Superintendent or his/her designee to serve as the District's liaison for homeless students and families.

The District's liaison shall coordinate with:

1. Local service agencies that provide services to homeless children and youth and families.
2. Other school districts on issues of records transfer and transportation.
3. State and local housing agencies responsible for comprehensive housing affordability strategies.

The District's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens within the District.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.

Enrollment/Placement

To the extent feasible, and in accordance with the student's best interest, homeless students shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If

a student is unaccompanied by a parent/guardian, the District liaison will consider the views of the student in determining where s/he will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. The District will request a parent/guardian submit contact information. If the parent/guardian is unable to do so, the District Liaison will work with the parent /guardian to establish a reliable method of communication. The District Liaison may also contact the district of origin for oral confirmation that the student has been immunized, but this must not be a barrier to enrollment. Oral confirmation between two professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The enrolling district's liaison will assist the parent/guardian/student in obtaining necessary immunizations, or immunization or medical records.

If the District is unable to determine the student's grade level due to missing or incomplete records, the District shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the District's decision, their right to appeal and the procedures to use for the appeal.

Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

Transportation

The District shall provide transportation for homeless students to their school of origin or the school they choose to attend within the School District.

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

Parent information Notice

Services for Disabled Preschool Age Children

Act 212, the Early Intervention System Act, entitles all preschool age children with disabilities to appropriate early intervention services. Young children experiencing developmental delay or physical or mental disabilities are eligible for early entrance services. He or she is considered to have a developmental delay when difficulties exist in the areas of cognitive, communicative, physical social /emotional and self help development. Services for special needs children, below school age, who reside in suburban Allegheny County, are provided through two different systems linked by a transition process. Birth through age two programming is provided through the Pennsylvania Department of Welfare funding and is coordinated by the Alliance for Infants and Toddlers, Inc. Students who are three years old to entry age are serviced through the Pennsylvania Department of Education funding. This preschool program is presently coordinated by the Allegheny Intermediate Unit's Early Childhood and Family Support Services program, DART.

For more information, please contact the Alliance for Infants and Toddlers, Inc. at 412-885-6000 or the Allegheny Intermediate Unit/DART Program at (412) 394-5736.

Services for School Age Exceptional Students

The school district provides a free, appropriate public education to exceptional students according to state and federal mandates. To be eligible, the child must be of school-age, need specially designed instruction, and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities as set forth in the Individual with Disabilities Education Act which was re-authorized in 1997 (IDEA -97) and the Chapter 14 Special Education Services and Programs State Regulations: Autism, Blindness/Visual Impairment, Deaf- Blindness, Deafness/Hearing Impairment, Emotional Disturbance, Intellectual Disability, Multiple Disability, Orthopedic Impaired, Other Health Impaired, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury.

Identified students are provided with a continuum of services designed to meet the individual needs of eligible students. These services may include supportive intervention in the regular class, supplemental intervention in the regular class or in a special education resource program, placement in a part-time or full-time special education class in a regular school or placement in a full-time special education class outside of the regular school. The extent of special education services and the location for the delivery of such services are determined by the parents and staff at the IEP team meeting and is based on the student's identified needs and abilities, chronological age, and the intensity of the specified intervention. The school district also provides related services, such as transportation, physical therapy, occupational therapy, and counseling services that are required to enable the student to derive educational benefits.

Parents of public school students who suspect that their child is exceptional and in need of special education may request a multidisciplinary team evaluation of their child through a written request to the Building Principal or Director of Pupil Services. Please contact the Building Principal or Director of Pupil Services for the required form.

Screening and Evaluation

The West Allegheny School District employs the following procedures for locating, identifying, and evaluating specified needs of school age students requiring special programs and services.

Level 1: Review of group-based data

Screening activities include DIEBLS (Dynamic Indicators of Basic Early Literacy Skills) grades kindergarten and 1st, Grades 2 through 12 include cumulative enrollment records such as attendance, report cards grades, and achievement test scores (Scantron, PSSA's and Curriculum based Evaluations). Data gathered through a thorough review of these records may prompt a referral for screening a child for special education.

Level 2: Review of hearing, vision, motor, speech and language

The District routinely conducts screenings of a child's hearing acuity each year in kindergarten, first, second, third, seventh, and eleventh grade, vision acuity each year, kindergarten through Grade 12, and speech and language (teacher, parent and outside agency referrals). Gross motor and fine motor skills are assessed by the classroom

teacher on an on-going basis. Specified needs from all of these screening sources are noted within the child's official file.

Level 3: School Based Intervention Teams

The goal of the School Based Intervention teams are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in need of special education services. Positive, researched based success-oriented programs which use intervention techniques within the regular classroom setting to help remove educational, behavioral or affective stumbling blocks for all students are implemented in grades K – 12. Referrals to school based intervention teams may be initiated by the classroom teacher.

The process involves three steps:

- (1) Identifying a student's need for academic and behavior support
- (2) Determining strategies needed for assisting the student
- (3) Implementing intervention strategies through a continuum of services

After an initial assessment of the student's academic, behavioral and/or coping skills, the team recommends strategies to be implemented to help the student achieve success in the regular classroom. The team determines what support is needed for the student to maintain a level of success in the classroom. These strategies are implemented, monitored and then evaluated based on goals set for the student. If the student's teachers report a positive change, the strategies are continued. If there is not progress, the student may be referred for a multidisciplinary evaluation (MDE).

The Multidisciplinary Evaluation (MDE)

The MDE is a process to gather information that will be used to find out if children really do need special education and if so, the types of services needed.

Prior to an MDE, the District must obtain permission via the Permission to Evaluate form. Before an evaluation can occur, the form must be signed by the parent or legal guardian.

Evaluations are conducted by a certified school psychologist. Additional information is provided by the parents, classroom teacher, and other pertinent individuals that work with the student. All of this information is compiled into an Evaluation Report (ER). This report will recommend whether a child has one or more disabilities or mental giftedness. It also recommends whether or not the child requires special education and the type of program and services that the child needs. The ER may recommend that a child is not exceptional and therefore does not need special education services. If this is recommended, the report will list changes that may be made in the regular classroom to make the child more successful. All members of the MDT, including the parents, are entitled to review the ER.

Reevaluations for students, who are eligible for special education services, are compiled every three years or two years for students with intellectual disabilities or when requested by one or more members of the IEP team (please see information on Individualized Education Plan).

Individualized Education Plan

Children who are regarded to be exceptional by the MDT team are entitled to receive special education services. The document that specifically addresses these services is called an Individual Education Plan (IEP). Required members of the IEP team include: The child's parents, At least one of your child's regular education teachers, at least one special education teacher, A representative from the school district who:(1) Is qualified to provide or supervise special education programs(2) Knows about the general curriculum(3) Knows what resources the Local Education Agency (LEA) can offer, Someone who can interpret the evaluation results, who may already be a member of the team, At your request or that of the school, other people who know your child well or who have worked with your child, Your child (at age 14 when planning will be done for life after graduation or any time before that age when you want your child to be present), A representative from a vocational-technical school if a vocational-technical school is being considered for your child

The IEP will review all of the evaluation material and will determine how your child is performing in school. The IEP team will write annual goals that can be measured and which meet the needs of your child.

IEPs for eligible students are developed on an annual basis, or sooner, if requested by one or more members of the IEP team.

Notice of Recommended Educational Placement

Once the IEP has been developed with the IEP team; you will receive a Notice of Recommended Educational Placement (NOREP). The NOREP explains the placement or class recommended for your child and explains your rights. You must approve the NOREP in writing for your child's first special education placement if you want it to go into effect. You will receive a NOREP with each completed IEP and you have 10 calendar days to return the NOREP. In circumstances when this form is NOT completed parental consent is NOT required, the school will proceed after 10 calendar days.

West Allegheny School District offers a continuum of educational services designed to meet the needs of eligible students including varying degrees of gifted, learning, and speech and language support. In addition, related services such as transportation, occupational therapy, physical therapy, vision support, and deaf and hearing support are available to those students that qualify.

Detailed information regarding special education procedures may be obtained by calling the Special Education Department at 724-695-5221.

Services for Protected Handicapped Students

There are instances in which students are identified as handicapped or disabled, but may not qualify for Special Education services. If it is determined necessary, the school district will provide these students, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to ensure equal opportunity to participate in and obtain the benefits of the school programs and extracurricular activities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. Services and protections for protected handicapped students are different from those applicable to all eligible students enrolled in special education programs. These services are outlined in a Chapter 15 Service Agreement. Questions regarding Chapter 15 should be directed to the Director of Pupil Services at 724-695-5221.

Services for Students in Nonpublic Schools

Public special education is accessible to resident students attending nonpublic schools by permitting the nonpublic school student to enroll on a part-time, dual enrollment basis in a special education program operated in a public school. The student must have a multidisciplinary team evaluation completed and an Individual Education plan must be developed with the public school, parents must sign a Notice of Recommended Educational Placement.

Parents of nonpublic school students who suspect that their child is exceptional and in need of special education may request a multidisciplinary team evaluation of their child through a written request to the district Director of Pupil services.

Public Notice on Student Records

The Education Records Plan for Exceptional Students is a state approved plan for the local school districts within the Allegheny Intermediate Unit which defines all procedures for collection, maintenance, and dissemination of educational records belonging to exceptional students.

Education records are needed to provide appropriate educational programs, but at the same time it is necessary to protect the rights of privacy and confidentiality of students and parents.

Official student education records are kept where a student attends a district operated class. Copies of the District Education Records Plan may be obtained from your building principal.

Confidentiality of Student Records

The privacy rights of parents and students are mandated by federal legislation known as the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), state regulations (Chapter 14 - Special Education Services and Programs, Chapter 12 - Student Rights and Responsibilities), and district policy.

The different categories of information maintained by the school district are as follows: educational and health records, personally identifiable information and directory information. With the exception of receiving school district, educational and health records, personally identifiable information cannot be disclosed or released without parental consent or adult student's (a student who is eighteen years of age or older, married or attending an institution of post secondary education) consent.

Information known as directory information can be released without consent. Directory information means information which would be considered not harmful or an invasion of privacy if disclosed. This information includes the following: student's name, address, date and place of birth, courses taken, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

Written, parental or adult student request is required for the disclosure of educational and health records and personally identifiable information. The consent must specify the records that may be disclosed and the purpose of the disclosure; and identify the party or class of parties to whom the disclosure may be made. A written record of the disclosure must be maintained by the school district.

Parent or adult students have the right to inspect and review the students' educational records within thirty (30) days of the date the district receives a written request for access. Parents of eligible students should submit to the building principal a written request that identifies the specific records they wish to inspect. Parents or adult students can seek to amend the student's educational record that is believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The parent or eligible student in writing must clearly identify the parts of the record to be changed and specify why it is inaccurate or misleading. If the district decides not to amend the record, the parent or eligible student will be notified of the decision and advise the individual of his/her right to a hearing regarding the requested amendment.

Parents or adult students have the right to file complaints concerning alleged failures of the District to comply with the requirements of the Family Educational Rights and Privacy Act of 1974. Such complaints should be directed to the Health, Educational and Welfare Office, Washington, D. C.

With regard to parents who do not understand English, the School District will attempt to inform them of their rights in their native language. Further information regarding the Policy of the Collection, Maintenance and Dissemination of Records is available through the principal's office.

WEST ALLEGHENY SCHOOL DISTRICT

SECTION: 6000 STUDENT SERVICES

TITLE: 6950 BULLYING, CYBERBULLYING

ADOPTED: JANUARY 29, 2000 (JAN 21, 2009)

REVISED: JULY 20, 2016

<p>1. Purpose</p>	<p>The West Allegheny School District is committed to fostering a safe, positive learning environment of mutual respect, honor, acceptance and encouragement, free from threat, harassment, and bullying/cyberbullying. West Allegheny recognizes that bullying/cyberbullying cannot only impede on the academic environment and growth, but also the vocational, social, emotional development of our students. Students and employees should be free from all types of bullying/cyberbullying stemming from peers and employees of the district; therefore bullying/cyberbullying will not be tolerated.</p>
<p>2. Definitions</p>	<p>Bullying/Cyberbullying is intentional, unwanted, severe behavior between or among individuals or groups that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.</p> <p>Bullying may include, but is not limited to, the following:</p> <ol style="list-style-type: none"> 1. Physical – including, but not limited to, hitting, kicking, spitting, pushing, and taking personal belongings 2. Verbal – including, but not limited to, taunting, malicious teasing, name-calling, and making threatening statements or gestures 3. Psychological or Relational - including, but not limited to, spreading rumors, and engaging in social isolations or intimidation <p>Cyberbullying may include, but is not limited to, the following misuses of technology: harassing, malicious teasing, intimidating, threatening, or terrorizing another student or employee of the school district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures, images, videos or web site postings (including social media).</p> <p>These actions have the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Interfering with a student’s education 2. Creating a threatening environment 3. Disrupting the orderly operation of the school 4. Causing a negative change in the dynamics of the school culture or group

<p>3. Authority</p>	<p>School setting includes school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops, or to school property or school-sponsored activities.</p> <p>The term bullying/cyberbullying shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.</p> <p>All forms of bullying/cyberbullying by district students and employees are hereby prohibited. Anyone who engages in bullying/cyberbullying is in violation of this policy and shall be subject to appropriate discipline. The school district will not tolerate acts of bullying/cyberbullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops, or to school property or school-sponsored events.</p> <p>Students or employees who have been bullied/cyberbullied are encouraged to report such incidents to a school employee, an administrator, or through another designated reporting system without repercussion.</p> <p>Complaints of bullying/cyberbullying shall be investigated promptly by the building principal and/or his/her designee and corrective action shall be taken when a complaint is founded.</p> <p>The West Allegheny School District shall at least annually inform students, parents and employees through awareness activities that bullying/cyberbullying will not be tolerated.</p>
<p>4. Delegation of Responsibility</p>	<p>Each student and employee shall be responsible for respecting the rights of all students/employees and to ensure an atmosphere free from all forms of bullying/cyberbullying.</p> <p>Students and employees shall receive information regarding this policy and shall be expected to report to their building principal and/or his/her designee any suspected incidents of bullying/cyberbullying involving themselves or other district students or employees.</p> <p>Students or employees who have been bullied/cyberbullied are encouraged to report such incidents to a school employee, an administrator, or through another</p>

	<p>designated reporting system without repercussion.</p> <p>Parents/Guardians shall receive information regarding this policy, at least annually, and shall be encouraged to report to their administrator(s) any suspected incidents of bullying/cyberbullying involving their own child or other district students.</p> <p>Each employee of the West Allegheny School District shall be responsible for attempting to maintain an educational environment free of bullying/cyberbullying and ensure the rights of all students are respected.</p> <p>Employees shall be observant of bullying/cyberbullying, take appropriate actions to intervene upon observing or learning of a bullying/cyberbullying incident and report the bullying/cyberbullying to the building administrator(s).</p> <p>Upon learning of a bullying/cyberbullying incident, the building principal and/or his/her designee shall undertake a thorough investigation. The building principal and/or his/her designee will inform parents/guardians of the victim and person accused of the complaint. The administrator(s) will report incidents of bullying/cyberbullying to the superintendent or designee and the superintendent and/or designee will, where appropriate, notify the proper authorities.</p> <p>The district shall provide ongoing educational programs for employees, students and parents concerning the harmfulness of bullying/cyberbullying, the identification of bullying/cyberbullying, and appropriate responsive actions to address bullying/cyberbullying.</p>
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<p>5. Guidelines</p>	<p><u>Discipline</u></p> <p>A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student code of conduct, which may include suspension or expulsion. Additionally, Act 26 of 2015 makes cyberbullying a crime and issues of cyberbullying or bullying may be referred to law enforcement.</p> <p><u>Confidentiality</u></p> <p>The West Allegheny School District recognizes that both the complaining students or employees and the alleged bully/cyberbully have a right to maintain the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Education Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians or employees of the outcome of the investigation.</p> <p><u>Reprisal</u></p> <p>Anyone who retaliates against another student and/or employee for reporting bullying/cyberbullying, assisting or testifying in the investigation or hearing will be subject to disciplinary action.</p> <p><u>Display and Dissemination</u></p> <p>This policy will be displayed and accessible for review in the following manners:</p> <ol style="list-style-type: none"> 1. A copy of this policy shall be available on the school district’s publicly accessible Internet web site. 2. A copy of this policy shall be posted in every classroom. 3. A copy of this policy shall be posted in each school building where notices are usually posted. 4. A copy of this policy shall be disseminated to parents annually along with a copy of the student code of conduct. <p>The terms of this policy shall be reviewed with students at least once every school year.</p>
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West Allegheny Transportation Handbook

2016-2017

West Allegheny School District – Transportation Guidelines and Expectations

The West Allegheny School District Administration recognizes that safety is paramount in transportation. The administration is committed to working with the Board of Education, parents, students, principals, drivers and staff to maintain a safe and orderly environment. The following guidelines are in place to ensure positive and safe passage to and from school and school sponsored events.

Transportation to and from school is a privilege. Abuse of this privilege may result in loss of transportation to and from school. When you lose your transportation privileges, you cannot ride a bus owned by the Monark Bus Company and contracted by the West Allegheny School District during the time of the suspension.

Video camera systems with audio capability are installed on Monark Transportation School Buses. The information from these tapes can be used to determine disciplinary action. The cameras on buses and vans are to help ensure the safety of all students and staff.

Special education students will be subject to the same disciplinary procedures, including suspensions from riding the bus as regular education students unless otherwise noted in the student's IEP. The IEP will be reviewed to be sure that there are not any special circumstances that would warrant alternative forms of discipline, especially when a bus suspension is under consideration.

It is to be understood that in the event of a bus suspension, the student is still required to attend school and any absence during the suspension without a valid written excuse will result in school officials following the standard school truancy process.

DELAY OR CLOSING OF SCHOOLS

The Transportation Department could be impacted by several variables during the winter weather season. The main factor for a delay or cancellation decision is weather conditions, but other factors do play a part.

The following are the steps that the department uses to make a recommendation for a delay or cancellation:

1. Weather conditions and local radar are monitored to determine the time and duration of snowfall. The temperature and wind chill are also considered.
2. Early morning checks of the roads are conducted. Typically starting at 4:00 AM, a sampling of township and state roads are driven to check road conditions.

3. Township and state road crews' status of snow removal and road treatment is monitored to determine what the road conditions will be like during student pickup hours.

The Superintendent makes the decision to delay or cancel school based on the data collected in the previous stated steps. Students and staff are notified via School Messenger, the district's mass phone notification system. Additionally, local media outlets are notified and the West Allegheny Website and Facebook accounts are updated.

The following are expectations all drivers are expected to follow in operating a bus in the West Allegheny School District.

1. Drivers will greet all students as they enter and exit the bus in a pleasant and welcoming manner.
2. Drivers will assign all students an area or seat on the bus and set expectations for students to sit in assigned seats or areas.
3. Drivers will maintain focus on student safety and not engage in distracting behavior including but not limited to cell phone usage.
4. Drivers will maintain open lines of communication with teachers, administrators and the Monark Transportation administration in regards to the safety, security and behavior of all students.
5. Drivers will act in a professional manner at all times when interacting with students, parents, staff members and administrators.

The following are expectations all administrators are expected to follow in supporting the safe operations of district transportation

1. Administrators and/or their designees will reinforce seating arrangements on all buses.
2. Administrators and/or their designees will enforce all school and school bus safety rules when made aware of a violation.
3. Administrators and/or their designees will maintain open lines of communication with bus drivers, Monark Transportation administration and District Office Administration in regards to transportation related issues.
4. Administrators and/or their designees will request and review video from any bus violation that reaches level three or higher in the transportation guidelines and expectations.

The following are five expectations all students are expected to adhere to during transportation to and from school.

1. Students will sit in their assigned area or seat and face forward at all times. No standing is permitted while the bus is in motion.
2. Students will keep hands, feet and personal belongings to themselves and out of the bus aisle.
3. Students will wait their turn to enter and exit the bus at the stop for which they are assigned.
4. Students will use appropriate language, tone and volume when speaking on the bus.

5. Students will be respectful of all other students and the driver while on the bus and at the bus stop.
6. Students will not eat or drink on the bus.
7. Students will not play loud or distracting music on the bus.

Parents can contribute to the efficient and safe transportation of their children in the following ways:

1. Ensure that students are at their designated bus stop at least five minutes prior to bus arrival time. Drivers are not required to wait for children as all children further down the route would then be forced to wait that much longer.
2. Ensure students stay off the roadway at all times while waiting for the bus.
3. Ensure students cross in front of the bus when crossing the road or highway.
4. Ensure students wait until the bus has come to a complete stop and red lights are flashing before attempting to enter or leave the bus.
5. Ensure special items and projects are transported by parents to school rather than on the bus due to space and safety consideration.
6. Ensure students do not chase after a bus.
7. Ensure students are orderly while awaiting the bus.
8. Ensure that the bus stop is safe and maintained.
9. Ensure that if driving students to the bus stop you do not interfere with the traffic pattern of the bus.

The district stance is that all students should ride their assigned bus to and from school.

*NOTE: In case of the need for an **emergency** bus change, a note from a parent must be submitted to the office for approval. **This does not guarantee that approval will be granted.** If approval is given, the student will receive a bus pass to give to the bus driver. Students must submit the note to the office first thing in the morning in order to arrange for this change.*

Misbehaviors and interventions are categorized across four levels based on seriousness/frequency of occurrence.

Level I

Level I offenses include minor misbehaviors on the part of the student, which are disruptive and impede or interfere with the orderly and safe operation of the school bus. These misbehaviors are expected to be addressed by the bus driver who observes the incident, but may require the intervention of an administrator. An accurate record of the offense, corrective and intervention supports, and disciplinary action must be maintained by the bus driver. Repeated instances of Level I behavior, despite redirection or intervention, may constitute a violation at a higher level with referral to the appropriate building administrator.

Examples of Level I Violations Including but not Limited to:

- Disrespectful actions or language towards peers, adults, and/or property
- Inappropriate and/or profane language or gesture not directed at others
- Not following bus driver directions
- Inappropriate tone or volume when speaking on the bus (yelling and screaming)
- Standing up or moving seat-to-seat
- Unauthorized use of electronic devices
- Distracting loud music or noises
- Eating or drinking on the bus
- Leaving trash on the bus
- Students seated out of assigned area

Examples of Level I Consequences Including but not Limited to:

- Verbal redirection
- Special assigned seat
- Referral to building administration
- Timely parent notification
(by phone & documented in writing)
- Behavior contract

Level II

Level II offenses are misbehaviors whose frequency or seriousness disrupt the safe operation of the school bus. These infractions can result from the continuation of Level I misbehaviors and/or include new offenses. The consequences are serious enough to require disciplinary action taken by administrative personnel.

Examples of Level II Violations Including but not Limited to:

- Repeated Level I Violations or Level I with aggravating circumstances
- Verbal/non-verbal flagrant disrespect toward bus drivers or other students
- Agitating/instigating comments between students
- Horseplay
- Use of obscene language/gestures toward others
- Pushing, shoving or tripping other students in line
- Intentionally distracting the bus driver
- Inappropriate misuse of technology (videotaping other students)
- Intentionally boarding an unassigned bus
- Exiting the bus at an unassigned stop

Examples of Level II Consequences Including but not Limited to:

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| <ul style="list-style-type: none">• Verbal redirection• Special assigned seat• Referral to building administration• Detention• In School Suspension• Out of School Suspension• 1-3 day Bus Suspension | <ul style="list-style-type: none">• Parent notification and possible conference• Referral to SAP• Withdrawal of privileges and/or participation in school activities• Written reprimand• Behavior contract |
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Level III

Level III offenses are acts whose frequency or seriousness impact the safety of students and staff and are directed against persons or properties. These misbehaviors could endanger the health and safety the individual or other individuals.

Examples of Level III Violations Including but not Limited to:

- Repeated Level II Violations or Level II with aggravating circumstances
- Vandalism (Less than \$100) or Petty theft (less than \$100)
- Disorderly conduct
- Major disruption on the bus caused by the use of smoke/stink bombs, fireworks, etc.
- Fighting, harassment, threatening comments, simple assault, hazing
- Act or acts of discrimination and/or intimidating behaviors intended to demean another person
- Bullying/Cyber-bullying
- Sexual misconduct, indecent exposure
- Sexual harassment
- Possession of pornography or other illegal material, sexting
- Use/possession of drugs and or alcohol, look-alikes, and/or paraphernalia (non-distribution amount)
- Use/possession of tobacco and/or related products, look alike products (2nd offense)
- Throwing items out of the bus window
- Throwing items at other people on the bus
- Hanging out the bus window

Examples of Level III Consequences Including but not Limited to:

<ul style="list-style-type: none">• Up to a 10 day bus suspension• Up to 10 day suspension• Law enforcement/charges• Due Process• Restitution	<ul style="list-style-type: none">• Referral to SAP• Parent Conference• Activity Restriction (examples include: school sponsored trips, dances, commencement exercises, etc.)
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Level IV

Level IV offenses pose a threat to the health, safety and welfare of others. These criminal acts always require administrative actions and may require the removal of the student from district transportation and /or school, the intervention of law enforcement authorities and possible action by the West Allegheny School Board.

Examples of Level IV Violations Including but not Limited to:

- Repeated Level III Violations or Level III with aggravating circumstances
- Possession of a weapon or look-alike weapon of any kind on school property including school sponsored events and transportation to or from school
- Arson or attempted arson
- Tampering with security/safety equipment and/or driving instruments
- Terroristic threats or acts
- Commission of a criminal felony on the school bus
- Aggravated assault or sexual assault
- Distribution of pornography (including but not limited to child pornography)
- Distribution and/or intent to sell drugs, alcohol, paraphernalia, or look-alike substances
- Vandalism and/or theft over \$100
- Possession/use of explosive devices

Examples of Level IV Consequences Including but not Limited to:

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| <ul style="list-style-type: none">• Removal from district transportation• Out of School Suspension• Alternative Education Placement• Restitution• Expulsion• Superintendent's hearing | <ul style="list-style-type: none">• School Board of Directors' hearing• Involvement of law enforcement with potential for criminal charges• Applicable Level III consequences• Activity restriction (examples include: school sponsored trips, dances, commencement exercises, etc.) |
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West Allegheny School District

A Tradition of Excellence . . . A Vision for Tomorrow

Bullying/Cyberbullying Policy, Student Code of Conduct and Transportation Handbook Acknowledgment

West Allegheny School District *is fully committed to* ensuring that our schools are free from judgment, prejudice, bullying and bias where **all** students can learn and grow in a safe and supportive environment. In March of 2016, the District launched its Safe and Supportive Schools committee to address growing concerns over bullying/cyberbullying within our schools. As a result of this committee's work, the District's Bullying/Cyberbullying Policy, Student Code of Conduct and Transportation Handbook were thoroughly reviewed and rewritten to reflect relevant and current contexts. We believe that in order to provide a safe and supportive school environment, we must work in partnership with all stakeholders. To establish a common understanding and partnership between our staff, students and parents regarding the updated policy, Student Code of Conduct and Transportation Handbook, this letter of acknowledgement was created and will be required annually.

Prior to signing the acknowledgement provided below, please review the updated Bullying/Cyberbullying Policy and Student Code of Conduct and Transportation Handbook with your child(ren) and return to your child's respective school no later than September 9, 2016.

The documents may be accessed in the following ways:

1. Through the following links:

Bullying/Cyberbullying Policy:

[http://www.westasd.org/files/filesystem/WA%20Anti-Bullying%20Policy%20Updated%20July%202016%20\(1\).pdf](http://www.westasd.org/files/filesystem/WA%20Anti-Bullying%20Policy%20Updated%20July%202016%20(1).pdf)

Student Code of Conduct:

[http://www.westasd.org/files/filesystem/Student%20Code%20of%20Conduct%202016-17%20FINAL%20\(R%208-18-16\).pdf](http://www.westasd.org/files/filesystem/Student%20Code%20of%20Conduct%202016-17%20FINAL%20(R%208-18-16).pdf)

Transportation Expectations:

<http://www.westasd.org/files/filesystem/Transportation%20Expectations.pdf>

2. In your child's parent and/or student handbook
3. By requesting a hard copy from your child's school office

I hereby acknowledge that I have reviewed the West Allegheny School District’s Bullying/Cyberbullying Policy, Student Code of Conduct and Transportation Handbook with my child(ren) and I understand and support the documents. I further acknowledge that any questions I may have had regarding the policy, Student Code of Conduct and/or Transportation Handbook have been answered. I understand the importance of a safe and supportive learning environment for all students and will work in partnership with West Allegheny School District staff to assure that all students are afforded such an environment.

_____ Parent/Guardian Name	_____ Date	_____ Student Name	_____ Date
_____ Parent/Guardian Signature	_____ Date	_____ Student Signature	_____ Date