Student Handbook

West Allegheny Elementary

Donaldson, McKee, Wilson

2018-2019

2018-2019 West Allegheny Elementary Schools Handbook

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August, 2018

Dear Parents and Guardians of a West Allegheny Elementary Student:

Welcome back to the 2018-2019 school year! We are so glad that your student will be with us each and every day!

In this handbook, you will find information that will help you to get to know our schools a little better. You will find documents that will outline procedures that are in place in the building as well as district level policies that we ask you to review with your students.

2018-2018 will be a very exciting school year. All of our schools are proud of the progress that our students continue to make. All three of the elementary schools will place an awareness on C.A.R.E measures this year. You will see and hear students talking about activities that encompass Connections and Culture, Awareness, Relationships, and Extra support. As educators and parents, we know that making sure that our students feel valued and supported in our schools goes a long way to help students succeed. We look forward to sharing information about our C.A.R.E measures with you as we go through the school year #WACARES.

We are here to work together and help you with any questions or concerns you may have. Please do not hesitate to reach out to us if we can be of assistance.

Please compete the bottom of this form and return it to your child's homeroom teacher no later than Tuesday, August 28 to acknowledge that you have reviewed the contents of this handbook with your student.

Here's to a great school year!

Student Name:_____

Student Homeroom Teacher:_____

Parent Name:_____

Parent Signature:_____

Date:_____

By signing this document, you acknowledge that you have reviewed the procedures and policies outlined in the 2018-2019 West Allegheny Student Handbook.

Framework for Academic Excellence

Our Mission

The mission of the West Allegheny School District, a leader in quality education, is to ensure each student acquires the necessary knowledge and skills to be a responsible citizen, prepared for life-long learning and employment; this is accomplished by providing meaningful and personally challenging learning experiences within a safe, nurturing environment in partnership with family and community.

Our Vision

The West Allegheny School District will create a learning environment in which students maximize their potential and achieve success in a cooperative partnership with students, parents, staff, administration, and community through a positive, supportive, caring climate which promote the dignity of all individuals.

Shared Values

- Quality education is essential to sustain our democratic society.
- Education benefits people throughout their lives.
- Every person is valuable and worthy of respect.
- All people can and want to learn.
- Quality education is a shared responsibility among students, family, school, and community.
- Higher expectations lead to higher performance.
- Family support provides a strong foundation for individual learning.
- Each individual is unique and capable of reaching higher levels of performance given the proper conditions.

DONALDSON ELEMENTARY STAFF
2018/2019

PRINCIPAL
Mrs. Patricia Nolan

SECRETARY
Mrs. Laurie Rosso

CLERK
Mrs. Michele Maggi

NURSE
Mrs. Linda Hart

GUIDANCE/SOCIAL WORKER
Mrs. Kristen Tracy

KINDERGARTEN
Mrs. Sara Augustin
Mrs. Becky Claus
Mrs. Holly Smith
Mrs. Nikki Zdinak

FIRST GRADE
Mrs. Kathie Brookman
Mrs. Amy Mackey
Mrs. Carla Prevade
Mrs. Lisa Rukas

SECOND GRADE
Ms. Michelle Bateman
Mrs. Cindy Hensler
Mrs. Beth Koraido
Mrs. Courtney Stone

THIRD GRADE
Mrs. Lisa Barr
Mrs. Amy Boesenberg
Mr. Bob DeMario
Mrs. Tanya Sekelik

FOURTH GRADE
Mr. Taylor Cavalovitch
Mrs. Jacqui King
Mrs. Diane Ordich
Mrs. Lynanne Shaffer

FIFTH GRADE
Mrs. Janet Burke (LTS)
Mrs. Debra Hamilton
Mrs. Tiffany Mangan
Mrs. Lynda Stout

LEARNING SUPPORT
Mrs. Lisa Panucci
Mrs. Denise Stitch
Miss Kristina Tissue

LITERACY SPECIALISTS
Mrs. Ruth Bouwers
Dr. Erin Dierker

ESL/HORIZONS
Miss Christiana D'Agostino
Dr. Erin Dierker

MUSIC DEPARTMENT
Mrs. Meagan Bruno
Mr. Mark Hoffman
Mr. Darren Humbert

PHYS. ED/SWIM
Mr. Matt DeChicko

ART
Mrs. Brittney Counihan
Mrs. Claire March

LIBRARY
Mrs. Beth Schultz

SPEECH
Mrs. Julie Vukovcan

COMPUTERS/TECH
Mrs. Leah Vestal

INSTRUCTIONAL AIDES
Mrs. Robin Gardocki
Mrs. Vimala Hari
Mrs. Kristen Konieczny
Miss Christie Macek
Mrs. Sue McKissick

SWIM AIDES
Mrs. Chris Ann Heron
Mrs. Anna Merhaut

CAFETERIA AIDES
Mrs. Leigh Ann Dunaway
Mrs. Bonnie Jean James
Mrs. Linda Spotskey

CAFETERIA
Mrs. Kristin DeLisio
Mrs. Linda Hogg
Mrs. Anita Krisovenski

CUSTODIANS
Mr. James D'Amico
Mr. Wallace Darbous
Mrs. Bernadette Goodwin
Mrs. Arlene Wiedmann

MCKEE ELEMENTARY STAFF
2018 – 2019

PRINCIPAL
Mrs. Melissa Wagner
SECRETARY
Mrs. Renee Bollman
CLERK
Mrs. Linda Thompson
NURSE
Mrs. Carolyn Stultz

KINDERGARTEN
Mrs. Marianne Bertocchi
Mrs. Chris Pratt
Mrs. Amber Werling

FIRST GRADE
Mrs. Chrisanne Canovali-
Mrs. Tami Derrick-M
Mr. Thomas Hamm-M
Mrs. Shara Shook

SECOND GRADE
Mrs. Kristin Burdick
Mr. Scott Robbins-M
Mrs. Kathy Stalling
Mrs. Diane Wiechelt-M

THIRD GRADE
Mr. Kirsten Davis
Mrs. Renae Castelluci-M
Mrs. Brandie Short

FOURTH GRADE
Mrs. Susan Dorman
Mrs. Jan Schade-M
Mrs. Deborah Stockhausen

FIFTH GRADE
Mrs. Dana Bacu-M
Mrs. Ginny Belko
Mrs. Gwen Fuccy

COUNSELOR
Ms. Emily Hoffmann

LEARNING SUPPORT
Mrs. Susan Tarquinio (3/4/5)
Mrs. Lisa Wensell (K/1/2)

LITERACY SPECIALISTS
Mrs. Tina Seybold

MUSIC DEPARTMENT
Mr. Mark Hoffman
Mrs. Ashley Tomeceski

PHYS. ED. /SWIMMING
Mrs. Melissa Taranto

SWIM AIDE
Mrs. Chris Ann Heron

ART DEPARTMENT
Mrs. Claire March

LIBRARY
Mrs. Denise Medwick

TECHNOLOGY
Mrs. Kimberly Dawson

SPEECH
Mrs. Karen Machusko

PARAPROFESSIONAL
Mrs. Deb Faux
Mrs. Leanne Kocuba
Mrs. Kathy Krull
Mrs. Cassandra Prevade
Mrs. Lisa Steward
Mr. Sharon Zysk

CAFETERIA
Mrs. Cheryl McBurney
Mrs. Michelle Beuchat
Mrs. Bonnie DeBiasio

LUNCH AIDES
Mrs. Vicky Lauff
Mrs. Chelsie Reed

CUSTODIAL
Mr. Vaughn Finney
Mr. Harold Nations
Mr. Timothy Opfermann

WILSON ELEMENTARY STAFF
2018 – 2019

PRINCIPAL
Mrs. Rachel Gray
SECRETARY
Mrs. Liz Marshall
CLERK
Mrs. Michele Nolte
NURSE
Mrs. Michelle Psaros

KINDERGARTEN
Mrs. Lisa Hancock
Mrs. Beth McMullen
Ms. Kelsey Zombek
Ms. Lisa Meehan
Mrs. Tammy Chiccarello

FIRST GRADE
Mrs. Becky Barney - M
Mrs. Jessica Cala - M
Ms. Deirdre Conway
Mrs. Becky Kropf

SECOND GRADE
Mrs. Kelly Britton -M
Mrs. Kim Eater
Mrs. Angie Morrison –M
Ms. Molly Cornelius

THIRD GRADE
Mr. Bob Meehan -M
Dr. Kristin Kobert
Mrs. Julie Dennis –M
Mrs. Karen Frech

FOURTH GRADE
Mrs. Melissa Pratt -M
Mrs. Brianna Halfhill
Ms. Liz Piekut -M
Mrs. Samantha Sepesy

FIFTH GRADE
Mrs. Tania Garofoli -M
Mrs. Rebekah Tomazich
Mrs. Meredith Henderson -M
Mrs. Brittney Kuhn

COUNSELOR
Mrs. Kathy Taylor

LEARNING SUPPORT
Mrs. Hannah Nohe (3/4)
Ms. Amie Schwartzmiller (K/1/2)
Mrs. Tawnya Weidinger (5)

LIFE SKILLS
Mrs. Darla Cowburn
Ms. Jennifer Rogers

LITERACY SPECIALISTS
Mrs. Kristie Gizienski
Mrs. Kristin Martin

MUSIC DEPARTMENT
Mr. Darren Humbert
Mrs. Laura Jack
Mr. Andrew Peters

PHYS. ED. /SWIMMING
Mrs. Lisa Shultz

SWIM AIDE
Mrs. Anna Merhaut

ART DEPARTMENT
Mrs. Brittney Counihan

LIBRARY
Mrs. Kathy Denniston

TECHNOLOGY
Mrs. Renee Caruso

SPEECH
Mrs. Lauren Boyle

PARAPROFESSIONALS
Mrs. Laura Atkinson
Mrs. Beth Bayly
Mrs. Jill Dudeck
Mrs. Renee Greer
Mrs. Bridget Grogan
Mrs. Tiffany Hegner
Mr. Kim Niedbala
Mrs. Christina Norris
Mrs. Renee Patterson
Mrs. Mary Ann Russo

CAFETERIA
Mrs. Dana Hannah
Mrs. Christie Dorste
Mrs. Rose Ourada

LUNCH AIDES
Mrs. Stefanie Gardner
Mrs. Jodi Messner

CUSTODIAL
Mr. Andy Wischmann
Mrs. Lisa Hufnagel
Mrs. Beth Patton

WEST ALLEGHENY SCHOOL DISTRICT
2018 - 2019 School Year Calendar

Final

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 I 1	16 I 2	17 I 3	18
19	20 C 4	21 1/5	22 2/6	23 3/7	24 4/8	25
26	27 5/9	28 6/10	29 7/11	30 8/12	31 9/13	

TC - 13 SC - 9

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4 10/14	5 11/15	6 12/16	7 13/17	8
9	10 14/18	11 15/19	12 16/20	13 17/21	14 18/22	15
16	17 19/23	18 20/24	19 21/25	20 22/26	21 23/27	22
23	24 24/28	25 25/29	26 26/30	27 27/31	28 28/32	29
30						

TC - 19 SC - 19

OCTOBER

S	M	T	W	T	F	S
	1 29/33	2 30/34	3 31/35	4 32/36	5 33/37	6
7	8 I 38	9 34/39	10 35/40	11 36/41	12 37/42	13
14	15 38/43	16 39/44	17 40/45	18 41/46	19 42/47	20
21	22 43/48	23 44/49	24 45/50	25 46/51	26 47/52 ½C	27
28	29 48/53	30 49/54	31 ** 50/55			

TC - 23 SC - 22

NOVEMBER

S	M	T	W	T	F	S
				1 51/56 ½IC	2 TC 57	3
4	5 52/58	6 53/59	7 54/60	8 55/61	9 56/62	10
11	12 57/63	13 58/64	14 59/65	15 60/66	16 61/67	17
18	19 62/68	20 63/69	21 64/70 ½C	22	23	24
25	26	27 65/71	28 66/72	29 67/73	30 68/74	

TC - 19 SC - 18

DECEMBER

S	M	T	W	T	F	S
						1
2	3 69/75	4 70/76	5 71/77	6 72/78	7 73/79	8
9	10 74/80	11 75/81	12 76/82	13 77/83	14 78/84	15
16	17 79/85	18 80/86	19 81/87	20 82/88	21 83/89 ½C	22
23	24	25	26	27	28	29
30	31					

TC - 15 SC - 15

JANUARY

S	M	T	W	T	F	S
		1	2 84/90	3 85/91	4 86/92	5
6	7 87/93	8 88/94	9 89/95	10 90/96	11 91/97	12
13	14 92/98	15 93/99	16 94/100	17 95/101	18 96/102	19
20	21 C I 103	22 97/104	23 ** 98/105	24 99/106	25 100/107	26
27	28 101/108	29 102/109	30 103/110	31 104/111		

TC - 22 SC - 21

FEBRUARY

S	M	T	W	T	F	S
					1 105/112	2
3	4 106/113	5 107/114	6 108/115	7 109/116	8 110/117	9
10	11 111/118	12 112/119	13 113/120	14 114/121	15 115/122	16
17	18 I 123	19 116/124	20 117/125	21 118/126	22 119/127	23
24	25 120/128	26 121/129	27 122/130	28 123/131		

TC - 20 SC - 19

MARCH

S	M	T	W	T	F	S
					1 124/132	2
3	4 125/133	5 126/134	6 127/135	7 128/136	8 129/137	9
10	11 130/138	12 131/139	13 132/140	14 133/141	15 134/142	16
17	18 135/143	19 136/144	20 137/145	21 138/146	22 139/147 ½C	23
24	25 140/148	26 ** 141/149	27 142/150	28 143/151	29 144/152 ½TC	30
31						

TC - 21 SC - 21

APRIL

S	M	T	W	T	F	S
	1 145/153	2 146/154	3 147/155	4 148/156	5 149/157	6
7 ELA	8 150/158	9 151/159	10 152/160	11 153/161	12 154/162	13
14	15	16	17	18	19	20
21	22 ❄ 163 C	23 155/164	24 156/165	25 157/166	26 158/167	27
28 MATH	29 159/168	30 160/169				

TC - 17 SC - 16

MAY

S	M	T	W	T	F	S
SCI.			1 161/170	2 162/171	3 163/172	4 *
5	6 164/173	7 165/174	8 166/175	9 167/176	10 168/177	11
12	13 169/178	14 170/179	15 171/180	16 172/181	17 173/182	18
19	20 174/183	21 175/184	22 176/185	23 177/186	24 178/187	25
26	27	28 179/188	29 180/189	30 181/190	31 182/191 ½C	

TC - 22 SC - 22

JUNE

S	M	T	W	T	F	S
						1
2	3 ❄ I 192	4 ❄ C 193	5 ❄ I/C 194	6 **	7	8
9	10	11	12	13 K	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	TC -3					

= No School
= 1/2 Day Dismissal - 11:25 a.m. (secondary) and 12:20 p.m. (elementary)
District Shutdown
= End of 9-weeks 46 days; 47 days; 44 days; 45 days
** = Report Cards Issued
I / C = Teacher Inservice/Clerical
= Floating Inservice/Clerical Day
TC = Conference/Inservice Days
❄ = Snow make-up days
* = Prom (5/4/19)
= Last Day Students Early Dismissal - 11:25 p.m. (secondary) and 12:20 p.m. (elementary) (Dependent upon snow makeup days)
= Commencement Ceremony
= Last Day teachers (Dependent upon snow makeup days)
K = Kennywood

WEST ALLEGHENY SCHOOL DISTRICT
2018 - 2019 School Calendar

2018

August 15, 16, 17, 20	Wednesday - Monday	Teacher In-Service/Clerical Days
August 21	Tuesday	First Day School for Students
September 3	Monday	NO SCHOOL - Labor Day
October 8	Monday	NO SCHOOL - Teacher Inservice Day
October 26	Friday	1/2 Day Dismissal - PM Clerical Day
November 1	Thursday	1/2 Day Dismissal - 1/2 Teacher Conference Day
November 2	Friday	NO SCHOOL - Teacher Conference Day
November 21	Wednesday	1/2 Day Dismissal - PM Clerical Day
November 22-26	Thursday - Monday	NO SCHOOL - Thanksgiving Break
December 21	Friday	1/2 Day Dismissal - PM Clerical Day
December 24-31	Monday - Monday	NO SCHOOL - Winter Break

2019

January 1	Tuesday	NO SCHOOL - Winter Break
January 21	Monday	NO SCHOOL - 1/2 Clerical - 1/2 Teacher Inservice
February 18	Monday	NO SCHOOL - Teacher In-service Day
March 22	Friday	1/2 Day Dismissal - PM Clerical Day
March 29	Friday	1/2 Day Dismissal - PM Teacher Conference Day
April 15 - 19	Monday - Friday	NO SCHOOL - Spring Break
April 22	Monday	NO SCHOOL - Teacher Clerical Day
May 4	SATURDAY	PROM
May 27	Monday	NO SCHOOL - Memorial Day
May 31	Friday	1/2 Day Dismissal - Commencement - Last Day - Students**
June 3 - 5	Monday - Wednesday	Teacher Inservice / Clerical Days
June 13	Thursday	Kennywood

***** - Dependent upon snow make-up days***

SNOW MAKE-UP DAYS (if needed)
Monday, April 22, 2019
Monday, June 3, 2019
Tuesday, June 4, 2019

1/2 Day Dismissals - 10/26/18, 11/1/18, 11/21/18, 12/21/18, 3/22/19, 3/29/19, 5/31/19
11:25 a.m. (secondary) and 12:20 p.m. (elementary)

INSTRUCTIONAL DAY INFORMATION
Student Days - 182
Teacher Days - equivalent to 196 days

9-Week End Dates - 10/25/18, 1/15/19, 3/20/19, 5/31/19
Report Card Issue Dates - 10/31/18, 1/23/19, 3/26/19, 6/6/19

WEST ALLEGHENY ELEMENTARY SCHOOLS

DAILY SCHEDULE

DOORS OPEN	8:30		
1	8:40-9:20		
2	9:25-10:05		
3	10:10-10:50		
4	10:55-11:35	1st grade - 10:55-11:35	2nd grade - 11:00-11:40
5	11:40-12:20	Kdg - 11:35-12:15	3rd grade 11:40-12:20
6	12:20-1:00	4th grade - 12:20-1:00	5th grade - 12:25-1:05
7	1:05-1:45		
8	1:50-2:30		
9	2:35-3:15		

NOTE – Wilson Lunch: period 5 - Kdg and 4 period 6 - 5 and 3

WEST ALLEGHENY ELEMENTARY SCHOOLS

DAILY SCHEDULE - EARLY RELEASE

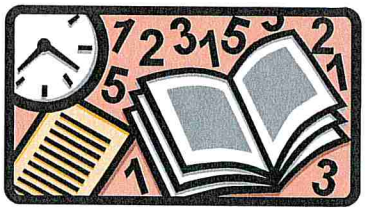
DOORS OPEN	8:30		
1			
2	8:40-9:06		
3	9:06-9:32		
7	9:32-9:58		
8	9:58-10:24		
4	10:24-10:54	1st grade - 10:24-10:54	2nd grade - 10:24-10:54
5	10:54-11:24	Kdg - 10:54-11:24	3rd grade 10:54-11:24
6	11:24-11:54	4th grade - 11:24-11:54	5th grade - 11:24-11:54
9	11:54-12:20		

WEST ALLEGHENY ELEMENTARY SCHOOLS

DAILY SCHEDULE - TWO HOUR DELAY

DOORS OPEN	10:30		
	10:40-10:50		
4	10:55-11:35	1st grade - 10:55-11:35	2nd grade - 11:00-11:40
5	11:40-12:20	Kdg - 11:35-12:15	3rd grade 11:40-12:20
6	12:20-1:00	4th grade - 12:20-1:00	5th grade - 12:25-1:05
7	1:05-1:45		
8	1:50-2:30		
9	2:35-3:15		

GENERAL INFORMATION



SCHOOL DAY

The school day for students begins at 8:30 a.m. and ends at 3:20 p.m. Students should arrive no earlier than 8:25 a.m. or no later than 8:40 a.m.

ATTENDANCE AND ABSENTEEISM

We know how important school attendance is as we realize that if students are not in school, they are not learning. Our goal is to have each student in attendance 95% of the time. However, in the event that a student is not going to be in school on a given day, parents are asked to call the school Absentee Call-Off Line as soon as possible the evening before or that morning, preferably by 9:00 a.m.: **Donaldson** (724-213-1013) **McKee** (724-695-5264) **Wilson**(724-695-1548). By law, students must return to school with a written note from the parent/guardian explaining the reason and date of the absence. The Pennsylvania School Attendance Law requires this. The principal or school guidance counselor will notify parent/guardians when a student's absence is considered unlawful under those Attendance Laws. Failure to bring a note explaining absence within 3 days will result in absence being marked unexcused/illegal. If a student is expected to be absent for more than three days, parents/guardians are asked to call the school. A note to the teacher is also required for a student's early dismissal due to family or medical concerns. West Allegheny School District has a strong focus on improving student attendance to school. Please make every effort to send your child to school every day unless he or she is ill or there is a family funeral or serious circumstance. School attendance is an important factor in student academic success. Attendance patterns established at the elementary level can carry over to the middle school and high school years.

SCHOOL ATTENDANCE POLICY

The Board believes that there is a strong correlation between regular school attendance and academic success. The Board supports a comprehensive approach to identifying and addressing attendance issues.[1]

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[2][3][4][5][6][7]

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

Person in parental relation shall mean a:[9]

1. Custodial biological or adoptive parent.

2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child. This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth agency, and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, district website and other efficient communication methods.[1][11]

The Superintendent or designee, in coordination with the:

- Building Administrator,
- Attendance Officer,
- Home and School Visitor,
- Student Services Representative,

shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[2][5][14][15]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[6][7]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[5]

3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.[5][19][20][21]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[5]
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[7]
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[7][15]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. 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.
7. Required court attendance.
8. Death in family.
9. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
10. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[22]
11. Non-school -sponsored educational tours or trips, if the following conditions are met:[6][23]
    a. The parent/guardian submits a written request for excusal at least one week prior to the absence.
    b. The student's participation has been approved by the Superintendent or designee.
    c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
    d. Educational trips are to equal no more than five (5) days in a school year. International educational trips may be given consideration for up to ten (10) days in a school year. In addition, trips will not be approved during state standardized testing periods. Trips also will not be approved for any student who has incurred ten (10) or more absences.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[3][6]

The district may limit the number and duration of non-school -sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

NOTE: The Superintendent or designee may require a written statement signed by the state licensed health care practitioner stating the time of the student's appointment.

Tardiness to School-

Students who are tardy to school shall report directly to the appropriate school office. The student will be issued a pass 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.

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.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[5][14]
2. Students participating in a religious instruction program, if the following conditions are met:[22][24]
    a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
    b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
    c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

Parental Notice of Absence

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Medical excuses are required for absences of five (5) or more consecutive days.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[9]

Students who miss ten (10) consecutive days may 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).

District staff shall provide notice to the person in parental relation upon a student being dropped from the active membership role.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[25]

The notice shall:[25]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
4. The notice may include the offer of a School Attendance Improvement Conference.[25]

If the student incurs three (3) additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall hold a School Attendance Improvement Conference.[25]

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[25]

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the School Attendance Improvement Conference:[9]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[25]

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[25]

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[25]

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff: [26]

1. Shall refer the student to:
    a. A school-based or community-based attendance improvement program; or
    b. The local children and youth agency.

2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[26]

When a student fifteen (15) years of age or older is habitually truant, district staff shall: [26]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program. [26]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference. [26]

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[27]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[27]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, Superintendent or designee shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[25]

HOMEWORK

Homework provides opportunities for students to prepare for, practice, apply, integrate, enrich, and extend school learning; 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.

SKYWARD is the tool that we use to report students' grades and report cards for each nine week marking period. Parents are able to access their student's information through their Skyward account.

SCHOOL SUPPLIES

Students may be asked to have certain school supplies and a teacher may communicate that need. These are not mandatory requests. Should you not be able to supply something, please just let the teacher know. Students are responsible for materials that the school loans them. If lost, they must be replaced. These materials include textbooks, calculators, and all books or materials borrowed from the library. Student ID's are also the responsibility of students and should remain at school. The cost of a replacement ID is $5.00 and must be paid before a new one is issued.

LOST AND FOUND

Students often lose their personal belongings. When found, the lost items are placed in a common area at each school. Students who report a lost item should check the lost and found area first. Exceptions to this are jewelry, eyeglasses, key and monies, which are turned into the office.

FIRE, WEATHER and EMERGENCY DRILLS

Fire drills are held monthly during every school year. Evacuation routes are posted in each classroom, and school employees have attended training related to crisis situations. In addition, a weather drill is held each spring as part of state regulations. Other drills may be held in coordination with the school resource officer and the local law enforcement agencies.

SCHOOL DELAYS/CANCELLATIONS

Inclement weather or unusual circumstances occasionally necessitate a delayed opening of school or a cancellation. Parents will be notified through the School Messenger notification system of delays, cancellations, etc. Parents and students are urged NOT TO CALL THE SCHOOLS. School personnel generally do not arrive prior to 7:30 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 20-30 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. Parents will be notified through the Sky Alert notification system of weather-related early dismissals. Develop a plan if this should happen.

FIELD TRIPS

Field trips are sometimes offered as an extension of learning outside the school setting. When a field trip is being planned, the teacher will give 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. Parents/guardians MUST provide insurance information in order for a student to participate in a field trip. If a student is not insured, please contact the school and we can provide information related to insurance coverage.

TRANSPORTATION

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 <u>with audio capability</u> 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:

- Verbal redirection
- Special assigned seat
- Referral to building administration
- Detention
- In School Suspension
- Out of School Suspension
- 1-3 day Bus Suspension
- Parent notification and possible conference
- Referral to SAP
- Withdrawal of privileges and/or participation in school activities
- Written reprimand
- Behavior contract

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:

• Up to a 10 day bus suspension • Up to 10 day suspension • Law enforcement/charges • Due Process • Restitution	• Referral to SAP • Parent Conference • Activity Restriction (examples include: school sponsored trips, dances, commencement exercises, etc.)

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:

• Removal from district transportation • Out of School Suspension • Alternative Education Placement • Restitution • Expulsion • Superintendent's hearing	• 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.)

EDUCATIONAL RECORDS

Federal law permits the school district to disclose personally identifiable information in the student's educational records to "school officials with legitimated educational interests." School officials include persons employed by the district as an administrator, supervisor, teacher or support staff member (including, but not limited to transportation personnel,) or a person, agency or company with who the District has contracted or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if they need to review an educational record in order to fulfill his or her professional and /or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review educational records to increase their awareness of steps necessary for the safety and welfare of students and staff members.

FOOD SERVICES

Nutrition Inc.
Rebecca Jaros
Phone: 724-695-5254
Fax: 724-695-8690
email: rjaros@westasd.org

Introduction: With health, fitness, and nutrition as major factors in student success, the West Allegheny Food Service Department prioritizes these essentials in both its daily menu planning and online information resources. Serving healthy meals involves constant attention to the types of foods offered, an appropriate balance from the five food groups, food preparation methods, fat, sugar, and sodium levels, calorie content, and presentation.

Meal prices: 2018-2019

Breakfast -	$1.10 (Elementary)	$.30 (Elementary Reduced Cost)
Lunch -	$2.75 (Elementary)	$.40 (Elementary Reduced Cost)

WHERE WEST ALLEGHENY PARENTS CAN VIEW CHILDREN'S FOOD CHOICES ONLINE

Parents of West Allegheny students can see exactly what their children are eating at school each day through the district's Internet-based service called SchoolCafe.com.

* Remotely monitor your child's or children's cafeteria account balance and purchases
* Make one time online payments anytime, anywhere
* Set up hassle-free automatic payments for each child
* Set up low balance email reminders

To enroll or learn more about School Café, please visit https://www.schoolcafe.com

FREE AND REDUCED LUNCH – West Allegheny has made it faster and easier for parents to apply for free and reduced meals. This free service enables families to receive program benefits faster than using the paper application. Your application is electronically submitted directly to the Nutrition Office for processing. It is safe and secure. To get started, please visit: www.paschoolmeals.com/Register.aspx

HEALTHY SNACK GUIDELINES – In order to comply with the Federal Meal Guidelines of 2014, promote wellness and health and be sensitive to our students with food allergies and food sensitivities, we are encouraging that non – edible items be sent to school to celebrate holidays. Non – edible items may include pencils, bookmarks, party favors, etc. In the even that you would still like in and/or use an edible item, we are required to meet the smart "healthy" snack guidelines, given our District participates in the Federal Program. Smart snack guidelines are as follows for items offered to students:

1. Must be under 200 calories
2. Minimal or no trans fats (zero grams)
3. First ingredient must be whole grain, fruit, or a vegetable
4. Under 200mg of sodium per serving

Suggested options:

Baked chips, Baked Cheetos, Whole Grain Pretzels, Whole Grain Goldfish, Whole Grain Rice Krispie Treats, Fruit Snack (sliced apples, carrots, oranges, etc) Cereal Bars, Sunchip Mix.

If you need assistance in determining what meets the smart snack guideline our food service department is happy to assist. As always, if your child has specific dietary needs or allergies, please alert the school nurse and teacher. Our cafeteria staff is also willing to help assist parents with these situations.

West Allegheny School District - School Code of Conduct

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:

• Timely parent notification (by phone & documented in writing) • Verbal redirection • Special assignment • Behavior contract • Confiscation of electronic device • Mediation	• Parent/Student/Teacher conference • Loss of classroom privilege • Classroom meeting • Referral to school counselor • Change of classroom seating • Teacher assigned detention • Student conference

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:

• Detention • In School Suspension • Out of School Suspension • Temporary removal of driving privileges • Verbal and written reprimand • Behavior contract	• Parent notification and possible conference • Referral to SAP • Withdrawal of privileges and/or participation in school activities • Loss of driving privileges

Level III

Level III offenses are acts whose frequency or seriousness disrupt the learning climte 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:

• Up to 10 day suspension • Law enforcement/charges • Due Process • Restitution • Truancy citation	• Referral to SAP • 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:

• Out of School Suspension • Alternative Education Placement • Restitution • Expulsion • Superintendent's hearing	• 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.)

Toys or electronics are not permitted to be used in school, unless approved by a teacher or principal.

This includes, but is not limited to:

- iPods, MP3 Players, cell/smart phones, eBooks, e-tablets, watches with internet/texting capabilities
- Handheld electronic games
- Sports balls (football, baseball, tennis balls, super balls, etc.)
- Baseball bats
- Catching mitts
- Marbles
- Laser pens
- Chains on clothing
- Sports cards/trading cards
- Yoyo's
- Beads for necklaces, rubber bands for bracelets
- Key chains (on backpacks)
- Any other items that are socially popular or the newest fad.

There are times that some of the items noted will be okayed for usage. For example, students may carry a cell phone in his or her back pack that is used to call a parent when the student gets home to check in with the parent.

DRESS CODE

A student's manner of dress or hairstyle 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 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 – unless it was set up by the school or the student's teacher
- Bandanna, sweatbands, headbands with scarves attaches
- 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 fingertip length)
- Wallet chains, dog collars, heavy linked chains around neck, spiked and/or studded necklaces or bracelets
- Clothing with rips/holes
- "Wheelies" (shoes with pop out 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 spaghetti straps (straps must be at least 2" in 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.

Please Note: ***ID badges should be worn and are needed for lunch purchases and library usage.***

We believe that the students at the West Allegheny School District possess the ability to practice good judgment and good 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 discipline plan for the building and district. All school rules will be in line with existing student code of conduct and will be enforced.

HEALTH GUIDELINES

1. All parents must have on file at the school: their home telephone number and their business telephone number as well as an alternate adult's telephone number. Also, please list your doctor's phone number and hospital preference.
   Completed emergency information forms must be returned immediately to your child's homeroom teacher.

2. It is advisable to keep a student home from school if he/she has an above normal (98.6+) temperature. ***A student should be fever free for 24 hours before returning to school.***
3. No medication will be administered in school except by the direct order of a physician.
4. Any medication found on a student without above order will not be given to the child.
5. Any child falling and bumping his/her head may be taken home by the parent/guardian for observation and/or necessary action.
6. 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.
7. Parents/guardians or their designees are responsible for picking up their children when they are sick or injured at school.
8. Serious emergency cases will be handled:
   a. Emergency transportation will be made to a medical care facility.
   b. Parents/guardians will be contacted.

DRUG AND ALCOHOL POLICY

No student will be allowed to possess any drug, inhalant, or alcohol and/or paraphernalia in any quantity while on school grounds during the normal school day or when attending a school-sponsored function beyond the normal school day. If a student is found in possession of a drug inhalant, or alcohol, the parent(s)/guardian(s) are contacted, the situation is described and a conference is arranged as immediately as possible. If a student possesses a personal amount of drugs, he/she receives a five-day suspension and is required to have an assessment by the school's counselor or an appropriate rehabilitation facility. The student and his/her parents must meet with the school administration and guidance counselor before the student is readmitted to school.

When a student is found to be in possession of a distribution amount of drugs, the staff will summon the principal or escort the student to the principal's office. The principal or designee will conduct a search of the student. The search may include the student's locker, desk or other personal property. A witness will be present during the search. The student will be suspended for ten days and be required to have an assessment by the school's D&A counselor or an appropriate rehabilitation facility. Students who fail to have an assessment will receive an additional four days suspension and be required to meet with his/her parent(s)/guardian(s) and school officials before being readmitted to school.

When a student is discovered in the act of distributing, giving, selling, purchasing, or receiving drugs to or from another person, the same staff action as above will apply. The parent(s)/guardian(s) are contacted immediately and the situation described. Following an informal hearing with the principal, the student will initially be suspended from school for ten days or until a hearing before the school board. Students who are not expelled must have an assessment by the school's D&A counselor or appropriate rehabilitation facility. The student and his/her parents(s)/guardian(s) must meet with the SST to discuss the findings of the assessment. Following an informal hearing before the principal, the uncooperative student will initially be suspended from school for ten days or until a hearing before the school board. A formal hearing will be held before the board to consider expulsion. Terms of that expulsion or an alternative to that expulsion will be determined by the school board. Students will follow the recommendation of the rehabilitation facility when applicable.

WEAPONS POLICY

Possession of a weapon by any person is prohibited in any West Allegheny School District building, or 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 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 capability of inflicting bodily injury which serves no common lawful purpose including but not limited to, any knife, 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 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.

INVESTIGATIVE PROCEDURES

Anyone who had 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 according to the State Board of Education Regulations that 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 or the following actions depending upon the specific violations 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, and permanent expulsion.

SEXUAL HARASSMENT

The elementary school 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 a 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. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature.

Definitions of sexual harassment and procedures for investigation and disciplinary actions are listed in the Sexual Harassment Policy Guidelines, available in each of the buildings.

COMPUTER AND NETWORK INFORMATION RESOURCES

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, 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:

http://www.westasd.org/Downloads/Technology%20Acceptable%20Use%20Policy.pdf

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 uses.
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.

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 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.

SMOKING POLICY

The West Allegheny School Board recognizes that the use of tobacco products is a health risk and safety hazard which can have serious consequences for both the smoker and the non-smoker. In order to protect students and staff from an environment that may be harmful, possession or use of tobacco products by students is prohibited in school buildings, on school buses, on school grounds, or at school sponsored events. Use of products shall include using smoking or smokeless tobacco in any form. Students who violate this policy shall be subject to disciplinary actions.

Senate bill 1315 became Act 145 on December 4, 1996. This law amends Title 18 Crimes and Offenses. The law clarifies the School Tobacco Control Act for school districts and local district justices. This law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus, or on school property as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine of not more than 50.00 for the benefit of the school district in which such offending pupil resides, and to pay court costs, or be assigned to an adjudication alternative.

In addition, a student at the elementary school, found in possession of cigarettes or smokeless tobacco, will be assigned an out of school suspension.

DISTRIBUTION OF INVITATIONS, FLYERS, AND OTHER MATERIALS

Parents are asked not to have students distribute invitations of any type at school. The only time invitations will be distributed is if the student's ENTIRE class will receive one. This type of activity causes both a classroom disruption and difficulties with students. Issuing invitations to parties or special events outside of the school day should be accomplished outside of school.

The West Allegheny School District has guidelines for the distribution of flyers, informational materials, etc. through the school. These guidelines may be obtained through the administration office by calling 724-695-3422.

SUPPORT SERVICES

Guidance-In all elementary buildings, a guidance counselor is available to provide support to students. Students may be referred to the counselor by the administration, classroom teacher or parent. The counselor addresses any number of issues including attendance, social and/or emotional issues, etc. Do not hesitate to contact the school should you have questions concerning your child's growth.

Literacy Specialists/Reading Clinics – Students in grades first through fifth grade are involved with What I Need (WIN) as a way to address strengths and growth areas. Programming occurs based on screenings.

Students who encounter academic difficulty may be referred for Intervention Meetings and/or Child Study Team. Referrals may be initiated by staff or parents for this process. Data collected by the teachers is reviewed by the team, interventions are implemented, and student progress is monitored. Students not making adequate academic progress through this process may be referred for additional assessment or support. Contact your principal should you have more questions.

Communications- The West Allegheny School District website at http://westasd.org provides useful information regarding district events and initiatives as well as links to Donaldson, McKee, Wilson, the Middle School, and High School. Please access the site to keep up to date on relevant issues related

to your child's school experiences. Email blasts from the school will occur at least two times per month, but usually at least once per week. District email blasts occur as well to share information. District administrators will also utilize the Constant Contact program to share newsletters and important building information.

HOMEBOUND INSTRUCTION

5430

The Administration shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual must be certified by a physician and must be renewed by the attending physician every three (3) months. A student who has received approved homebound instruction for a period exceeding three months shall be referred to the School District's special education department to assess the need to evaluate the student.

Application for homebound instruction shall be made by the parent/guardian or the student. Each application shall certify the nature of the illness or disability, state the probable duration of the confinement, and be recommended by a licensed physician. If a student's illness pertains to an emotional and/or psychosocial condition, the recommendation must be certified by a psychiatrist.

The Superintendent or designee may grant recommended requests for homebound instruction.

The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be re-evaluated every three (3) months.

The School District shall provide homebound instruction only for those confinements expected to last at least two (2) business weeks, but exceptions may be made by the Superintendent or designee if deemed advisable.

The program of homebound instruction provided to each student shall be in accordance with the standards established by the state. The Pennsylvania Department of Education requires that each school district report any and all students with disabilities, upon the their initial placement on homebound instruction, and file a follow up report when the temporary placement has concluded and the student has returned to school. A homebound instruction/instruction in the home reporting form for special education students must be completed by the Superintendent or designee and forwarded to the PDE.

Homebound instruction may not be used as a way to avoid compulsory school attendance and must be based on a physician's recommendation. Homebound instruction is not intended to take the place of a regular or special educational program obtained through regular school attendance and is not an educational placement. The purpose of homebound instruction is to maintain the current skill levels and minimize regression if possible until the student can return to school.

Pregnant and Parenting Students

Becoming pregnant or being a parent does not, in itself, necessitate that a student receive homebound instruction. Certification of a physician is required for any student, including pregnant or parenting students, who are requesting homebound instruction because of an illness or other urgent reason.

Conditions for Approval

Parents/Guardians and students are advised of the following conditions for the approval/provision of homebound instruction:
(1) the District may require parental consent for verification of information within the homebound form and
(2) if the District believes that additional information is needed, with legally required consent, the District may contact the recommending physician.

Instructional Services

Homebound instruction is available to approved students in grades kindergarten through twelve, including students with disabilities who are hospitalized or medically unable to attend school on a regular basis. The district is responsible for assigning teachers for homebound instruction and for all costs associated with this service.

Homebound instruction will be based on assignments from the student's current courses, provided by the student's current teachers. The homebound instructor will act as the liaison between the student and the school.

The student's parent/guardian is required to provide the homebound instruction teacher with an environment in which the teacher and the student can complete assignments.

The parent/guardian or other responsible adult is expected to be at home during the hours of instruction. The weekly time schedule will be arranged to accommodate the schedule of the homebound teacher, the parent and the student.

It is the student's responsibility to complete all assignments, tests, and exercises as determined by the classroom and homebound teacher(s) and carried out by the homebound teacher. Failure to do so within the time limits prescribed by the District may result in a failing grade.

Student on homebound instruction shall not be permitted to participate in any extracurricular, co-curricular or after school activities or events while on homebound instruction. Exceptions must be approved by the Superintendent or designee.
The administration reserves the right to withhold homebound instruction when (1) the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher, (2) a parent/guardian or other adult in authority is not present with the student during the hours of instruction, or (3) the condition of the student precludes any benefit from such instruction.

References: School Code – 24P.S. Sec. 1329
State Board of Education Regulations – 22 PA Code Sec. 11.25

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.

State Board of Education Regulations – 22 PA Code Sec. 11.18, 403.1
No Child Left Behind Act – 20 U.S.C. Sec. 6301 et seq.
Education for Homeless Children 42 U.S.C. Sec. 11431 et sez.
Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99
Guidelines for Enrollment of Homeless Children – Federal Register, 67 Fed. Reg. 10698
PA Education for Homeless Children and Youth State Plan

BULLYING, CYBERBULLYING POLICY 6950

1. Purpose

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.

2. Definitions

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.

Bullying may include, but is not limited to, the following:

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

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).

These actions have the effect of doing any of the following:

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

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.

The term bullying/cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

3. Authority

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.

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. 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. The West Allegheny School District shall at least annually inform students, parents and employees through awareness activities that bullying/cyberbullying will not be tolerated.

4. Delegation of Responsibility

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.

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.

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.

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.

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.

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).

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.
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.

5. Guidelines

Discipline
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.

Confidentiality
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 the 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.

Reprisal
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.

Display and Dissemination
This policy will be displayed and accessible for review in the following manners:

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.
5. The terms of this policy shall be reviewed with students at least once every school year.

ELEMENTARY GRADING GUIDELINES – The table below outlines what elementary students will be graded on and at what quarter grades will be recorded. Parents will be able to view and interact with their students' grades through the Skyward System.

KDG	English Language Arts Mathematics	English Language Arts Mathematics Art, Music, Library, Health & Physical Education	English Language Arts Mathematics	English Language Arts Mathematics Art, Music, Library, Heath & Physical Education
1	English Language Arts Mathematics	English Language Arts Mathematics Science/Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design	English Language Arts Mathematics	English Language Arts Mathematics Science/Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design
2	English Language Arts Mathematics	English Language Arts Mathematics Science/Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design	English Language Arts Mathematics	English Language Arts Mathematics Science/Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design
3	English Language Arts Mathematics Science	English Language Arts Mathematics Science, Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design	English Language Arts Mathematics Science	English Language Arts Mathematics Science, Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design

4	English Language Arts Mathematics Science	English Language Arts Mathematics Science, Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design	English Language Arts Mathematics Science	English Language Arts Mathematics Science, Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design
5	English Language Arts Mathematics Science	English Language Arts Mathematics Science, Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design	English Language Arts Mathematics Science	English Language Arts Mathematics Science, Social Studies Art, Music, Library, Health & Physical Education, Computer, Innovation and Design

INFORMATION NOTICE

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. These procedures, as required by law, are as follows:

The district, as prescribed by section 1402 of the School Code, routinely conducts screenings of a child's hearing acuity (kindergarten, 1st, 2nd, 3rd, 7th, and 11th grade), visual acuity (all students every year), and speech and language skills (teacher, parent, and outside agency referrals). Gross motor and fine motor skills, academic skills, and social and emotional skills are assessed by teachers and support staff on an ongoing basis. Screening activities include DIBELS (Dynamic Indicators of Basic Early Literacy Skills) - K-2, review of group-based data such as cumulative enrollment and health records, report cards, and achievement test scores (i.e. PSSA). Identified needs from these screening sources, as well as information obtained from parents and outside agencies, are assessed, noted within student records, and discussed with parents. These school records are always open and available to parents and only to school officials who have a legitimate "need to know" about the child. Information from records is released to other persons/agencies only with appropriate authorization, which involves written permission by parents.

Screening information will be used by school personnel within the student's school to meet his/her specific needs or to document the need for further evaluation. If it is determined that a child needs additional services, the classroom teachers will make adjustments relative to such things as the child's learning style, behavior, physical inabilities, and speech problems to be more in keeping with traditional classroom expectancies. Parents will be notified if a child is receiving accommodations/adaptations. If a student does not demonstrate progress, and it is determined that a student may be eligible for special education services, the student is referred for a multidisciplinary

evaluation. After all of the evaluations are completed, a Comprehensive Evaluation Report is prepared with parent involvement and includes specific recommendations for the types of intervention necessary to deal with the child's specified needs. When the Comprehensive Evaluation Report is completed and in accordance with state regulations, an IEP team meeting with parent involvement is scheduled to develop an appropriate individualized education program (IEP) for the student.

Parents of students who suspect that their child is exceptional and in need of special education services may request a multidisciplinary team evaluation of their child through a written request to the Building Principal or Coordinator of Pupil Services. Please contact your building principal or the Coordinator of Pupil Services Office for the required forms.

Services for School Age Exceptional Children: 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 Pennsylvania State Standards: autism/ pervasive development disorder, blindness/ visual impairment, deafness/hearing impairment, physical disability, serious emotional disturbance, specific learning disability, and speech/language impairment.

Services designed to meet the needs of eligible students include annual development of an individualized education program (IEP), triennial multidisciplinary reevaluation, supportive intervention in the regular class, supplemental intervention in the special education resource program, and 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 are based on the abilities, chronological age, and the level of intensity of the specified intervention. The school district also provides related services, such as transportation, physical therapy, and occupational therapy that are required to enable the student to derive educational benefits.

Prior to the initiation of services, parents are presented a "Notice of Recommended Educational Placement" (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, they have the right to request a pre-hearing conference, mediation and/or a due process hearing.

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 basis in a special education program operated in a public school.

Special education programs are accessible to nonpublic school students through dual enrollment following the multidisciplinary team evaluation and development of an individualized education program (IEP).

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 Coordinator of Pupil Services.

Services for Protected Handicapped Students: The school district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school programs and extracurricular activities to the extent appropriate to

the student's abilities. 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. Additional information about the evaluation procedures and provision of services to protected handicapped students is available by contacting the Coordinator of Pupil Services at (724) 695-5221.

Services for 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 intervention services.

If your child is less than the age of beginners of your district and at least three years of age, 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. If you have questions regarding difficulties your child may be experiencing, please contact the Coordinator of Pupil Services Office.

The Pennsylvania Department of Welfare is responsible for providing services to infants and toddlers, defined as children from birth through two years of age. Contact The Alliance for Infants and Toddlers, 2801 Custer Avenue, Pittsburgh, PA 15227, (412) 885-6000.

The Pennsylvania Department of Education is responsible for providing services to preschool age children from age three through five. Contact Project DART, 475 East Waterfront Drive, Homestead, PA 15120, (412) 394-5736.

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 (Buckly 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 the receiving school district, educational and health records and personally identifiable information cannot be disclosed or released without parental consent or adult student (a student who is eighteen years of age or older, married, or attending an institution of post-secondary education) consent. 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 educational agency or institution attended by the student. Also, group or individual interviews, photographs, or videos of students are directory information, and these items may be used by the district in various publications or by the media.

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 purpose of the disclosure and identify the parent or class of parties to whom the disclosure may be made. A written record of the disclosure must be maintained by the school district. Parents or adult students have the right to inspect and review the student's educational records within thirty (30) days of the date the district receives a request for access. Parents or eligible students

should submit to the school principal a written request that identifies the records they wish to inspect. The principal will then make arrangements for access to inspect the records. Parents and adult students can seek an amendment to the student's educational records that the parent or adult student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The parent or eligible student can do so by writing the school principal, clearly identifying the part of the record to be changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and advise the individual of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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, Education, and Welfare Office, Washington, D.C.

FORMS FOR PARENTS

(Additional copies of these forms may be obtained on each school's web page under the Filing Cabinet link
http://westasd.org/Donaldson.cfm?subpage=41594

http://westasd.org/McKee.cfm?subpage=41594

http://westasd.org/Wilson.cfm?subpage=41594

Bus Change Notice

End of Day Pickup

Early Dismissal

Excuse for Absence

Handbook Review/Verification

Bus Change Note

Date _____Child's Name _____Usual Bus Number_____

For the date(s) _____

Bus Number _____

Bus Stop _____

Destination _____

(name of: relative, friend, baby sitter or daycare center)

Parent's Name _____

Signature _____

Phone number where you can be reached_____

Teacher's Name_____Grade _____

Bus Change Note

Date _____Child's Name_____

For the date(s)_____

Bus Number _____

Bus Stop _____

Destination _____

(name of: relative, friend, baby sitter or daycare center)

Parent's Name _____

Signature _____

Phone number where you can be reached_____

Teacher's Name_____ Grade_____

Date _____

Early Dismissal Note

Child's Name _____

For the date(s) _____

Time of Dismissal _____

Reason _____

Will Return to School _____ Will Not Return to School _____

Parent's Name _____Signature_____

Phone number where you can be reached _____

Teacher's Name _____Grade_____

Date _____

Early Dismissal Note

Child's Name _____

For the date(s) _____

Time of Dismissal _____

Reason _____

Will Return to School _____ Will Not Return to School _____

Parent's Name _____Signature_____

Phone number where you can be reached _____

Teacher's Name _____Grade_____

I'm Getting Picked Up After School

Date _____ Child's Name _____

For the date(s) _____

Parent's Name _____

Name of person picking up child _____

Signature _____

Phone number where you can be reached _____

Teacher's Name _____ Grade _____

✂----------

I'm Getting Picked Up After School

Date _____ Child's Name _____

For the date(s) _____

Parent's Name _____

Name of person picking up child _____

Signature _____

Phone number where you can be reached _____

Teacher's Name _____ Grade _____

West Allegheny School District
Excuse for Absence
Donaldson Elementary

Dear Parent/Guardian:

Your child _____ was absent on _____. We have not received an excuse for this absence. Please complete and return the bottom portion of this form with your child tomorrow. If this form is not returned, the absence will be recorded as ILLEGAL. The accumulation of three illegal absences could result in a hearing citation being issued through the local magistrate. Please return this form to your child's teacher tomorrow. Thank you for your attention to this matter.

Sincerely,

Patricia Nolan
Mrs. Patricia Nolan
Principal

Student Name _____
Teacher _____
Date(s) of Absence _____
Reason for Absence:
Doctor Appointment _____ Dentist Appointment_____
Hospitalization _____ Ill _____
School-Approved Vacation _____ Funeral _____
Other: Please state specific reason _____
_____

Parent/Guardian Signature _____
Date: _____

West Allegheny School District
Excuse for Absence
McKee Elementary

Dear Parent/Guardian:

Your child _____ was absent on _____. We have not received an excuse for this absence. Please complete and return the bottom portion of this form with your child tomorrow. If this form is not returned, the absence will be recorded as ILLEGAL. The accumulation of three illegal absences could result in a hearing citation being issued through the local magistrate. Please return this form to your child's teacher tomorrow. Thank you for your attention to this matter.

Sincerely,

Melissa Wagner
Mrs. Melissa Wagner
Principal

Student Name _____
Teacher _____
Date(s) of Absence _____
Reason for Absence:
Doctor Appointment _____ Dentist Appointment_____
Hospitalization _____ Ill _____
School-Approved Vacation _____ Funeral _____
Other: Please state specific reason _____
_____

Parent/Guardian Signature _____
Date: _____

West Allegheny School District
Excuse for Absence
Wilson Elementary

Dear Parent/Guardian:

Your child _____ was absent on _____. We have not received an excuse for this absence. Please complete and return the bottom portion of this form with your child tomorrow. If this form is not returned, the absence will be recorded as ILLEGAL. The accumulation of three illegal absences could result in a hearing citation being issued through the local magistrate. Please return this form to your child's teacher tomorrow. Thank you for your attention to this matter.

Sincerely,

Rachel Gray
Mrs. Rachel Gray
Principal

Student Name _____
Teacher _____
Date(s) of Absence _____
Reason for Absence:
Doctor Appointment _____ Dentist Appointment_____
Hospitalization _____ Ill _____
School-Approved Vacation _____ Funeral _____
Other: Please state specific reason _____
_____

Parent/Guardian Signature _____
Date: _____

EQUAL OPPORTUNITY POLICY

It is the policy of the West Allegheny School district not to discriminate on the basis of race, sex, religion, marital or parental status, national origin, age or handicap in its employment policies as required by Title IX of the 1972 education Amendments, Title VI an Title VII of the Civil Rights Act of 1964 as amended, section 504 Regulations of the Rehabilitation Act of 1973, the Age discrimination Act of 1975, Section 204 regulations of the 1984 Carl D. Perkins Act or any applicable federal statute.

For information regarding program services, activities and facilities that are accessible to and usable by handicapped persons or for inquires regarding civil rights compliance contact: Office of the Superintendent, 125 Pine Street, Imperial, PA 15126, (&24)695-5210 or Director of the Office of civil Rights, Department of Health, education and Welfare, Washington, DC 20201.

Reviewed and Revised
Summer, 2018

August 21, 2018

Dear Parent/Guardian,

Please sign the form that follows and return it to your child's homeroom teacher by Tuesday, August 28. Your signature on the form assures us that you have read and discussed with your child, the material outlined in this handbook. Please make certain that you note your child's name on the sign off form. If you have any questions regarding the material found in this handbook, please feel free to contact us. Thank you, in advance, for your support.

Sincerely,
Mrs. Patricia Nolan, Donaldson Principal
Mrs. Melissa Wagner, McKee Principal
Mrs. Rachel Gray, Wilson Principal

West Allegheny School District

A Tradition of Excellence . . . A Vision for Tomorrow

Bullying/Cyberbullying Policy, Student Code of Conduct, Anti-Hazing Policy 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. 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 among our staff, students and parents regarding the Bullying/Cyber-Bullying policy, Anti-Hazing Policy, Student Code of Conduct and Transportation Handbook, this letter of acknowledgment was created and will be required annually.

Prior to signing the acknowledgment provided below, please review the Bullying/Cyberbullying Policy, Anti-Hazing Policy, Student Code of Conduct and Transportation Expectations with your child.

The documents may be accessed in the following ways:

1. Through the following links:

   Bullying/Cyberbullying Policy

   Student Code of Conduct

   Anti-Hazing Policy

   Attendance Policy

   Transportation Expectations

2. In the student handbook
3. By requesting a 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, Anti-Hazing Policy and Transportation Handbook and I understand and support the documents. I further acknowledge that any questions I may have had regarding the policies, Student Code of Conduct and 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 administration to assure that all students are afforded such an environment.

_____	_____
Parent Name	Student Name
_____	_____
Signature	Signature
_____	_____
Date	Date