

POLICIES  
of the  
WEST ALLEGHENY SCHOOL DISTRICT

Composed of the Municipalities of

FINDLAY TOWNSHIP

NORTH FAYETTE TOWNSHIP

and

OAKDALE BOROUGH

P. O. BOX 55  
207 West Allegheny Road  
Imperial PA 15126

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POLICY FOR RETURN OF MANUAL

This Official Policy Manual  
is the Property of  
WEST ALLEGHENY SCHOOL DISTRICT

Any person who has a copy of this Manual and terminates his/her relationship with the West Allegheny School District shall return such manual to the Superintendent's Office immediately.

## INTRODUCTION TO BOARD POLICY

The local Board of School Directors is, by existing State law, the legally recognized policy-making agent of the State General Assembly elected by the citizens of the school district's three communities, providing local citizen control over education at a point as close to the parent and child as possible.

For a smoothly functioning operation, it is essential that the Board of Education and the Superintendent work cooperatively in an effort to determine the area which involves policy, what that policy should be, and then prepare it in written form for implementation and future reference. It is imperative that the written policies be based on a thorough understanding of the difference between the policy formation functions and the administrative-management functions. This understanding serves to promote a more businesslike Board operation and improve Board-Superintendent relationships. The policy statements thus serve as guideposts to all school personnel and to the general public.

The Board of Education is empowered to put into effect the state educational plan in the school community, even beyond the mandatory provisions of that plan, to provide a program of education based on an interpretation of community needs, and to report to the school community on matters concerning its stewardship.

The purposes of the stated policies are:

1. To create a climate which will permit each member to utilize totally his/her talents and skills in the performance of his or her respective responsibilities.
2. To provide uniform and consistent procedures.
3. To maximize the utilization of time.
4. To sustain the line of communication to the staff members and members of the school community.
5. To serve as an orientation tool for new Board members.
6. To clarify Board, Superintendent, and staff relationships.
7. To help provide an image that would serve to attract and retain well-qualified personnel.
8. To provide an organizational structure that will permit all employees to participate appropriately in the improvement of instruction.
9. To give authority and responsibility to school personnel in the actual operation of the educational process consistent with the competence and the responsibility of the individual.

## FOREWORD

The authority, which is vested in the Board of School Directors of each district, is carefully defined in the School Laws of Pennsylvania. Since all of the school districts in the State are covered by the same set of laws, they must, understandably, be broad in their design. Therefore, much of the operational, as well as educational policymaking is within the province of the local Board of School Directors. It is then essential that all Board policymaking actions be collected, organized, and circulated as the district's official policy.

With the adoption of a Policy Manual, the Board of School Directors presents the administration with a practical and proficient guide for use in the general operation of the schools. The Board is protected against inconsistencies in their actions and the public criticisms that follow such actions.

In view of the constant changes, which are taking place, the policy document must be flexible. A procedure by which policies may be improved or amended must be adopted so that when a new situation is weighed against an established policy and the established policy is obsolete or inadequate, then the existing policy can be revised or replaced. While it is important that new or revised policies be properly and promptly filed in the Policy Manual, it is equally important that revised or outdated policies be removed.

The Policy Manual provides each School Director with a comprehensive reference and guide for Board action in carrying out the complex assignment of decision-making.

## MISSION STATEMENT

The mission of the West Allegheny School District, a leader in quality education, is to ensure that each student acquires the necessary knowledge and skills to become a responsible citizen, capable of making a successful transition into employment, further education, or both;

This is accomplished by providing meaningful and personally challenging learning experiences within a safe, nurturing environment in partnership with family and community.

## HOW TO USE THIS MANUAL

This Policy Manual consists of eight (8) separate sections or series of written policy. At the beginning of each section in outline form is a Table of Contents for that series only. Section topics and identifying numbers for each of the eight (8) sections are as follows:

1000 Series	BOARD OF SCHOOL DIRECTORS
2000 Series	ADMINISTRATION
3000 Series	INSTRUCTIONAL PERSONNEL
4000 Series	SUPPORT PERSONNEL
5000 Series	INSTRUCTIONAL SERVICES
6000 Series	STUDENT SERVICES
7000 Series	SUPPORT SERVICES
8000 Series	FINANCE SERVICES

Thus, all of the policies dealing with Instructional Personnel begin with the number 3 and may be found in the 3000 Series. A further illustration of how an individual policy is numbered and/or located is shown on the following page. A cross-reference alphabetical index covering all eight (8) sections is located in the back of the manual.

The idea of using a loose-leaf folder with a systematic numbering scheme has practical and economic advantages. With the adoption of a new policy or the revision of an old one, each policy manual can be updated without delay merely by adding one or more new or revised pages. By removing the need to reproduce periodically the entire manual at considerable clerical and material costs, a complex task becomes a simple one.

As an additional formatting procedure the West Allegheny School District title appears at the top of each page.

Much repetition and redundancy is eliminated within the context of the statements by abbreviating (or shortening) the full title to District.

The same approach is used with Board rather than Board of Education, Superintendent instead of Superintendent of the West Allegheny Schools, Principal rather than West Allegheny High School Principal, and other administrative positions. These abbreviated titles will be capitalized throughout because the full title is implied.

## NUMBER SYSTEM

### (ANATOMY OF A POLICY NUMBER)

1475.2a

	<u>1</u>	<u>4</u>	<u>7</u>	<u>5</u>	.	<u>2</u>	<u>a</u>
MAJOR SECTION ---							
SUB-SECTION -----							
TOPIC -----							
SUB-TOPIC -----							
ITEM -----							
SUB-ITEM -----							

Note: Small case Arabic letters appear in policy numbers to identify subordinate statements of policy, as appropriate. These same letter designations may also occasionally appear as a series of items embraced by a preceding policy statement.

# WEST ALLEGHENY SCHOOL DISTRICT

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## WEST ALLEGHENY SCHOOL DISTRICT

### DESIGNATION AND POWERS OF THE BOARD OF SCHOOL DIRECTORS 1000

- 1000        The West Allegheny School District shall be governed by the West Allegheny Board of School Directors elected as provided by the Public School Code. The official name of the school district shall be the West Allegheny School District. The Board of School Directors has adopted the following official corporate seal bearing the name "West Allegheny School District" and it shall be the only seal used to identify the school district.

#### Legal Reference

School Code: 202, 212

### ELECTION OF SCHOOL DIRECTORS 1010

- 1010        The election of the West Allegheny School Directors shall be by popular vote at municipal elections. Each qualified voter shall be entitled to cast one (1) vote for each school director to be elected in her/his region.

### SCHOOL DISTRICT ELECTION PLAN 1011

- 1011        The West Allegheny School Directors has been divided into three (3) electoral regions as approved by the Court of Common Pleas of Allegheny County.

Region I Oakdale Borough - North Fayette Township portion

Region II - North Fayette Township remainder

Region III - Findlay Township

## WEST ALLEGHENY SCHOOL DISTRICT

### NUMBER AND TERM OF DIRECTORS

1012

1012            Nine (9) qualified residents shall each serve a term of four (4) years, if elected, or if appointed serve until the first Monday of December after the first municipal election occurring more than sixty (60) days after the appointment. At such an election an eligible person shall be elected for the remainder of the unexpired term.

1012.1    At the municipal election in 1985 and every four (4) years thereafter, four (4) directors shall be elected for terms of four (4) years.

1012.2    At the municipal election in 1987 and every four (4) years thereafter, five (5) directors shall be elected for terms of four (4) years.

#### Legal Reference

School Code: 201, 303

Act 316 of 1982

### STUDENT SCHOOL BOARD REPRESENTATIVE

1013

1013            In order to allow for student body input into Board decision-making, especially in matters of direct concern to the student body, the student council president or his/her designee shall be invited to attend all public school board meetings where she/he shall have a voice in the matters discussed, except that he/she shall not vote.

QUALIFICATIONS OF SCHOOL BOARD MEMBER

1020

1020 Qualifications for Board members follow:

1020.1 Eligibility for election:

- a. A citizen of the Commonwealth of Pennsylvania.
- b. A person of good moral character.
- c. Age, eighteen (18) or over

1020.2 A resident of the school district for at least one (1) year prior to date of election or appointment.

1012.3 Must not hold office or position of profit, such as mayor, chief burgess, county commissioner, district attorney, municipality treasurer, member of council, township commissioner, road supervisor, tax collector, assessor, assistant assessor, comptroller, auditor, constable, executive director or assistant executive director of an intermediate unit, district superintendent, supervisor, principal, teacher or employee in that school district.

1020.4 A person who has held any office of trust or profit under the laws of the United States or of Pennsylvania, or in any political subdivision of the state, and has been removed from such office for any malfeasance in office is not eligible to hold the office of Director.

1020.5 A person who has been removed from the office of Director for refusal or neglect to perform her/his duties as a Board member is not eligible again as School Director for the period of five (5) years thereafter.

1020.6 A person who shall have been convicted of directly or indirectly promising, paying or giving any Director a bribe or promising any office or appointment under the school laws shall be ineligible thereafter to hold any office or appointment under the school laws.

1020.7 Qualifying for membership:

- a. If elected by popular vote, must present to the Board a certificate of his/her election.
- b. Must take the oath of office.

Legal Reference

School Code: 318, 320, 321, 322, 323, 325

VACANCIES

1030

1030 Vacancy where Director fails to qualify or attend meetings.

1030.1 If any person elected or appointed as Director, who has been notified of her/his election or appointment, shall refuse or neglect to qualify as such

## WEST ALLEGHENY SCHOOL DISTRICT

director within ten (10) days next succeeding the beginning of his/her term of office, the remaining members of the Board, by a majority vote, may declare his/her office vacant.

- 1030.2 If any person having qualified as a Director of a district shall neglect or refuse to attend two (2) successive regular meetings of the School Board, unless prevented by sickness, necessary absence from the district or other pressing responsibilities, or if in attendance at any meeting shall neglect or refuse to act in his/her official capacity as a School Director of the governing Board in question, the remaining members of the Board in question, by a majority vote, may declare her/his office as Director vacant.

Legal Reference  
School Code: 319

## FILLING OF VACANCIES

1040

- 1040 A vacancy shall be filled by the remaining Board members within thirty (30) days of its occurrence.
- 1040.1 The person selected to fill the vacancy shall hold office until the organization meeting after the first municipal election occurring more than sixty (60) days after the appointment.
- 1040.2 At the municipal election an eligible person shall be elected for the remainder of the unexpired term.
- 1040.3 If the vacancy shall not have been filled by the Board within thirty (30) days after the vacancy shall have occurred, or in case of vacancies in membership of a majority of the members of the Board, the Court of Common Pleas shall (upon petition of ten [10] or more resident taxpayers) appoint qualified persons to serve as prescribed by the Public School Code.

Legal Reference  
School Code: 315

## PERFORMANCE OF A BOARD MEMBER

1050

- 1050 A member of the Board shall endeavor to attend all meetings, discuss items presented on the agenda, and vote upon motions and resolutions presented.

Official decisions of the Board can be arrived at only at duly constituted Board meetings. Any individual Board member or group of board members do not have independent authority to speak for the Board and should make no out-of-meeting commitments unless directed to do so on behalf of the Board.

It is important that a Board member be nonpartisan in dealing with school matters and that she/he not subordinate the education of children and youth to any partisan principle, group, interest, or personal ambition.

## WEST ALLEGHENY SCHOOL DISTRICT

In addition to the foregoing, a Board member should meet the following qualifications:

- 1050.1 Have personal integrity, intelligence, and appreciation of the values of good education.
- 1050.2 Be a successful citizen, willing and capable of assuming responsibility.
- 1050.3 Have the ability to work with others, should have the courage of his/her convictions, should always vote her/his beliefs, and should be a champion of the public schools.
- 1050.4 Be prepared and willing to devote sufficient time to the study of the problems of education in the system as a whole, as well as the state and nation at large, so as to be able to interpret them to the electorate of the district.
- 1050.5 Be willing and able to make sacrifices of his/her time, knowledge, and personal pleasure for the benefit of the district.
- 1050.6 Have no business interests which will conflict with the activities of the Board.

## WEST ALLEGHENY SCHOOL DISTRICT

### RESPONSIBILITIES OF A BOARD MEMBER

1060

1060 Responsibilities of an individual Board member may be enumerated as follows:

- 1060.1 To familiarize her/himself with the Pennsylvania Public School laws, the regulations of the Department of Education, the school district policy and regulations.
- 1060.2 To have a general knowledge of educational aims and objectives of the School District.
- 1060.3 To work harmoniously with other Board members without trying either to dominate the Board or neglect his/her share of the work.
- 1060.4 To vote and act in the Board meetings impartially for the good of the District.
- 1060.5 To accept the will of the majority votes in all cases and give wholehearted support to the resulting policy.
- 1060.6 To represent the Board and the schools of the district to the public in such a way as to promote both interest and support.
- 1060.7 To refer worthy complaints to the proper school authorities and to abstain from individual counsel and action.

### SCHOOL BOARD AUTHORITY

1070

- 1070 Individual members or a group of individual members of a Board have no authority over school affairs. Directors may act to fulfill their duties and responsibilities only in joint endeavor at a legally constituted school board meeting.

Legal Reference  
Philadelphia School Case  
15 Commonwealth Court 621, 1974

### BOARD-SUPERINTENDENT RELATIONS

1080

- 1080 The Board believes that the legislation of policies is the most important

## WEST ALLEGHENY SCHOOL DISTRICT

function of a School Board, and that the execution of the policies is the function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies, and frees the Board to devote its time to policymaking and appraisal functions.

The Board holds the Superintendent responsible for carrying out its policies within the established policy framework and for keeping the Board informed about school operations. The Superintendent shall function as the professional advisor to the Board.

## SCHOOL BOARD POWERS AND DUTIES

1100

1100 The Board has been granted the powers and is charged by the School Code with such duties as are necessary to establish, maintain and govern a thorough and efficient system of education as determined by the General Assembly to provide quality education and equal educational opportunity to all students within its jurisdiction who desire to attend the public schools.

1100.1 The operation of the school district shall be within reasonable discretion of the School Directors except where that discretion is limited by law.

1100.2 The Board and Superintendent shall annually, no later than September 30th, agree on goals for the year.

## WEST ALLEGHENY SCHOOL DISTRICT

### POLICIES

1110

- 1110 The educational and governing policies of the school district shall be determined by the Board with the advice of the Superintendent.

1110.1 The Board shall prescribe policy for the conduct and operation of the public schools in the district including, but not limited to, the following:

- a. Policy concerning the conduct of all school administrators, teachers, other employees and appointees during the time they are engaged in their duties to the school district.
- b. Policy concerning the conduct of students while attending school and during the time spent in coming to and returning from school.
- c. Policy concerning school activities and organizations related to school activities.

### AUTHORITY TO LEVY AND COLLECT TAXES

1120

- 1120 The Board is vested with all the necessary authority and power annually to levy and collect in the manner provided by law the necessary taxes required to carry out its responsibilities.

Legal Reference  
School Code: 507

### AUTHORITY TO ACT JOINTLY WITH OTHER PUBLIC ENTITIES

1130

- 1130 The Board may act jointly in any lawful manner with any other entity or with any other political subdivision or Commonwealth agency or federal agency in order to fulfill more efficiently any of the duties imposed upon it or to carry out better the powers granted to it.

Legal Reference  
School Code: 521



## WEST ALLEGHENY SCHOOL DISTRICT

### AUTHORITY TO SELECT PERSONNEL

1140

1140 The Board shall make appointments and employ professional and other employees as designated, upon the recommendation of the Superintendent.

### BOARD APPOINTMENTS

1141

1141 The Board may make the following appointments each year, except where otherwise specified.

- a. Solicitor.
- b. Tax collector(s) except as otherwise provided by law.
- c. Auditor.
- d. Such other appointees, clerks, or employees as the Board may deem necessary for the proper functioning of the Board.

1141.1 None of the persons appointed in the above section shall be members of the Board of School Directors.

1141.2 The Board shall define in accordance with the law the duties and fix the salaries of each person appointed.

### EMPLOYMENT OF PROFESSIONAL AND OTHER EMPLOYEES

1142

1142 The Board shall employ such qualified professional, commissioned and auxiliary personnel and substitute employees as are necessary to keep the public school open and to effectively discharge the responsibilities vested in the Board.

1142.1 No person other than the Superintendent shall be employed under the authority of this section unless the Board has requested from the Superintendent one or more recommendations of a person to fill the position.

Legal Reference

School Code: 406, 683

## WEST ALLEGHENY SCHOOL DISTRICT

### NONDISCRIMINATION POLICY

1143

- 1143 It is the policy of the District not to discriminate on the basis of race, sex, religion, color, national origin, age or handicap in its educational programs, services, facilities, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Title VI and 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 this policy, contact Compliance Officer, Director of Pupil Personnel Services, West Allegheny School District, P. O. Box 55, 207 West Allegheny Road, Imperial, PA 15126, 724/695-3422, or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC 20201.

### AFFIRMATIVE ACTION

1144

- 1144 The school district shall not discriminate in the operations/functions of the district on the basis of sex, color, national origin, religion, marital status, or handicap.

Further details for conduct and implementation of this policy are set forth in the following policies:

- 1143 - Nondiscrimination Policy
- 2220 - Recruitment and Selection
- 2310 - Awards and Scholarships
- 2700 - Sexual Harassment
- 3030 - Equal Employment Opportunities
- 5450 - Complaints/Challenges to Library and Instructional Materials
- 6210 - Provisions for Exceptional Students
- 7001 - Policy Statement for Free and Reduced Price Meals

#### Legal Reference

Title IX of the Education Amendments of 1972

Title VII of the Civil Rights Act of 1964

Public Law 95-256, April 6, 1978

Rehabilitation Act of 1973, Section 504

- 1145 The West Allegheny Board of School Directors recognizes that it represents all the citizens of the school district and has been entrusted by the public with the educational development of its children. The Board, as a body and as individuals, understands that school directors and district administrators are not to use their positions to benefit either themselves or any other individual or agency apart from the total interest of the school district. To promote the best interest of the entire district, it is necessary to avoid partiality and preferential hiring, promotion or compensation. The Board also recognizes that employees of the District coming under the supervision of, reporting to, or engaging in duties under the authority of a relative, may give rise to a perception of a conflict of public and personal interest. Because of this concern, the Board deems it appropriate to adopt a policy governing the employment duties of such persons.

To this end, the Board adopts the following policy regarding hiring of relatives:

A relative shall be defined as parent, spouse, brother, sister, son, daughter, grandchild, grandparent, aunt, uncle, nephew, niece, first cousin, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepdaughter, stepson, or anyone under the legal guardianship of an administrator or school director, or the spouse of an administrator or school director.

The administration shall not recommend and the Board of Directors shall not hire any person who is a relative of an administrator, a school director or the spouse of an administrator or school director of the West Allegheny School District.

An inquiry of relationship will be included with each application of employment. If a person is hired contrary to this policy, and the relationship becomes known, the person shall be dismissed from his/her position immediately.

Excluded from these provisions are those who hold a yearly renewable position and acquired that position before the appointment or election of the related administrator or board member.

A relative may serve as an unpaid volunteer for the school district.

No two (2) employees from any one (1) family may be employed at the same school. For the purposes of this policy, **from one (1) family** is interpreted to mean employees living in the same household and/or siblings, children, spouse, parents, or in-laws of the employee.

No portion of this policy shall be construed to violate and laws of the Commonwealth or Federal government or the collective bargaining agreements, between the West Allegheny School Board and the district employees.

This policy shall take effect immediately and shall not be applied retroactively to any present employee.

## WEST ALLEGHENY SCHOOL DISTRICT

### AUTHORITY FOR REMOVAL OF OFFICERS, EMPLOYEES AND APPOINTEES

1150

- 1150 The Board shall, after giving due notice and the reasons for removal, and after a hearing, if requested, have the right at any time to remove any of its officers, employees, or appointees for incompetence, intemperance, neglect of duty, violation of any of the School Laws of this Commonwealth, or other improper conduct.

Legal Reference  
School Code: 514

### DESIGNATED OFFICERS

1200

- 1200 The Public School Code provides for officers to serve the Board to include the following: President, Vice-President, Secretary and Treasurer.

1200.1 In the absence of the President and Vice-President, or of the Secretary, the Board may elect a President or Secretary pro tempore for such meeting only.

1200.2 No Superintendent, administrator, or teacher shall serve, either temporarily or permanently as an officer of the School Board by which he/she is employed.

Legal Reference  
School Code: 404, 405

1201 The Board shall elect officers.

- 1201.1 During the annual organization meeting held the first week of December, after the new members have taken and subscribed to the oath of office, the temporary president shall effect the permanent organization by electing a president and vice-president to serve until the next organization meeting.
- 1201.2 Annually, during the month of May, the Board shall elect a treasurer to serve one (1) year beginning the first day of July following such election. The treasurer may be any corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth.
- 1201.3 During the month of May, the Directors shall elect a person to serve as secretary for a term of four (4) years beginning July 1 following election.
- 1201.4 In districts of the third class, the secretary or treasurer may be a member of the Board. The same person shall not hold at the same time more than one of the offices of president, vice-president, secretary, or treasurer of any Board of School Directors.
- 1201.5 Vacancies occurring in the offices of president, vice-president, secretary and treasurer shall be filled for the unexpired term.
- 1201.6 No employee of the Board, except the secretary and/or treasurer, shall serve as an officer of the Board of School Directors.

Legal Reference

School Code: 401, 404

DUTIES OF THE PRESIDENT

1210

1210 The president shall preside at all Board meetings. She/he may call special meetings in accordance with procedures established in Section 1304 of the school district policy, decide questions or order, appoint committee chairpersons, and be an ex officio member of all committees.

1210.1 He/she shall be the executive officer of the Board of School Directors, and as such, she/he together with secretary, when directed by the Board, shall execute any and all deeds, contracts, warrants to tax collectors, reports and other papers pertaining to the business of the Board requiring the signature of the president. He/she shall, after the Board has acted on and approved any bill or account for the payment of money authorized by this act, sign an order on the treasurer for the payment of the same. She/he shall in no case except as this section otherwise provides, sign any order for any sum unless the same has first been acted upon and approved by the Board, and the amount thereof and the name of the payee properly inserted. Any orders which shall be for the payment of amounts owing under any contracts which shall previously have been approved by the Board, and by the prompt payment of which the district will receive a discount or other advantage, may be signed without the approval of the Board having been secured. All such orders shall be presented to the Board at its next meeting. The president shall perform such other duties as the Board may direct and as pertains to the office.

1210.2 In the event of a vacancy in the presidency, the Board of School Directors shall proceed to elect a president at the next regular meeting, or at a special meeting of the Board if the filling of the vacancy has been included in the call of the special meeting.

Legal Reference  
School Code: 423, 426, 427

## WEST ALLEGHENY SCHOOL DISTRICT

### DUTIES OF THE VICE-PRESIDENT

1220

- 1220 The vice-president shall, in the absence or disability of the president, perform the duties and exercise the powers of the president.

Legal Reference  
School Code: 428

### DUTIES OF THE SECRETARY

1230

- 1230 The secretary of the Board shall perform the following duties:
- 1230.1 Keep a correct and proper record of all the proceedings of the Board and prepare such reports and keep such accounts as are required by the provisions of the Public School Code.
  - 1230.2 Attest and, as authorized by the Board, execute on its behalf all deeds, contracts, reports and other instruments that are to be executed by the Board.
  - 1230.3 Furnish, whenever requested, any and all reports concerning the school affairs of the district on such forms, and in such manner, as the State Board of Education or the Department of Education may require.
  - 1230.4 Be the custodian of the official minutes of the Board, all the records, papers, office property and the official seal of the school district, and at the expiration of the term of office, shall turn the same over to her/his successor.
  - 1230.5 Provide due and proper notice of all meetings to all members of the Board and other authorized people of all scheduled Board meetings, regular and special.
  - 1230.6 Perform such other duties pertaining to the business of the district as are required by the Public School Code or as the Board of School Directors may direct.

Legal Reference  
School Code: 433

### DUTIES OF THE TREASURER

1240

- 1240 The treasurer is responsible for completion of the following:
- 1240.1 Receive and account for all Commonwealth appropriations, district school taxes and other funds belonging to the District.

## WEST ALLEGHENY SCHOOL DISTRICT

- 1240.2 Ensure that all funds belonging to the District are deposited in the school depository.
- 1240.3 Make payments on proper orders approved by the Board and signed by the President and the Secretary.
- 1240.4 Cause to be kept complete and accurate accounts of all financial transactions of the District.
- 1240.5 Report monthly to the Board on the amount of funds received and disbursed during the month.
- 1240.6 Settle accounts of the treasurer annually with the Board for each fiscal year.
- 1240.7 Pay promptly at the end of the term of office of treasurer to the successor in office the balance of any and all funds remaining in the District account and deliver to the successor all books, accounts, and other property of the District in the possession of the Treasurer.
- 1240.8 Direct the activities of the Business Manager with respect to investment of available school funds.
- 1240.9 Perform such other duties as the Board may direct or may be required by law.

Legal Reference

School Code: 439, 440, 442



- 1250        The solicitor for the District shall have the following duties:
- 1250.1    The solicitor shall advise and furnish the Board legal opinions, orally and in writing, as directed, on all matters and questions of law requested, including interpretations of the statutes.
  - 1250.2    The solicitor shall prepare legal papers including resolutions for any subject, advertising, and all other legal papers as directed by the Board.
  - 1250.3    The above shall not limit the scope of activities of the solicitor who may participate in other activities of the District as designated by the Board.

## WEST ALLEGHENY SCHOOL DISTRICT

### BOARD MEETINGS

1300

- 1300 The Board shall provide for such meetings as are authorized by law and necessary to the efficient and proper operation of the school system.

### ORGANIZATION MEETING

1301

- 1301 The Directors shall effect a permanent organization during the first week of December.

1301.1 All Directors, including those persons newly elected or appointed to the Board, shall be given five (5) days written notice by the secretary of the time and place of the organization meeting. If a quorum of the holdover members is present, an organization shall be effected by the holdover members by electing a temporary president. The secretary of the Board shall serve as secretary of the organization meeting.

1301.2 At the organization meeting, the certificates of election or appointment of all new directors shall be read, and a list of the legally elected or appointed and qualified directors shall be duly prepared.

1301.3 New Directors shall take and subscribe to the following oath of office as administered by anyone qualified to administer an oath:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity."

Legal Reference

School Code: 321, 402, 404

## WEST ALLEGHENY SCHOOL DISTRICT

### MEETINGS - REGULAR

1302

1302 The meetings for organization and meetings provided for by the Board at stated times at which the Board is required to meet, or any adjournment thereof, shall be called "regular meetings."

1302.1 Regular meetings of the Board shall be held in the Central Administration Board Room at 7:30 p.m. on the third Wednesday of each month except when otherwise determined.

### MEETINGS - COMMITTEES

1303

1303 The Board functions in a committee of the whole and meets at 7:30 p.m. the second Wednesday of each month, except when otherwise determined.

### MEETINGS - SPECIAL

1304

1304 Special meetings of the Board shall be called at any time by the president or upon written request to the president by any three (3) members of the Board. Should the president fail to act on the written request of three (3) members, a special meeting may be called at any time by a majority of the legally qualified members of the Board.

1304.1 Members of the Board shall have reasonable notice prior to the date of the special meeting. The secretary of the Board shall provide said notice.

1304.2 No business shall be transacted at any special meeting except that named in the call to the members. Special meetings may be called for general purposes.

1304.3 Public notice of special or rescheduled meetings shall comply with the Sunshine Law, Act 84 of 1986.

#### Legal Reference

School Code: 421, 423, 426, 3602

Act 84 of 1986

### MEETINGS - EXECUTIVE SESSIONS

1305

1305 An executive session of the Directors may be held during the course of a properly constituted public meeting in compliance with the Sunshine Law, Act 84 of 1986.

#### Legal Reference

# WEST ALLEGHENY SCHOOL DISTRICT

Act 84 of 1986

## MEETINGS - ADJOURNED

1306

- 1306      The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority of those present and voting. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. The rescheduled meeting shall be given due and proper notice.

## CONDUCT OF BUSINESS

1310

- 1310      All Board business shall be conducted in accordance with State Law and Board policy. In any case where neither source provides specific direction, Robert's Rules of Order Revised shall prevail at the discretion of the presiding officer of the Board.

## QUORUM

1311

- 1311      A quorum shall be necessary to conduct meetings and transact school business. Five (5) Directors shall constitute a quorum for the transaction of business by the school district. In the event no quorum is present at the time of the scheduled meeting, a later date shall be set for the adjourned meeting and all Directors of the Board and the public shall be duly notified of the day and the hour of the rescheduled meeting.

Legal Reference

School Code: 407, 422

AGENDA

1312

- 1312 The Superintendent shall have the responsibility to plan the agenda, to gather and to organize all background information which pertains to items to be considered by the Board. It shall be the responsibility of the Superintendent, except in unusual circumstances, to provide all Directors appropriate information and recommendations at least three (3) days prior to the Board meeting in order to permit Board members to acquaint themselves with the items listed on the agenda.
- 1312.1 All requests for items, which are to appear on the agenda, shall be submitted in writing to the Superintendent at least one (1) week preceding the regularly scheduled meeting.
- 1312.2 Each agenda shall provide an opportunity for the Superintendent, Directors, or any others at the meeting to report on noteworthy performance of school employees, and such shall be recorded in the official Board minutes.
- 1312.3 Emergency or late development business may be submitted by the Superintendent at the Board meeting for consideration by the Board.

ORDER OF BUSINESS

1313

1313 Meetings of the Board shall proceed according to an agenda which shall include, but not be limited to, the following:

1313.1 Call to Order/Pledge of Allegiance.

1313.2 Roll Call of Directors.

1313.3 Approval of Minutes.

1313.4 Treasurer's Report.

1313.5 Presentations.

1313.6 Communications.

1313.7 Acknowledgments.

1313.8 Reports of Superintendent and Administrators.

1313.9 President's Report.

1313.10 Unfinished Business.

1313.11 Solicitor's Report.

1313.12 Reports of Committees.

- |                                      |             |
|--------------------------------------|-------------|
| a. Personnel.                        | (Blue)      |
| b. Property & Supply-Transportation. | (Pink)      |
| c. Finance.                          | (Yellow)    |
| d. Policy & Programs.                | (Green)     |
| e. Athletics & Activities.           | (Goldenrod) |

1313.13 Report from Student Representatives.

1313.14 Reports of Special Committees.

1313.15 Open Forum.

1313.16 New Business.

1313.17 Adjournment.

VOTING PROCEDURE AND RECORDING

1314

1314 All motions shall require for adoption a majority vote of those Directors present and voting except as provided by statute or these provisions.

1314.1 The following actions require the recorded affirmative votes of two-thirds (2/3) of the full number of Directors:

- a. Transfer of budgeted funds.
- b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
- c. Elect to a teaching position a person who has served as a school director and who has resigned.
- d. Convey land or buildings to the municipality co-terminus with the school district.
- e. Adopt or change textbooks without the recommendation of the Superintendent.

1314.2 The following actions require the recorded affirmative votes of a majority of the full number of directors:

- a. Fixing the length of school term.
- b. Adopting textbooks recommended by the Superintendent.
- c. Appointing or dismissing district superintendents, assistant district superintendents, principals, and teachers.
- d. Incurring a temporary debt to meet an emergency or catastrophe.
- e. Appointing tax collectors and other appointees.
- f. Adopting the annual budget.
- g. Levying and assessing taxes.
- h. Purchasing, selling, or condemning land.
- i. Incurring a temporary debt or borrowing money on an obligation.

VOTING PROCEDURE AND RECORDING (Continued)

1314a

- j. Dismissing, after hearing, a tenured or non-tenured employee.
- k. Providing necessary sites and buildings.

## WEST ALLEGHENY SCHOOL DISTRICT

- l. Adopting courses of study.
- m. Establishing additional schools or departments.
- n. Designating depositories for school funds.
- o. Entering into contracts (including contracts for the purchase of fuel, or any supplies), where the amount involved exceeds ten thousand dollars (\$10,000) for school supplies, materials, or construction, and five thousand dollars (\$5,000) for construction, reconstruction, and repairs by district's maintenance personnel.
- p. Fixing salaries and benefits or compensation of officers, teachers, or other appointees of the Board.
- q. Combining or reorganizing into a larger school district.
- r. Entering into contracts with and making appropriations to the Intermediate Unit for the district's proportionate share of the cost of services provided or to be provided by the Intermediate Unit.
- s. Adoption of a corporate seal for the district.
- t. Determination of the location and amount of any real estate required by the school district for school purposes.
- u. Vacating and abandoning property to which the Board has title.
- v. Determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed during the whole part of the day.
- w. Adopt, amend, or repeal a policy or procedure of the Board.

1314.3 The following actions require the unanimous consent of all the remaining members of the Board:

## VOTING PROCEDURE AND RECORDING (Continued)

1314b

- a. The appointment to the position of attorney or solicitor of the Board, a member who has served two (2) consecutive terms, and has resigned that office.
- b. The appointment to the position of secretary to the Board, a member who has resigned that office.

1314.4 All Board members present are required to vote on all matters which require a roll call vote: to abstain shall be recorded accordingly. Section 1111 of the Code regarding voting for the employment of a relative of a Board member supersedes the above policy.



# WEST ALLEGHENY SCHOOL DISTRICT

Legal Reference

School Code: 324, 508, 634, 702, 751, 1111

Act 1 of 1982

Act 93 of 1984

- 1320 Creation of standing committees shall be a function of the Board and they shall be appointed as needed by the President. All Board members shall be invited to all committee meetings.
- 1320.1 The chairperson of each standing committee shall be named by the President of the Board at the annual meeting in December or at the next action meeting. The committee chairperson shall preside at all committee meetings and be responsible for reporting to the Board on the activities of the committee.
- 1320.2 The Superintendent or his/her designee shall perform as an ex officio member of all committees and she/he shall be consulted by the chairperson in the establishment of the agenda.
- 1320.3 Any member of the Board may suggest an item for committee agenda consideration.
- 1320.4 The contact person for staff assistance for each standing committee chairperson shall be the Superintendent or that specific staff member designated to serve as liaison person for that standing committee chairperson by the Superintendent.
- 1320.5 An important element in committee performance is that a committee carries only the power of making recommendations and has no action power.
- 1320.6 Special committees shall be appointed by the President of the Board to consider matters inappropriate for any standing committee and shall have their duties specified at the time of their appointment, and each special committee shall be considered dissolved upon the submission of its final report.
- 1320.7 Standing committees include: Personnel, Property and Supply-Transportation, Finance, Policy and Programs, Athletics and Activities.

## WEST ALLEGHENY SCHOOL DISTRICT

### AVAILABILITY OF BOARD MINUTES

1400

- 1400 Minutes of the Board after transcription and approval shall be available during normal working hours for public inspection at the office of the Superintendent upon appointment through her/his office.

### RETENTION OF RECORDS

1401

- 1401 The Board shall retain as a permanent record of the district, the minute book, each annual auditor's report, payroll records, and each annual financial report.
- 1401.1 Financial records of the district, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders shall be retained by the district in the files of the District office for a period of not less than six (6) years.

Legal Reference  
School Code: 518

- 1510 An important function of the Board is to adopt written policies or general principles to govern the discretionary action of those to whom it delegates authority.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board Policy.

- 1510.1 The Superintendent shall be responsible for formulating and recommending needed policy. Policy may originate through certain needs that are manifested through consultation with the staff or other employees.

- a. Board policies may be altered or amended at any regular or special meeting of the Board, provided the change shall have been submitted to the members at a previous regular or special meeting.
- b. Policy statements requiring the adoption of the Board shall be presented at regular or special meetings of the Board as items of the agenda.
- c. New policy shall take effect as of the date of its adoption or as of a date specifically stated in the policy.
- d. The Superintendent shall be responsible for making new policy or amended policy available to all Board members for inclusion in the respective comprehensive policy manuals.

- 1510.2 The Board shall use a policy codification and dissemination system that has a loose-leaf format and a design that serves the elements of utility, clarity, and efficiency.

## WEST ALLEGHENY SCHOOL DISTRICT

### SUSPENSION OF POLICIES

1511

- 1511 In extenuating circumstances, any section or sections of Board policies not established by law or contract may be temporarily suspended by a two-thirds (2/3) vote of Board members present at a regular or special meeting.

### ADMINISTRATION IN POLICY ABSENCE

1512

- 1512 When action must be taken on a matter for which Board policy provides no direction for administrative action, the Superintendent shall have the power to act. His/her actions in such matters, however, are subject to review by the Board and she/he shall inform the Board of such action and of the probable need for the development of policy.

- 1600 Membership on the Board requires knowledge of and orientation to many areas of information. Under guidance of experienced members of the Board and the Superintendent, orientation will be provided to new Board members and shall be considered as an ongoing process for all School Board members through appropriate activities.
- 1600.1 Discussions and visits with the Superintendent and other members of the staff.
- 1600.2 Attendance at school board conferences and conventions on an area, state, and national basis.
- 1600.3 Workshops for the general benefit of the Board.
- 1600.4 Provide Board members the opportunity to examine copies of school handbooks, policies and other information relative to the operation and governance of the schools.

1601 The Board may appoint one (1) or more of its members, its nonmember Secretary, and its Solicitor as the delegates to any state convention or Association of School Directors, held within the Commonwealth. All necessary expenses shall be defrayed by the School District.

1601.1 Directors may also be authorized to attend meetings of educational or financial advantage to the district and may be authorized to attend the annual convention of the National School Boards Association or any other educational convention within the Commonwealth or outside the state; however, a limit of one (1) out of state meeting per year is imposed on each person included in this policy. For such meetings for Board members only there will be expenses actually and necessarily incurred in going to, attending and returning from the place of such meeting, including travel, travel insurance, lodging, meals, registration or admission fees and other incidental expenses necessarily incurred.

Advance payments may be made by the proper officers of the District, but a final itemized verified statement of such expenses shall be submitted upon return from such convention and an adjustment shall be made either by refund or additional payment to meet the verified expenses actually incurred.

a. For any board member attending such meetings, all such expenses shall be itemized and the reimbursement of such expenses shall be made public at the next meeting of the Board.

1601.2 Directors may belong to PSBA and NSBA, provided that approval is granted by the Board.

1601.3 Insurance covering Board members and officers shall be provided within limits allowed by the School Code.

Legal Reference  
School Code: 516.1  
Act 51 of 1979  
Act 155 of 1982

## WEST ALLEGHENY SCHOOL DISTRICT

### OFFICIAL SCHOOL SPOKESPERSONS

1700

- 1700 The official spokespersons for the district shall be the President of the Board; the Superintendent; and the Superintendent's authorized designee, the Director of Educational Services. Any person speaking in official capacity shall conduct her/his assignment from the standpoint of the best interests of the Board, the school system, and the community and not as a representative of his/her own personal ideas and feelings.



WEST ALLEGHENY SCHOOL DISTRICT

ORGANIZATIONAL CHART

1800

To be completed at a later date.

# WEST ALLEGHENY SCHOOL DISTRICT

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# WEST ALLEGHENY SCHOOL DISTRICT

## ADMINISTRATION - GENERAL

2000

- 2000      The Board will determine the policies to guide the decision-making process governing all activities of the schools, and the administrative staff shall be responsible for the overall conduct and operation of the school system in accordance with law and Board Policy.

MANAGEMENT OF ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)  
INFECTION IN THE SCHOOL SETTING 2070

2070 The Board has the responsibility to safeguard the health of all students and employees of the District. The Board must also respect the right of affected students and/or employees to confidentiality, to the extent that the right to confidentiality does not interfere with the need to prevent an individual from placing others at risk. The Board, in conjunction with procedures recommended by the Allegheny County Health Department, has developed the following policy for the management of individuals with the AIDS-related virus (HTLV III/LAV) in the school setting.

- a. This policy is based on current evidence that the AIDS-related virus is not transmissible, under normal circumstances, by students or school employees within the school setting.
- b. This policy is also based on a commitment by the Allegheny County Health Department that it will monitor closely the status of any patient with AIDS-related virus within the school setting, and take immediate steps to eliminate the possibility of transmission if the patient becomes communicable.
- c. The terms infected student, infected school employee and infected individual are used in these guidelines to apply both to persons who have been diagnosed as having AIDS and to persons who are asymptomatic carriers; i.e., those who have been infected by the AIDS virus and may be capable of transmitting it, but who have not developed any of the recognized symptoms of AIDS.
- d. For most infected school-aged children, the benefits of an educational setting outweigh the very minimal risk of transmission of the AIDS-related virus to others in the school setting, and the risk of the individual acquiring other potentially harmful infections.
- e. For school employees with the AIDS-related virus who are capable of continued employment, decisions about their continued employment should be made by the patient and his/her physician, subject to review by school district health personnel and the Superintendent.

2070.1 The Superintendent will consult with the Allegheny County Health Department in determining the participation within the school setting of students and/or employees who may be infected with the AIDS-related virus. The Allegheny County Health Department will monitor those individuals who are infected but do not wish their status known to the school district.

MANAGEMENT OF ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)  
INFECTION IN THE SCHOOL SETTING (Continued)

2070

- 2070.2 With direction from the Allegheny County Health Department, the Superintendent will determine which school officials, if any, will receive information about the infected individual. These persons will be required to preserve the confidentiality of information regarding the patient. Records will be kept confidential.
- 2070.3 Information about individuals infected with the AIDS-related virus in the school setting shall not be disclosed to the general public, other school employees, or other groups associated with the school.
- 2070.4 The Health Department and school district rules and regulations, which relate to illnesses and other diseases among students and staff, will also apply to individuals with the AIDS-related virus.
- 2070.5 Routine screening in the school setting for AIDS virus presently is not warranted. Based on existing available information, a screening test will not be required at this time as a condition of continued employment or school attendance.
- 2070.6 Decisions about the participation of individuals infected with the AIDS virus in the school setting will be made on a case by case basis. The decisions will be based on the infected individual's physical condition and expected interaction with others in the school setting.
- 2070.7 This policy will be reviewed on a regular basis to take into account any new medical information that becomes available.
- 2070.8 The Superintendent is authorized to establish further guidelines and procedures should they become necessary to implement this policy.

## WEST ALLEGHENY SCHOOL DISTRICT

### JOB DESCRIPTION OF SUPERINTENDENT

2100

TITLE: Superintendent of Schools

QUALIFICATIONS: As set by law and Board Policy

REPORTS TO: Board of School Directors

SUPERVISES: All personnel of the school system

#### ACCOUNTABILITY OBJECTIVE:

This position is accountable for acting as the Chief Executive Officer and advisor to the Board and for providing leadership in the planning, implementation, evaluation and financing of the district's programs and services.

#### NATURE AND SCOPE:

The major responsibility of the position is to direct the activities of the district in accordance with the policies of the Board, the regulations and laws of the Commonwealth of Pennsylvania, the standards established by the State Board of Education and the laws of the federal government. In fulfilling this responsibility, it is necessary for the incumbent to develop the procedures necessary to ensure the implementation of the aforementioned regulations, standards and laws. In addition, the incumbent is responsible for the continuous evaluation of policies and procedures and for informing the Board of the need to modify or change them. If any new Board policies are required, it is the responsibility of the incumbent to provide the Board with background materials to assist them in developing all such policies.

Being in attendance at all Board meetings is another responsibility of the position. Preparation of the agendas and support materials for such meetings is done in consultation with the Board president by the incumbent and is provided to each Director prior to any meeting. In addition, the incumbent meets, as needed, with the various community and district committees.

The incumbent is also responsible for providing leadership to the Board in setting the district's goals and objectives and ensuring that they are being accomplished.

Directing the development and presentation of a preliminary budget to the Board is another responsibility of the position. The incumbent is assisted in this endeavor by the Director of Educational Services and the Business Manager. In fulfilling this responsibility, the incumbent develops the budget within the fiscal limits as set forth by the Board. Following the final adoption of the budget, the incumbent, through the Business Manager, is responsible for monitoring the budget.

Staffing all positions in the district is another responsibility of the position. First, the incumbent determines the number and types of positions required to operate the district. The incumbent develops a process to screen, recruit, and subsequently recommend the most qualified and competent personnel needed to staff the program. In addition, the incumbent is responsible for assignments and transfers and recommending terminations and/or promotions of all employees. In the performance of these activities, the incumbent ensures that they are in compliance with the established policies of the Board, including all contractual agreements, and/or state and/or related agencies. The incumbent maintains a close contact with members of the staff and/or members of the Board in all of the above staffing activities.

The incumbent also receives, reviews and/or approves all requests for leaves of absence, attendance at conferences, and educational meetings, and other types of reimbursable items as reflected in the various collective bargaining agreements.

Developing and maintaining a list of substitutes for use in the district is also an aspect of this responsibility. In addition, the incumbent is responsible for working with the principals in providing the substitutes with an orientation to the district. Proper records must also be maintained in regard to limiting assignment of day-to-day substitutes to areas outside of their particular certification.

The position is also responsible for the evaluation of all personnel and the preparation and submission of the PDE-5501 forms to the Department of Education for those persons requiring them. If an employee receives an unsatisfactory rating, the incumbent informs the board and recommends the appropriate actions to be taken.

Maintaining current files on all personnel is another responsibility of the position. Included in the file are such items as date of employment, verification of tenure, listing of certifications, absence from duty information, reimbursement forms for academic and other authorized staff development expenditures. In conjunction with this responsibility, the incumbent directs the preparation and filing of all state and federal personnel reports on a timely basis.

The position works with the board in the development and/or revision of the Table of Organization. Position descriptions are prepared to match all positions listed in the Table of Organization.

The incumbent works with the Business Manager in the planning and/or presenting of inservice activities for classified personnel.



Another responsibility of the position is the development and implementation of an information network among the various publics of the community. Considerable time is spent informing the publics of the district and listening and responding to questions from concerned citizens. In addition, the incumbent makes presentations upon request and meets with individuals from the various forms of the media in matters relating to the district. The position is assisted in this responsibility, especially with all educational matters, by the district's Director of Educational Services.

Providing general direction to all of the collective bargaining processes in the district is the responsibility of the position. Prior to entering into the procedure, the incumbent meets and plans the scenario to be followed during the negotiations. After the negotiations are successfully completed, the incumbent ensures that all phases of the contract are fully implemented.

Directing the operation, maintenance, safety and environmental programs for all of the facilities is a responsibility of the position. The incumbent is required to work closely with the director of environmental services in fulfilling this responsibility. In addition, when any major renovation is being considered by the district, it is the responsibility of the incumbent to develop the necessary job specifications, institute the building process, evaluate the bids against the specifications and recommend to the board the lowest responsible bid for their approval.

The position is responsible for directing the administration of the district's transportation and food services programs. The position ensures that all students are being transported in a safe, orderly manner and are being fed in a proper and efficient manner.

The position serves on the Intermediate Unit Superintendent's Advisory Committees and attends regional superintendents' meetings.

Since the incumbent is responsible for providing leadership to the district, it is necessary that the position be well informed on leadership practices and procedures. This is accomplished by the incumbent attending workshops, seminars, conferences, visiting other school systems, attending advance study classes, reading professional magazines and other literature, etc. In addition, since the administration of an educational organization has similar characteristics to that of administration organizations in the private sector, the incumbent attends appropriate management seminars and programs offered by the private sector.

PRINCIPAL ACCOUNTABILITIES:

1. Serve as the chief executive officer of the district and administer it in a manner that ensures conformity to district policy and state/federal regulations and guidelines.
2. Assist the Board in developing attainable District goals and objectives.
3. Assist the Board in the preparation of the budget and monitor the approved budget in accordance with district policy and state regulations.
4. Plan, implement and maintain an informational network with the various publics and organizations in the district to ensure a positive district image and an awareness of program and activities.
5. Direct the recruiting, selecting, recommending, assigning, orienting and/or evaluating of all members of the staff in accordance with district policy to ensure that the most qualified persons are employed in all positions and continue to perform effectively.
6. Plan and direct all negotiation activities and administer the approved contracts to ensure minimal labor problems and conflicts.
7. Assist in the preparation of all Board meeting agendas and attend all Board meetings for the purpose of advising the Board in the decision-making process.
8. Supervise the maintenance and operation of the physical facilities in order to ensure a pleasant, safe and comfortable working/educational environment for staff and students.
9. Direct the preparation and submission of all necessary reports to the appropriate agencies within the timeframe to ensure compliance.
10. Supervise the transportation and food services programs to ensure that students are being safely transported and fed in a proper and efficient manner.

## WEST ALLEGHENY SCHOOL DISTRICT

### TERM OF THE SUPERINTENDENT

2110

- 2110 Any time a vacancy shall occur in the office of Superintendent, the Board shall elect and establish the salary of a properly qualified Superintendent to serve for a term of three (3) to five (5) years, as the Board may determine.

- 2110.1 At a regular meeting of the Board occurring at least one hundred fifty (150) days prior to the expiration date of the term of office of the Superintendent, the agenda shall include an item requiring affirmative action by five (5) or more members of the Board to notify the Superintendent that the Board intends to retain him/her for a further term of from three (3) to five (5) years or that another or other candidates will be considered for the office. In the event that the Board fails to take such action at a regular meeting of the Board occurring at least one hundred fifty (150) days prior to the expiration date of the term of office of the Superintendent, he/she shall continue in office for a further term of similar length to which he/she is serving.

Legal Reference  
School Code: 1073

### OATH OF OFFICE

2111

- 2111 Every person elected or appointed as Superintendent shall, before entering upon the duties of his/her office, subscribe to and take, before the Secretary of Education or before any Judge of a Court of Common Pleas in this Commonwealth, the same oath of affirmation as has herein been prescribed to be taken by persons elected to the office of school director. Such oath or affirmation, being attested by the Secretary of Education or Judge, shall be filed in the office of the Secretary of Education.

- 2111.1 The oath is as follows:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity."

Legal Reference  
School Code: 321

## WEST ALLEGHENY SCHOOL DISTRICT

### COMPENSATION AND BENEFITS OF THE SUPERINTENDENT

2112

- 2112 The Superintendent shall receive such compensation and other benefits as agreed upon with the Board. The Board shall review compensation and benefits upon the event of its annual evaluation of the Superintendent's performance.

### EXPENSES OF THE SUPERINTENDENT

2113

- 2113 The Superintendent shall be reimbursed for those expenses as established by the Board at the time of employment and subsequent annual review.

### EVALUATION OF THE SUPERINTENDENT

2120

- 2120 The Board shall provide the Superintendent with an annual evaluation embracing the following elements:

2120.1 The evaluation shall be presented during a work session of the Committee of the Whole with the Superintendent.

2120.2 The Board shall base the evaluation on the Superintendent's job description, annual goal statements as mutually agreed to, and other legal requirements of the position.

### EVALUATIVE FUNCTIONS OF THE SUPERINTENDENT

2130

- 2130 The Superintendent shall be responsible for the evaluation of instruction offered to students within his/her schools. He/she shall, with his/her staff, formulate an appropriate program of teacher evaluation.

## WEST ALLEGHENY SCHOOL DISTRICT

### EMERGENCY CLOSINGS OR ACTIONS

2140

2140 The Superintendent shall be responsible for making provisions for and administering procedures for the temporary closing of a school or schools because of inclement weather or other unforeseen occurrence which presents a threat to the safety of students, staff, or property.

2140.1 When the Superintendent does close one or more schools under the above granted authority, he/she shall immediately notify the president of the Board of his/her actions together with the reasons for his/her decision.

2140.2 The Superintendent shall develop a plan for notifying all employees regarding emergency closings when such emergency exists prior to the opening of the school on any given school day.

### ADMINISTRATIVE PERSONNEL

2200

2200 The Board shall provide an adequate administrative staff for the conduct of the management functions of the school system.

### QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES

2201

2201 A job description shall be prepared for each administrative position outlining the qualifications, responsibilities and pertinent elements of the position.

## WEST ALLEGHENY SCHOOL DISTRICT

### PRINCIPALS

2210

2210 Subject to the supervision of the Superintendent, the Principal shall be the chief administrator of the school or schools to which he/she is assigned and shall be responsible for the organization thereof, the supervision and direction of the staff and students, the general maintenance of order and discipline, and such duties as the Superintendent may determine. The Principal shall see to it that the law and the policies, rules, regulations, and standards applicable to the school district are observed and carried into effect.

2210.1 The Principals shall be concerned, in particular, with the administration and supervision of instruction in their respective buildings.

### RECRUITMENT AND SELECTION

2220

2220 Vacancies in administrative positions shall be filled by the most competent applicants available and in accordance with all stipulations of equal employment and nondiscrimination requirements.

2220.1 The Superintendent shall be responsible for recommending for employment to administrative positions only those applicants who have been investigated sufficiently to give assurance that they are fully qualified.

ADMINISTRATIVE SUSPENSIONS AND FURLOUGHS

2230

2230 Maintenance of an administrative and supervisory staff appropriate to manage effectively the affairs of the district is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.

2230.1 **Professional Staff**

When it is determined by the Board that suspensions of professional administrative/supervisory staff are necessary, they shall be made in accordance with law and the provisions of contract, if any, applicable to the Administrator/Supervisor.

2230.2 **Nonprofessional Staff**

When it is determined by the Board that reductions of nonprofessional administrative/supervisory staff are necessary, they shall be made in accordance with law and the provisions of the contract, if any, applicable to the Administrator/Supervisor.

2230.3 The Superintendent shall develop administrative procedures for the reduction of staff in accordance with this policy, applicable law, Act 93 Plan and/or other personal contracts if any.

2230.4 Data necessary for the computation of each administrative/supervisory staff member's rating and seniority status shall be regularly recorded and filed. Applicable rating systems shall be in accordance with law and contracts, if any.

2230.5 All administrative/supervisory staff members subject to suspension, furlough or release due to the reduction of staff shall be entitled to all notice and hearing as are required by law, Act 93 Plan or other personal contracts, if any.

Legal Reference

School Code: 514, 524, 1106, 1109, 1123, 1124, 1125.1

Act 353 of 1968 and Act 93

## WEST ALLEGHENY SCHOOL DISTRICT

### ABOLISHING AN ADMINISTRATIVE POSITION

2240

2240 It is the responsibility of the Board to provide the administrative staff necessary for the implementation of the educational program for the children of the district and for the proper operation of the schools and to do so efficiently and economically.

The Board recognizes its responsibility to maintain administrative staff positions consistent with the needs of the district.

2240.1 In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program and the impact upon costs.

2240.2 The abolishment of administrative positions may be brought about by many facts, such as decline in student enrollment, changes in the organization structure of the district, changes in the economic and tax base of the district, and the need for operating economies.

2240.3 The Superintendent shall recommend to the Board annually the number of administrative positions needed for the district to function efficiently. The Superintendent should also be responsible for recommending the abolishment of unnecessary positions.

2240.4 Reduction in staff as a result of the abolishment of positions shall be in accordance with law, Act 93 Plan, or personal contract, if any.

#### Legal Reference

School Code: 514, 524, 1106, 1109, 1124, 1125.1

Act 353 of 1968, Act 93

### GIFTS TO ADMINISTRATORS

2250

2250 The Board considers the acceptance of gifts by administrative staff members an undesirable practice.

2250.1 All school employees shall discourage the acceptance of gifts, other than token gestures of appreciation, from students and/or parents.

2250.2 All school employees shall discourage gifts/favors/special treatment from all parties attempting to do business with the district.



- 2270 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.

Internet users are expected to use the Internet and World Wide Web as an educational resource. The Internet and World Wide Web have been available in the district as a resource to promote and enhance the educational experience. All District Internet and World Wide Web resources must be used appropriately and explicitly for educational purposes only.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of each student.

As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC).

Signed user agreements pursuant to this policy shall be executed by students, parents and staff and remain on file in the office of each building. Forms are available in all building offices.

#### 2270.1 DISCLAIMER

The electronic information available to students and staff does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received.

The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is received via the Internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### 2270.2 NO EXPECTATION OF PRIVACY

There is no expectation of privacy for any user of the West Allegheny School District's computer network, including Internet access and e-mail.

Users shall have no expectation of privacy in anything created, stored, sent or received on a District computer.

West Allegheny retains the right, but not the duty, to randomly or specifically monitor without prior notice, any person's use to ensure that the computer network is being used properly, to ensure that it is used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the computer network. This monitoring includes accessing files and communication.

The District reserves the right to log network use and to monitor fileserver space utilization by District users.

### 2270.3 PRIVILEGE/NOT A RIGHT

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/r appropriate disciplinary action.

### 2270.4 COMPLIANCE

The Board establishes that any information that is obscene, child pornographic or harmful to minors, all as defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors.

The Superintendent or his/her designee shall be responsible for implementing technology and procedures to determine whether the District's computers are being used for purposes prohibited by law or this Policy. The procedure shall include, but not be limited to:

- a. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
- b. The Superintendent or designee shall have the authority to determine what inappropriate use is.

### 2270.5 PROHIBITIONS

All users 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:

- a. Activity
- b. Commercial or for-profit purposes
- c. Non-work or non-school related work.
- d. Products advertisement or political lobbying.
- e. Hate mail, discriminatory remarks and offensive or inflammatory communication.

TECHNOLOGY ACCEPTABLE USE POLICY (continued)

2270

- f. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- g. Access to obscene or pornographic material or child pornography.
- h. Inappropriate language or profanity.
- i. Transmission of material likely to be offensive or objectionable to recipients.
- j. Intentional obtaining or modifying of files, passwords and data belonging to other users.
- k. Impersonation of another user, anonymity and pseudonyms.
- l. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- m. Loading or using unauthorized games, programs, files or other electronic media.
- n. Disruption of the work of others.
- o. Destruction, modification, abuse or unauthorized access to network hardware, software and files (i.e. backup).
- p. Quoting of personal communications in a public forum without the original author's prior consent.
- q. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- r. Unsupervised Chat rooms.

Student users shall not use electronic mail (e-mail) without receiving specific authorization from a teacher or Administrator.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

2270.6 SECURITY

System security may be protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, the following guidelines shall be followed:

- a. Users shall not reveal their passwords to another individual
- b. Users are not to use a computer that has been logged in under another student or employee's name.
- c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

TECHNOLOGY ACCEPTABLE USE POLICY (Continued)

2270

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

2270.7 COPYRIGHT/SOFTWARE

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

2270.8 CONSEQUENCES FOR INAPPROPRIATE USE

The network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of date belonging to others; copyright violations; and theft of services may be reported to the appropriate legal authorities for possible prosecution.

Loss of access and other disciplinary actions up to and including suspension or expulsion from school shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to, uploading or creating computer viruses.

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.

2270.9 SAFETY

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who received threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including Chat rooms, e-mail, Internet, etc.

TECHNOLOGY ACCEPTABLE USE POLICY (continued)

2270

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 (as those terms are defined by CIPA).

Internet safety measures shall effectively address the following:

- a. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
- b. Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
- c. Prevention of unauthorized online access by minors, including "Hacking" and other unlawful activities.
- d. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- e. Restriction of minor's access to materials harmful to them.

The technology protection measure may be disabled by a West Allegheny School District staff member for "bon a fide" research purposes to be undertaken by an adult, provided the adult is not a secondary student.

A West Allegheny School District staff member may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure, provided access is not given to any obscene, child pornographic or other material harmful to minors.

2270.10 USER AGREEMENTS

The Superintendent shall develop user agreements to be executed by students, parents and staff pursuant to this Policy.

2270.11 ADDITIONAL PROVISIONS

Employees and students have "no expectation of privacy: with regard to e-mail.

Only authorized district personnel may make additions/modifications of district website files.

Administrators may develop additional guidelines to ensure efficient and proper use of the computer system and Internet.

The District reserves the right to conduct random checks to ensure compliance with this policy

2270.12 YOUR RIGHTS

Your rights to free speech, as set forth in the Student Rights and Responsibilities Policy (SRRP) and the Code of Student Conduct, apply also to your communication on the Internet. The West Allegheny School District Internet system is considered a limited forum, similar to the school newspaper, and therefore, the District may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the West Allegheny School District Internet system may lead to discovery that you have violated this policy, The SRRP, the School Code of conduct and/or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the SRRP, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail file.

Due Process

- a. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the West Allegheny School District Internet system.
- b. In the event there is a claim that you have violated this Policy, the SRRP or the Student Code of conduct in your use of the West Allegheny School District Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the SRRP.
- c. If the violation also involves a violation of other provisions of the SRRP, it will be handled in a manner described in the SRRP. Additional restrictions may be placed on your use of your Internet account.

Legal reference:

Child Internet Protections Act

Federal Communications Commission regulations

Approved By Board August 21, 2002

## WEST ALLEGHENY SCHOOL DISTRICT

### RESPONSIBILITY FOR COMPLIANCE WITH BOARD POLICY

2300

- 2300 All school employees shall be held responsible for familiarizing themselves with the printed policies of the Board and shall be held accountable for compliance.

### AWARDS AND SCHOLARSHIPS

2310

- 2310 The acceptance of any awards or scholarships in the name of any school or to be associated with any school or organization which is outside of the jurisdiction of the school shall be required to conform with the nondiscrimination requirements as set forth by law and governmental regulations.

### CONTESTS FOR STUDENTS

2311

- 2311 No contests for students shall be permitted to take place in any school or to use the name of any school without the approval of the principal and/or the Superintendent.

### GIFTS TO SCHOOLS

2312

- 2312 Any offer of gifts to a school or schools or to the school system shall be studied by the Superintendent who shall then submit a summary of the findings to the Board for action.

DISTRIBUTION OF FREE MATERIALS

2320

2320 Any non-school material intended for distribution in the schools shall be carefully screened by the principal and proper approval determined before distribution is allowed.

2320.1 No political campaign material shall be distributed in schools either to students or employees or placed in employees' mailboxes or on school grounds during school time or at school events; except that, at schools used as polling places, on election days candidates may place posters on school property and campaign workers may offer prospective voters printed campaign material in accordance with the restrictions imposed on those activities by law and the Board.

2320.2 No religious material shall be distributed to students in school buildings or on school property or at any school functions while students are under the jurisdiction of school authorities.

2320.3 Permission shall not be given for the distribution of special interest or special promotion types of material or publications among students or employees or through the use of employees' mailboxes or on school grounds during the school day or at school events, except by authority of the Superintendent. This section does not apply to ongoing and properly approved school or school system promotions or affairs.

2320.4 Only school or school system sponsored advertising through ongoing school publications or productions shall be allowed.



## WEST ALLEGHENY SCHOOL DISTRICT

### PUBLIC USE OF SCHOOL RECORDS

2330

- 2330 Directory listings of employees, senior classes and any other student groups shall not be furnished to any private, commercial, religious, or other type of promotional organization without the approval of the Superintendent.

### ACCESS TO BUILDINGS

2340

- 2340 All persons wishing access to any parts of school facilities beyond the main office shall sign in and out on the Visitor's Register form provided in each office and shall, upon request, furnish a written statement of the purpose of the visit and the area(s) of school property to be visited. An authorized employee or representative of the School District may accompany any person conducting an inspection or visiting any area of the school buildings. An agreement to submit a timely report of the visitor's findings may be a prerequisite to allowing access. This policy shall apply to all school buildings. Exceptions to this policy may be made by the Superintendent.

## WEST ALLEGHENY SCHOOL DISTRICT

### PERSONNEL COMPLAINTS

2350

2350 All personnel shall be responsible for knowing the proper places to route various complaints that may be brought concerning the schools, the school program, or school operation.

2350.1 Board policies are under the management jurisdiction of the Superintendent.

2350.2 Matters of an instructional nature are under the management jurisdiction of the appropriate building principal.

2350.3 Matters relating to food services, recreation, transportation, and school facilities and special education are under the management of the Director of Educational Services.

2350.4 Matters relating to school personnel are under the management jurisdiction of the appropriate building principal.

2350.5 Matters relating to discipline and student services and activities are under the management jurisdiction of the appropriate building principal.

### REFERRAL OF PERSONNEL COMPLAINTS

2351

2351 In the event that further referral is necessary beyond the first level, complaints should be directed to the Superintendent.

2351.1 A resolution of any concern should be attempted initially at the level the complaint originated.

- 2400 The Board recognizes the importance of public records as an account of the district's actions and the repository of information about this district. The public has the right to access and procure copies of public records with certain exceptions, subject to law, Board policy and administrative regulations.

Definitions:

**Financial record** – any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.

**Public record** – a record, including a financial record that is not exempted by the Open Records Law, by any Federal or State law (such as FERPA or HIPPA) or protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know or under judicial decree or order.

Public records shall not include the following (non-inclusive list of relevant examples):

- a. A record which would result in the loss of Federal or State funds by an agency or would be reasonably likely to result in a substantial and demonstrable risk of physical harm to or the personal security of an individual.
- b. A record, the disclosure of which creates a reasonable likelihood of endangering the safety or the physical security of a building, resource, infrastructure, facility, or information storage system including: computer hardware, software, system networks or computer security. Also, building plans or infrastructure that expose or create vulnerability through disclosure of critical systems.
- c. A record containing all or part of a person's Social Security number; driver's license number; personal financial information; phone number(s); personal email addresses; spouse's name; marital status; beneficiary or dependent information.

- d. Letters of reference or recommendation, performance ratings or reviews, employment applications of an individual who is not hired, written criticisms of an employee, grievance material (including documents related to discrimination or sexual harassment), information regarding discipline, demotion, or discharge contained in a personnel file, or an academic transcript.
- e. A record pertaining to strategy or negotiations relating to labor relations or collective bargaining and any related arbitration proceedings. (The final executed contract and any arbitration awards, however, are open records).
- f. Records which reflect the internal pre-decisional deliberations of an agency.
- g. Notes and working papers that do not have an official purpose.
- h. Academic transcripts, examination questions, scoring keys or answers to an examination.
- i. Minutes or notes from an executive session.
- j. Purchase proposals and bid offers prior to the award of contract.

**Record** – information, regardless of physical form or characteristics, that documents a district transaction or activity and is created, received or retained pursuant to law or in connection with a district transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.

**Response** – the district’s notice informing a requester of a “granting of access” to a record or the district’s written notice to a requester granting, denying or partially granting and partially denying access to a requested record.

**Requester** – a legal resident of the United States, or an agency, who requests access to a record.

The Board shall make the district’s public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.

The Board shall designate an Open Records Officer, who shall be responsible to:

- Number.1      Receive written requests for access to records submitted to the district.
- Number.2      Review and respond to written requests in accordance with law, Board policy and administrative regulations.
- Number.3      Direct requests to other appropriate individuals in the district or in another agency.
- Number.4      Track the district's progress in responding to requests.
- Number.5      Issue interim and final responses to submitted requests.
- Number.6      Maintain a log of all record requests and their disposition.
- Number.7      Ensure district staff is trained to perform assigned job functions relative to requests for access to records.

Upon receiving a request for access to a record, the Open Records Officer shall:

- Number.1      Note the date of receipt on the written request.
- Number.2      Compute and note on the written request the day on which the 5-day period for response will expire.
- Number.3      Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.
- Number.4      If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

Administrative Guidelines:

Requesters may access and procure copies of the public records of the district during the regular business hours of the administration offices.

A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.

The district shall not limit the number of records requested.

When responding to a request for access, the district is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the district does not currently use.

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.

The district shall post at the administration office and on the district's Website the following information:

1. Contact information for the Open Records Officer.
2. Contact information for the state's Office of Open Records or other applicable appeals officer.
3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the district decides to create its own form.
4. Board policy, administrative regulations and procedures governing requests for access to the district's public records.

#### Request for Access

A written request for access to a public record shall be submitted on the required form(s), to be established by the Office of Open Records, and addressed to the Open Records Officer.

Written requests may be submitted to the district in person, by mail, to a designated facsimile machine, and to a designated e-mail address.

Each request must include the following information:

1. Identification or description of the requested record, in sufficient detail.
2. Medium in which the record is requested.

3. Name and address of the individual to receive the district's response.

The district shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.

#### Fees

The Board shall approve and the District shall keep current a list of fees for postage, duplication, and complex or extensive data sets to be established by the Office of Open Records (65 P.S. §671307) relative to requests for public records.

No fee may be imposed for review of a record to determine whether the record is subject to access under law.

Prior to granting access, the district requires prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.

The Superintendent may waive duplication fees when the requester duplicates the record or the Superintendent deems it is in the public interest to do so.

#### Response to Request

District employees shall be directed to forward requests for access to public records to the Open Records Officer.

Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the district has possession, custody or control of that record.

The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.

The initial response shall grant access to the requested record, deny access to the requested record, partially grant and partially deny access to the requested record, or notify the requester of the need for an extension of time to fully respond.

If the district fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.

Extension of Time

If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.

Up to a thirty (30) day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.

A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

Granting of Request

If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publicly-accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of one hundred dollars (\$100.00), and the medium in which the records will be provided.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the district is not required to permit use of its computers.

The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the district shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the district's notice, submits a written request to have the record converted to paper, the district shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.



A public record that the district does not possess but is possessed by a third party with whom the district has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the district. When the district contracts with such a third party, the district shall require the contractor to agree in writing to comply with requests for such records and to provide the district with the requested record in a timely manner to allow the district to comply with the law.

If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.

If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the district's response, the district shall dispose of the copy and retain any fees paid to date.

#### Notification to Third Parties

When the district produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided record to the district, the person that is the subject of the record, and the requester.

The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with the law and administrative regulations.

#### Denial of Request

If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting legal authority.

OPEN RECORDS POLICY (continued)

2400

3. Name, title, business address, business telephone number and signature of the Open Records Officer on whose authority the denial is issued.
4. Date of the response.
5. Procedure for the requester to appeal a denial of access.

The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the district.

The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.

Information that is not subject to access and is redacted from a public record shall be deemed a denial.

If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.

PRIVACY OF PERSONAL HEALTH INFORMATION (HIPAA)

2440

2440 The District shall limit the dissemination of protected health information in accordance with and to the extent required by the Health Insurance Portability and Accountability Act of 1996 and its accompanying regulation.

2440.1 The Superintendent or Superintendent's designee shall be responsible for developing procedures to implement this policy in a timely manner including the designation of a HIPAA Compliance Officer.

2440.2 Information regarding these procedures will be available to the public at the District Office or any Principal's Office.

Approved by the Board May 19, 2004

FREEDOM OF SPEECH IN NON-SCHOOL SETTINGS

2480

- 2480 The Board acknowledges the right of its employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which an employee's expression could conflict with the district's interests. In situations in which an employee is not engaged in the performance of his/her duties of his/her duties, he/she should:

- 2480.1 State clearly that his/her expressions represent personal views and not necessarily those of the School District;
- 2480.2 Not direct his/her expression toward any individual(s) with whom he/she would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships. Disagreements between employees should be addressed through established channels and the chain of command;
- 2480.3 Refrain from expressions that would interfere with the maintenance of student discipline;
- 2480.4 Refrain from making public expressions which he/she knows to be false or made without regard for truth or accuracy;
- 2480.5 Not make threats against coworkers, supervisors or District officials;
- 2480.6 Violations of these guidelines may result in disciplinary action up to and including dismissal;
- 2480.7 Administrators and those in supervisory positions should recognize that in that position his/her comments will be commonly viewed as representative of the District;
- 2480.8 Employees having disagreements with administrators and/or board directives or policies should address them through established channels and chain of command.

WEST ALLEGHENY SCHOOL DISTRICT

FREEDOM OF SPEECH IN NON-SCHOOL SETTINGS (continued)

2480

2480.9            Notwithstanding anything provided in this Policy 2480, school employees are subject to the requirements of confidentiality as provided in Board Policy and State and Federal Law.

POLITICAL ACTIVITIES - ADMINISTRATION

2490

2490 The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, school property and school time, paid for by all the people, may not be used for political purposes.

2490.1 The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities:

- a. No employees shall engage in political activities upon property under the jurisdiction of the Board.
- b. Political circulars or petitions may not be posted or distributed in school.
- c. The collection of and/or the solicitation for campaign funds or campaign workers is prohibited on school property.
- d. The use of pupils for writing or addressing political materials or the distribution of such materials to or by pupils is forbidden.
- e. When working in a facility of this district used as a polling place on an officially declared Election Day, an administrator will not promote the candidacy of any candidate or political party.
- f. No administrator will make threats against coworkers, supervisors or district officials.
- g. Violations of these guidelines may result in disciplinary action up to and including dismissal.

2490.2 District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

2490.3 The following situations are exempt from the provisions of this policy:

- a. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, current events, and political science;

WEST ALLEGHENY SCHOOL DISTRICT

POLITICAL ACTIVITIES - ADMINISTRATION

(continued)

2490

- b. The conducting of student elections and campaigning connected therewith; and
- c. The conducting of employee representative elections.

2490.4

Violations of any of the foregoing shall, at the discretion of the Board, constitute cause for reprimand, penalty or dismissal.

## WEST ALLEGHENY SCHOOL DISTRICT

### ADMINISTRATIVE PERSONNEL BENEFITS

2500

- 2500      The administrative responsibilities, time schedule, work load, and supervisory positions result in the administrator having a different status than those employees included in the collective bargaining agreement. The general policy of the Board shall be to provide the administrative staff with fringe benefits at least comparable with those benefits included in the collective bargaining agreement with the professional employees of the school district.

### ADMINISTRATIVE PERSONNEL COMPENSATION

2510

- 2510      As provided by the Pennsylvania Public Employees Relations Act, the Board agrees to "meet and discuss" with administrative staff members concerning recommendations submitted by the members of the staff regarding policy matters affecting wages, hours, and terms and conditions of employment.

Legal Reference  
Pennsylvania Public Employees  
Relations Act, Sections 201, 702



## WEST ALLEGHENY SCHOOL DISTRICT

### VACATIONS - ADMINISTRATIVE PERSONNEL

2520

2520 Administrative personnel shall be entitled to an annual vacation without loss of pay to be taken at such time or times as will least interfere with the functioning of the School District.

2520.1 The Superintendent shall be entitled to an annual vacation of one (1) month (twenty [20] working days.)

2520.2 The Director of Educational Services, principals and other twelve-month administrators shall be entitled to one (1) month's vacation (twenty [20] working days) to be taken as arranged with the Superintendent.

2520.3 Vacation time, which has not been taken during any one (1) school year, may be accumulated to the extent of carrying over ten (10) working days or compensated with Board approval.

### PROFESSIONAL MEETINGS - ATTENDANCE

2530

2530 The Superintendent, Principals, and other twelve-month administrators are authorized to attend state, regional and out-of-state educational meetings that will be beneficial to the District schools. All requests must be approved by the Superintendent or his/her designee.

2530.1 All trips of administrators shall be reviewed by the Superintendent or his/her designee. Expenses shall be paid by the District upon receipt of bills or accepted allowances which shall not exceed the budgeted amounts and which shall conform to current approved travel guidelines for the District.

## WEST ALLEGHENY SCHOOL DISTRICT

### ADMINISTRATIVE TRAVEL EXPENSE

2531

2531      The Board recognizes that certain administrative positions involve obligations, which necessitate the incumbent to return to the district after regular hours. Board meetings, PTA, student activities, and other job-related events cause the incumbent to incur mileage expenses, which will vary according to the distance from home to the district office. The distance one lives from the district is, of course, a matter of choice.

2531.1      The District shall reimburse at the prevailing IRS rate for any mileage expense resulting from required meetings as described above. Such reimbursement shall be for actual miles driven, but in no case shall exceed the distance between the farthest point in the District and the office, or fourteen (14) miles each way.

2531.2      If the prevailing IRS rate for mileage is changed, the District will modify mileage rate allowance on January 1st of the next calendar year.

### JURY DUTY/COURT APPEARANCE

2540

2540      Any administrators called for jury duty or court appearance related to their job responsibilities are excused without loss of pay or benefits. The administrator shall receive his/her per diem rate minus the per diem rate paid for jury duty/court appearances. Notices of jury duty/court appearances shall be given promptly to the Superintendent and the Board.

### ACCIDENTS AND INJURIES

2550

2550      Any administrator or supervisor who is injured while working on school premises must make a report of the accident if he/she wishes to be eligible for compensation. This report should be in the office of the Superintendent within twelve (12) hours after the accident. If the injured administrator or supervisor is unable to report the accident, he/she should seek the assistance of another employee in order to make the required report.

## WEST ALLEGHENY SCHOOL DISTRICT

### CONTRACTED PROFESSIONAL SERVICES

2600

- 2600      Upon the recommendation of the Superintendent, the Board may appoint, retain, or employ persons for consulting or other professional services. Consulting services may be on a per diem or contractual basis. Consultants shall have no administrative authority over any facet of the district schools, but shall act solely as advisors to the Board and its officers and employees. Such services may be provided from professions other than education.

2650 The Board believes that the use of tobacco presents a health and safety hazard, which can have serious consequences for the smoker and non-smoker and the safety of the school district. The Board recognizes the health dangers from the use of tobacco, and wishes to protect students, employees, visitors and guests from an environment that may be harmful to them.

2650.1 SMOKING PROHIBITED

- A. All persons, including employees officers, volunteer, visitors and students are prohibited from smoking or the use of smokeless tobacco products in any school building utilized for children within the School District, and on any school bus or other vehicle used in transporting children operated by or on behalf of the West Allegheny School District. This prohibition shall be enforced at all times and shall include any activity or function occurring within the facility, whether school sponsored or otherwise.
- B. Smoking or the use of smokeless tobacco products is prohibited on exterior school grounds of any school building utilized for children.
- C. Smoking is prohibited in all other indoor school buildings, facilities and exterior school grounds, including but not limited to, any outdoor fixed seating area and concession stands.
- D. There shall be no designated smoking areas located in any building, facility or on school grounds.

2650.2 PURPOSE

This Smoking Policy is implemented for the following reasons:

- A. This policy will further the goal of consistency among on-going School District programs directed against smoking;
- B. This policy will be part of a necessary regulatory scheme for students in the public schools;
- C. This policy will provide the role-modeling efforts of professional and nonprofessional staff to direct children against smoking;

- D. This policy, by virtue of its application to school district employees and members of the public, in conjunction with the policy not permitting students to smoke or use tobacco, will generate respect among students for school authority, thereby improving discipline;
- E. This policy will reflect and emphasize the hazards of smoking.

2650.3 COMPLIANCE WITH FEDERAL AND STATE LAW

- A. Congress has adopted the "Pro-Children Act of 1994" (20 U.S.C.S. §6081, et seq.), which requires that public school districts prohibit smoking within any indoor facility wherein routine or regular educational services to children is being provided.
- B. The Pennsylvania Legislature has adopted a School tobacco Control Law, Act 168 of 1998, which provides that a Board of School Directors may prohibit smoking on school property and otherwise regulate smoking.
- C. The Pennsylvania Legislature has adopted Act 145 of 1996, which permits school authorities to prosecute students for possession or use of tobacco.

2650.4 DEFINITIONS

- A. "Smoking" is the use or possession of alighted cigarette, cigar, pipe or other lighted smoking equipment, and shall also include the use of any smokeless tobacco products
- B. "Smokeless tobacco product" shall include, but not be limited to, any chewing tobacco, snuff, or similar smokeless tobacco product that is used, chewed, sniffed or ingested.
- C. "School building utilized for children" is any indoor facility used by the West Allegheny School District for provisions of routine or regular kindergarten, elementary or secondary education, or library services to children.
- D. "Tobacco" is a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

SMOKING - EMPLOYES AND VISITORS (continued)

2650

- E. "Children" means individuals who have not attained the age of 18.
- F. "Student" or "Pupil" is a person between the ages of 6 and 21 years who is enrolled in school.

2650.5 PENALTIES

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

- A. **STUDENTS**  
Students will be subject to penalties prescribed in the Code of Student conduct, up to and including possible expulsion. Any student who violates this Policy may be subject to prosecution before a district justice (magistrate) and be fined up to not more than \$50.00 plus court costs, pursuant to Act 145 of 1996.
- B. **EMPLOYEES**  
Employees, officers and agents of the District will be subject to disciplinary action up to and including possible dismissal.

Violations of this policy by employees will, under normal circumstances, result in the following progressive discipline unless a particular violation is judged to be willful or contemptuous, in which case more severe discipline may be imposed. The Board reserves the right to impose greater discipline than indicated if circumstances warrant. Should labor contract define other disciplinary procedures the provisions of the labor contract shall prevail.

- |                 |                                                                                                 |
|-----------------|-------------------------------------------------------------------------------------------------|
| First Offense:  | Verbal warning                                                                                  |
| Second Offense: | Letter in file. (Upon completion of a smoking cessation program, the letter will be withdrawn). |
| Third Offense:  | Suspension without pay for two (2) days                                                         |
| Fourth Offense: | Further suspension or possible dismissal.                                                       |

Employees of private or public agencies providing services to the District are subject to the provision of this Policy and their employer is held responsible for their compliance.

C. VOLUNTEERS

Volunteers will be subject to temporary or permanent termination of participation in the volunteer program.

D. VISITORS

Visitors who fail or otherwise refuse to adhere to this policy will be asked to leave the premises and may be subject to temporary or permanent exclusion from school grounds.

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

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

2650.6 EMPLOYEE/STUDENT ASSISTANCE PROGRAMS

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

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

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

WEAPONS - ADMINISTRATION

2800

2800 The Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. With this as a precept, the Board seeks to provide a safe environment free from weapons for students, school personnel and persons using and visiting school property.

It shall be the policy of the Board that possession of a weapon by any person is prohibited in any District building, or on any grounds of the District, by a student on his/her way to or from school, in any vehicle providing authorized transportation of students to or from any District building or any District sponsored function, activity or event and at any school function, activity or event whether or not held on District property.

"Weapon" shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack; chemical agent such as acid, mace, tazer, shocker or stun gun; any explosive device, firearm (including pellet guns and BB 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 alikes," including any instrument or implement designed to look like a weapon or a facsimile of a weapon such as a toy gun or water pistol.

It is the intent of the foregoing definition to include, but not be limited to, those items encompassed in the term "weapon" or "firearm" as defined in Sections 921 and 922 of Title 18 of the United States Code.

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

Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity. Such exceptions are to be approved in advance, in writing, by the Building Principal with the recommendation of the teacher or program director. The Principal shall facilitate the handling of any such device. Investigative Procedures/Actions are available in the office of all school buildings.



- 2820 The West Allegheny School District Crisis Prevention/Intervention Plan is designed to address the health, safety and welfare of all students, staff and visitors using prevention and response approaches.

The district administrators shall establish, with the approval of the Board of School Directors, the following guidelines:

- 2820.1 Regularly review and update school safety and security measures.
- 2820.2 Implement site security programs.
- 2820.3 Coordinate local school response teams for each school building and district office.
- 2820.4 Incorporate local and community resources.
- 2820.5 Establish links with local law enforcement and fire departments.
- 2820.6 Establish a communications plan with all internal and external entities
- 2820.7 Annually in-service all school personnel and community on the crisis plan.
- 2820.8 Establish safety procedures to effectively limit access to and monitor the school grounds.
- 2820.9 Establish a curriculum to focus on teaching students and staff to take responsibility for the personal safety and conflict resolution techniques.
- 2820.10 Establish proactive procedures to annually recognize positive contributions.

SEXUAL HARASSMENT - ADMINISTRATION

2900

2900       The Board reaffirms its commitment to maintaining an education environment conducive to learning at all times. Therefore, no student or member of the staff shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the staff to harass a student, for any student to harass another student, or for a student to harass a member of the staff through conduct or communications of a sexual nature as defined below:

2900.1       Definition.

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

- a.       Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or when
- b.       Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or when
- c.       Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- d.       Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching; and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, advancements, or demotions.

SEXUAL HARASSMENT - ADMINISTRATION (Continued)

2900

2900.2 Enforcement.

- a. The District will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.
- b. The District recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on the facts in each case.
- c. Given the nature of the type of discrimination, the District also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

2900.3 Reporting.

The procedures and guidelines for registering a sexual harassment complaint and the forms necessary to initiate an investigation are in the offices of each building principal and the central administration.

# WEST ALLEGHENY SCHOOL DISTRICT

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WEST ALLEGHENY SCHOOL DISTRICT

RESPONSIBILITY FOR COMPLIANCE WITH BOARD POLICY

3000

- 3000 All school employees shall be held responsible for familiarizing themselves with the printed policies of the Board and shall be held accountable for compliance.

DEFINITION OF PROFESSIONAL EMPLOYEES

3010

3010 The following categories of employees shall be considered the instructional and administrative staff and are subject to all regulations and entitlements specified in the various policies pertaining to them.

3010.1 The term "professional employee" shall include those who are certificated as teachers, supervisors, supervising principals, principals, assistant principals, vice-principals, directors of vocational education, dental hygienists, visiting teachers, home and school visitors, school counselors, child nutrition program specialists, school librarians, school secretaries the selection of whom is on the basis of merit as determined by eligibility lists and school nurses.

3010.2 The term "substitute" shall mean any individual who has been employed to perform the duties of a regular professional employee during such period of time as the regular professional employee is absent on sabbatical leave or for other legal cause authorized and approved by the Board or to perform the duties of a temporary professional employee who is absent.

3010.3 The term "temporary professional employee" shall mean any individual who has been employed to perform, for a limited time, the duties of a newly created position or of a regular professional employee whose services have been terminated by death, resignation, suspension or removal.

Legal Reference  
School Code: 1101

RECRUITMENT AND SELECTION

3020

3020 It shall be the policy of the Board to maintain a continuous system of recruitment and selection of personnel in order to assure competent candidates for vacancies as needed.

3020.1 It shall be Board policy that when current employees apply for vacancies which would constitute promotion, that such requests be given full consideration in light of applicant's qualifications.

3020.2 The Superintendent and his delegated agent shall be responsible for recruiting, interviewing, and screening qualified applicants for all positions.



APPLICATION MATERIALS

3025

3025 Every applicant shall be required to furnish or aid in the acquisition of information needed to establish and maintain personnel records. The applicant will not be scheduled for an interview unless all application materials are completed.

3025.1 The following records shall be required:

- a. Completed application.
- b. College transcripts.
- c. Teaching certificate or copy or application for certificate.
- d. Record of previous evaluation.
- e. Pennsylvania State Police and/or FBI criminal history background check (Act 34).
- f. Child Abuse History Clearance (Act 151).
- g. Immigration Form I-9.
- h. Other records as needed.

3025.2 Upon an offer of employment the prospective employee shall provide:

- a. Retirement records.
- b. Health records.
- c. Income withholding information.
- d. Applicable insurance information.
- e. Teaching Certificates (if not previously provided).

Legal Reference

Act 34 of 1985, as amended Immigration Reform & Control Act of 1986

Child Abuse History Clearance Act 151

Act 2211 24 P. S. § 1-111

## WEST ALLEGHENY SCHOOL DISTRICT

### PROCEDURE FOR CANDIDATE EVALUATION

3030

3030 Candidates for employment will be selected on the basis of:

- 3030.1 Application.
- 3030.2 Training background.
- 3030.3 Experience record.
- 3030.4 Personal attributes and interview.
- 3030.5 Ability and skills.

### EQUAL EMPLOYMENT OPPORTUNITIES

3035

3035 All applicants, regardless of sex, color, national origin, religion, age, marital status, or handicap, are to receive equal consideration and prompt attention. Candidates will be evaluated on their merits and qualifications for position.

#### Legal Reference

Title VI of the Civil Rights Act of 1964  
Rehabilitation Act of 1973, Section 504  
Public Law 95-256, April 6, 1978  
Age Discrimination Act of 1975  
Americans with Disabilities Act of 1990

HIRING PROCEDURE

3040

- 3040 West Allegheny School District shall, in its selection of employees for all classifications of teaching positions, identify and employ the best-qualified candidates. This will be established by development of a comprehensive hiring and promotion procedure with promotions based on merit as determined by an eligibility list. Further, this Hiring/Promotion Policy and Procedure shall be made available to all teacher candidates applying for appointment and promotion as a teacher in the West Allegheny School District.

In the process of hiring and promoting the best-qualified candidates, the school district shall not discriminate in its hiring and employment practices against any applicant or employees on any basis including the basis of race, gender, religion, disability, age or national origin. The West Allegheny School District is an equal opportunity employer. This Hiring and Promotion Policy and Procedure is intended to comply with all relevant state and federal employment laws in the screening and selection of teachers with the intended goal providing the highest level of quality teaching.

NOTE: Public School Code Section 1101 (1) The term professional employee shall include those who are certified as teachers, supervisors, supervising principals, principals, assistant principals, vice-principals, directors of vocational education, dental hygienists, visiting teachers, home and school visitors, school counselors, child nutrition program specialists, school librarians, school secretaries, the selection of whom is on the basis of merit as determined by eligibility lists.

- 3040.1 The Superintendent of Schools will administer and enforce the comprehensive procedures set forth. Adoption of ad modification of these procedures shall be implemented only after approval of the West Allegheny School Board.
- 3040.2 Copies of the procedures/guidelines are available from the principal of each building or in the district office.

Approved by the Board 8/15/01  
Revised by the Board 3/20/02

- 3050 Personnel records shall be maintained in the District Office for each district employee and shall contain such items as:
- a. Application for employment.
  - b. Wage or salary information.
  - c. Notices of commendations.
  - d. Warnings or disciplines.
  - e. Authorization for a deduction or withholding of pay.
  - f. Fringe benefit information.
  - g. Leave records.
  - h. Employment history with the school district, including salary information, job title, dates of changes, retirement records, certification papers, attendance records, pay for college credits, and performance evaluations.

Legal Reference

Act 286 of 1978

84 Stat. 1127-1136, 15 U.S.C. & 1601 ET. SEQ.

## WEST ALLEGHENY SCHOOL DISTRICT

### PERSONNEL FILES, ACCESS TO

3052

3052 Any employee shall have the right upon request to review his/her personnel record file in the personnel office in accordance with the following conditions:

3052.1 Only one (1) review shall be allowed in a given school year, unless extenuating circumstances may justify otherwise.

3052.2 The Superintendent or his/her designee shall be present for all approved reviews.

3052.3 Requests for reviews shall be submitted only for times when the personnel office is regularly open.

3052.4 All review requests shall be filed at least five (5) working days before the first requested date.

Legal Reference  
Act 286 of 1978

### HEALTH CERTIFICATE

3060

3060 Physical examination of all employees is required by law and the Board of School Directors.

3060.1 Prior to employment, each employee shall submit to the District the results of a physical examination performed by a physician and recorded and signed on the proper form.

3060.2 Chest x-rays and/or Man Toux (PPDX) tests of all employees is required by law prior to commencing employment.

Legal Reference  
School Code: 1418

MANAGEMENT OF ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)  
INFECTION IN THE SCHOOL SETTING

3070

3070 The Board has the responsibility to safeguard the health of all students and employees of the District. The Board must also respect the right of affected students and/or employees to confidentiality, to the extent that the right to confidentiality does not interfere with the need to prevent an individual from placing others at risk. The Board, in conjunction with procedures recommended by the Allegheny County Health Department, has developed the following policy for the management of individuals with the AIDS-related virus (HTLV III/LAV) in the school setting.

- a. This policy is based on current evidence that the AIDS-related virus is not transmissible, under normal circumstances, by students or school employees within the school setting.
- b. This policy is also based on a commitment by the Allegheny County Health Department that it will monitor closely the status of any patient with AIDS-related virus within the school setting, and take immediate steps to eliminate the possibility of transmission if the patient becomes communicable.
- c. The terms infected student, infected school employee and infected individual are used in these guidelines to apply both to persons who have been diagnosed as having AIDS and to persons who are asymptomatic carriers; i.e., those who have been infected by the AIDS virus and may be capable of transmitting it, but who have not developed any of the recognized symptoms of AIDS.
- d. For most infected school-aged children, the benefits of an educational setting outweigh the very minimal risk of transmission of the AIDS-related virus to others in the school setting, and the risk of the individual acquiring other potentially harmful infections.
- e. For school employees with the AIDS-related virus who are capable of continued employment, decisions about their continued employment should be made by the patient and his/her physician, subject to review by school district health personnel and the Superintendent.

3701.1 The Superintendent will consult with the Allegheny County Health Department in determining the participation within the school setting of students and/or employees who may be infected with the AIDS-related virus. The Allegheny County Health Department will monitor those individuals

MANAGEMENT OF ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)  
INFECTION IN THE SCHOOL SETTING (Continued)

3070

who are infected but do not wish their status known to the school district.

- 3070.2 With direction from the Allegheny County Health Department, the Superintendent will determine which school officials, if any, will receive information about the infected individual. These persons will be required to preserve the confidentiality of information regarding the patient. Records will be kept confidential.
- 3070.3 Information about individuals infected with the AIDS-related virus in the school setting shall not be disclosed to the general public, other school employees, or other groups associated with the school.
- 3070.4 The Health Department and school district rules and regulations, which relate to illnesses and other diseases among students and staff will also apply to individuals with the AIDS-related virus.
- 3070.5 Routine screening in the school setting for AIDS virus presently is not warranted. Based on existing available information, a screening test will not be required at this time as a condition of continued employment or school attendance.
- 3070.6 Decisions about the participation of individuals infected with the AIDS virus in the school setting will be made on a case by case basis. The decisions will be based on the infected individual's physical condition and expected interaction with others in the school setting.
- 3070.7 This policy will be reviewed on a regular basis to take into account any new medical information that becomes available.
- 3070.8 The Superintendent is authorized to establish further guidelines and procedures should they become necessary to implement this policy.

## WEST ALLEGHENY SCHOOL DISTRICT

### PERSONNEL ASSIGNMENT

3200

- 3200 Professional personnel shall be assigned by the Superintendent on the basis of training, competence, experience, and the actual needs of the school system.

### SPECIAL ASSIGNMENT

3210

- 3210 The Principal or other appropriate administrator will make specific assignments in keeping with the qualifications of each employee and the needs of the program and/or the school district.

- 3210.1 No new assignment shall be made which places one member of a family in direct supervisory or evaluative relationship with another member of his/her immediate family. A member of the immediate family shall be defined as: wife, husband, sister, brother, son, daughter, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

Legal Reference  
School Code: 1111

### RESPONSIBILITIES AND DUTIES

3220

- 3220 The teacher is directly responsible to the Principal.

- 3220.1 The teacher's primary functions are:
- a. To direct the academic, social and emotional growth and development of the student as an individual through effective instruction and interaction.
  - b. To assume definite responsibilities toward the efficient operation and improvement of the total program of the school.
  - c. To provide effective and positive home-school relations.
  - d. To perform additional responsibilities as assigned.



## WEST ALLEGHENY SCHOOL DISTRICT

### SUSPECTED CHILD/STUDENT ABUSE

3224

- 3224 The Board believes that all children have a right to be free from abuse in the home and in the school. School personnel are in a unique position to recognize suspected abuse, and, therefore, are mandated to report such abuses.

3224.1 The Board authorizes the Superintendent to establish procedures that enforce and complement the "Child Protective Services Act" of the Commonwealth of Pennsylvania.

Legal Reference  
Act 134 of 1975  
Act 151 of 1994

### CHILD ABUSE REPORTING PROCEDURES

3225

- 3225 Act 134, the Child Protective Services Law, declares that abused children are in urgent need of an effective child protective service to prevent them from suffering further injury and impairment. "It is the purpose of this act to encourage more complete reporting of suspected child abuse. . ."

School personnel can play an effective role in protecting children through prompt and responsible reporting of suspected child abuse cases as required by law.

Any mandated reporter who willfully fails to report is guilty of a summary offense, and, with subsequent failures to report, is guilty of a misdemeanor.

Mandated reporters include but are not limited to teachers, nurses, counselors, administrators and medical examiners.

3225.1 Any teacher, nurse, or counselor who suspects a case of child abuse is to notify the Principal in writing. This immediately places the responsibility for further action on the Principal. However, this does not relieve the mandated reporter of the responsibility of seeing that a report is filed with Child Protective Services.

CHILD ABUSE REPORTING PROCEDURES (Continued)

3225

- a. In the event the Principal is not available, the teacher is to contact the Director of Pupil Personnel Services. In his/her absence, the Director of Educational Services or Superintendent is to be contacted.
  - b. School employees shall not contact the child's family or any other person to determine the cause of suspected abuse or neglect.
- 3225.2 The Principal will make an oral report to the Childline and submit a written report (CY 47-9/83) within forty-eight (48) hours after the oral report.
- 3225.3 Any personal interview or physical inspection of any child should be conducted in a professional manner by qualified personnel and with a witness present.
- 3225.4 If additional resources are needed to confirm suspected cases of child abuse, the Principal shall make these resources available.
- 3225.5 After the report has been made, the Principal will decide whether the parents/guardians will be notified regarding the actions taken.
- 3225.6 The Principal shall provide feedback to all persons involved on the results of all reported cases of suspected child abuse.
- 3225.7 Any person, school or agency participating in good faith in the making of a report or testifying in any proceeding arising out of an instance of suspected child abuse, the taking of photographs, or the removal or keeping of a child pursuant to these regulations shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions. For the purpose of any proceeding, civil or criminal, the good faith of any person required to report cases of child abuse shall be presumed.

.Legal Reference

Child Protective Services Law

Act 134 of 1975; Act 136 of 1982; Act 34 of 1985

TUTORING

3230

3230 Tutoring/Private Lessons of students for a fee on school property may be permitted upon the following conditions:

- 3230.1 The Building Principal must approve all such tutoring/private lessons.
- 3230.2 Staff members providing the tutoring/private lessons service on school property must arrange for the use of School District facilities according to the provisions of the district's Use of Facilities Guidelines and are responsible for the payment of all fees which may be charged according to these guidelines.
- 3230.3 Any teacher who accepts pay for tutoring/private lessons for students, other than for homebound instruction, shall limit his/her practice to students other than those he/she teaches.
- 3230.4 In the event the staff member is the only person available and qualified to provide the tutoring/private lessons, the restriction stated in 3230.3 above may be waived by the building principal.

## WEST ALLEGHENY SCHOOL DISTRICT

### SOLICITATION OR SELLING

3240

3240 The Superintendent shall be responsible for the establishment of procedures and regulations governing solicitation or selling within the schools.

3240.1 No employee shall solicit money from students or their parents/guardians for additional materials or equipment or create the impression with students that such equipment or materials are necessary.

3240.2 Soliciting either on school property or outside school premises for funds for school activities, or sale of products either on school property or outside school premises for funds for school activities by the students or staff of any school shall be allowed only after the approval of the Principal.

### GIFTS TO EMPLOYEES

3250

3250 All school employees shall discourage the acceptance of gifts, other than token gestures of appreciation, from students and/or parents.

## WEST ALLEGHENY SCHOOL DISTRICT

### STUDENT PARTIES

3255

- 3255 All school employees shall discourage the giving of parties for students by anyone during school hours.

### EVALUATION OF EMPLOYEES

3260

- 3260 Evaluation of employees is a management function and shall be the duty and the responsibility of the Administration in accordance with District evaluative procedures.

TECHNOLOGY ACCEPTABLE USE POLICY

3270

- 3270 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.

Internet users are expected to use the Internet and World Wide Web as an educational resource. The Internet and World Wide Web have been available in the district as a resource to promote and enhance the educational experience. All District Internet and World Wide Web resources must be used appropriately and explicitly for educational purposes only.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of each student.

As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC).

Signed user agreements pursuant to this policy shall be executed by students, parents and staff and remain on file in the office of each building. Forms are available in all building offices.

3270.1 DISCLAIMER

The electronic information available to students and staff does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received.

The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is received via the Internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

3270.2 NO EXPECTATION OF PRIVACY

There is no expectation of privacy for any user of the West Allegheny School District's computer network, including Internet access and e-mail.

Users shall have no expectation of privacy in anything created, stored, sent or received on a District computer.

TECHNOLOGY ACCEPTABLE USE POLICY

3270

West Allegheny retains the right, but not the duty, to randomly or specifically monitor without prior notice, any person's use to ensure that the computer network is being used properly, to ensure that it is used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the computer network. This monitoring includes accessing files and communication.

The District reserves the right to log network use and to monitor fileserver space utilization by District users.

3270.3 PRIVILEGE/NOT A RIGHT

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/r appropriate disciplinary action.

3270.4 COMPLIANCE

The Board establishes that any information that is obscene, child pornographic or harmful to minors, all as defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors.

The Superintendent or his/her designee shall be responsible for implementing technology and procedures to determine whether the District's computers are being used for purposes prohibited by law or this Policy. The procedure shall include, but not be limited to:

- a. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
- b. The Superintendent or designee shall have the authority to determine what inappropriate use is.

3270.5 PROHIBITIONS

All users 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:

- a. Unlawful activity.
- b. Commercial or for-profit purposes

- c. Non-work or non-school related work.
- d. Products advertisement or political lobbying.
- e. Hate mail, discriminatory remarks and offensive or inflammatory communication.
- f. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- g. Access to obscene or pornographic material or child pornography.
- h. Inappropriate language or profanity.
- i. Transmission of material likely to be offensive or objectionable to recipients.
- j. Intentional obtaining or modifying of files, passwords and data belonging to other users.
- k. Impersonation of another user, anonymity and pseudonyms.
- l. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- m. Loading or using unauthorized games, programs, files or other electronic media.
- n. Disruption of the work of others.
- o. Destruction, modification, abuse or unauthorized access to network hardware, software and files (i.e. backup).
- p. Quoting of personal communications in a public forum without the original author's prior consent.
- q. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- r. Unsupervised Chat rooms.

Student users shall not use electronic mail (e-mail) without receiving specific authorization from a teacher or Administrator.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

#### 3270.6. SECURITY

System security may be protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, the following guidelines shall be followed:



- a. Users shall not reveal their passwords to another individual
- b. Users are not to use a computer that has been logged in under another student or employee's name.
- c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

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

#### 3270.7 COPYRIGHT/SOFTWARE

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

#### 3270.8 CONSEQUENCES FOR INAPPROPRIATE USE

The network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of date belonging to others; copyright violations; and theft of services may be reported to the appropriate legal authorities for possible prosecution.

Loss of access and other disciplinary actions up to and including suspension or expulsion from school shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to, uploading or creating computer viruses.

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.

#### 3270.9 SAFETY

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who received threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including Chat rooms, e-mail, Internet, etc.

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 (as those terms are defined by CIPA).

Internet safety measures shall effectively address the following:

- a. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
- b. Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
- c. Prevention of unauthorized online access by minors, including "Hacking" and other unlawful activities.
- d. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- e. Restriction of minor's access to materials harmful to them.

The technology protection measure may be disabled by a West Allegheny School District staff member for "bon a fide" research purposes to be undertaken by an adult, provided the adult is not a secondary student.

A West Allegheny School District staff member may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure, provided access is not given to any obscene, child pornographic or other material harmful to minors.

#### 3270.10 USER AGREEMENTS

The Superintendent shall develop user agreements to be executed by students, parents and staff pursuant to this Policy.

#### 3270.11 ADDITIONAL PROVISIONS

## WEST ALLEGHENY SCHOOL DISTRICT

Employees and students have “no expectation of privacy: with regard to e-mail.

Only authorized district personnel may make additions/modifications of district website files.

Administrators may develop additional guidelines to ensure efficient and proper use of the computer system and Internet.

The District reserves the right to conduct random checks to ensure compliance with this policy

### 3270.12 YOUR RIGHTS

Your rights to free speech, as set forth in the Student Rights and Responsibilities Policy (SRRP) and the Code of Student Conduct, apply also to your communication on the Internet. The West Allegheny School District Internet system is considered a limited forum, similar to the school newspaper, and therefore, the District may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

#### Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the West Allegheny School District Internet system may lead to discovery that you have violated this policy, The SRRP, the School Code of conduct and/or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the SRRP, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail file.

#### Due Process

- a. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the West Allegheny School District Internet system.

- b. In the event there is a claim that you have violated this Policy,

## WEST ALLEGHENY SCHOOL DISTRICT

the SRRP or the Student Code of conduct in your use of the West Allegheny School District Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the SRRP.

- c. If the violation also involves a violation of other provisions of the SRRP, it will be handled in a manner described in the SRRP. Additional restrictions may be placed on your use of your Internet account.

### Legal reference:

Child Internet Protections Act  
Federal Communications Commission regulations

Approved By Board  
August 21, 2002

# WEST ALLEGHENY SCHOOL DISTRICT

## RESIGNATIONS AND RETIREMENTS

3300

3300 After entering into a written contract, an employee desiring to abrogate his/her contract must give not less than sixty (60) calendar days written notice to the Superintendent.

3300.1 If an earlier release is desired by a person resigning or retiring and if his/her release on an established earlier date would not be considered to result in inconvenience or hardship to the school system, the Superintendent may authorize such earlier release.

Legal Reference

School Code: 1121

## WEST ALLEGHENY SCHOOL DISTRICT

### SUBSTITUTE TEACHERS

3350

3350 The Superintendent shall have prepared an adequate list of approved substitute teachers designating their approved subject area. The Superintendent shall submit this list to the Board for approval.

3350.1 A prospective substitute teacher shall furnish:

- a. A complete personal data form.
- b. Pennsylvania Teaching Certificate or copy of same.
- c. Pennsylvania State Police and/or FBI criminal history background check.
- d. Child Abuse Clearance.
- e. Immigration clearance.

3350.2 The remuneration schedule for day-to-day substitute teachers shall be set by the Board.

#### Legal Reference

Act 34 of 1985

Act 151 of 1994

Immigration Reform & Control Act of 1986

### STUDENT TEACHERS

3351

3351 Under the direction of the Superintendent in coordination with school Principals, student teachers from accredited colleges and universities may be assigned for student teaching experience in the school district.

3351.1 Student teachers assigned in the district shall be subject to the policies, practices and procedures of the school system.

3400 It is the desire of the Directors that disclosure of information necessary for an enlightened and confident citizenry be assured. The District shall comply with the "Right to Know" Act, the "Sunshine Law," and prevailing Board policy. Exceptions to these laws shall be in accord with pertinent State Board of Education Regulations, the Family Educational Rights and Privacy Act, Section 1409 of the Code which speaks to health records and Act 286 which controls employee access to personnel files. The Superintendent shall determine the applicability of these parameters with respect to types of information being requested and reasons therefore.

All requests for information which require staff time to procure or prepare shall be met only if the request is in writing, the request is reasonably specific and includes a list of documents to be furnished, and the person making the request is a resident of the School District. The District shall respond within a reasonable time considering the scope or complexity of the information requested and the day-to-day work schedule of those involved. Response time shall be determined by the Superintendent or his designee. While some copying may require a higher charge, the minimum charge for materials copied by the District shall be twenty-five cents (25¢) per page.

Requests to examine district records shall be made in writing and scheduled at times and places which are convenient to the district's operation. Records in their original/official form shall not be removed from the district or school office, but may be examined under the supervision of an authorized school employee.

PRIVACY OF PERSONAL HEALTH INFORMATION (HIPAA)

3440

3440 The District shall limit the dissemination of protected health information in accordance with and to the extent required by the Health Insurance Portability and Accountability Act of 1996 and its accompanying regulation.

3440.1 The Superintendent or Superintendent's designee shall be responsible for developing procedures to implement this policy in a timely manner including the designation of a HIPAA Compliance Officer.

3440.2 Information regarding these procedures will be available to the public at the District Office or any Principal's Office.

Approved by the Board May 19, 2004



- 3480 The Board acknowledges the right of its employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which an administrator's expression could conflict with the district's interests. In situations in which an administrator is not engaged in the performance of professional duties, he/she should:

- 3480.1 Recognize that as an administrator his/her comments will be commonly viewed as representative of the district;
- 3480.2 State clearly that his/her expression represents personal views and not necessarily those of the school district;
- 3480.3 Not direct his/her expression toward any individual(s) with whom he/she would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships;
- 3480.4 Refrain from expressions that would interfere with the maintenance of student discipline;
- 3480.5 Refrain from making public expressions which he/she knows to be false or made without regard for truth or accuracy; and
- 3480.6 Not make threats against co-workers, supervisors or District officials.
- 3480.7 Violations of these guidelines may result in disciplinary action up to and including dismissal.

3490 The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, school property and school time, paid for by all the people, may not be used for political purposes.

3490.1 The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities:

- a. No employees shall engage in political activities upon property under the jurisdiction of the Board.
- b. Political circulars or petitions may not be posted or distributed in school.
- c. The collection of and/or the solicitation for campaign funds or campaign workers is prohibited on school property.
- d. The use of pupils for writing or addressing political materials or the distribution of such materials to or by pupils is forbidden.
- e. When working in a facility of this district used as a polling place on an officially declared Election Day, an administrator will not promote the candidacy of any candidate or political party.
- f. No administrator will make threats against coworkers, supervisors or district officials.
- g. Violations of these guidelines may result in disciplinary action up to and including dismissal.

3490.2 District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

POLITICAL ACTIVITIES - INSTRUCTIONAL STAFF (continued)

3490

3490.3 The following situations are exempt from the provisions of this policy:

- a. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, current events, and political science;
- b. The conducting of student elections and campaigning connected therewith; and
- c. The conducting of employee representative elections.

3490.4 Violations of any of the foregoing shall, at the discretion of the Board, constitute cause for reprimand, penalty or dismissal.

## WEST ALLEGHENY SCHOOL DISTRICT

### PROFESSIONAL MEETINGS AND CONFERENCES

3500

3500 Teachers desiring to attend professional meetings and/or conferences shall apply through the established procedure emanating from the Superintendent or school Principal.

3500.1 The policy relating to the granting of release time for teachers to attend school curricular related functions shall be as follows:

- a. Released time for school curricular related functions shall be granted in accordance with its importance to the needs of the school curriculum program.
- b. All released time must be approved by the Superintendent or his/her designee prior to the occurrence.
- c. Request for released time shall be submitted in writing on the proper form obtainable from the Principal's office.
- d. Financial reimbursement associated with requests for released time must be approved by the Board.

### TAX-SHELTERED ANNUITIES

3600

3600 All full-time employees, who elect to participate, may purchase tax-sheltered annuities from companies approved by the Board.

## WEST ALLEGHENY SCHOOL DISTRICT

### DRUGS, CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES - INSTRUCTIONAL STAFF AND VISITORS

3640

3640 The possession and use of drugs, controlled substances and alcoholic beverages are forbidden in the District. This includes the school buildings, the school grounds, the school buses and any and all activities under the control or direction of school personnel whether they occur on or off school property. Violation of these restrictions will result in disciplinary measures being taken against offenders. The Administration of the District also reserves the right to prefer civil charges against any and all offenders, and to refer those offenders to law enforcement authorities for appropriate action.

3640.1 Definition of illegal controlled substances, staff notifications, and the District's disciplinary actions are listed in the "Drugs, Controlled Substances, and Alcoholic Beverages Administrative Guidelines" available in each school building and the central office.

SMOKING - INSTRUCTIONAL STAFF AND VISITORS

3650

3650 The Board recognizes that smoking presents a health and safety hazard which can have serious consequences for the smoker and nonsmoker and the safety of the school district. Because of the Board's concern with the safety of the district and in order to protect students, employees, visitors and guests from an environment that may be harmful to them and in compliance with State and Federal laws including the Pro-Children act of 1994, the Board hereby:

3650.1 Prohibits smoking by all employees and visitors in school buildings or within school owned, contract or leased vehicles.

3650.2 Prohibits smoking by all persons on school grounds.

3650.3 Prohibits smoking on school grounds by all employees.

3650.4 Prohibits smoking by all persons when supervising students in school-related activities.

3650.5 Prohibits smoking in bleacher/stadium seating by all persons.

3650.6 For the purpose of this policy "smoking" shall mean all uses of tobacco, including but not limited to, cigars, cigarettes, pipes and smokeless tobacco.

3650.7 Violations of this policy by employees will result in the following progressive discipline unless a particular violation is judged to be willful or contemptuous, in which case more severe discipline may be imposed:

First offense – verbal warning

Second offense - Letter in file. (Upon completion of a Smoking Cessation Program, the letter will be withdrawn).

Third offense - Suspension without pay for two (2) days.

Fourth offense - Further suspension or possible dismissal.

3650.8 The provisions of this policy apply to all individuals or organizations using school facilities. Violations of this policy will be taken into consideration in determining if future requests for building use should be granted.

Legal Reference

Act 168 of 1988, Pro-Children Act of 1994  
MILITARY LEAVE

Revised by Board 3/1/2000

3700

## WEST ALLEGHENY SCHOOL DISTRICT

3700 Professional personnel desiring military leave shall file a written request with the Superintendent.

3700.1 Authority for granting military leave rests with the Board.

Legal Reference

School Code: 1136

APPLICATION FOR LEAVE OF ABSENCE

3702

3702 An application for Classroom Occupational Exchange Leave, Professional Development Leave, and Sabbatical Leave for Restoration of Health shall be submitted to the Superintendent. A duplicate copy of the appropriate leave application shall be returned to the applicant following Board action. The application shall contain the following information:

- 3702.1 Name.
- 3702.2 Type of Leave Requested.
- 3702.3 Period for Which Leave is Requested (including beginning date and ending date).
- 3702.4 Provide Beginning and Ending Dates of Previous Sabbatical Leave (if none, so indicate.)
- 3702.5 Number of Years in West Allegheny School District.
- 3702.6 Number of Years in Other Pennsylvania School Districts.
- 3702.7 Purpose(s) for Which Leave is Requested.
- 3702.8 Statement of Responsibility:
  - a. It is my responsibility to notify the Superintendent immediately of any change in the conditions for which the leave was granted.
  - b. Signature of Applicant.
  - c. Grade or Subject.
  - d. School.
  - e. Present Address.
  - f. Application Date.
- 3702.9 Application Recommended by Whom and Date of Recommendation.
- 3702.10 Action by Board of Directors and Date of Action.



COMPENSATED PROFESSIONAL LEAVES OF ABSENCE

3703

- 3703 It shall be the policy of the School District to provide Classroom Occupational Exchange Leave for professional employees of the District under the conditions and authority of Section 522.2 of the Public School Code of 1949, as amended. It shall further be the policy of the District to provide Sabbatical leave for the Restoration of Health and Leave for Professional Development for professional employees, members of the supervisory, instructional or administrative staff, or commissioned officers of the District under the conditions and authority of Sections 1166 through 1171 of the School Code.

It is the policy of the District to adhere to the minimum service requirements for leaves and further that it shall be the practice of the District not to provide any other types of sabbatical or professional development leaves or provide such leaves for reasons other than those stated in this policy.

- 3703.1 Classroom Occupational Exchange Leave.  
Classroom Occupational Exchange Leave (COE Leave) may be granted to permit a professional employee to acquire practical work experience in business, industry or government which will significantly enhance that professional employee's ability to assist students in acquiring understandings and skills needed for a productive entrance into the work place.
- 3703.2 In addition to those standards defined in Section 522.2 of the School Laws, the following conditions must be met for this leave:
- a. Eligible employees must be active employees of this District for at least two (2) years preceding the leave.
  - b. The leave may be for one-half school term or for a full school term but shall not exceed one full school term. The leave shall begin with the start of the school year of half school term unless otherwise mutually agreed. The Board reserves the right to adjust the end and start times of half-school terms to guarantee a reasonable exchange of student information with a substitute.
  - c. The Board at its sole discretion, should the circumstances so justify, may permit the employee to have another such leave after five (5) years of service following the completion of the COE leave.

COMPENSATED PROFESSIONAL LEAVES OF ABSENCE (continued) 3703

- d. The employee shall agree to return to the service of the District for a period of one (1) year following the leave. Failure upon the part of the employee to so return shall result in the forfeiture of all benefits to which the employee was entitled during the leave. Wages, salary and appropriate fringe benefits for which the District is compensated by the business, industry or government unit shall not be subject to forfeiture. In the event the employee is prevented from returning because of conditions of health or disability, he/she will not be subject to the return or forfeiture requirement. The Board reserves the right to have a physician of its choice evaluate the employee's conditions of health or disability at the expense of the District.
- e. Completed applications for this leave shall be submitted to the Superintendent and received by the Board no less than sixty (60) days prior to the planned start of the leave and shall be in a form prescribed by the District and include all required documentation.
- f. The employee's objective for such leave must show specific training and experiences, which will significantly enhance the employee's ability to improve the students' educational programs. They will include statements as to what specific skills, knowledge and abilities will be acquired by students because of the impact of the employee's work experience and training.
- g. The employee's objectives must meet the needs of the District's curriculum and agree with the District's educational philosophy. Approval of any such leave will depend heavily upon these conditions.
- h. The employee must make, upon a schedule developed with the administration, regular reports of progress to the Superintendent.
- i. If, for any reason, the continuation of the approved conditions of the leave is terminated, the employee shall notify the Superintendent immediately.
- j. If, for any reason, the employment ceases and/or the exchange employer does not make payment for any further wage, salary or benefits, the District will notify the employee that benefit coverage will end and no further payment will be made to the employee through the duration of the leave. The Superintendent shall meet with

the employee to determine what, if any, alternatives may be available. If the District has employed a substitute for the duration of the leave and the substitute has been granted employment for that time, the employee may not return to his/her position until the substitute's employment is completed. If prevented from returning to his/her position, the employee may be offered substitute service as available at the prevailing rate of pay.

- k. Within thirty (30) days following the conclusion of the leave, the employee shall prepare and submit to the Superintendent, upon a form designated by the District, a detailed report. Failure to satisfactorily complete this report, unless prevented by illness or physical disability, shall result in the employee's forfeiture of all benefits to which the employee is entitled for the period of the leave. The Board reserves the right to have a physician of its choice evaluate the condition of the employee's illness or disability at the expense of the District.
- l. The Board shall authorize no more than two (2) Classroom Occupational Exchange Leaves in any one term or half term. In the event of conflicting claims for leave, the Administration shall evaluate the leaves as to their benefit to the District and rank them accordingly. The person(s) whose leave requests are ranked highest shall have first priority for that term. In the event the administration is not able to determine a significant difference in benefit, the person(s) of longest District service shall have first priority.

Legal Reference

School Code: 522.2; 1166-1171

SABBATICAL LEAVE FOR RESTORATION OF HEALTH

3704

3704 Sabbatical Leave for Restoration of Health shall be provided in those circumstances wherein an eligible employee's illness or disability will not permit him or her to provide service for an extended period of time or at least one-half school term.

3704.1 In addition to those conditions specified in Sections 1166 through 1171 of the School Laws, the following conditions must be met for this leave:

- a. If the leave's scheduled termination does not coincide with the end of a school term, and if the employee and the District agree (with concurrence of the employee's physician), the employee may return to work to begin the new term upon the condition that the employee shall waive any future rights to utilize the leave time remaining upon the early return.
- b. The Board reserves the right to have a physician designated by the Board evaluate the employee's pre- or post-leave condition of illness or disability at the District's expense.
- c. Employees requesting this leave shall provide a signed statement from their physician specifically stating the need of this leave for the time requested in sufficient detail to justify same.
- d. Upon completion of the leave, the employee shall provide a signed statement from her or his physician certifying that the employee is able to resume his or her full duties.
- e. The employee shall keep the Superintendent advised upon a regular basis as to her or his medical progress during the leave.

- f. If, at the conclusion of the leave, the employee is partially disabled and unable to complete all duties of his/her position; this condition is a permanent disability and upon the request of the employee; the employee, the employee's doctor and the administration shall confer to determine if reasonable accommodation(s) can be made in compliance with the requirements of the Americans with Disabilities Act. The District shall provide for or allow those accommodations determined to be reasonable as quickly as possible.

Legal Reference

School Code: 1166-1171, Americans With Disabilities Act

LEAVE FOR PROFESSIONAL DEVELOPMENT

3705

3705 Leave for Professional Development (PD Leave) may be granted to permit an eligible employee to pursue formal educational study which will enhance his or her performance within the profession and the District, allow such employee to acquire an educational certification or license applicable to the needs of the profession and the School District, and/or allow such employee to complete a particular educational project or program which will significantly enhance the educational programs of the District's students.

3705.1 In addition to those standards defined in Sections 1166 through 1171 of the School Code, the following conditions must be met for this leave:

- a. Completed applications for this leave shall be submitted to the Superintendent and received by the Board on or before March 15 if the leave is for the beginning of the first semester of the upcoming school year, and on or before September 1 if the leave is for the beginning of the second semester of the current school year and shall be in a form prescribed by the District and include all required documentation.
- b. The leave may be for one-half school term or for a full school term, but shall not exceed one (1) full school term. The leave shall begin on the first day of a school term or half-term and end on the last day of said term or half-term as the case may be. The Board reserves the right to adjust the end and start times of half school terms to guarantee a reasonable exchange of student information with a substitute.
- c. If the intent of the leave is for educational study, the employee's objectives as stated within the application must specify the intended goals to be accomplished by completion of the study and how these objectives will improve the employee's ability to serve District students. The application will identify the college or university to be attended, as well as enumerate and briefly describe the courses to be taken. The employee will be required to provide official verification from the college or university that she or he has been accepted for this course work.

## WEST ALLEGHENY SCHOOL DISTRICT

- d. If the intent of the leave is to pursue a program of professional development, the application shall clearly define:
  - 1) The objectives to be completed.
  - 2) How these objectives will improve the employee's service to the profession and District students.
  - 3) The specific skills, knowledge and abilities to be acquired by students because of the impact of this professional development project.
- e. The employee's objectives must meet the needs of the District's curriculum and agree with the District's educational philosophy.
- f. The employee must make, upon a schedule developed with the administration, regular reports of progress to the Superintendent.
- g. If, for any reason, the approved conditions of this leave cease or suffer significant change, the employee must notify the Superintendent immediately.
- h. If the employee cannot continue with the conditions of the leave, the Superintendent will meet with the employee to determine what, if any, alternatives may be available. If the District has employed a substitute for the duration of the leave and the substitute has been guaranteed employment for that time, the employee may not return to his or her position until the substitute's employment is completed. In this event, the employee on leave may be offered substitute service as needed at the prevailing rate of pay.
- i. Within thirty (30) days following the conclusion of the leave, the employee shall prepare and submit to the Superintendent, upon a form designated by the

District, a detailed report indicating the accomplishments during the leave and transcripts for completed course work. If obtaining certifications or diplomas were included in the stated objectives at the time of leave approval, such items must also be provided. Failure to satisfactorily complete this report, unless prevented by illness or physical disability, shall result in the employee's forfeiture of all benefits to which the employee is entitled for the period of the leave. The Board reserves the right to have a doctor of its choice evaluate the condition of the employee's illness or disability at the expense of the District.

- j. If the receipt of undergraduate credit, graduate credit and/or professional development activities is an objective of the leave, the following conversion table shall determine whether minimum compliance as defined by the School Code has been met:
  - 1) Twenty (20) hours of professional development activity equals one (1) graduate credit.
  - 2) Fifteen (15) hours of professional development activity equals one (1) undergraduate credit.



VALIDATION OF LEAVE

3706

3706 Requirements for validation of leave shall include:

3706.1 Sabbatical Leave for Restoration of Health. A medical statement from a physician recommending leave and stating the reasons for the leave should be attached to application.

3706.2 Classroom Occupational Exchange Leave. A statement of applicant's objectives for this leave shall include:

- a. Specific training and experiences which will enhance applicant's ability to improve the educational programs of students.
- b. Include specific skills, knowledge and abilities to be acquired by students because of the impact of your work experience and training.
- c. Identifying how applicant's objectives will agree with the District's Educational Philosophy and curricula. Information shall include:
  - 1) Name of Agency.
  - 2) Location of Agency.
  - 3) Mailing Address.
  - 4) Primary Business of this Agency.
  - 5) Chief Executive Officer of the Agency (including address and phone number).
  - 6) Person Directly Supervising Applicant's Work (including address and phone number).
  - 7) Applicant's Specific Position and Duties.
  - 8) Specific Location of Applicant's Work Site (including address and phone number).

VALIDATION OF LEAVE (Continued)

3706

- 9) Statement signed by the responsible officer of the agency indicating that the agency understands the requirements of this program and that they agree to provide the work experiences to meet your objectives and that they will be responsible for all financial obligations required.

3706.3 Professional Development Leave. A statement of applicant's objectives for this leave shall include/identify:

- a. A statement defining intended goals to be accomplished by completion of the study and/or development program and how their accomplishment will improve applicant's ability to serve District students.
- b. The college/university (or other agencies to be involved if development activity).
- c. A listing of specific course work and/or specific development activities to be complete.
- d. Name, address and phone number of school advisor or person supervising development activities.
- e. Official verification of enrollment and course registration and/or verification of approval for development program.
- f. A proposed time schedule.

- 3800 The Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. With this as a precept, the Board seeks to provide a safe environment free from weapons for students, school personnel and persons using and visiting school property.

It shall be the policy of the Board that possession of a weapon by any person is prohibited in any District building, or on any grounds of the District, by a student or non-student on his/her way to or from school, in any vehicle providing authorized transportation of students to or from any District building or any District sponsored function, activity or event and at any school function, activity or event whether or not held on District property.

"Weapon" shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack; chemical agent such as acid, mace, tazer, shocker or stun gun; any explosive device, firearm (including pellet guns and BB 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 alikes," including any instrument or implement designed to look like a weapon or a facsimile of a weapon such as a toy gun or water pistol.

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

Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity. Such exceptions are to be approved in advance, in writing, by the Building Principal with the recommendation of the teacher or program director. The Principal shall facilitate the handling of any such device. Investigative Procedures/Actions are available in the offices of all school buildings.

Legal Reference

Gun Free Schools Act of 1994 Title 18, United States Code, Sections 921, 922

- 3820 The West Allegheny School District Crisis Prevention/Intervention Plan is designed to address the health, safety and welfare of all students, staff and visitors using prevention and response approaches.

The district administrators shall establish, with the approval of the Board of School Directors, the following guidelines:

- 3820.1 Regularly review and update school safety and security measures.
- 3820.2 Implement site security programs.
- 3820.3 Coordinate local school response teams for each school building and district office.
- 3820.4 Incorporate local and community resources.
- 3820.5 Establish links with local law enforcement and fire departments.
- 3820.6 Establish a communications plan with all internal and external entities
- 3820.7 Annually in-service all school personnel and community on the crisis plan.
- 3820.8 Establish safety procedures to effectively limit access to and monitor the school grounds.
- 3820.9 Establish a curriculum to focus on teaching students and staff to take responsibility for the personal safety and conflict resolution techniques.
- 3820.10 Establish proactive procedures to annually recognize positive contributions.

SEXUAL HARASSMENT – PROFESSIONAL STAFF

3900

3900 The Board reaffirms its commitment to maintaining an education environment conducive to learning at all times. Therefore, no student or member of the staff shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the staff to harass a student, for any student to harass another student, or for a student to harass a member of the staff through conduct or communications of a sexual nature as defined below:

3900.1 Definition.

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

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or when
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or when
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- d. Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching; and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, advancements, or demotions.

SEXUAL HARASSMENT – PROFESSIONAL STAFF (Continued)

3900

3900.2

Enforcement.

- a. The District will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.
- b. The District recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on the facts in each case.
- c. Given the nature of the type of discrimination, the District also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

3900.3

Reporting.

The procedures and guidelines for registering a sexual harassment complaint and the forms necessary to initiate an investigation are in the offices of each building principal and the central administration.

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# WEST ALLEGHENY SCHOOL DISTRICT

## RESPONSIBILITY FOR COMPLIANCE WITH BOARD POLICY

4000

- 4000 All school employees shall be held responsible for familiarizing themselves with the printed policies of the Board and shall be held accountable for compliance.

## DEFINITION OF SUPPORT PERSONNEL

4010

- 4010 Personnel serving in non-instructional capacities shall be regarded as regular employees of the District and subject to all regulations and entitlement specified in the various policies pertaining to them, unless such employees are designated on official records as substitute, part-time, or temporary personnel.

Legal Reference

School Code: 406

Act 195 (Effective October 21, 1970)

## RECRUITMENT AND SELECTION

4020

- 4020 It shall be the policy of the Board to maintain a continuous system of recruitment and selection of personnel be maintained in order to assure competent candidates for vacancies as needed.

4020.1 It shall be Board policy that when current employees apply for vacancies which would constitute promotion that such requests be given full consideration in light of applicant's qualifications.

4020.2 The Superintendent and his delegated agent shall be responsible for recruiting, interviewing, and screening qualified applicants for all positions.



APPLICATION MATERIALS

4025

4025 Each applicant for employment with the West Allegheny School Districts shall be required to furnish or aid in the acquisition of information needed to establish and maintain personnel records. The applicant will not be scheduled for an interview unless all application materials are completed.

4025.1 The following documentation is required:

- a. Completed application.
- b. Verification of high school graduation.
- c. Copies of past high school training transcripts.
- d. Record of previous employment.
- e. Pennsylvania State Police and/or FBI Criminal History background check (Act 34).
- f. Child Abuse History Clearance (Act 151)
- g. Immigration clearance.
- h. Other records as needed.

4025.2 Upon an offer of employment the prospective employee shall provide:

- e. Retirement records.
- f. Health records.
- g. Income withholding information.
- h. Applicable insurance information.

Legal Reference

Act 34 of 1985, as amended

Immigration Reform & Control Act of 1986

Child Abuse History Clearance Act 151

Act 211

24 P. S. § 1-11

## WEST ALLEGHENY SCHOOL DISTRICT

### PROCEDURE FOR CANDIDATE EVALUATION

4030

4030 Candidates for employment will be selected on the basis of:

- 4030.1 Application.
- 4030.2 Training background.
- 4030.3 Experience record.
- 4030.4 Personal attributes and interview.
- 4030.5 Ability and skills.

### EQUAL EMPLOYMENT OPPORTUNITIES

4035

- 4035 All applicants, regardless of sex, color, national origin, religion, age, marital status, or handicap, are to receive equal consideration and prompt attention. Candidates will be evaluated on their merits and qualifications for position.

#### Legal Reference

Title VI of the Civil Rights Act of 1964  
Rehabilitation Act of 1973, Section 504  
Public Law 95-256, April 6, 1978  
Age Discrimination Act of 1975  
Americans with Disabilities Act of 1990

HIRING PROCEDURE

4040

4040 The Board shall hire permanent support personnel only upon receiving a minimum of three (3) applications. If only one (1) applicant applies, information of the applicant's previous employment must be presented. Personnel will be hired only after receiving the following.

- 4040.1 A recommendation from the Superintendent and/or his/her designee.
- 4040.2 Pennsylvania State Police and/or FBI criminal history background check.
- 4040.3 Child Abuse History Clearance.
- 4040.4 Immigration clearance.

PERSONNEL FILES, CONTENT OF

4050

- 4050 Personnel records shall be maintained in the district office for each district employee and shall contain such items as:
- a. Application for employment.
  - b. Wage or salary information.
  - c. Notices of commendation.
  - d. Warnings or disciplines.
  - e. Authorization for a deduction or withholding of pay.
  - f. Fringe benefits information.
  - g. Leave records.
  - h. Employment history with the school district, including salary information, job title, dates of changes, retirement record, attendance records and performance evaluations.

Legal Reference  
Act 286 of November, 1978

## WEST ALLEGHENY SCHOOL DISTRICT

### PERSONNEL FILES, ACCESS TO

4052

4052 Any employee shall be allowed to review personnel record file in the personnel office in accordance with the following conditions:

4052.1 Only one (1) review shall be allowed in a given school year, unless extenuating circumstances may justify otherwise.

4052.2 The Superintendent or designee shall be present for all approved reviews.

4052.3 Requests for reviews shall be submitted only for times when the personnel office is regularly open.

4052.4 All review requests shall be filed at least five (5) working days before the first requested date.

Legal Reference  
Act 286 of 1978

### HEALTH CERTIFICATE

4060

4060 Physical examination of all employees is required by law and the Board of School Directors.

4060.1 Prior to employment, each employee shall submit to the District the results of a physical examination performed by a physician and recorded and signed on the proper form.

4060.2 Chest x-rays and/or Man Toux (DDPX) tests of all employees is required by law prior to commencing employment.

Legal Reference  
School Code: 1418

MANAGEMENT OF ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)  
INFECTION IN THE SCHOOL SETTING

4070

4070 The Board has the responsibility to safeguard the health of all students and employees of the District. The Board must also respect the right of affected students and/or employees to confidentiality, to the extent that the right to confidentiality does not interfere with the need to prevent an individual from placing others at risk. The Board, in conjunction with procedures recommended by the Allegheny County Health Department, has developed the following policy for the management of individuals with the AIDS-related virus (HTLV III/LAV) in the school setting.

- a. This policy is based on current evidence that the AIDS-related virus is not transmissible, under normal circumstances, by students or school employees within the school setting.
- b. This policy is also based on a commitment by the Allegheny County Health Department that it will monitor closely the status of any patient with AIDS-related virus within the school setting, and take immediate steps to eliminate the possibility of transmission if the patient becomes communicable.
- c. The terms infected student, infected school employee and infected individual are used in these guidelines to apply both to persons who have been diagnosed as having AIDS and to persons who are asymptomatic carriers; i.e., those who have been infected by the AIDS virus and may be capable of transmitting it, but who have not developed any of the recognized symptoms of AIDS.
- d. For most infected school-aged children, the benefits of an educational setting outweigh the very minimal risk of transmission of the AIDS-related virus to others in the school setting, and the risk of the individual acquiring other potentially harmful infections.
- e. For school employees with the AIDS-related virus who are capable of continued employment, decisions about their continued employment should be made by the patient and physician, subject to review by school district health personnel and the Superintendent.

The Superintendent will consult with the Allegheny County Health Department in determining the participation within the school setting of students and/or employees who may be infected with the AIDS-related virus. The Allegheny County Health Department will monitor those

MANAGEMENT OF ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)  
INFECTION IN THE SCHOOL SETTING (Continued) 4070

individuals who are infected but do not wish their status known to the school district.

- 4070.2 With direction from the Allegheny County Health Department, the Superintendent will determine which school officials, if any, will receive information about the infected individual. These persons will be required to preserve the confidentiality of information regarding the patient. Records will be kept confidential.
- 4070.3 Information about individuals infected with the AIDS-related virus in the school setting shall not be disclosed to the general public, other school employees, or other groups associated with the school.
- 4070.4 The Health Department and school district rules and regulations, which relate to illnesses and other diseases among students and staff will also apply to individuals with the AIDS-related virus.
- 4070.5 Routine screening in the school setting for AIDS virus presently is not warranted. Based on existing available information, a screening test will not be required at this time as a condition of continued employment or school attendance.
- 4070.6 Decisions about the participation of individuals infected with the AIDS virus in the school setting will be made on a case by case basis. The decisions will be based on the infected individual's physical condition and expected interaction with others in the school setting.
- 4070.7 This policy will be reviewed on a regular basis to take into account any new medical information that becomes available.
- 4070.8 The Superintendent is authorized to establish further guidelines and procedures should they become necessary to implement this policy.

## WEST ALLEGHENY SCHOOL DISTRICT

### PERSONNEL ASSIGNMENT

4100

- 4100 Support personnel shall be assigned by the Superintendent or his designee. It shall be the responsibility of the Superintendent to deploy all personnel in such a manner as to assure efficiency and economy.

### SPECIFIC ASSIGNMENT

4110

- 4110 The Principal or other appropriate administrators will make specific assignments in keeping with the qualifications of each employee and the needs of the program.

- 4110.1 No new assignment shall be made which places one member of a family in direct supervisory or evaluative relationship with another member of his/her immediate family. A member of the immediate family shall be defined as: wife, husband, sister, brother, son, daughter, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

### RESPONSIBILITIES AND DUTIES

4120

- 4120 Each employee is directly responsible to the designated supervisor.

- 4120.1 Each employee has a responsibility commitment for:
- a. The smooth and efficient operation of the school system.
  - b. The growth and development of students.
  - c. Professional growth through various appropriate skill development programs.
- 4120.2 Additional responsibilities may be assigned by the designated supervisor depending upon the demand of the educational system.



## WEST ALLEGHENY SCHOOL DISTRICT

### DUTIES OF THE SECRETARIAL PERSONNEL

4130

4130 It shall be the responsibility of these employees to provide efficient and effective office services for the various school offices and the principals or supervisors in charge, and to see that the office functions in a businesslike manner at all times.

4130.1 The responsibilities of each secretarial employee may vary greatly and may change from time to time as the educational program demands.

4130.2 The secretarial personnel shall perform all duties that may be assigned by their immediate supervisors.

### EVALUATION OF EMPLOYEES

4140

4140 Evaluation of support personnel is a management function and shall be the duty and the responsibility of the Superintendent or his designee.

## WEST ALLEGHENY SCHOOL DISTRICT

### SOLICITATION OR SELLING

4200

- 4200      The Superintendent shall be responsible for the establishment of procedures and regulations governing solicitation or selling within the District.
- 4200.1      No employee shall solicit money from students or their parents/guardians for additional materials or equipment or create the impression with students that such equipment or materials are necessary.
- 4200.2      Soliciting outside school premises for funds for school activities, or sales of products outside school premises for funds for school activities by the students or staff of any school shall be allowed only after the approval of the Principal and the Superintendent.
- 4200.3      Solicitation or borrowing of school furniture, equipment, or other materials for school activities shall be governed by this policy, and shall be allowed only after compliance with the prescribed procedures.
- 4200.4      There shall be no soliciting in the schools of the district with the exception of those approved by the Superintendent.

# WEST ALLEGHENY SCHOOL DISTRICT

## SUSPECTED CHILD/STUDENT ABUSE

4224

4224        The Board believes that all children have a right to be free from abuse in the home and in the school. School personnel are in a unique position to recognize suspected abuse, and, therefore, are mandated to report such abuses.

4224.1        The Board authorizes the Superintendent to establish procedures that enforce and complement the "Child Protective Services Act" of the Commonwealth of Pennsylvania.

Legal Reference  
Act 134 of 1975  
Act 151 of 1994

CHILD ABUSE REPORTING PROCEDURES

4225

- 4225      Act 134, the Child Protective Services Law, declares that abused children are in urgent need of an effective child protective service to prevent them from suffering further injury and impairment. "It is the purpose of this act to encourage more complete reporting of suspected child abuse. . ."

School personnel can play an effective role in protecting children through prompt and responsible reporting of suspected child abuse cases as required by law.

Any mandated reporter who willfully fails to report is guilty of a summary offense, and, with subsequent failures to report, is guilty of a misdemeanor.

Mandated reporters include but are not limited to teachers, nurses, counselors, administrators and medical examiners.

- 4225.1      Any teacher, nurse, or counselor who suspects a case of child abuse is to notify the Principal in writing. This immediately places the responsibility for further action on the Principal. However, this does not relieve the mandated reporter of the responsibility of seeing that a report is filed with Child Protective Services.

- a.      In the event the Principal is not available, the teacher is to contact the Director of Pupil Personnel Services. In his/her absence, the Director of Educational Services or Superintendent is to be contacted.
- b.      School employees shall not contact the child's family or any other person to determine the cause of suspected abuse or neglect.

- 4225.2      The Principal will make an oral report to the Childline and submit a written report (CY 47-9/83) within forty-eight (48) hours after the oral report.

- 4225.3      Any personal interview or physical inspection of any child should be conducted in a professional manner by qualified personnel and with a witness present.

## WEST ALLEGHENY SCHOOL DISTRICT

- 4225.4 If additional resources are needed to confirm suspected cases of child abuse, the Principal shall make these resources available.
- 4225.5 After the report has been made, the Principal will decide whether the parents/guardians will be notified regarding the actions taken.
- 4225.6 The Principal shall provide feedback to all persons involved on the results of all reported cases of suspected child abuse.
- 4225.7 Any person, school or agency participating in good faith in the making of a report or testifying in any proceeding arising out of an instance of suspected child abuse, the taking of photographs, or the removal or keeping of a child pursuant to these regulations shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions. For the purpose of any proceeding, civil or criminal, the good faith of any person required to report cases of child abuse shall be presumed.

### Legal Reference

Child Protective Services Law Act 134 of 1975 Act 136 of 1982 Act 34 of 1985

# WEST ALLEGHENY SCHOOL DISTRICT

## GIFTS TO EMPLOYEES

4250

- 4250 All school employees shall discourage and decline the acceptance of gifts, other than token gestures of appreciation, from students and/or parents.

TECHNOLOGY ACCEPTABLE USE POLICY

4270

- 4270 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.

Internet users are expected to use the Internet and World Wide Web as an educational resource. The Internet and World Wide Web have been available in the district as a resource to promote and enhance the educational experience. All District Internet and World Wide Web resources must be used appropriately and explicitly for educational purposes only.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of each student.

As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC).

Signed user agreements pursuant to this policy shall be executed by students, parents and staff and remain on file in the office of each building. Forms are available in all building offices.

4270.1 DISCLAIMER

The electronic information available to students and staff does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received.

The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is received via the Internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

4270.2 NO EXPECTATION OF PRIVACY

There is no expectation of privacy for any user of the West Allegheny School District's computer network, including Internet access and e-mail.

Users shall have no expectation of privacy in anything created, stored, sent or received on a District computer.

West Allegheny retains the right, but not the duty, to randomly or specifically monitor without prior notice, any person's use to ensure that the computer network is being used properly, to ensure that it is used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the computer network. This monitoring includes accessing files and communication.

The District reserves the right to log network use and to monitor fileserver space utilization by District users.

#### 4270.3 PRIVILEGE/NOT A RIGHT

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/r appropriate disciplinary action.

#### 4270.4 COMPLIANCE

The Board establishes that any information that is obscene, child pornographic or harmful to minors, all as defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors.

The Superintendent or his/her designee shall be responsible for implementing technology and procedures to determine whether the District's computers are being used for purposes prohibited by law or this Policy. The procedure shall include, but not be limited to:

- a. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
- b. The Superintendent or designee shall have the authority to determine what inappropriate use is.

#### 4270.5 PROHIBITIONS

All users 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:



## WEST ALLEGHENY SCHOOL DISTRICT

- a. Unlawful activity.
- b. Commercial or for-profit purposes
- c. Non-work or non-school related work.
- d. Products advertisement or political lobbying.
- e. Hate mail, discriminatory remarks and offensive or inflammatory communication.
- f. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- g. Access to obscene or pornographic material or child pornography.
- h. Inappropriate language or profanity.
- i. Transmission of material likely to be offensive or objectionable to recipients.
- j. Intentional obtaining or modifying of files, passwords and data belonging to other users.
- k. Impersonation of another user, anonymity and pseudonyms.
- l. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- m. Loading or using unauthorized games, programs, files or other electronic media.
- n. Disruption of the work of others.
- o. Destruction, modification, abuse or unauthorized access to network hardware, software and files (i.e. backup).
- p. Quoting of personal communications in a public forum without the original author's prior consent.
- q. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- r. Unsupervised Chat rooms.

Student users shall not use electronic mail (e-mail) without receiving specific authorization from a teacher or Administrator.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

### 4270.6.SECURITY

System security may be protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, the following guidelines shall be followed:

- a. Users shall not reveal their passwords to another individual
- b. Users are not to use a computer that has been logged in under another student or employee's name.
- c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

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

4270.7 COPYRIGHT/SOFTWARE

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

4270.8 CONSEQUENCES FOR INAPPROPRIATE USE

The network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of date belonging to others; copyright violations; and theft of services may be reported to the appropriate legal authorities for possible prosecution.

Loss of access and other disciplinary actions up to and including suspension or expulsion from school shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to, uploading or creating computer viruses.

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.

#### 4270.9 SAFETY

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who received threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including Chat rooms, e-mail, Internet, etc.

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 (as those terms are defined by CIPA).

Internet safety measures shall effectively address the following:

- a. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
- b. Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
- c. Prevention of unauthorized online access by minors, including "Hacking" and other unlawful activities.
- d. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- e. Restriction of minor's access to materials harmful to them.

The technology protection measure may be disabled by a West Allegheny School District staff member for "bon a fide" research purposes to be undertaken by an adult, provided the adult is not a secondary student.

4270.10      USER AGREEMENTS

The Superintendent shall develop user agreements to be executed by students, parents and staff pursuant to this Policy.

4270.11      ADDITIONAL PROVISIONS

Employees and students have “no expectation of privacy: with regard to e-mail.

Only authorized district personnel may make additions/modifications of district website files.

Administrators may develop additional guidelines to ensure efficient and proper use of the computer system and Internet.

The District reserves the right to conduct random checks to ensure compliance with this policy

4270.12      YOUR RIGHTS

Your rights to free speech, as set forth in the Student Rights and Responsibilities Policy (SRRP) and the Code of Student Conduct, apply also to your communication on the Internet. The West Allegheny School District Internet system is considered a limited forum, similar to the school newspaper, and therefore, the District may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the West Allegheny School District Internet system may lead to discovery that you have violated this policy, The SRRP, the School Code of conduct and/or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the SRRP, or the law. The investigation will be reasonable and related to the suspected violation.

## WEST ALLEGHENY SCHOOL DISTRICT

- d. Your parents have the right at any time to request to see the contents of your e-mail file.

### Due Process

- a. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the West Allegheny School District Internet system.
- b. In the event there is a claim that you have violated this Policy, the SRRP or the Student Code of conduct in your use of the West Allegheny School District Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the SRRP.
- c. If the violation also involves a violation of other provisions of the SRRP, it will be handled in a manner described in the SRRP. Additional restrictions may be placed on your use of your Internet account.

### Legal reference:

Child Internet Protections Act  
Federal Communications Commission regulations

Approved By Board  
August 21, 2002

## WEST ALLEGHENY SCHOOL DISTRICT

### RESIGNATION

4300

- 4300 A support employee desiring to terminate his/her service shall give the Superintendent and Principal or Supervisor at least two (2) weeks written notice.

### DISMISSAL

4310

- 4310 All actions for dismissal shall be conducted in accordance with the Pennsylvania State Law. In addition, the employee shall be notified immediately of termination and the reasons for the dismissal action on the part of the district.

### STAFF DEVELOPMENT

4350

- 4350 The Board recognizes the value of and encourages the development of a continuing program of staff development for support personnel.

4400 It is the desire of the Directors that disclosure of information necessary for an enlightened and confident citizenry be assured. The District shall comply with the "Right to Know" Act, the "Sunshine Law," and prevailing Board policy. Exceptions to these laws shall be in accord with pertinent State Board of Education Regulations, the Family Educational Rights and Privacy Act, Section 1409 of the Code which speaks to health records and Act 286 which controls employee access to personnel files. The Superintendent shall determine the applicability of these parameters with respect to types of information being requested and reasons therefore.

All requests for information which require staff time to procure or prepare shall be met only if the request is in writing, the request is reasonably specific and includes a list of documents to be furnished, and the person making the request is a resident of the School District. The District shall respond within a reasonable time considering the scope or complexity of the information requested and the day-to-day work schedule of those involved. Response time shall be determined by the Superintendent or his designee. While some copying may require a higher charge, the minimum charge for materials copied by the District shall be twenty-five cents (25¢) per page.

Requests to examine district records shall be made in writing and scheduled at times and places which are convenient to the district's operation. Records in their original/official form shall not be removed from the district or school office, but may be examined under the supervision of an authorized school employee.

# WEST ALLEGHENY SCHOOL DISTRICT

## PRIVACY OF PERSONAL HEALTH INFORMATION (HIPAA)

4440

4440 The District shall limit the dissemination of protected health information in accordance with and to the extent required by the Health Insurance Portability and Accountability Act of 1996 and its accompanying regulation.

4440.1 The Superintendent or Superintendent's designee shall be responsible for developing procedures to implement this policy in a timely manner including the designation of a HIPAA Compliance Officer.

4440.2 Information regarding these procedures will be available to the public at the District Office or any Principal's Office.

Approved by the Board May 19, 2004



FREEDOM OF SPEECH IN NON-SCHOOL SETTINGS

4480

4480 The Board acknowledges the right of its employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which an administrator's expression could conflict with the district's interests. In situations in which an administrator is not engaged in the performance of professional duties, he/she should:

- 4480.1 Recognize that as an administrator comments will be commonly viewed as representative of the district;
- 4480.2 State clearly that his/her expression represents personal views and not necessarily those of the school district;
- 4480.3 Not direct expression toward any individual(s) with whom he/she would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships;
- 4480.4 Refrain from expressions that would interfere with the maintenance of student discipline;
- 4480.5 Refrain from making public expressions which he/she knows to be false or made without regard for truth or accuracy; and
- 4480.6 Not make threats against co-workers, supervisors or District officials.
- 4480.7 Violations of these guidelines may result in disciplinary action up to and including dismissal.

POLITICAL ACTIVITIES - SUPPORT STAFF

4490

4490 The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, school property and school time, paid for by all the people, may not be used for political purposes.

4490.1 The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities:

- a. No employees shall engage in political activities upon property under the jurisdiction of the Board.
- b. Political circulars or petitions may not be posted or distributed in school.
- c. The collection of and/or the solicitation for campaign funds or campaign workers are prohibited on school property.
- d. The use of pupils for writing or addressing political materials or the distribution of such materials to or by pupils is forbidden.
- e. When working in a facility of this district used as a polling place on an officially declared Election Day, an administrator will not promote the candidacy of any candidate or political party.
- f. No administrator will make threats against co-workers, supervisors or district officials.
- g. Violations of these guidelines may result in disciplinary action up to and including dismissal.

4490.2 District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

4490.3 The following situations are exempt from the provisions of this policy:

## WEST ALLEGHENY SCHOOL DISTRICT

### POLITICAL ACTIVITIES – SUPPORT STAFF (Continued)

4490

- a. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, current events, and political science;
- b. The conducting of student elections and campaigning connected therewith; and
- c. The conducting of employee representative elections

4490.4

Violations of any of the foregoing shall, at the discretion of the Board, constitute cause for reprimand, penalty or dismissal.

### MILITARY LEAVE

4500

4500

Support personnel desiring military leave shall file a written request with the Superintendent.

SMOKING - INSTRUCTIONAL STAFF AND VISITORS

4650

4650      The Board recognizes that smoking presents a health and safety hazard which can have serious consequences for the smoker and nonsmoker and the safety of the school district. Because of the Board's concern with the safety of the district and in order to protect students, employees, visitors and guests from an environment that may be harmful to them and in compliance with State and Federal laws including the Pro-Children act of 1994, the Board hereby:

4650.1      Prohibits smoking by all employees and visitors in school buildings or within school owned, contract or leased vehicles.

4650.2      Prohibits smoking by all persons on school grounds.

4650.3      Prohibits smoking on school grounds by all employees.

4650.4      Prohibits smoking by all persons when supervising students in school-related activities.

4650.5      Prohibits smoking in bleacher/stadium seating by all persons.

4650.6      For the purpose of this policy "smoking" shall mean all uses of tobacco, including but not limited to, cigars, cigarettes, pipes and smokeless tobacco.

4650.7      Violations of this policy by employees will result in the following progressive discipline unless a particular violation is judged to be willful or contemptuous, in which case more severe discipline may be imposed:

First offense - Verbal warning

Second offense -Letter in file. (Upon completion of a Smoking Cessation Program, the letter will be withdrawn.

Third offense - Suspension without pay for two (2) days.

Fourth offense -Further suspension or possible dismissal.

4650.8      The provisions of this policy apply to all individuals or organizations using school facilities. Violations of this policy will be taken into consideration in determining if future requests for building use should be granted.

Legal Reference

Act 168 of 1988 – Pro Children Act of 1994

Revised by Board 3/15/2000

WEAPONS - INSTRUCTIONAL STAFF AND VISITORS

4800

## WEST ALLEGHENY SCHOOL DISTRICT

4800 The Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. With this as a precept, the Board seeks to provide a safe environment free from weapons for students, school personnel and persons using and visiting school property.

It shall be the policy of the Board that possession of a weapon by any person is prohibited in any District building, or on any grounds of the District, by a student or non-student on way to or from school, in any vehicle providing authorized transportation of students to or from any District building or any District sponsored function, activity or event and at any school function, activity or event whether or not held on District property.

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

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

Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity. Such exceptions are to be approved in advance, in writing, by the Building Principal with the recommendation of the teacher or program director. The Principal shall facilitate the handling of any such device. Investigative Procedures/Actions are available in the office of all school buildings.

Legal Reference Gun Free Schools Act of 1994  
Title 18,  
United States Code, Sections 921, 922

- 4820 The West Allegheny School District Crisis Prevention/Intervention Plan is designed to address the health, safety and welfare of all students, staff and visitors using prevention and response approaches.

The district administrators shall establish, with the approval of the Board of School Directors, the following guidelines:

- 4820.1 Regularly review and update school safety and security measures.
- 4820.2 Implement site security programs.
- 4820.3 Coordinate local school response teams for each school building and district office.
- 4820.4 Incorporate local and community resources.
- 4820.5 Establish links with local law enforcement and fire departments.
- 4820.6 Establish a communications plan with all internal and external entities
- 4820.7 Annually in-service all school personnel and community on the crisis plan.
- 4820.8 Establish safety procedures to effectively limit access to and monitor the school grounds.
- 4820.9 Establish a curriculum to focus on teaching students and staff to take responsibility for the personal safety and conflict resolution techniques.
- 4820.10 Establish proactive procedures to annually recognize positive contributions.

SEXUAL HARASSMENT - INSTRUCTIONAL STAFF

4900

4900       The Board reaffirms its commitment to maintaining an education environment conducive to learning at all times. Therefore, no student or member of the staff shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the staff to harass a student, for any student to harass another student, or for a student to harass a member of the staff through conduct or communications of a sexual nature as defined below:

4900.1       Definition.

Sexual harassment, for purposes of this policy is defined as any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or statements made by someone in the workplace which are unwelcome, offensive, or objectionable to the recipient or which cause discomfort or humiliation, or which interfere with job performance and which can be reasonably determined to constitute unlawful behavior as follows:

- a.       Submission to such conduct is made either an explicit or implicit a term or condition of an individual's employment or education; or
- b.       Submission to or rejection of such conduct is used as the basis for employment affecting the recipient; or
- c.       The conduct has the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile, or offensive work environment.
- d.       Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, advancements, or demotions.

SEXUAL HARASSMENT - INSTRUCTIONAL STAFF (Continued)

4900

4900.2 Enforcement.

- a. The District will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.
- b. The District recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on the facts in each case.
- c. Given the nature of the type of discrimination, the District also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

4900.3 Reporting.

The procedures and guidelines for registering a sexual harassment complaint and the forms necessary to initiate an investigation are in the offices of each building principal and the central administration.



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## WEST ALLEGHENY SCHOOL DISTRICT

### INSTRUCTIONAL SERVICES, INSTRUCTIONAL GOALS

5000

- 5000 The Board subscribes to an instructional program and such courses of study that will enable each student to function effectively and responsibly in a changing world. The educational objectives of the District have been prepared to meet the needs of the suburban, industrial, and agricultural school community.

### ACCREDITATION

5010

- 5010 The Board endorses the validation of educational planning and programming of the school system by encouraging its staff to work toward attaining and continuing accreditation of the school system by the Pennsylvania Department of Education and Middle States Association.

## WEST ALLEGHENY SCHOOL DISTRICT

### ACADEMIC FREEDOM

5020

5020 Teachers shall be protected from censorship or restraint, which unreasonably interferes with their obligation to expose students to controversial issues and to help students express their own views of such issues.

5020.1 Controversial issues arising from classroom situations and subject matter may be discussed and explored in classrooms. Care shall be taken not to inhibit the dignity, the personality, or the intellectuality of either the teacher or the student.

5020.2 Freedom to learn requires that students be given an opportunity to develop an understanding of ideas and people who may seem alien to them and that they develop a capacity to discern the differences between fact and opinion, and to weigh arguments, slogans, and appeals.

### ORGANIZATION OF INSTRUCTION

5030

5030 The Board is responsible for public education, grades kindergarten through twelve (K-12), throughout the system. The grouping and housing of instructional levels in school facilities throughout the system shall be according to plans developed by the Superintendent and approved by the Board.

5030.1 The school organization by grade is as follows:

- a. Elementary School (Grades K - 5).
- b. Middle School (Grades 6 - 8).
- c. High School (Grades 9 - 12).

## WEST ALLEGHENY SCHOOL DISTRICT

### SCHOOL YEAR/SCHOOL CALENDAR

5040

- 5040 All elementary, middle, and secondary schools of the system shall be kept open each year at least one hundred eighty (180) full days for instruction of students.
- 5040.1 The Board shall adopt a school calendar prior to the beginning of each school year.
- 5040.2 The system may conduct special in-service days or special school sessions or pilot programs beyond the regularly scheduled school year provided they are approved by the Board.

### SCHOOL DAY

5041

- 5041 The Board shall approve the school day which shall consist of no less than five and one-half (5 1/2) hours of instruction to secondary students and five (5) hours of instruction time to elementary students.
- 5041.1 The Superintendent and the Board may lessen the school day due to extreme inclement weather, for in-service training as provided under Act 80, or for other emergencies.

Legal Reference  
School Code: 1504

## WEST ALLEGHENY SCHOOL DISTRICT

### CURRICULUM DEVELOPMENT

5100

- 5100 The basic responsibility for curriculum development rests with the Superintendent, who may delegate portions of this responsibility to the administrative and supervisory staff of the system.

### RESEARCH

5110

- 5110 The Board recognizes the need and value of educational research. Any research project involving curriculum must receive prior approval from the Superintendent.
  - 5110.1 The Superintendent may, with Board approval, institute new programs or pilot studies if it appears that the program being developed can be of basic and intrinsic value to the student.

## WEST ALLEGHENY SCHOOL DISTRICT

### STUDENT ORGANIZATIONS

5200

5200 With the approval of the Superintendent and school Principal, students may form school-related extracurricular activity organizations.

5200.1 Each student organization must have a faculty sponsor.

5200.2 The activities of each student organization shall be subject to the policies on student activities in the 6000 Series.

5200.3 Any program necessitating general fund expenditures shall require Board approval.

### STUDENT PERFORMANCES

5201

5201 Any student or any group of students giving a public performance in the name of any school in the District shall first secure approval of the Principal of the school being represented.

5201.1 Student performances shall be in keeping with the general goals and objectives of the school system.

5201.2.1 Student performances may not be given as a promotion of a particular business.

5201.3 A student shall not accept remuneration for performing in the name of the District.

## WEST ALLEGHENY SCHOOL DISTRICT

### ADULT EDUCATION PROGRAMS

5210

- 5210 The school district may cooperate with other agencies and institutions which have responsibility and provide funding for adult education.

5210.1 Involvement in adult education programs, adult evening classes, or adult college level classes, shall not interfere with the function of serving the students of the school systems in grades kindergarten through twelve (K-12).

### ATHLETIC ELIGIBILITY

5220

- 5220 The Superintendent or his designee will develop and maintain athletic eligibility guidelines in compliance with appropriate governing bodies.

### GROUPING FOR INSTRUCTION

5300

- 5300 Assignment of students throughout the system is the responsibility of the Superintendent; however, assignment to specific classes is the responsibility of the Principal or his/her designee.

### CLASS SIZE

5310

- 5310 The Board, at the recommendation of the Superintendent, shall determine class size.



## WEST ALLEGHENY SCHOOL DISTRICT

### COMPLAINTS

5400

- 5400 All personnel shall be responsible for knowing the proper places to route various complaints that may be brought concerning the schools, the school program, or school operation.

### CURRICULUM AND INSTRUCTIONAL RESEARCH AND SERVICE CENTERS

5410

- 5410 The Superintendent may establish one or more Curriculum and Instructional Research and Research Centers to serve professional needs.

### COMMUNITY INSTRUCTIONAL RESOURCES

5411

- 5411 The staff of the school system shall take advantage of community educational resources to the extent to which they provide the best means of reaching educational objectives of the District.

EDUCATIONAL SCHOOL TRIPS

5420

- 5420      The Educational School Trips are designed to serve the best interests of the students in order to stimulate student interest and inquiry while providing opportunities for educational growth and development which are appropriate extensions of the classrooms. To the extent that they provide a more effective means for accomplishing specific curricular objectives of the school systems, field trips may be approved.
- 5420.1      The Superintendent shall be responsible for development of procedures for the request and approval of desired educational school trips.
- 5420.2      Overnight educational school trips shall be authorized only by Board action in advance of such trip.
- 5420.3      An educational school trip is defined as a group of students leaving a school campus under the sponsorship of the school and under supervision of school employee(s) to extend educational experiences consistent with the general goals and objectives of the instructional programs.
- 5420.4      Students being bused for an educational school trip or any other sponsored or approved activity shall be conducted according to approved Educational School Trip Request Guidelines.
- 5420.5      Accommodations shall be provided for special needs students requiring assistance on educational school trips.

## WEST ALLEGHENY SCHOOL DISTRICT

### HOMEBOUND INSTRUCTION

5430

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

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

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

Legal Reference  
School Code: 1372

### SCHOOL VOLUNTEERS

5440

5440 The Board may authorize a volunteer program in the school system, subject to suitable regulations and safeguards as provided by the Superintendent.

5440.1 Appropriate recognition of volunteer services shall be made annually.

COMPLAINTS/CHALLENGES TO LIBRARY AND INSTRUCTIONAL MATERIALS 5450

- 5450 It is the District's intent to assure an open posture with regard to textbooks, library books, and other instructional materials selected by the professional staff. At the same time, the rights of parent/guardian and students to challenge such selections should be carefully protected.

Board approved guidelines entitled "Selecting Library Materials and Dealing with Complaints", shall be utilized as the procedure by which the District shall respond to complaints about books or materials used in the District's Educational Program. The guidelines shall be available from any school librarian, the Principal's Office, or the District Office.

LIBRARY CIRCULATION RECORDS

5451

- 5451 Records relating to the circulation of library materials which contain the names or other personally identifying details regarding the users of library materials shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.

5451.1 Library materials checkout card (book charge-out card) may still be used except that upon the return of said item/s the borrower's name should be expunged with a magic marker or similar indelible device.

5451.2 Alternate systems for protection of confidentiality of users are:

- a. Separate sign-out sheets not shelved with the books.
- b. A number coding system.

5451.3 If lists of names of students who are charged with overdue materials are posted, the respective materials with which they are charged shall not be included on the listing.

COPYRIGHT VIOLATION

5460

5460        The Board recognizes and honors the copyrights of authors and publishers. Consequently, the responsibility for copyright violations shall rest with the employee who authorized the illegal copying/use of copyrighted materials. The guidelines listed below serve as directives in the duplication of copyrighted media materials.

5460.1        Copyrighted materials may not be copied or reproduced without written permission from or a license agreement with the producer.

5460.2        Emergency copying, where time factors do not permit licensing or written permission, will be permitted providing there are recorded efforts to acquire written permission or a license agreement. Retention of any material copied under these conditions will be dependent on the terms established by the producer.

5460.3        Any copying or reproducing for the purpose of avoiding the purchasing of additional originals is prohibited.

5460.4        The copyright notice, which appears in the original, must be included in all subsequent copies.

5460.5        Copies may be made for certain academic purposes other than for performances or distribution, but must comply with academic research sections of the law.

5460.6        All off-air taping of broadcast television programs must comply with the following guidelines from the Congressional Record, October 14, 1984:

- a.        A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed forty-five (45) calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

- b. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period.
- c. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
- d. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
- e. After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar days retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum and may not be used in the recording institution for student exhibition or any other nonevaluation purpose without authorization.
- f. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- g. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

- h. At the close of the academic year the audiovisual center shall erase all off-air recordings for which evidence has not been provided that the material has been licensed or purchased.
- i. Videotaped off-air programs for the purpose of previewing shall be erased at the end of the 10/45 day period unless the requesting faculty member indicates, in writing, the desire to acquire permission from the producer to retain the copy.

Legal Reference

Copyright Revision Act of 1976 (P.L. 94-553)

BEC Cir. Nov. '78, F. S. Manchester, Commissioner for Basic Ed.

School Law Information Exchange, Vol. XXI, No. 90, PSB Solicitors Assoc.

Congressional Record, October 14, 1984

Report from AECT Task Force on "Copyright Issues," Esther R. Sinofsky, May-June, 1985.

HOME EDUCATION PROGRAMS

5470

- 5470 The Board recognizes the rights of parent/guardian to educate their children in their own home. The school district is required by law to insure that each school age resident in the district is enrolled in a program of regular daily instruction whether conducted by the district, by a licensed non-public or private school, or by a home education program, and that the instruction provided in any of the above must meet standards approved by the Superintendent.
- 5470.1 Parents/guardians are permitted, under certain conditions, to educate their children at home. Parent/guardian desiring home education programs shall apply for approval through established procedures emanating from the Superintendent.
- 5470.2 Parent/guardian must abide by the Home Education Guidelines, as established by the Board.
- 5470.3 Procedures and guidelines for home education are available in the Superintendent's office.



PARENTAL INVOLVEMENT POLICY  
TITLE 1 READING PROGRAM

5480

5480 **PART I. GENERAL EXPECTATIONS**

The West Allegheny School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

PARENTAL INVOLVEMENT POLICY (Cont.)  
TITLE 1 READING PROGRAM

5480

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

For states where a Parental Information and Resource Center is established, the school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center.

**PART II.**      **DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. **The West Allegheny School District will take the following actions to involve parents in the joint development of its district wide parental Involvement plan under section 1112 of the ESEA:**
  - Invite parents of Title I students to meeting where the parent involvement policy will be developed and modified as needed.
  - Convene an annual meeting to review the district and school parent involvement policy, and solicit input with regards to needed modifications, additions or deletions to the policy.
  - Ensure that parents of Title I students are provided with the opportunity to attend the annual meeting by scheduling such on various dates and times to ensure the participation of all parents who wish to do so.

2. **The West Allegheny School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:**
  - Parents will be included on the District's Act 48 committee.
  - Parents will be included on the District's Strategic Plan committee. Parents will be involved in the annual review of the Title I program, be encouraged to give input regarding this and other programs, and will be surveyed to evaluate said programs.
3. **The West Allegheny School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:**
  - Conduct an annual evaluation of the parental involvement activities developed.
  - Conduct an annual evaluation of the Title I program, as relates to individual Title I schools and the program as a whole.
  - Solicit input regarding the improvement of these activities.
  - Conduct a survey to determine the needs of parents of Title I students regarding their needs in relation to methods to improve student achievement.
  - Provide the time for Title I staff to meet with the parents of eligible children to address student progress and needs, as well as parent needs.
4. **The West Allegheny School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following programs: DART, HEAD START, local preschools, etc.**

District representatives will attend annual IEP and transition meeting to make parents aware of the various programs available in the District. Parents will be given the opportunity to visit the school prior to their child beginning the school year. Local preschools will be provided with the opportunity to bring their students to the school for a visit during the school day to tour and spend time in the kindergarten classrooms. A Kindergarten Orientation will be held in the spring of each year tailored for parents, to provide information and answer questions regarding the schools programs, registration process, etc. A summer orientation will be held for both parents and students.

- 5. The West Allegheny School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:**
- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
- the State's academic content standards,
  - the State's student academic achievement standards,
  - the State and local academic assessments including alternate assessments,
  - the requirements of Part A,
  - how to monitor their child's progress, and
  - how to work with educators:

Provide information to parents regarding various parent workshops available through the Allegheny Intermediate Unit, The State Parent Advisory Committee. Additionally, funds will be provided through the Title I Part A grant to supplement travel for these workshops for parents who have an interest in attending. Annually, parents of students receiving Title I services will be provided with copies of the Pennsylvania Academic Standards for reading, math, writing and science. The No Child Left Behind Law will be explained to parents at the annual meeting and/or at parent workshops provided by the District. Meetings will be held individually and as a group to explain and heighten parent awareness of local assessments (including Scantron Performance Series, Vantage Writing assessment, student portfolio assessment, classroom assessment and Title I assessment) and state assessment (PSSA). Workshops will be provided to train parents in areas related to assisting their child to progress academically, and to achieve proficiency in all academic areas. Training sessions will be held to prepare parents to act as volunteers in the District's schools.

PARENTAL INVOLVEMENT POLICY (Cont.)  
TITLE 1 READING PROGRAM

5480

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
- Provide to parents, on an annual basis copies of various publications intended to assist parents in understanding and promoting their child's academic achievement.
  - Provide specific training sessions to parents, based on annual needs assessments, in the areas of literacy, technology, study skills, understanding of the Pennsylvania State Standards, anchors, writing skills, etc.
  - Provide to parents on an annual basis a Title I brochure explaining the program goals, methodology, and information regarding staff.
- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Providing professional development in the areas of effective communication, conferencing skills, utilizing parent volunteers in the classroom,
  - Assisting parents in how to effectively engage and work with their children at home, use of the library, best practices with homework, etc.
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Provide parents of children in these programs with notification of workshops, training sessions, volunteer opportunities, etc. through child staff meetings.

PARENTAL INVOLVEMENT POLICY (Cont.)  
TITLE 1 READING PROGRAM

5480

- Communicate with local preschools and day cares regarding the District curriculum when warranted and
- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Through the English as a Second Language Program staff, communication of school events will be given to and explained to parents.
  - Translation of notification of meetings, workshops, test scores, District Report Card, PSSA results, etc., through the PDE provided services.

**PART III.**                    **DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Parents will be included on the District's Act 48 Committee to develop effective training/professional development activities for staff.
- Through the Title I program funding, childcare will be provided when necessary so that parents may attend workshop/training sessions provided by the District.
- Staff will provide opportunities for parents to attend conferences, workshops and training sessions at a variety of times to promote parents ability to attend sessions.
- Parents will be encouraged to participate in the role of trainers through school volunteer programs, workshops, etc.

Approved by Board

COMPARABILITY POLICY

5490

5490 On an annual basis, the West Allegheny School District as a recipient of federal Title I funds must provide written assurance that it utilizes State and local funds to provide services in school that are substantially comparable. To this end, the District must establish and implement

1. A local educational agency-wide salary schedule. This requirement is met through the collective bargaining agreement established between the District and the various staff associations.
2. A policy to ensure equivalence among schools, in teachers, administrators and other staff. The requirement is met through the personnel & business offices.
3. A policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies. This requirement is met through the annual budgeting process.

Approved by Board 1/19/2000

## WEST ALLEGHENY SCHOOL DISTRICT

### ACADEMIC ACHIEVEMENT

5500

5500      The philosophy of the Board concerning academic achievement is based on the premise that people have diverse capabilities and interests and individual patterns of growth and learning.

Therefore, the Board feels it is important that teachers have as much and as accurate a knowledge of student's intelligence, achievement, work habits, skills, health, and environment as is possible.

Achievement shall be judged in relation to a student's degree of mastery of the course objectives and requirements. Teachers shall provide timely notice to the students of course objectives, requirements and means of criteria for evaluation.



GRADING SYSTEM

5510

5510 The formal issuance of grades through symbols on a regular basis is authorized by the Board in order to promote a process of continuous evaluation of student performance, to inform the student, his/her parent/guardian, and counselor of the student's progress, and to provide a basis for bringing about improvement in student performance.

5510.1 The Administration shall develop and implement a clearly stated grading system to inform students and parent/guardian of the progress being made by the student in his/her educational program.

HOMEWORK

5520

5520 The Board believes that homework is an integral part of the educational program and should reflect student needs, capabilities and/or interests. Homework is essential since it provides opportunities for students to prepare for, practice, apply, integrate, enrich and extend school learning; to reinforce independent work-study skills; to use effectively school and community resources; and to develop self-discipline.

The Board posits that teachers, students and parents have a responsibility for insuring the success of homework assignments. The teacher is responsible for assigning homework according to the district guidelines; the student is responsible for completing assignments according to the teacher's established criteria; and the parent is responsible for providing the work area, time and conditions necessary for the student to successfully complete the homework assignments.

The purpose of this policy is to assure that a district-wide approach be used in utilizing homework in the instructional process. This policy, along with supporting administrative guidelines is intended to focus on the responsibilities of the students, the teachers, and the parents in the appropriate use of homework at various levels and for various disciplines throughout the system.

## WEST ALLEGHENY SCHOOL DISTRICT

### CLASS RANKING

5530

- 5530      There shall be periodic compilation of class ranking in senior high school for the purpose of making an individual student's class rank available to the student, his/her parent/guardian, and to other institutions, such as colleges, at the request of the student or his/her parent/guardian. A method of computing class rank shall be formulated by the Superintendent and approved by the Board.

### PROMOTION/RETENTION OF STUDENTS

5540

- 5540      The Board believes that all children are different and that each child grows at his/her own rate, in accordance with his/her ability, environment, and past experience. The Board understands that all children may not meet the required grade level standards. The Board feels, therefore, that promotion standards must be planned to permit flexibility for individual differences and to provide for the maximum yearly growth of each child. The basic criterion for promotion is the probability that the child will succeed in the next higher grade.

It shall be the policy of the Board to develop and implement guidelines so that each child shall be moved forward in a continuous pattern of achievement and growth and in a manner that will endeavor to promote an acceptable level of achievement in relation to each child's ability and developmental level. Such patterns coincide with the system of grade levels established by this Board and instructional objectives established for each.

### MAKE-UP OPPORTUNITIES

5550

- 5550      Students who miss classes shall have an opportunity to complete work which was missed without receiving penalties to their marks or grades.

5550.1      Students shall be permitted to complete exams and work missed while being disciplined under temporary or full suspension.

## WEST ALLEGHENY SCHOOL DISTRICT

### GRADUATION REQUIREMENTS

5560

5560 High School graduation diplomas awarded by the Board shall be based on successful completion of a minimum number of units of credit to be accumulated during the ninth, tenth, eleventh and twelfth grades established by the Board and in compliance with PDE Regulations.

5560.1 All graduation requirements, diplomas, and certificates shall be submitted to the Board for approval.

5560.2 Graduation may be held on or after the one hundred eightieth (180) school day of each year or nine hundred ninety (990) hours.

5560.3 Graduation prior to that of one's class may be permitted upon the recommendation of the Superintendent.

### REQUIREMENTS FOR RECEIVING A HIGH SCHOOL DIPLOMA FROM WEST ALLEGHENY SCHOOL DISTRICT

5561

5561 All students graduating from West Allegheny High School and receiving a West Allegheny diploma shall have met all requirements of the West Allegheny School District and the Commonwealth of Pennsylvania. Exceptions to this policy may be made only upon the recommendation of the Superintendent with official approval by the Board.

5561.1 Participation in the commencement ceremony is reserved to those students who attend the District school programs and have met all of the requirements for graduation.

SUBSTITUTE VOCATIONAL EDUCATION COURSES

5570

- 5570 Parent/guardian and/or students desiring substitute vocational education courses for graduation units of credit specified PDE Curriculum Regulations shall apply for approval through established procedures emanating from the Superintendent.

The policy relating to the approval of substitute vocational education courses is as follows:

- 5570.1 Approved Vocational Education Courses are listed annually at the beginning of each new term.
- 5570.2 Awarding of credits is contingent upon the Superintendent's approval and subsequent Pennsylvania Department of Education approval.
- 5570.3 In all cases students will be scheduled to meet PDE Curriculum Regulations requirements at West Allegheny Senior High School.
- 5570.4 Students and parent/guardian will not have an option of selecting where an academic course will be taken.
- 5570.5 If a student will not meet graduation requirements due to scheduling conflicts, then credit will be awarded as per the Approved Vocational Education Courses listing as recommended by the Principal and approved by the Superintendent.

ENGLISH AS A SECOND LANGUAGE/BILINGUAL PROGRAM

5580

5580 In accordance with the Board's philosophy to provide a quality educational program for all students, the West Allegheny School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English.

5580.1 PURPOSE

The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success.

The school district shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. The program shall include bilingual-bicultural or English As a Second Language instruction. The program shall meet the three-pronged test of program compliance:

- a. sound research-based education theory
- b. sufficient resources and staffed by appropriate prepared personnel
- c. periodic program evaluation

5580.2 AUTHORITY

The Board shall include provisions for the LEP Programs in its Strategic Plan

The Board shall include provisions for the LEP professional education for ESL teachers, classroom teachers of LEP students and new teachers in its professional development plan.

The board shall establish procedures for identification of students whose dominant language is not English. The Home Language Survey shall be completed for every student in the district and filed in the student's permanent record folder through graduation. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English As a Second Language instruction.

5580.3 IMPLEMENTATION

The Superintendent or designee shall implement and supervise an ESL/Bilingual Programs that meets the legal requirements for ESL/bilingual program compliance.

5580.4 WRITTEN PROCEDURES

The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the ESL program.:

- a. Program goals
- b. Student enrollment procedures (i.e., Home Language Survey)
- c. Assessment procedures for program entrance, measuring progress in gaining English proficiency and program exiting.
- d. Accommodations for English language learners (ELL) in the classroom
- e. Grading policies
- f. List of resources including support agencies and interpreters

5580.5 GUIDELINES FOR ESL/BILINGUAL PROGRAM

1. LEP students shall be enrolled upon presentation of a local address and proof of immunization.
2. The ESL/Bilingual program shall be designed to provide instruction to meet each student's individual needs, based on the assessment of English proficiency in reading, writing, listening and speaking. Adequate content area support shall be provided while the student is learning English to ensure achievement of academic standards.
3. A Pennsylvania certified teacher hired as a teacher and, if necessary, appropriate support staff (e.g. teacher aides) shall be provided for the ESL program
4. Instructional resources shall be comparable to the resources provided other core academic subjects.

## WEST ALLEGHENY SCHOOL DISTRICT

5. The program shall be evaluated for effectiveness based on the attainment of English proficiency. If ELL are not learning English, the program shall be changed to ensure greater success.
6. The ELL shall be required to meet established academic standards and graduation requirements with accommodations as adopted by the Board.
7. Students shall have access to and should be encouraged to participate in all academic and extra-curricular activities available in the district.
8. Communication with parents shall include information about assessment, academic achievement and other related education issues in the language understood by the parent whenever possible.

### Legal reference

Title 22, Sec. 4.13 (c) (7)  
24 P.S. § 12-1205.1 and §49.16-17  
Civil Rights Act of 1964  
Title VI  
BEC July 1, 2001  
Equal Education Act of 1974

Approved by School Board  
August 21, 2002

## WEST ALLEGHENY SCHOOL DISTRICT

### TESTING PROGRAM

5600

- 5600      The Superintendent of the school district shall select or develop achievement and ability tests which will be used to improve the design or direction of the instructional program.

### EVALUATION OF INSTRUCTIONAL PROGRAM

5700

- 5700      All schools of the District shall be subject to periodic evaluation through faculty and administration self-evaluation by the Pennsylvania Department of Education and/or by the Middle States Association of Colleges and Secondary Schools.

5700.1      The Superintendent may employ expertise from inside and/or outside the system to develop a means for evaluating the instructional program of the system.

5700.2      The Superintendent and Principals may conduct formal and informal evaluations of the instructional program and give reports of evaluation to the Board.

### SUMMER CREDITS

5800

- 5800      The District shall accept courses taken during the summer at state approved schools for remediation and enrichment purposes.



WEST ALLEGHENY SCHOOL DISTRICT

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6000 STUDENTS - GENERAL

6000

6000 The Board considers its primary responsibility to be that of providing a quality education for each student residing in the District. To this end, the Board feels committed to exert a maximum effort to assure a quality education program for all resident students.

6000.1 The School Laws of Pennsylvania refer to a child as a "pupil." The District shall use the term "student" and said term shall be synonymous with "pupil."

RIGHT TO A FREE EDUCATION

6010

6010 Every resident of the District who is between the ages of five (5) by September 1 of the school year they plan to enroll, and through the age of twenty-one (21) shall have a right to attend the public schools of the District without charge.

(Note: The "through the age of twenty-one [21]" provision does not apply in the educational privileges of special education students.)

SCHOOL ADMISSION

6100

6100 Qualification for admission to the District shall be considered complete upon satisfaction of the criteria listed below:

- 6100.1 Father, mother, or guardian maintains permanent legal residence within the District.
- 6100.2 Student has not completed the prescribed course for graduation from high school.
- 6100.3 Receipt of transcript and other student records for a student whose parent or guardian is a new resident of the District.

AGE VERIFICATION

6110

6110 One of the following instruments shall serve to verify age of a child.

- 6110.1 A legal birth certificate.
- 6110.2 A baptismal certificate indicating date of birth, together with a notarized statement from parent or guardian attesting to the accuracy of the certificate.
- 6110.3 A certified copy of entrance into the United States showing the date of birth of the child, along with a notarized statement from the parent or guardian.
- 6110.4 Such other evidence as the family Bible record, insurance policy or previous school record showing date of birth of the child, along with a sworn notarized statement from parent or guardian.
- 6110.5 If none of the above is available, an affidavit of age sworn by the parent or guardian and accompanied by a certificate of age from a public health officer or public school physician, or in their absence, a licensed practicing physician in the county.

VERIFICATION FOR KINDERGARTEN

6111

6111 Children shall be admitted to Kindergarten if they have attained the age of five (5) years prior to September 1 of the school year in which they plan to enroll.

6111.1 Children shall have immunizations as mandated according to law.

VERIFICATION FOR FIRST GRADE

6112

6112 Children shall be admitted to first grade if they have attained the age of six (6) years prior to September 1 of the school year in which they plan to enroll.

6112.1 Children shall have immunizations as mandated according to law.

Legal Reference

School Code: 1303, 1304

RESIDENCY

6120

6120 A child shall be considered a resident of the school district in which his/her parents reside or the guardian of his/her person resides unless his/her residency is determined to be elsewhere in accordance with law.

6120.1 A child who lives with and receives his/her support from a resident of the District but is not a child of the resident, shall be considered a resident and entitled to a free public education.

- a. The child shall be subject to all the requirements placed upon other resident school children of the district.

6120.2 A child who is temporarily residing in the district but is not a legal resident of the school district shall be admitted to the schools of the district.

- a. The non-resident child temporarily residing in the district shall be required to abide by the same attendance regulations and conditions as for the resident child, unless exempted by the Superintendent or his/her designee.

6120.3 A resident of the school district who is twenty-one (21) years of age or older, and who has not completed a secondary education, may attend, with Board approval, the regular classes of the district without charge and may be included in the average daily attendance records, providing the Superintendent determines that:

- a. There is available space.
- b. The likelihood that the person will complete the secondary program.
- c. The student will meet the attendance requirements of the school.

ADMISSION OF NON-RESIDENT STUDENTS

6125

6125 Enrollment of non-resident students in District schools shall be permitted when such enrollment is related under certain conditions to former or planned residence in the District; or when such enrollment will specially benefit the student involved and will not adversely affect the quality of education offered by the District or unduly increase, directly or indirectly, the cost of education to the District. Tuition will be charged in all instances unless specifically waived by this policy or by separate resolution of the Board.

6125.1 Non-resident tuition students will be admitted when parent/guardian of such students are living outside the District pending relocation to the District. At the time of entrance of such students, parent/guardian must present appropriate evidence of a selected residence including an exact street address.

6125.2 No tuition will be charged when students of non-resident parent/guardian:

- a. Reside with and receive complete support continuously from residents of the District and such residents so certify by appropriate affidavit.
- b. Are students in approved exchange programs in which the District participates.
- c. Are temporarily visiting students for reasons acceptable by the Superintendent.

6125.3 Tuition will be waived for the period of not more than twenty (20) school days immediately preceding occupancy of a residents in the District provided that:

ADMISSION OF NON-RESIDENT STUDENTS (continued)

6125

- a. A "closing date" has been established or a signed rental agreement or other evidence is available to assure the Superintendent the family is relocating into the District.
- b. The parent/guardian applies through the Principal for a tuition waiver, and it is approved by the Superintendent.

6125.4 No tuition shall be charged when a student in the last half of the senior year elects to complete that semester and graduate from West Allegheny High School when the student's parent/guardian move from the District during this final semester. Students who are tuition students prior to this last semester are not eligible under this section.

6125.5 The Superintendent may submit for Board consideration meritorious requests for entrance not covered by this policy.



COMPULSORY ATTENDANCE

6130

- 6130 The Board recognizes that a positive correlation exists between regular attendance and achievement. Therefore, regular attendance shall be required.

Parents or guardians of all children determined to be residents of the District are required by the compulsory attendance law to ensure attendance at an approved educational institution unless legally excused.

6130.1 Students will not be asked to leave school because they have reached seventeen (17) years of age, have married or are pregnant.

6130.2 Any child who has attained the age of eight (8) years prior to February 1 of any school year, or who has entered school at an earlier age and who has not attained the age of seventeen (17) years, shall be required to attend school regularly during the entire year except as amended by law.

6130.3 Regular attendance shall be defined as attending school for the full day on each day during which school is in session.

6130.4 The District reserves the right to require a doctor's excuse for any questionable period of absence.

Legal Reference

School Code: 1326, 1327

EXCEPTION TO COMPULSORY ATTENDANCE

6140

6140 A student may be excused temporarily from school attendance providing he/she is unable to attend school due to any medical, mental, physical, or other good and sufficient reasons as judged by school officials. In addition, a student may be excused from school if attending a nonpublic school approved by the State Department of Education.

6140.1 A student may be excused from school for not more than one (1) hour a week in order to attend classes for religious instruction.

6140.2 A student who has attained age sixteen (16) years and who is regularly employed during the time public schools are in session and has an employment certificate may be excused from compulsory school attendance.

6140.3 A student who has attained age fourteen (14) years and who is regularly engaged in farm work or domestic service in a private home on a permit issued by the Board, and who has satisfactorily completed the equivalent of the highest grade of the elementary school organization of the District of residence, may be excused from compulsory school attendance.

6140.4 A student may be excused from school by the Building Principal for observance of bona fide religious holidays by particular religious groups. A student who is absent from school for bona fide religious holidays shall be regarded as being excused from school without penalty.

Legal Reference  
School Code: 1330

RELEASING STUDENTS FROM SCHOOL

6150

- 6150 It shall be the policy of the District that students shall only be released or excused from school for those reasons enumerated in the guidelines and procedures of the District as set forth by the Administration.
- 6150.1 The Principal of each school shall maintain in any pupil's personnel file any exemplification of a Court Order, which grants primary custody or guardianship to any person, which is presented to the District. The District shall rely on said Court Order in personal and administrative matters.
- 6150.2 A student shall be released from school only to his/her parent, legal guardian on record, or to person(s) authorized in writing by the parent(s).
- 6150.3 In case of illness, it shall be determined that the parent or a person designated by the parent is at home before the student is sent home.
- 6150.4 The parent shall be notified before any student is released to a police or court official during school hours.
- 6150.5 A written request from the parent shall be necessary for the release of a student for dental or medical appointments during school hours.
- 6150.6 Students shall not be dismissed during school hours for non-school activities, except as permitted by law.
- 6150.7 Any exception to the above stipulations must be with the approval of the Superintendent or his/her designee.

## FOREIGN EXCHANGE STUDENTS

6160

Foreign exchange students on a J-1 visa who reside within the district as participants in agency sponsored exchange programs may be admitted to the district by the administration. The period of attendance shall not exceed twelve (12) months.

Students having J-1 Visa status are considered foreign exchange students for purposes of this policy. Students having other temporary (non-immigrant) visa status (except F-1) may be considered for free admission under Sections 1301 or 1302 of the Public School Code, on a case by case basis. Students having F-1 Visa status are required by Federal law to pay tuition to the public school they seek to attend and therefore cannot be afforded free school privileges. West Allegheny School District does not currently admit tuition students.

The district reserves the right to limit, in any given year, the number of foreign exchange students admitted to the high school.

**Guidelines**

Admission of foreign exchange students shall be subject to the following guidelines and procedures:

1. The school district will accept foreign exchange students only through a district-approved student exchange agency.
2. The superintendent or designee shall be responsible for validating the visa status and eligibility of foreign exchange students applying for admission to district schools.
3. Organizations or individuals applying for admission shall forward the request to the superintendent by July 1 preceding the school year of attendance. The superintendent may approve admission for those not meeting this deadline when circumstances support an exception. These organizations or individuals must provide information verifying that:
  - a. The student is at least sixteen (16) years of age and not more than eighteen (18) years of age and is able to understand and orally communicate in English;
  - b. The student is in compliance with all public school immunization requirements;
  - c. The student is not a graduate (post high school) of his/her resident/national school system;
  - d. The host family accepts full responsibility for the student and provides the district with a written statement attesting to this fact.

**Legal reference**

Pennsylvania Public School Code of 1949, Section 1302  
Immigration and Nationality Act of 1952, 8 U.S.C.A. §1184(m)

HOMELESS STUDENTS

6170

**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.

## HOMELESS STUDENTS (continued)

**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.

## HOMELESS STUDENTS (continued)

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 seq.

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

ASSIGNMENT OF STUDENTS

6200

- 6200 The Board, acting through their Superintendent, shall assign students to any public school in the District, and may transfer students from one room or building to another as may be deemed best to educate them properly.

PROVISIONS FOR EXCEPTIONAL STUDENTS

6210

- 6210 The Board shall provide programs to serve all school-aged students with special needs.



TECHNOLOGY ACCEPTABLE USE POLICY

6270

- 6270 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.

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

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of each student.

**The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.**

As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC).

Signed user agreements pursuant to this policy shall be executed by students, parents and staff and remain on file in the office of each building. Forms are available in all building offices.

6270.1 **DISCLAIMER**

The electronic information available to students and staff does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received.

The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is received via the Internet.

The District shall not be responsible for any unauthorized charges or fees resulting from the use of approved personal electronic devices or access to the Internet.

The District shall not be responsible for loss, damage, misuse or unauthorized use of any electronic device brought to school by a student or member of the staff.

This policy is not intended to restrict the audio or video data obtained by the District by surveillance cameras or other devices for security purposes.

6270.2 NO EXPECTATION OF PRIVACY

There is no expectation of privacy for any user of the West Allegheny School District's computer network, including Internet access and e-mail.

Users shall have no expectation of privacy in anything created, stored, sent or received on a District computer or approved personal electronic devices using the District's computer network while this policy is in effect.

West Allegheny retains the right, but not the duty, to randomly or specifically monitor without prior notice, any person's use to ensure that the all District technology resources, approved personal electronic devices and the computer network is are being used properly, to ensure that they are used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the computer network. This monitoring includes accessing files and communication.

The District reserves the right to log network use and to monitor fileserver space utilization by District users.

6270.3 PRIVILEGE/NOT A RIGHT

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/or appropriate disciplinary action.

6270.4 COMPLIANCE

This policy is in effect in the school setting, at any time when using district provided computers, when accessing district provided networks or Internet service, while traveling to or from school or school sponsored events in a district provided vehicle, and at school related events both on and off school property.

The Board establishes that any information that is obscene, child pornographic or harmful to minors, all as defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors.

The Superintendent or his/her designee shall be responsible for implementing technology and procedures to determine whether the District's computers and approved personal electronic devices are being used for purposes prohibited by law or this Policy. The procedure shall include, but not be limited to:

- a. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
- b. The Superintendent or designee shall have the authority to determine appropriate and inappropriate use.

#### 6270.5 PROHIBITIONS

All users 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:

- a. Unlawful activity.
- b. Commercial or for-profit purposes.
- c. Non-work or non-school related work.
- d. Product advertisement or political lobbying.
- e. Hate mail, discriminatory remarks and offensive or inflammatory communication.
- f. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- g. Access to obscene or pornographic material or child pornography.
- h. Inappropriate language or profanity.
- i. Transmission of material likely to be offensive or objectionable to recipients.
- j. Intentional obtaining or modifying files, passwords and data belonging to other users.
- k. Impersonation of another user, anonymity and pseudonyms.
- l. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- m. Loading or using unauthorized games, programs, files or other electronic media.
- n. Disruption of the work of others.
- o. Destruction, modification, abuse or unauthorized access to network hardware, software and files (i.e. backup).
- p. Quoting of personal communications in a public forum without the original author's prior consent.
- q. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- r. Unsupervised Chat rooms.

Student use of personal technology devices is prohibited during the school day unless authorized by a teacher or an administrator.

Approved student use of personal technology devices involving the Internet or World Wide Web shall require access via the District's filtered network.

Student users shall not use electronic mail (e-mail) without receiving specific authorization from a teacher or Administrator.

General rules for behavior and communications apply when using the Internet, District networks, or personal electronic devices, in addition to the stipulations of this policy.

This policy is not intended to restrict the use of personal technology devices used by staff unless the use involves the District network or District provided Internet connection, nor is it intended to restrict the use of personal technology devices by individuals who attend school events solely as spectators, unless the use causes a disruption.

6270.6. SECURITY

System security may be protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, the following guidelines shall be followed:

- a. Users shall not reveal their passwords to another individual
- b. Users are not to use a computer that has been logged in under another student or employee's name.
- c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

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

6270.7 COPYRIGHT/SOFTWARE

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

6270.8 CONSEQUENCES FOR INAPPROPRIATE USE

The user shall be responsible for damages to the equipment systems and software resulting from deliberate or willful acts.

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.

Loss of access and other disciplinary actions up to and including suspension or expulsion from school shall be consequences for inappropriate use.

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.

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.

#### 6270.9 SAFETY

To the greatest extent possible, users of technology resources and the network will be protected from harassment and unwanted or unsolicited communication. Any network user who received threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including Chat rooms, e-mail, Internet, etc.

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 (as those terms are defined by CIPA). Technology protection measures are not in effect for approved personal technology devices.

Internet safety measures shall effectively address the following:

- a. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
- b. Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
- c. Prevention of unauthorized online access by minors, including "Hacking" and other unlawful activities.
- d. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- e. Restriction of minor's access to materials harmful to them.

The technology protection measure may be disabled by a West Allegheny School District staff member for "bon a fide" research purposes to be undertaken by an adult, provided the adult is not a secondary student.

A West Allegheny School District staff member may with administrative approval, override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure, provided access is not given to any obscene, child pornographic or other material harmful to minors.

#### 6270.10 ADDITIONAL PROVISIONS

Only authorized district personnel may make additions/modifications of district website files.

Administrators may develop additional guidelines to ensure efficient and proper use of technology resources, the computer system, approved personal technology devices and Internet.

The District reserves the right to conduct random checks to ensure compliance with this policy.

#### 6270.11 YOUR RIGHTS

Your rights to free speech, as set forth in the Student Rights and Responsibilities Policy (SRRP) and the Code of Student Conduct, apply also to your communication on the Internet. The West Allegheny School District Internet system is considered a limited forum, similar to the school newspaper, and therefore, the District may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

##### Search and Seizure

- a. Routine maintenance and monitoring of the West Allegheny School District Internet system network resources may lead to discovery that you have violated this policy, The SRRP, the School Code of conduct and/or the law.
- b. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the SRRP, or the law. The investigation will be reasonable and related to the suspected violation.
- c. Your parents/guardians have the right at any time to request to see the contents of your e-mail file.

##### Due Process

- a. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the West Allegheny School District technology resources, network or Internet system.
- b. In the event there is a claim that you have violated this Policy, the SRRP or the Student Code of conduct in your use of the West Allegheny School District Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the SRRP.

WEST ALLEGHENY SCHOOL DISTRICT

- c. If the violation also involves a violation of other provisions of the SRRP, it will be handled in a manner described in the SRRP. Additional restrictions may be placed on your use of your Internet account.

Legal reference:

- School Code - 24 P.S. §510, 1303, 1317.1
- Federal Wiretapping and Electronic Surveillance Act - 18 U.S.C. Sec. 2510
- Pennsylvania Wiretapping and Electronic Surveillance Act - 18 Pa. C.S.A. Sec. 5703
- Internet Safety - 47 U.S.C. Sec. 254
- Child Internet Protection Act - 24 P.S. Sec. 4601
- Federal Communications Commission regulations

Approved By Board August 21, 2002, revised July 10, 2013

SCHOOL ATTENDANCE POLICY

6300

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

6300.1 Compulsory School Attendance Law.

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

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

6300.2 Excused Absences for Temporary Periods.

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

- a. Religious Holidays. A student may be excused from school for the observance of a bona fide religious holiday by particular religious groups.
- b. Health Care. A student may be excused during school hours for the purpose of obtaining non-school professional health care under the following circumstances:
  - (1) The health care services are rendered by state licensed health care practitioner.
  - (2) There has been established reasonable cooperation between the school authorities and practitioners in providing services to school children outside school hours.
  - (3) The time of necessary absence from school involves a minimum of interference with schoolwork.

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

- c. Illness or Other Urgent Reasons. Upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, every principal or teacher may excuse a student for non-attendance from school during a temporary period.
- d. Educational Trip. Upon receipt of a written request from the parent/guardian, at least one week in advance of the trip, students may be excused from school attendance to participate in an educational tour or trip provided during the school term at the



expense of the parent/guardian when such tour or trip is so evaluated by the school principal and student participants therein are subject to direction and supervision by an adult personage acceptable to the principal and the parent/guardian of the students concerned. If above procedure is not completed, any absence will be considered illegal. Educational trips are to equal no more than five (5) days in a school year. Educational trips overseas may be given consideration for up to 10 (ten) days in a school year. In addition, trips will not be approved during state standardized testing periods, and/or for students with fifteen (15) or more absences.

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

#### 6300.3 Written Statement Required for All Absences.

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

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

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

#### 6300.4 Truancy from Class or School.

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

6300.5 Tardiness to Class and School.

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

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

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

6300.6 Incomplete Grades and School Attendance.

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

6300.7 Child Dependency

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

6300.8 School Responsibility.

Student attendance and tardiness shall be recorded and monitored by a method appropriate to each school building. A report listing those students who are absent for the day shall be made available to all faculty members as early in the day as possible. The list shall be updated with the names of students who are absent or admitted to school late. The list shall be made available to the faculty at the close of the school day for the purpose of accounting for students who are not present in class. All faculty members shall maintain an accurate daily record of absences and tardiness of all students in classes assigned to them. The record shall be maintained in the teacher's classroom grade book.

Immediately upon the accumulation of fifteen (15) days of absence, whether excused or illegal, the principal shall notify the student's parent/guardian by letter. This notification shall contain a statement to advise the parent/guardian and student that: ~~4)~~ truancy charges may be filed for illegal absences up until a student reaches seventeen (17) years of age;

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

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

6300.9 Parental Responsibility.

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

The only school holidays which are sanctioned by the District are those listed in the official school calendar adopted by the Board. Parent/guardian should direct their children to report to school even when it appears that the child may be late for school.

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

6300.10 Student Responsibility.

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

Legal Reference

School Code: 1326, 1327, 1329

Revised July 9, 2003

Revised November 17, 2004

Revised August 15, 2012

CREDIT FOR ATTENDANCE

6310

6310 To be legally present, a student shall be in attendance at least one-half (1/2) of the student school day.

6310.1 A student shall be considered present for that portion of the day that he/she is present to attend an official school activity at a place other than the school with the approval of the Principal.

## GRADUATION OF SPECIAL EDUCATION STUDENTS

6320

6320 West Allegheny School District annually plans and conducts a commencement ceremony for those students who are completing their high school program. The West Allegheny School district recognizes that commencement from high school is a symbolic and celebratory event planned by the district for twelfth grade students and their families. Commencement signifies a conclusion to a student's basic educational experience. The West Allegheny School District allows eligible Special Education students the opportunity to participate in commencement exercises with their chronological peers. Thus, each student, regular or special education, may participate in only a single commencement (graduation) ceremony. Graduation occurs when all graduation requirements have been met or the special education team determines that the IEP goals have been met.

6320.1 Special Education students have the opportunity to participate in commencement exercises in one of three ways:

- a. A special education student who chooses to terminate the opportunity to continue receiving educational services may receive a regular diploma at the commencement ceremony with their chronological peers.
- b. A special education student who chooses to continue receiving educational service until the age of 21 may receive a regular diploma at the commencement ceremony for the year they have reached the age of 21.
- c. A special education student who chooses to terminate the opportunity to continue receiving educational services at the close of the school year in which the exit criteria and the Individual Education Plan (IEP) are met may receive a regular diploma at the close of that school year.

6320.2 The Individual Education Plan (IEP) developed for what would chronologically be the student's senior year will, as part of the graduation plan, designate the commencement option.

Authority: 24PS § 16-1613, 22 Pa Code § 14.102,34, C.F.R. § 300.121

STUDENT RECORDS

6400

6400 Pupil records are an inherent part of a student's formal education in a public school setting. They are used by authorized district personnel to collect, maintain and disseminate pertinent information.

6400.1 They are, by nature, confidential and privileged; therefore, administrators, counselors, specialists, teachers and members of the secretarial staff shall abide by the district's policy pertaining to the collection of data, maintenance of educational records and the dissemination of information. This policy has been prepared to insure the privacy rights of both parents and the student in the collection, maintenance, release and destruction of these records. Toward that end, this policy incorporates provisions from the Regulations of the State Board of Education on Pupil Records, adopted on July 12, 1974, and as amended on July 15, 1977, Family Educational Rights and Privacy Act, 1974.

6400.2 The West Allegheny school District shall adhere to sound practices in the collection, maintenance and dissemination of student records. In this regard, the West Allegheny School District shall provide notice to the parents and eligible students, at least annually, of the following:

1. Their rights under the Family Educational Rights and Privacy Act of 1974.
2. The types of educational records and information contained therein which are directly related to students and maintained by the School District.
3. The name and position of the official responsible for the maintenance of each type of records, the persons who have access to those records and the purposes for which they have access.
4. Their rights to review, inspect and be given a copy of the records.
5. The fee charged for reproducing copies of records for parents or eligible students.
6. The policies of the institution for reviewing the expunging student's records.
7. The procedure for access to a student's records and hearing procedures.

8. Their rights to file complaints with the Family Educational Rights and Privacy Act Officer (FERPA), Department of Health Education and Welfare, 330 Independence Avenue, Washington, D.C. 20261.
9. The transfer of records to officials of another school or school system upon notification of the child's enrollment.
10. Parents and eligible students whose primary home language is not English and are not able to understand the contents of this policy or to be knowledgeable of their rights, shall be provided with assistance by the District upon written notification.
11. Note of where the pupil records policy may be obtained.

- 6402 Pupil records are an inherent part of a student's formal education in a public school setting. They are used by authorized district personnel to collect, maintain and disseminate pertinent information.

Student Records are, by nature, confidential and privileged; therefore, administrators, counselors, specialists, teachers and members of the secretarial staff shall abide by the District's policy pertaining to the collection of data, maintenance of educational records and the dissemination of information. This policy has been prepared to insure the privacy rights of both parents and the student in the collection, maintenance, release and destruction of these records. Toward that end, this policy incorporates provisions from the Regulations of the State Board of Education on Pupil Records, the Family Educational Rights and Privacy Act of 1974, and the confidentiality Regulations for Special Education.

#### Annual Notice

The West Allegheny School District is required each year to provide notice to parents that fully describe the rights with respect to a child's educational records.

Educational records are records that are directly related to a student and are maintained by the District. Educational records contain personally identifiable information such as the student's name, the name of the student's parent or other family members, the student or student's family's address, personal identifiers such as the student's social security number, personal characteristics regarding the student, and other information making the student's identity easily traceable. This information is important and useful for the District and is used for the operation of the educational system and to assure the provision of an appropriate education to the child.

#### Collection of Data (22Pa Code §12.33)

The District begins from the fundamental principle that no information should be collected from students without the prior informed consent of the child and/or his parents. However, it will not always be practical or possible to obtain the separate consent of every parent for every data gathering process. Although rigid formulae for the distinction between when individual written consent for the collection of data is required and when it is not would be appropriate, the district will consider two contrasting benchmarks:



- a. Specific individual consent is ordinarily not required for group aptitude and achievement testing (whether standardized or informal) and reporting grades or skills and knowledge in subject matter areas within the customary school curricula.
- b. However, individual assessments, such as intelligence, achievement, behavior, etc. will only be conducted with parent permission as well as the collection of information not directly relevant for educational purposes.

#### Maintenance of Data

- a. Category "A" data: Includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system and includes identifying data such as name and address; birth date; academic work completed; level of achievement such as grades and standardized achievement test scores; and attendance records.

These records will be maintained for 100 years.

- b. Category "B" data: includes verified information of clear importance, but not absolutely necessary to the school over time, in helping the child or in protecting others such as scores on standardized intelligence and aptitude tests, interest inventory results, health records, family background information, systematically gathered teacher or counselor ratings or observations and verified reports of serious or recurrent behavior patterns.

The District will give serious consideration to the elimination of unnecessary Category "B" data at periodic intervals; for example at points of transition from elementary to junior high school and from junior high to high school. In any case, these records will be destroyed when the student leaves school.

- c. Category "C" data: Includes potentially useful information but not yet verified or clearly needed beyond the immediate present such as personality test results and unevaluated reports of teachers, counselor and others which may be needed in ongoing investigations and disciplinary or counseling actions.

This data will be reviewed at least annually and destroyed as soon as their usefulness is ended or transferred to Category "B" data if the continuing usefulness of the information is clearly demonstrated and the validity has been verified.

- c. For students who have been identified as eligible for special education services, the District shall inform the parents when personally identifiable information that has been collected, maintained or used for special education services and the provision of a free, appropriate public education is no longer needed to provide educational services to the child.

This data will be reviewed at least annually and destroyed as soon as their usefulness is ended or transferred to Category "B" data if the continuing usefulness of the information is clearly demonstrated and the validity has been verified.

- d. For students who have been identified as eligible for special education services, the district shall inform the parents when personally identifiable information that has been collected, maintained or used for special education services and the provision of a free, appropriate public education is no longer needed to provide educational services to the child.

#### Disclosure to Third Parties

The West Allegheny School District fully complies with the Family Educational Rights and Privacy Act (FERPA) with regard to the dissemination of personally identifiable information of students. Therefore, parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The District's annual notice shall specify and explain the FERPA exceptions to parental consent for the disclosure of information including to school officials with a legitimate educational interest; directory information or information to a school in which the child is attending or seeks to attend.

#### Access rights

In addition to the right to refuse the release of directory information, the Family Educational Rights and Privacy Act (FERPA) affords parents the right to inspect and review the student's education records. The District shall comply with a written request without unnecessary delay and in any case within 45 days of the day of the District receives a request for access. This district will permit either parent to inspect and review their child's educational record unless the District has received a Court Order or other documentation advising that the parent does not have such authority.

The right to inspect and review records includes the right to:

- a. a response from the District to reasonable requests for explanations and interpretations of the record;
- b. request that the District provide copies of the records containing information about the child if failure to provide copies would effectively prevent the parents from inspection or review. The annual notice shall set forth any fees that the District may charge for copies;
- c. the right to have a representative of the parent inspect and review the records.

#### Amendment of Records

The parents have the right to request the amendments of the student's education records that the parent believes are inaccurate or misleading or violate the privacy or other rights of the child. Parents may ask the West Allegheny School District to amend a record that they believe is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. The hearing shall provide the parent with the opportunity to challenge the information in the educational record to assure that it is not inaccurate or misleading or otherwise in violation of the privacy or other rights of the child.

If as a result of the hearing, the District decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it shall amend the information accordingly and so inform the parent in writing. If as a result of the hearing, the District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it shall inform the parent of the right to place in the record it maintains on the child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the agency. It shall be maintained as part of the record of the child.

#### Responsibility for Ensuring Confidentiality

The annual notice shall designate the specific person responsible for ensuring the confidentiality of student records. The Building Principal shall be responsible for student records in his or her individual building. The Coordinator of Pupil Personnel Services will ensure the confidentiality of educational records for eligible students.

Release of Disciplinary Information for Eligible Children

In the event that it is necessary for the District to report a crime allegedly committed by an eligible student to local law enforcement, the District shall ensure that the student's special education and disciplinary records are transmitted for consideration by the local law enforcement. However, such transmission shall only be done to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

Approved by the Board  
March 19, 2003

## RECORDS OF EXCEPTIONAL STUDENTS

6402

6402 Pupil records are in inherent part of an exceptional student's formal education in a public school setting. They are used by authorized district personnel to collect, maintain and disseminate pertinent information.

6402.1 Pupil records are, by nature, confidential and privileged. Therefore, administrators, counselors, specialists, teachers and members of the secretarial staff shall abide by the District's policy pertaining to the collection of data, maintenance of educational records and the dissemination of information. This policy has been prepared to insure the privacy rights of both the parents and the student in the collection, maintenance, release and destruction of those records. Toward that end, this policy incorporates provisions from the Regulations of the State Board of Education on Pupil Records, adopted on July 12, 1974 and as amended on July 15, 1997, Family Rights and Privacy Act, 1974. The Confidentiality Section of P.L. 94-142, and the Confidentiality Standards for Special Education (Pa. Code 22, Ch. 341).

6402.2 The West Allegheny School District shall adhere to sound practices in the collection, maintenance and dissemination of records of exceptional students. In this regard, the West Allegheny School District shall provide notice to parents and eligible students, at least annually, of the following:

1. Their rights under the Family Educational Rights and Privacy Act of 1974.
2. The types of educational records and information contained therein which are directly related to students and maintained by the School District.
3. The name and position of the official responsible for the maintenance of each type of records, the persons who have access to those records and the purposes for which they have access.
4. Their rights to review, inspect and be given a copy of the records.
5. The fee charged for reproducing copies of records for parents or eligible students.
6. The policies of the institution for reviewing the expunging student's records.

7. The procedure for access to a student's records and hearing procedures.
8. Their rights to file complaints with the Family Educational Rights and Privacy Act Officer (FERPA), Department of Health Education and Welfare, 330 Independence Avenue, Washington, D.C. 20261.
9. The transfer of records to officials of another school or school system upon notification of the child's enrollment.
10. Parents and eligible students whose primary home language is not English and are not able to understand the contents of this policy or to be knowledgeable of their rights, shall be provided with assistance by the District upon written notification.
11. Note of where the pupil records policy may be obtained.

CONFIDENTIALITY OF STUDENTS' COMMUNICATIONS

6404

6404 Information acquired from a student in confidence by a guidance counselor, school nurse, or school psychologist, while in the course of his/her professional duties shall be considered privileged information to the extent that it cannot be divulged in any legal proceeding without the consent of the student if the student is eighteen (18) years of age or over, or without the consent of the student's parent/guardian if the student is under the age of eighteen (18) years of age.

6404.1 Such information may be revealed without the student's consent to the student's parent/guardian, teachers or principals when it is considered by the counselor, nurse or psychologist to be in the best interest of the student.

6404.2 An exception to the above is information revealed by the student concerning child abuse, neglect, or injury, which the recipient is under legal duty to report to the authorities.

PRIVACY OF PERSONAL HEALTH INFORMATION (HIPAA)

6440

6440 The District shall limit the dissemination of protected health information in accordance with and to the extent required by the Health Insurance Portability and Accountability Act of 1996 and its accompanying regulation.

6440.1 The Superintendent or Superintendent's designee shall be responsible for developing procedures to implement this policy in a timely manner including the designation of a HIPAA Compliance Officer.

6440.2 Information regarding these procedures will be available to the public at the District Office or any Principal's Office.

Approved by the Board May 19, 2004



STUDENT BEHAVIOR

6500

- 6500 Since an educated citizenry is essential to good government and can be attained only in an atmosphere conducive to teaching and the transfer of knowledge, the Board requires the maintenance of good order in the school as essential in creating a positive learning environment.

CODE OF SELF-DISCIPLINE

6510

- 6510 One of the basic educational objectives is the development of self-discipline in students. Toward this end, all students are encouraged to demonstrate acceptable behavior patterns in their personal:

- a. Dress.
- b. Grooming.
- c. Conduct.
- d. Peer relations.
- e. Relations with adults.
- f. Commitment to present goals.

When behavior patterns disrupt the learning climate of the school or the safety and welfare of individuals, it shall become a matter of administrative action involving the student and/or parent/guardian.

CODE OF CONDUCT

6520

- 6520 All students shall comply with all rules and regulations governing behavior and conduct, as detailed in student handbooks.

COMPLIANCE WITH DIRECTIONS OF SCHOOL PERSONNEL

6521

- 6521 Students shall comply with all reasonable directions of Principals, teachers, substitute teachers, student teachers, teacher aides, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

DISRUPTION OF SCHOOL

6522

- 6522 No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, intentionally cause the disruption of any lawful function, mission, or process of the school to which he/she is assigned or any other school in the school system, nor shall any student urge any other student to engage in such conduct.

STUDENT DEMONSTRATIONS

6523

- 6523 No student shall, on or off school premises, engage in any protest, march, picket, or sit-down or similar activity which has as its purpose the disruption of any lawful function, mission, or process of the school to which the student is assigned or any other school in the school system.

- 6523.1 Attempt on the part of any student or students to engage in any protest march, picket or sit-down shall result in the guilty being suspended from school until he/she and the respective parent/guardian meet with the principal. Continuous efforts on the part of any guilty student or students to engage in any further protest, march, picket or sit-down may result in an expulsion from school.

STUDENT BOYCOTTS AND WALKOUTS

6524

- 6524 No student shall participate in any student boycott or walkout of any lawful school function, mission, or process at which attendance is required.

ASSAULT OR CAUSE OF PERSONAL INJURY

6525

- 6525 No student shall assault, or cause, or attempt to cause physical injury to or intentionally behave in such a way as could reasonably cause physical injury to any school employee or person other than a school employee in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, function, or event before, or after, school hours.

THREATENING OR ABUSIVE ACTION

6526

- 6526 No student shall direct toward any school employee, toward any other student, or toward any other person, in any school building, or on any school premises, or on any school bus, any oral or written language which threatens force or violence, or which is abusive or insulting, or any sign or act which constitutes a threat of force or violence, or which is abusive or insulting.

THEFT OR DAMAGE TO PROPERTY

6527

- 6527 No student shall steal or attempt to steal or intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

ELIGIBILITY POLICY

6530

6530 The Board has the responsibility to establish an eligibility policy for students in the West Allegheny Middle and High Schools to participate in extracurricular activities. This policy will be implemented within the constraints of the guidelines as per the guidelines and regulations established and approved by the Board and Administration.

Approved by Board July 9, 2003

DISCIPLINE

6600

6600     There must exist a climate of discipline conducive to serious study and respect for oneself, other people, and property, for a school to meet satisfactorily the needs of youth. Each Principal shall have the authority and be charged with the responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy.

6600.1         At the direction of the Principal, the teacher shall have the responsibility and authority for discipline over students, except in those cases requiring the attention of the Principal.

SPECIAL EDUCATION BEHAVIORAL MANAGEMENT POLICY  
FOR EXCEPTIONAL CHILDREN

6605

- 6605 This policy is in compliance with Pennsylvania State Board of Education Chapter 14, Section 14.133. The issue of discipline (suspension and Expulsion) is NOT a specific part of this policy. PA State Board of Education Chapter 14, Section 14.143 specifically delineates suspension/expulsion procedures and policy.

Overview. All students have unique and individual ways of behaving. These behaviors are considered problems when they interfere with productive interpersonal relationships. No behavior in and of itself is a problem; similarly, no absolute standard exists for determining when a behavior becomes a problem; however, the behavior can become a problem when it interferes with productive learning processes. The extent to which any behavior is considered a problem depends to a large extent on the context in which it occurs.

All interventions used to alter a child's behavior will be predicated upon clear, direct, specific, concrete communications. The communication pattern is based upon an interaction between school, student, and family.

Any eligible student who exhibits behavior problems which interfere with the student's ability to learn or which interfere with other student's ability to learn, must have a positive behavior support plan. The positive behavior support plan will be included in the Individualized Education Program (IEP) and shall:

- a. Include positive techniques for the development, change and maintenance of behaviors.
- b. Use positive interventions that are the least intrusive.
- c. Not substitute aversive techniques, restraints or discipline for the systematic application of behavior change techniques.
- d. Only use techniques for which the staff has been adequately trained.

This Behavior Management Policy represents a three tier hierarchical model based upon the best practices cited in the current professional literature. This Policy also presents an array of models from which to choose depending upon staff training and type of behaviors, which require attention. The three levels of intervention are:

Level I - Good Classroom management strategies. If the student responds to Level I, the student does not require a Positive Behavior Support Plan attached to the IEP.

Level II - Specific interventions designed for individual students. Level II requires a Positive Behavior Support Plan attachment to the IEP.

WEST ALLEGHENY SCHOOL DISTRICT

SPECIAL EDUCATION BEHAVIORAL MANAGEMENT POLICY  
FOR EXCEPTIONAL CHILDREN (continued)

6605

Level III - Very restrictive interventions, which can only be considered after Level II interventions, are determined ineffective. Level III interventions require the IEP team to convene in order to discuss such interventions, except where the student presents a danger to himself/herself or to others.

Discipline procedures shall not be used as a substitute for positive behavior support plans.

The following aversive techniques of handling behavior are considered inappropriate and may not be used:

1. Corporal punishment
2. Punishment for a manifestation of a student's disability
3. Locked rooms, locked boxes or other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances
5. Deprivation of basic human rights, such as withholding meals, water or fresh air
6. Suspension constituting a pattern or a change in educational placement
7. Treatment of a demeaning nature.
8. Electric shock

The LEA has the responsibility for ensuring that positive behavior support plans are in accordance with Chapter 14 regulations, including training of personnel for the use of specific procedures, methods and techniques.

6605.1 Level I Models and Strategies Emphasized.

- a. Proactive Classroom Management - Effective Teaching Practices, Frequent Monitoring, Clear Rules and Procedures, Social Praise.
- b. Pro-social Behavior - Systematic Reinforcement, Modeling Pro-social Behavior, Verbal Instruction, Role-Playing.
- c. Social Problem-Solving - Classroom Discussion of Real Life Dilemmas, Role-Playing, Student Participation in Decision-Making Activities, Alternative Thinking, Means-Ends Thinking, Self-Instruction Training.
- d. Affective and Communication - Values Clarification Activities, Active Listening, Communication Skills Training.



SPECIAL EDUCATION BEHAVIORAL MANAGEMENT POLICY  
FOR EXCEPTIONAL CHILDREN (continued)

6605

6605.2            Level II. The twin goals of behavioral intervention are:

- a.        Increase appropriate or adaptive behavior.
- b.        Decrease inappropriate or maladaptive behavior.

Some students, despite the existence of a Level I classroom management plan, continue to exhibit behaviors that impede his/her learning or the learning of other students. These students require a more intensive, individualized positive behavior support plan, which targets that student's specific maladaptive behaviors.

The underlying assumption of any behavioral intervention is that students' behavioral problems represent either deficits in adaptive behavior, or excesses in behavior that prove maladaptive in the student's environment.

In order to develop an appropriate Positive Behavior Support Plan, a functional behavioral assessment must be completed to identify and define the specific behaviors that should be targeted. The information gathered and analyzed during the functional and behavioral assessment should be used to develop a plan that establishes routines and structure to prevent the identified behavior and establish procedures to handle the behavior problem if it occurs.

6605.3            Level II Models and Strategies Emphasized.

- a.        Behavior Modifications - Direct Instruction, Reinforcement Techniques, Verbal Prompts, Cueing, Redirection, Time-Out, Behavioral Contracting, Environmental Restructuring, Manipulative or Antecedents and Consequences.
- b.        Reality Training - Confrontational Questioning, Classroom Meetings, Social Problem-Solving, Behavioral Contracting, Logical Consequences, Time-Out.
- c.        Social Skills Training - Direct Instruction, Modeling and Rehearsal, Coaching, Self-Instruction.
- d.        Aggression Replacement Training - Social Skills Training Techniques, Self-Instruction - Anger Control Training.
- e.        Parent Management Training - Parent Training in Application of Behavioral Techniques.
- f.        Cognitive Training - Self-Monitoring, Self-Evaluation, Self-Reinforcement.

WEST ALLEGHENY SCHOOL DISTRICT

- g. Family Involvement Training - Clear, Concise Communication.

SPECIAL EDUCATION BEHAVIORAL MANAGEMENT POLICY  
FOR EXCEPTIONAL CHILDREN (continued)

6605

6605.4 Level III.

Level III, which involves the use of physical or mechanical restraints to control behavior should only be used in emergency situations. Some children, despite the existence of a Level I classroom positive behavior support plan or a Level II individual behavior management plan may exhibit behavior that requires more restrictive intervention, such as physical or mechanical restraints. Restraints are devices and techniques designed and used to control acute or episodic aggressive behavior. Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner as to be a clear and present danger to himself, to other students or to employees.

Procedures regarding the use of Level III restraints for aggressive behavior:

1. The use of restraints may not be included in the student's IEP or positive behavior support plan for the convenience of staff, as a substitute for an educational program, or employed as punishment.
2. Restraints may only be used after the less restrictive measures and techniques set forth in the student's Level II individual positive behavior support plan have been attempted but were unsuccessful or not effective. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors. Positive behavior support plans will include efforts to eliminate the use of the restraints.
3. The use of restraints to control aggressive behavior of an individual student shall cause a meeting of the IEP Team within ten (10) days of the use of the restraints, to review the current IEP and behavior management plan for appropriateness and effectiveness. The parent/guardian may choose to waive the right to an IEP meeting in writing.
4. If a child was physically or mechanically restrained, the child's special education teacher shall notify the Special Education Director as soon as possible, but no later than the end of the school day. Notification shall be in writing, or verbal with a written confirmation.
5. The district shall maintain and report data on the use of restraints as required. Procedures shall be established requiring reports be made to the district by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units, and vocational schools.
6. The district does not permit "prone" restraints.

WEST ALLEGHENY SCHOOL DISTRICT

7. Personnel who perform restraints will be trained in the use of the specific procedures, methods, and techniques.

SPECIAL EDUCATION BEHAVIORAL MANAGEMENT POLICY

FOR EXCEPTIONAL CHILDREN (continued)

6605

Some student may require the use of mechanical restraints to control involuntary movement or lack of muscular control due to organic causes or conditions. In this case, mechanical restraints may be used only after a medical doctor qualified to make the determination has deemed the use of restraints to be medically necessary. The use of mechanical restraints to control involuntary movement or lack of muscular control due to organic causes or conditions must be specified in the student's IEP and must be agreed to by the parents. Mechanical restraints are used to prevent a student from injuring himself or others or to promote normative body positioning and physical functioning. Mechanical restraints governed by this policy include devices used for physical or occupational therapy, seat belts on wheelchairs or toilets used for balance and safety, safety harnesses in busses, and functional positioning devices.

6605.5 Emergency Procedures. Emergency procedures for behavior that presents a clear and present danger to the student or others may be delineated on the IEP. These emergency procedures may include such activities as:

- a. Parent contact to remove immediately a student from school.
- b. Notifying police.
- c. Notifying the local mental health agency.
- d. Calling emergency services and ambulance.
- e. Physical restraint.

6605.6 Each building shall have a written administrative procedure to handle emergencies.

6605.7 Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.

Legal Reference

Pennsylvania State Board of Education Chapter 14, Section 14.133 and the PDE Standards Chapter 14, Section 14.143.

Revised by the Board  
October, 2013

STUDENT RIGHTS AND RESPONSIBILITIES

6610

- 6610 The District and students will adhere to student rights and responsibilities policy as specified by the Pennsylvania Department of Education and by West Allegheny School District Guidelines and Procedures.

FREEDOM OF EXPRESSION

6611

- 6611 Students have the right to express themselves unless, as interpreted by school authorities, such expression interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.

DUTIES AND RESPONSIBILITIES OF SCHOOL BUS PASSENGERS

6612

- 6612 Each bus passenger shall cooperate with the bus driver and comply with the rules and regulations in effect at the time.

DISCIPLINARY ACTIONS

6620

- 6620 It shall be the responsibility of the Principal to investigate fully all cases of students appropriately referred to his/her office for misbehavior and to determine such subsequent action as deemed warranted.

PARENTAL CONFERENCE

6621

- 6621 If the Principal deems it appropriate, in terms of serving the best interest of the student, to hold a conference with the parent/guardian, and the student, the teacher(s), the counselor, or any of these, he/she shall arrange and conduct such a conference.

DETENTION

6622

- 6622 If the Principal deems it appropriate, in terms of serving the best interest of the student, to require a student to stay after school for a stated period of time for a stated purpose, the Principal may authorize such detention provided:
- a. The parent/guardian shall be required to provide transportation for the student from the school to his/her residence.

SCHOOL CONDUCT, SUSPENSION AND EXPULSION

6623

- 6623 Administrators of the District are authorized to establish and implement guidelines for the purpose of appropriate student control. These guidelines will provide the administrators with the means to maintain an orderly and positive environment in the school, which is conducive to learning.

CORPORAL PUNISHMENT

6624

6624 Corporal punishment may be administered in accordance with the provisions of law.

6624.1 The Pennsylvania School Code gives every teacher, Assistant Principal, and Principal in the public schools the right to exercise the same authority as to conduct and behavior over the students attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parent/guardian, or persons in parental relation to such students may exercise over them.

Corporal punishment is permitted; however, the Board requires that no corporal punishment be administered except by a Principal and with the permission of a parent. Such punishment shall be used only in extreme cases, in which other reasonable measures have failed, and shall not be degrading or unduly severe, nor on or about the face or head, but within reasonable limits and in such a manner as to inflict no permanent injury.

There shall be no "blanket delegation" or authorization by the Principal to another staff member to administer corporal punishment.

a. The parent/guardian shall reserve the right to request that his/her child not receive corporal punishment. This request must be in writing and shall remain in the Principal's office file.

6624.2 A staff member may, however, use reasonable force under any of the following circumstances;

- a. To quiet a disturbance.
- b. To obtain possession of weapons or other dangerous objects.
- c. For the purpose of self-defense.
- d. For the protection of other persons or property.



CORPORAL PUNISHMENT (continued)

6624

- 6624.3      The District urges staff members to seek alternate forms of discipline in preference to corporal punishment. No disciplinary action shall exceed in degree the seriousness of the offense.

Legal Reference  
School Code: 1317

DRUGS, CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES

6640

6640           The distribution, possession, use and being under the influence of drugs, controlled substances and alcoholic beverages are prohibited. This includes the school buildings, the school grounds, the school buses and any and all activities under the control or direction of school personnel whether they occur on or off school property. Violation of this policy will result in disciplinary measures being taken against offenders. The Administration of the District also reserves the right to prefer civil charges against any and all offenders, and to refer those offenders to law enforcement authorities for appropriate action.

6640.1           Definition of illegal controlled substances, staff notifications, and the District's disciplinary actions are listed in the "Drugs, Controlled Substances, and Alcoholic Beverages Administrative Guidelines" available in each school building and the central office.

SMOKING – STUDENTS

6650

- 6650      The Board believes that the use of tobacco presents a health and safety hazard, which can have serious consequences for the smoker and non-smoker and the safety of the school district. The Board recognizes the health dangers from the use of tobacco, and wishes to protect students, employees, visitors and guests from an environment that may be harmful to them.

6650.1      SMOKING PROHIBITED

- A. All persons, including employees officers, volunteer, visitors and students are prohibited from smoking or the use of smokeless tobacco products in any school building utilized for children within the School District, and on any school bus or other vehicle used in transporting children operated by or on behalf of the West Allegheny School District. This prohibition shall be enforced at all times and shall include any activity or function occurring within the facility, whether school sponsored or otherwise.
- B. Smoking or the use of smokeless tobacco products is prohibited on exterior school grounds of any school building utilized for children.
- C. Smoking is prohibited in all other indoor school buildings, facilities and exterior school grounds, including but not limited to, any outdoor fixed seating area and concession stands.
- D. There shall be no designated smoking areas located in any building, facility or on school grounds.

6650.2      STUDENT POSSESSION OR USE PROHIBITED

- A. Any student is prohibited from possessing or using tobacco:
  - 1. In any West Allegheny School District building;
  - 2. On any grounds of the West Allegheny School District;
  - 3. On any school property owned by, leased by or under the control of the West Allegheny School District;
  - 4. On a school bus or any other conveyance provided by the School District for transportation to or from West Allegheny School District, including transportation to or from a school-sponsored activity, function or event. This includes private vehicles utilized by school staff or chaperons for so transporting students.

- 5. At any school function, activity or event held off School District grounds or property.
- B. A student is in possession of tobacco, for purposes of this policy, if tobacco is found on the person of the student, in the student's locker, in a student's purse, backpack, gym bag or other like object, in a student's coat or other clothing, or otherwise under the student's control.

6650.3

PURPOSE

This Smoking Policy is implemented for the following reasons:

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

6650.4

COMPLIANCE WITH FEDERAL AND STATE LAW

- A. Congress has adopted the "Pro-Children Act of 1994" (20 U.S.C.S. §6081, et seq.), which requires that public school districts prohibit smoking within any indoor facility wherein routine or regular educational services to children is being provided.
- B. The Pennsylvania Legislature has adopted a School tobacco Control Law, Act 168 of 1998, which provides that a Board of School Directors may prohibit smoking on school property and otherwise regulate smoking.

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

6650.5

DEFINITIONS

- A. “Smoking” is the use or possession of alighted cigarette, cigar, pipe or other lighted smoking equipment, and shall also include the use of any smokeless tobacco products
- B. “Smokeless tobacco product” shall include, but not be limited to, any chewing tobacco, snuff, or similar smokeless tobacco product that is used, chewed, sniffed or ingested.
- C. “School building utilized for children” is any indoor facility used by the West Allegheny School District for provisions of routine or regular kindergarten, elementary or secondary education, or library services to children.
- D. “Tobacco” is a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.
- E. “Children” means individuals who have not attained the age of 18.
- F. “Student” or “Pupil” is a person between the ages of 6 and 21 years who is enrolled in school.

6650.6

PENALTIES

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

- A. **STUDENTS**  
Students will be subject to penalties prescribed in the Code of Student conduct, up to and including possible expulsion. Any student who violates this Policy may be subject to prosecution before a district justice (magistrate) and be fined up to not more than \$50.00 plus court costs, pursuant to Act 145 of 1996.
- B. **EMPLOYEES**  
Employees, officers and agents of the District will be subject to disciplinary action up to and including possible dismissal.

Violations of this policy by employees will, under normal circumstances, result in the following progressive discipline unless a particular violation is judged to be willful or contemptuous, in which case more severe discipline may be imposed. The Board reserves the right to impose greater discipline than indicated if circumstances warrant. Should labor contract define other disciplinary procedures the provisions of the labor contract shall prevail.

First Offense: Verbal warning

Second Offense: Letter in file. (Upon completion of a smoking cessation program, the letter will be withdrawn).

Third Offense: Suspension without pay for two (2) days

Fourth Offense: Further suspension or possible dismissal.

Employees of private or public agencies providing services to the District are subject to the provision of this Policy and their employer is held responsible for their compliance.

C. VOLUNTEERS

Volunteers will be subject to temporary or permanent termination of participation in the volunteer program.

D. VISITORS

Visitors who fail or otherwise refuse to adhere to this policy will be asked to leave the premises and may be subject to temporary or permanent exclusion from school grounds.

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

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

6650.7      EMPLOYEE/STUDENT ASSISTANCE PROGRAMS

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

- A. The provisions of this policy apply to all individuals or organizations using school facilities. Violations of this policy will be taken into consideration in determining if future requests of facilities use should be granted.
- B. When appropriate, students and employees shall be referred and encouraged to participation in a smoking cessation program through the student assistance/employee assistance program as may be appropriate.

Legal Reference

Act 168 of 1998

Pro-Children Act of 1994

Revised by Board 3/15/2000

SUICIDAL BEHAVIOR

6660

- 6660 In order to minimize the incident of self-injurious behavior, the Board provides inservice programs and information to staff members, and has developed, implemented, and has in place a crisis intervention strategy. There are additional student services through a variety of activities designed to help students.

STUDENT HEALTH

6670

- 6670 Although the primary responsibility for health care rests with the parent/guardian, the District desires to cooperate in every way possible in an effort to ensure the best health care possible for all students of the District. The administration shall be responsible for the development and implementation of health care regulations that will serve to protect the best interests of the student at all times.

ADMINISTRATION OF MEDICATION

6671

- 6671 The Board is aware that certain students require medication during the school day, and has promulgated the development of guidelines regarding any medication to be administered only by designated school personnel. The guidelines and forms are available in each school office and the central administration office.

6671.1 The Board shall not be responsible for the diagnosis and treatment of student illness.

6671.2 Under no circumstance is any medication to be administered by District personnel unless the school designee has received the signed forms accompanying the guidelines.



STUDENT WELLNESS POLICY

6680

1. PURPOSE

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

2. AUTHORITY

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

3. DELEGATION OF RESPONSIBILITY Pol. 808

The Superintendent or his designee shall be responsible to monitor district schools, programs and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.

The Director of Food Services shall report to the Superintendent or his designee regarding compliance in each school.

Staff members responsible for programs related to student wellness shall periodically report to the Superintendent or his designee regarding the status of such programs.

The Superintendent or his designee shall annually report to the Board on the district's compliance with law and policies related to student wellness. The report may include:

- Assessment of school environment regarding student wellness issues.
- Feedback on the food services program.
- Review of foods and beverages sold in schools for compliance with established nutrition guidelines.
- Examples of activities and programs conducted to promote nutrition and physical activity.
- Recommendations for policy and/or program revisions.
- Suggestions for improvement in specific areas.
- Feedback received from district staff, students, parents/guardians, community members and Wellness Committee.

The Director of Food Services shall assure that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

#### 4. GUIDELINES

##### Wellness Committee

The District shall appoint a Wellness Committee comprised of at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, and member of the public.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with law to recommend to the Board for adoption.

- The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.
- The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

STUDENT WELLNESS (Cont.)

6680

- The Wellness Committee may provide periodic reports to the Superintendent or his designee regarding the status of its work, as required.

Nutrition Education

- The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.
- Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.
- Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
- Nutrition education lessons and activities shall be age-appropriate.
- Nutrition curriculum shall be behavior focused.
- Nutrition education may be integrated into other subjects to complement but not replace academic standards based on nutrition education.
- Lifelong lifestyle balance may be reinforced by linking nutrition education and physical activity.
- The staff responsible for providing nutrition education shall be properly trained and prepared and may participate in professional development.
- District staff may cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.
- Consistent nutrition messages may be disseminated throughout the district, schools, classrooms, cafeterias, homes, community and media.
- Nutrition education may extend beyond the school environment by engaging and involving families and communities.

Physical Activity

- District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students when possible.
- District schools shall encourage students to accumulate at least sixty (60) minutes of age-appropriate physical activity on all or most days of the week. That time will include physical activity outside the school environment, such as outdoor play at home, sports, etc.
- Students shall have opportunities to participate in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
- Age-appropriate physical activity opportunities, such as recess during lunch; clubs; intramurals; and interscholastic athletics, may be provided to meet the needs and interests of students, in addition to planned physical education.
- A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
- Extended periods of student inactivity, two (2) hours or more, shall be discouraged.
- Physical activity breaks may be provided for elementary students during classroom hours.
- After-school programs shall provide developmentally appropriate physical activity for participating children.
- District schools may partner with parents/guardians and community members to institute programs that support physical activity.
- Physical activity shall not routinely be used as a form of punishment.
- Students and the community may have access to physical activity facilities.

Physical Education

- Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
- Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.
- A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.
- A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.
- A sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented subject to cost constraints.
- Adequate amounts of planned instruction shall be provided in order for students to progress toward the proficient level for the Health, Safety and Physical Education academic standards.
- A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.
- Students shall be moderately to vigorously active as much time as possible during physical education classes. Documented medical conditions and disabilities shall be accommodated during class.
- Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
- Physical education shall be taught by certified health and physical education teachers.
- Professional development shall be provided for physical education staff.
- Physical education classes shall have a reasonable teacher-student ratio.
- Physical activity shall not be routinely used as a form of punishment.

STUDENT WELLNESS (Cont.)

6680

Other School Based Activities

- District schools shall provide reasonable space, as defined by the district, for eating and serving school meals.
- Students shall be provided a clean and safe meal environment.
- Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.
- Meal periods shall be scheduled at appropriate hours, as defined by the district.
- Drinking water shall be available at all meal periods and throughout the school day.
- Students shall have access to hand washing or sanitizing before meals and snacks.
- Nutrition professionals who meet criteria established by the district shall administer the school meals program.
- Professional development may be provided for district nutrition staff.
- Access to the food service operation shall be limited to authorized staff.
- Nutrition content of school meals may be available to students and parents/guardians.
- Students and parents/guardians may be involved in menu selections through various means.
- To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.
- Food shall not be routinely used in the schools as a reward or punishment.
- The district shall provide training to staff on the components of the Student Wellness Policy.
- Goals of the Student Wellness Policy shall be considered in planning school based activities.
- Fundraising projects submitted for approval shall be supportive of options for healthy eating and student wellness.

STUDENT WELLNESS (Cont.)

6680

- Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.
- The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

Nutrition Guidelines

Foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

**Competitive foods** are defined as foods offered at school other than through the National School Lunch or School breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.

- Competitive foods available to students in district schools shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a three (3) year plan unless otherwise required.
- Competitive foods available to students in district schools shall comply with the established nutrition guidelines, as listed in the
  - Student Wellness Plan
  - Administrative Regulations
  - Guidelines
  - Procedures

Safe Routes to School

- The district shall cooperate with local municipalities, public safety agency, police departments, and community organizations to develop and maintain safe routes to school.
- District administrators shall seek and utilize available federal and state funding for safe routes to school, when feasible.

CLASS FUNDS

6700

- 6700 Each year the graduating class shall make a commitment regarding the distribution of any unencumbered funds remaining in its respective class account(s) prior to graduation. In the event the class fails to make the commitment by graduation, any funds remaining shall automatically become part of the general fund of the District and subject to the same policies, rules and conditions of all other monies of the general fund.

STUDENT ACCIDENT INSURANCE

6710

- 6710 A student accident insurance program shall be made available annually to all students on a volunteer basis. The premium will be assumed by the respective parent/guardian.

6710.1 Every student participant in a student activity which requires accident insurance shall be required to:

- a. Furnish proof of membership in the student accident insurance program; or
- b. Furnish proof that comparable coverage is carried in another insurance policy.

6710.2 Student activities requiring student accident insurance coverage are:

- a. Interscholastic athletic programs.
- b. Intramural athletic programs.
- c. Marching bands.
- d. School patrols.
- e. Cheerleaders.
- f. Activities groups making overnight trips or excursions.
- g. Any other activities group engaged in projects that could be judged dangerous in terms of students' health/safety.



STUDENT CONTESTS

6720

6720 Participation in interstate, national or regional tournaments, festivals, exhibitions or other types of multiple school competitions or individual student competition representing the District must have approval by the Superintendent or his/her designee.

6720.1 The loss of class time for preparation and for competition shall be kept to a minimum. Lengthy and expensive out-of-state trips during the school year shall be discouraged.

6720.2 Contests or other activities involving awards to students by agencies outside the school shall not be permitted unless approved by the Superintendent. The activity must have educational value and shall be of a noncommercial nature.

PUBLIC APPEARANCES BY STUDENTS

6730

6730 Students who desire to make public appearances, either individually or in groups, representing the District, shall do so with the permission of the school Principal and the Superintendent. Requests for permission to participate publicly shall be made in writing and should be submitted to the school officials at least one (1) month before the event.

CHEERLEADER STUNTS

6740

6740 In the interest of safety and protection of cheerleaders the following requirements shall be observed:

6740.1 No cheerleader shall stand on another person unless that person has at least one (1) foot on the ground.

6740.2 No flips are permitted from another person unless that person has both feet on the ground.

6740.3 Trampolines and/or mini-trampolines shall not be used.

6740.4 Visiting schools who participate in cheerleading activities shall not be permitted to use the facilities of our schools to engage in any form of the above while in the conduct of cheerleading.

PUBLICATION AND DISTRIBUTION OF LITERATURE

6750

6750 The schools of the District shall not be used to publish and/or disseminate literature or survey forms of partisan, sectarian, or political organizations of any kind.

6750.1 The Superintendent may approve the preparation and distribution of literature pertaining to community welfare where common good is served.

6750.2 Authorized student publications may be prepared, printed and sold in the school, on school property or in the school community.

ACADEMIC TIME OUT

6755

6755 "Academic Timeout" permits a student a specific period of time to leave extra-curricular activities to pursue their academic studies. The purpose is to afford a student a prior approved opportunity to concentrate on his/her studies and not be penalized upon their return to their activity. This policy also reinforces that a student, while on academic leave, may not participate in any other extra-curricular activities until he/she return to regular status.

6755.1 Guidelines for this policy are available in the principals' office at the middle school and high school, as well as in the Athletic Director's office.

Approved by Board  
12/12/01

EQUAL ACCESS TO SECONDARY SCHOOL FACILITIES  
(STUDENT GROUPS)

6760

6760 Secondary schools of the District shall provide equal access to school facilities for non-curriculum related student groups to meet on school premises during non-instructional time.

6760.1 Any students who wish to conduct a meeting or meetings dealing with religious, political, philosophical, or other non-curricular content shall be provided access to school premises.

6760.2 Authorization for such open forums shall be limited to the stipulations contained in Sections 802, 803, and 804 of the Education for Economic Security Act of 1984.

Legal Reference

Public Law 98-377, Equal Access Act

CLASSROOM VISITATION

6770

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

AUTHORITY

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

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

DELEGATION OF RESPONSIBILITIES

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

PROCEDURES

1. Individuals wishing to visit any school within the District shall make arrangements through the Principal's Office a minimum of twenty-four (24) hours in advance. The visit shall be limited to only the specified purpose in order minimize disruptions and to protect the confidentiality of children in the classroom. Visits will be limited to no more than forty-five 45 minutes per semester per child, unless the Principal approves alternative arrangements.
2. Upon arrival at the school, approved visitors shall enter the designated entrance and report to the main office where they will register and receive a visitor badge. The badge shall be displayed at all times during the visit. At the conclusion of the visit, the visitor shall sign out in the main office before leaving the building.
3. Staff members shall be expected to require visitors to display a visitor's pass, confirming they have registered at the school office and received proper authorization.
4. The classroom teacher shall have the right to terminate any classroom visitation if the visitation is substantially affecting normal classroom procedures or is disruptive to the instruction of the children.
5. Visitors shall refrain from interacting with staff or students or intervening with the instruction unless invited by the Principal or teacher to do so.
6. If the visitation is terminated by the classroom teacher and the visitor is asked to leave, the teacher shall immediately notify the Principal's Office.
7. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.
8. Visitors who arrange for a classroom visitation shall be given instructions in written form (or, if the visitor is visually impaired, the instructions will be presented verbally). Visitors shall be required to sign and date a statement verifying they have received, understand, and agree to follow the Classroom Visitation Procedures and Confidentiality Guidelines. Visitors shall not be permitted to visit the classroom until they sign the verification statement.

WEAPONS – Students

6800

6800 West Allegheny Board of School Directors believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. With this as a precept, the School Board seeks to provide a safe environment free from weapons for students, school personnel and persons using and visiting school property.

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

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

It is the intent of the foregoing definition to include, but not to be limited to those items encompassed in the term “weapon” or “firearm” as defined in Sections 921 and 922 of Title 18 of the United States Code.

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

Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity. Such exceptions are to be approved in advance, in writing, by the Building Principal with the recommendation of the teacher or program director. The Principal shall facilitate the handling of any such device.

A Memorandum of Understanding between the District and local law enforcement officials shall be developed which establishes the procedures to be followed in the situation where a weapon is discovered on school property.

WEAPONS – STUDENTS (Continued)  
6800

The school district shall require a sworn statement from a student's parent/guardian upon registration and prior to admission stating whether the pupil was previously suspended or expelled from any public or private school in any state, for an offense involving weapons, alcohol, drugs, the willful infliction of injury to another person or any other act of violence committed on school property. This statement will be maintained as a part of the student's permanent disciplinary record.

Investigation Procedures

- 6800.1 Every school employee and/or student who has knowledge of a weapon being impermissible upon or in school property shall immediately inform the principal, who will immediately conduct an investigation. Persons having knowledge of a weapon being in or on school property or as prohibited above shall be subject to disciplinary proceedings if the person does not timely report same.

Upon reasonable suspicion that a student possesses a weapon the principal will request that the student voluntarily empty his/her pockets and remove any coat, book bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult.

It is noted that the State Board of Education Regulations provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects.

If a student resists such a voluntary search, or the school official believes that allowing the student to remove from his/her person an object suspected to be a weapon presents a dangerous situation, the principal or school official shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. Upon the police appearing, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda Warnings.

The school official shall also follow the procedures for student locker searches. If a weapon is found and confiscated, the principal shall immediately notify and/or summon the local police, the superintendent, and the parents or guardians of the student/s involved.

All persons in violation of this policy will be subject to discipline or prosecution, or both.

WEAPONS – STUDENTS (Continued)

6800

Action

- 6800.2 A weapons committee to include at least three (3) individual representatives of the administration, elementary, middle school, high school and superintendent's office will review every weapon incident in terms of action to be recommended.
1. Any student who is in possession of a weapon on school property at any school-sponsored activity or any conveyance providing transportation to a school or school-sponsored activity will be expelled for at least one (1) year.
  2. The Superintendent or his/her designee may modify mandatory one-year expulsion for a student on a case-by-case basis.
  3. Students will be withheld from participation in regular class or suspended at the discretion of the building principal, pending review of the situation by the weapons committee who will meet to recommend consequences and final action.
  4. Student/parent handbooks will be developed at all levels and will include policy and guidelines:
    - a. elementary – receipt and understanding to be signed by parents/guardians.
    - b. Middle school – receipt and understanding to be signed by parents/guardian and students.
    - c. High school – receipt and understanding to be signed by parents/guardian and students unless student is over the age of 18.
  5. The school district shall file a report twice during each school year to the Department of Education, Office for Safe Schools, all new incidents involving acts of violence or possession of a weapon on school property on forms to be supplied by said office.

Legal Reference

Gun Free Schools Act of 1994

Adopted February 15, 1995

Revised August 21, 1996

Title 18, United States Code

Sections 921 and 922

Act 26, 1996



- 6820 The West Allegheny School District Crisis Prevention/Intervention Plan is designed to address the health, safety and welfare of all students, staff and visitors using prevention and response approaches.

The district administrators shall establish, with the approval of the Board of School Directors, the following guidelines:

- 6820.1 Regularly review and update school safety and security measures.
- 6820.2 Implement site security programs.
- 6820.3 Coordinate local school response teams for each school building and district office.
- 6820.4 Incorporate local and community resources.
- 6820.5 Establish links with local law enforcement and fire departments.
- 6820.6 Establish a communications plan with all internal and external entities
- 6820.7 Annually in-service all school personnel and community on the crisis plan.
- 6820.8 Establish safety procedures to effectively limit access to and monitor the school grounds.
- 6820.9 Establish a curriculum to focus on teaching students and staff to take responsibility for the personal safety and conflict resolution techniques.
- 6820.10 Establish proactive procedures to annually recognize positive contributions.

Approved by the Board

December 15, 1999

SEARCH

6850

- 6850 A search of school property shall be conducted at any time school administrators have reasonable suspicion to believe that items are stored therein which constitute a crime or violation.

Generalized and random locker and vehicle searches (including canine sniff searches) are authorized and may be made without notice and require no particular individualized suspicion. If a drug sniffing dog reacts to the purported presence of an illegal substance, such reaction shall constitute reasonable individualized suspicion so as to permit a search of the individual's locker or vehicle. Drug sniffing dogs will not be used to search a student's individual person.

Changes approved to 6850 - March, 2007

SEARCH OF AREA ASSIGNED TO STUDENTS

6851

- 6851 When school administrators have "reasonable suspicion" that an area assigned to a student is being used for unlawful purposes, a search for the specific item may be conducted.

SEIZURE

6852

- 6852 If a properly conducted search yields results that so warrant, such findings shall be turned over to proper authorities for ultimate disposition.

INTERROGATION

6853

- 6853 If the interrogation of a student indicates that the completion of the interrogation should be carried out by a police officer or other legal officer, the Principal shall make every effort to notify the parent/guardian and extend an opportunity for him/her to be in attendance or to make other determinations as the parent/guardian may arrange properly.

SEXUAL HARASSMENT - STUDENTS

6900

6900 The Board reaffirms its commitment to maintaining an education environment conducive to learning at all times. Therefore, no student or member of the staff shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the staff to harass a student, for any student to harass another student, or for a student to harass a member of the staff through conduct or communications of a sexual nature as defined below:

6900.1 Definition.

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

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or when
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or when
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- d. Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, advancements, or demotions.

SEXUAL HARASSMENT - STUDENTS (Continued)

6900

6900.2 Enforcement.

- a. The District will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.
- b. The District recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on the facts in each case.
- c. Given the nature of the type of discrimination, the District also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

6900.3 Reporting.

The procedures and guidelines for registering a sexual harassment complaint and the forms necessary to initiate an investigation are in the offices of each building principal and the central administration.

BULLYING, VIOLENCE, THREATS, INTIMIDATION AND OTHER MISCONDUCT

6950

6950        The West Allegheny School District has the right to expect its students to act in an appropriate manner at all times. It is, therefore, the policy of the West Allegheny School District that all students should enjoy a learning environment free from bullying, cyber bullying, physical violence, threats of physical violence, intimidation or other forms of misconduct from other students of the District.

6950.1        There is hereby established a policy strictly prohibiting bullying, cyber bullying, physical violence, threats of physical violence or intimidation in any learning area, activity area or any other place under the permanent or temporary control of the West Allegheny School District, while going to or from school, at school during athletic practices or games and at any school sponsored activity whether on West Allegheny School District property or otherwise, by or toward any other student of the West Allegheny School District.

6950.2        All students are expected to conduct themselves at all times so as to provide an atmosphere free from bullying, cyber bullying, physical violence, threats of physical violence or intimidation. Any student who engages in such conduct while acting as a member of the school community will be in violation of this policy.

6950.3        DEFINITION OF BULLYING

- a.        Bullying is any unwelcome verbal, written or physical conduct directed at a student by another student that has the intent or effect of:
  - 1. Physically, emotionally or mentally harming a student.
  - 2. Damaging, extorting or taking a student's personal property.
  - 3. Placing a student in reasonable fear of physical, emotional or mental harm.
  - 4. Placing a student in reasonable fear of damage to or loss of personal property.
  - 5. Creating an intimidating or hostile environment that interferes with a student's educational opportunities.Examples of bullying include name calling; teasing; "putdowns"; false accusations; social isolation; circulating cruel rumors; threatening looks, gestures or actions; oral or written threats; physical intimidation; assault; or extortion.

- b. Cyber bullying is any unwelcome or abusive communications (as described above) and includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the District by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs and podcasts).

6950.4 This policy supplements, and is not intended to replace, all other policies and adopted Student Codes of Conduct of the West Allegheny School District.

6950.5 The West Allegheny School District prohibits all forms of bullying, cyber bullying, violence, threats, intimidation or other misconduct by all students and staff members, contracted employees, vendors and volunteers in the school. The West Allegheny School District expects students and parents/guardians who become aware of bullying, violence, threats, intimidation, or other misconduct to report it to a school official, such as a principal, a teacher, a counselor, or a nurse, for investigation. If a staff member is the subject of the complaint, the student or parent/guardian shall report the concern to the Assistant to the Superintendent for Personnel.

6950.6 GUIDELINES

- a. Students, who believe they are victims of bullying, cyber bullying, violence, threats, intimidation or other misconduct, should report this concern immediately and may choose to inform the person responsible for these actions that the behavior is unwelcome, offensive or inappropriate.
- b. Any student who retaliates against another person for reporting bullying, violence, threats, intimidation, or other misconduct may be subject to appropriate disciplinary consequences.
- c. Any student who submits false accusations against another student may be subject to appropriate disciplinary action.

6950.7 REPORTING PROCEDURES

- a. Students shall be informed that they may report bullying complaints to school principals, teachers, counselors, nurses, other adult instructional or support staff (such as a coach, teacher aide, secretary, custodian, or bus driver), or a parent.
- b. Students shall also be informed that they may submit a written complaint to the Principal by delivering the complaint to the office or to a teacher, counselor, or nurse, or contact the District's Tip Line by phone.

6950.8 DISCIPLINARY MEASURES

- a. If it is determined that any student has engaged in conduct in violation of these policies, rules and regulations, he/she shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.
- b. If it is determined that any student has engaged in conduct in violation of these policies, rules and regulations, he/she may be required to meet with a school guidance counselor as a component of the disciplinary measures.
- c. The administration may contact local law enforcement officials and/or institute appropriate legal proceedings with the District Magistrate or in any court of competent jurisdiction for any violation of the code of student conduct, where appropriate.

Approved by Board 1/29/2000 (revisions approved 1-21-09)

# WEST ALLEGHENY SCHOOL DISTRICT

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WEST ALLEGHENY SCHOOL DISTRICT

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# WEST ALLEGHENY SCHOOL DISTRICT

## RESPONSIBILITY FOR COMPLIANCE WITH BOARD POLICY

7000

- 7000 All school employees shall be held responsible for familiarizing themselves with the printed policies of the Board and shall be held accountable for compliance.

## DEFINITION OF SUPPORT SERVICES PERSONNEL

7010

- 7010 Personnel serving in noninstructional capacities shall be regarded as regular employees of the District and subject to all regulations and entitlement specified in the various policies pertaining to them, unless such employees are designated on official records as substitute, part-time, or temporary personnel.

Legal Reference  
School Code: 406  
Act 195 (Effective October 21, 1970)

## FOOD SERVICE PROGRAM

7011

- 7011 The school food service program shall operate in accordance with the Federal Government Regulations and Pennsylvania State Law.

- 7011.1 The food served shall be sold to students, teachers, and other school employees at such price as will not materially exceed the cost of operation.

## WEST ALLEGHENY SCHOOL DISTRICT

### CAFETERIA MANAGER

7012

7012 A cafeteria manager may be appointed by the Board upon the recommendation of the Superintendent.

7012.1 The person employed should have a broad background in food service work and have an understanding of the purpose and composition of the school lunch program. In addition, the cafeteria manager should have the ability to organize the cafeteria work program and supervise the work of all cafeteria workers.

### SCHOOL CAFETERIA DEPARTMENT STAFF

7013

7013 A staff shall be provided for the administration and operation of the school food service program in accordance with the recommendation of the Pennsylvania Department of Education and criteria as established by the Board.

### POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS

7015

7015 The District has agreed to participate in the National School Lunch Program, and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

The District assures the State Agency that the school system will uniformly implement the required policy to determine children's eligibility for free and reduced price meals in the National School Lunch Program under its jurisdiction or where applicable.

RECRUITMENT AND SELECTION

7020

7020        It shall be the policy of the Board to maintain a continuous system of recruitment and selection of personnel be maintained in order to assure competent candidates for vacancies as needed.

7020.1        It shall be Board policy that when current employees apply for vacancies, which would constitute promotion that, such requests be given full consideration in light of applicant's qualifications.

7020.2        The Superintendent and his delegated agent shall be responsible for recruiting, interviewing, and screening qualified applicants for all positions.

APPLICATION MATERIALS

7025

7025 Every new employee shall be required to furnish or aid in the acquisition of information needed to establish and maintain personnel records. The applicant will not be scheduled for an interview unless all application materials are completed.

7025.1 The following records shall be required:

- a. Completed application.
- b. Transcripts of Post-High School Training.
- c. Copy of High School Diploma and any earned degrees.
- d. Record of previous employment.
- e. Retirement records.
- f. Health records.
- g. Income withholding information.
- h. Hospital insurance information.
- i. Pennsylvania State Police and/or FBI criminal history background check.
- j. Child Abuse History Clearance.
- k. Immigration clearance.
- L. Other records as needed.

Legal Reference

Act 34 of 1985

Immigration Reform & Control Act of 1986

Child Abuse History Clearance Act 151

## WEST ALLEGHENY SCHOOL DISTRICT

### PROCEDURE FOR CANDIDATE EVALUATION

7030

7030 Candidates for employment will be selected on the basis of:

- a. Application.
- b. Training background.
- c. Experience record.
- d. Personal attributes and interview.
- e. Ability and skills.

### EQUAL EMPLOYMENT OPPORTUNITIES

7035

7035 All applicants, regardless of sex, color, national origin, religion, age, marital status, or handicap, are to receive equal consideration and prompt attention. Candidates will be evaluated on their merits and qualifications for position.

#### Legal Reference

Title VI of the Civil Rights Act of 1964  
Rehabilitation Act of 1973, Section 504  
Public Law 95-256, April 6, 1978  
Age Discrimination Act of 1975  
Americans with Disabilities Act of 1990

HIRING PROCEDURE

7040

7040 The Board shall hire permanent support personnel only upon receiving a minimum of three (3) applications. If only one (1) applicant applies, information of the applicant's previous employment must be presented. Personnel will be hired only after receiving the following.

- 7040.1 A recommendation from the Superintendent and/or his designee.
- 7040.2 Pennsylvania State Police and/or FBI criminal history background check.
- 7040.3 Child Abuse History Clearance.
- 7040.4 Immigration clearance.

PERSONNEL FILES, CONTENT OF

7050

7050 Personnel records shall be maintained in the district office for each district employee and shall contain such items as:

- a. Application for employment.
- b. Wage or salary information.
- c. Notices of commendation.
- d. Warnings or disciplines.
- e. Authorization for a deduction or withholding of pay.
- f. Fringe benefits information.
- g. Leave records.
- h. Employment history with the school district, including salary information, job title, dates of changes, retirement record, attendance records and performance evaluations.

## WEST ALLEGHENY SCHOOL DISTRICT

### PERSONNEL FILES, ACCESS TO

7052

7052 Any employee shall be allowed to review his/her personnel record file in the personnel office in accordance with the following conditions:

7052.1 Only one (1) review shall be allowed in a given school year, unless extenuating circumstances may justify otherwise.

7052.2 The Superintendent or his/her designee shall be present for all approved reviews.

7052.3 Requests for reviews shall be submitted only for times when the personnel office is regularly open.

7052.4 All review requests shall be filed at least five (5) working days before the first requested date.

Legal Reference  
Act 286 of 1978

### HEALTH CERTIFICATE

7060

7060 Physical examination of all employees is required by law and the Board of School Directors.

7060.1 Prior to employment, each employee shall submit to the District the results of a physical examination performed by a physician and recorded and signed on the proper form.

7060.2 Chest x-rays and/or Man Toux (PPDX) tests of all employees are required by law prior to commencing employment.

Legal Reference  
School Code: 1418



MANAGEMENT OF ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)  
INFECTION IN THE SCHOOL SETTING

7070

- 7070      The Board has the responsibility to safeguard the health of all students and employees of the West Allegheny School District. The Board must also respect the right of affected students and/or employees to confidentiality, to the extent that the right to confidentiality does not interfere with the need to prevent an individual from placing others at risk. The Board, in conjunction with procedures recommended by the Allegheny County Health Department, has developed the following policy for the management of individuals with the AIDS-related virus (HTLV III/LAV) in the school setting.
- a.      This policy is based on current evidence that the AIDS-related virus is not transmissible, under normal circumstances, by students or school employees within the school setting.
  - b.      This policy is also based on a commitment by the Allegheny County Health Department that it will monitor closely the status of any patient with AIDS-related virus within the school setting, and take immediate steps to eliminate the possibility of transmission if the patient becomes communicable.
  - c.      The terms infected student, infected school employee and infected individual are used in these guidelines to apply both to persons who have been diagnosed as having AIDS and to persons who are asymptomatic carriers; i.e., those who have been infected by the AIDS virus and may be capable of transmitting it, but who have not developed any of the recognized symptoms of AIDS.
  - d.      For most infected school-aged children, the benefits of an educational setting outweigh the very minimal risk of transmission of the AIDS-related virus to others in the school setting, and the risk of the individual acquiring other potentially harmful infections.
  - e.      For school employees with the AIDS-related virus who are capable of continued employment, decisions about their continued employment should be made by the patient and his/her physician, subject to review by school district health personnel and the Superintendent.
- 7070.1      The Superintendent will consult with the Allegheny County Health Department in determining the participation within the school setting of students and/or employees who may be infected with the AIDS-related virus. The Allegheny County Health Department

MANAGEMENT OF ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)  
INFECTION IN THE SCHOOL SETTING (Continued)

7070

will monitor those individuals who are infected but do not wish their status known to the school district.

- 7070.2 With direction from the Allegheny County Health Department, the Superintendent will determine which school officials, if any, will receive information about the infected individual. These persons will be required to preserve the confidentiality of information regarding the patient. Records will be kept confidential.
- 7070.3 Information about individuals infected with the AIDS-related virus in the school setting shall not be disclosed to the general public, other school employees, or other groups associated with the school.
- 7070.4 The Health Department and school district rules and regulations, which relate to illnesses and other diseases among students and staff, will also apply to individuals with the AIDS-related virus.
- 7070.5 Routine screening in the school setting for AIDS virus presently is not warranted. Based on existing available information, a screening test will not be required at this time as a condition of continued employment or school attendance.
- 7070.6 Decisions about the participation of individuals infected with the AIDS virus in the school setting will be made on a case by case basis. The decisions will be based on the infected individual's physical condition and expected interaction with others in the school setting.
- 7070.7 This policy will be reviewed on a regular basis to take into account any new medical information that becomes available.
- 7070.8 The Superintendent is authorized to establish further guidelines and procedures should they become necessary to implement this policy.

TRANSPORTATION

7100

7100 The Board of School Directors shall provide transportation for all students in accordance with law and the following District policy and related guidelines. Transportation guidelines are available from building administrators or the Transportation Department.

7100.1 GENERAL

- A. The Board may purchase, equip and maintain vehicles or contract for school bus services for transportation of students to and from regularly scheduled school sessions and field trips and/or athletic trips.
- B. Transportation services will be provided for resident students according to the transportation guidelines.
- C. Transportation services shall not be provided to non-public, non-profit schools located more than ten (10) miles beyond school district boundaries and shall follow the rules of the guidelines as established by the School Board.
- D. All non-public, non-profit schools must certify in writing that all students for whom they are requesting transportation are residents of the West Allegheny School District and are enrolled in the regular education program of the school from K – 12.
- E. The Board shall provide transportation services for all special education and handicapped students in accordance with the provisions of the State Board of Education regulations. Students enrolled in the Early Intervention Program will be transported as per the Allegheny Intermediate Unit's procedures.
- F. The Board shall approve all transportation bus stop locations for each school year, prior to the start of the school year, adhering to the guidelines as established by the District. The Board must approve any additions or deletions to the list of approved bus stop locations.

7100.2 SPECIFIC ASSIGNMENTS

- A. Only eligible students and authorized individuals shall be transported on vehicles.

TRANSPORTATION (continued)

7100

- B. Each student shall be assigned a vehicle and a route. Students are not permitted to transfer to other vehicles or routes without prior authorization from the principal and the Transportation Department. Requests for vehicle and/or route changes must be in writing from the parent/guardian. Such requests will be reviewed and may be granted in accordance with the criteria listed in the guidelines.

7100.3 SCHOOL DISTRICT EMPLOYEES AS DRIVERS

School District employees (teachers, coaches, activity sponsors, administrators) who may not possess a commercial driver's license may be permitted to transport students in a district-owned vehicle or a district-leased vehicle designed for no more than ten (10) passengers including the driver. Requests for the use of a district-owned vehicle must be made at least 2 days in advance and forwarded to the transportation department for approval and scheduling. This request must include a transportation request form, a copy of the employee's current valid operator's license.

7100.4 PUBLIC FARES

Public transportation passes will generally be issued when it is the most economical and reasonable means of transportation.

7100.5 CONTRACTED SERVICES

When it is impracticable or unreasonably expensive to provide transportation services with district vehicles or public transportation, transportation services may be contracted with:

1. Another public school district
2. A non-public school entity
3. A public carrier properly licensed in the Commonwealth
4. A parent contract.

The contractor shall provide a certificate of insurance providing coverage as required by the District and shall comply with all federal and state laws and regulations. All carriers with the exception of parents of the students being transported shall be required to provide Act 34 and Act 151 clearances in advance.

TRANSPORTATION (continued)

7100

7100.6 FIELD TRIPS/EXTRACURRICULAR ACTIVITY TRIPS

- A. The District shall coordinate transportation for field trips and extracurricular activity trips to include those paid for by PTA organizations, Booster Groups, etc.
- B. Requests for transportation for such trips shall be made on the proper transportation request form and submitted to the Transportation Department on a timely basis.
- C. Chaperones may be provided on field and extracurricular activity trips and must be approved by the principal. They must be at least 18 years of age and shall not be a student of the school district. Minor children shall not accompany a chaperone unless such children are enrolled in the school and program or class sponsoring the trip. The number of chaperones shall be included on the Transportation request form.

7100.7 STUDENT SAFETY AND DISCIPLINE

- A. The safety of students riding school vehicles is of primary concern to the District.
- B. The district shall provide a continuing safety and discipline program to all students who are transported in school vehicles as per Policy 7110.
- C. The safety and discipline program will be provided annually to all students. Emergency evacuation drills shall be conducted by the drivers during the months of September and March and shall adhere to the guidelines as established by the Board. All drivers will be provided proper training and instruction in the safety and discipline program and emergency procedures.

7100.8 VIDEO CAMERAS

- A. The Board authorizes the use of video surveillance cameras on vehicles used for the transporting of pupils.
- B. Notification of such video surveillance system shall be provided to parents, students and staff.

TRANSPORTATION (continued)

7100

- C. Video tapes will be maintained by the Transportation carrier for a period of five (5) school days following taping except in those instances where action for misconduct is pending.
- D. Employees responsible for implementing the discipline policies of the school district shall be permitted to view the tapes.
- E. A student and his/her parents/s may view only that portion of videotape, which relates to the discipline of that student.

7100.9

GUIDELINES

School Board approved guidelines which establish specific criteria for the transporting of students are available upon request from building administrators or the Transportation Department.

Approved by Board 8/21/2002

## WEST ALLEGHENY SCHOOL DISTRICT

### COORDINATION OF TRANSPORTATION

7105

- 7105      The Superintendent's designee shall be responsible for coordinating the transportation of all eligible students. Included in this responsibility is recommendation of a contractor to fulfill all transportation requirements of the District.

### DUTIES AND RESPONSIBILITIES OF SCHOOL BUS PASSENGERS

7110

- 7110      At the beginning of the school year, all students assigned to school buses for transportation shall be informed and cautioned, through class instruction, supervision, and otherwise, of the responsibility of the individual passenger for conduct and safety. The principal shall inform the parent/guardian of each bus passenger as to the responsibilities of students while on a school bus. Each bus passenger shall cooperate with the Principal, the Director of Transportation, teacher, and bus driver and comply with all regulations. Regulations are available in each school office and the central administration office.

DUTIES AND RESPONSIBILITIES OF SCHOOL BUS DRIVERS

7120

7120 Every school bus driver shall be informed of all laws, rules and regulations pertaining to operating the school bus and shall cooperate with the business manager and other school officials in compliance with such laws, rules and regulations.

7120.1 Every bus driver shall be properly certified to operate the vehicle to which he/she is assigned. Specifically, the bus driver must:

- a. Be at least twenty-one (21) years of age.
- b. Have a valid Commercial Driver's License (CDL).
- c. Have Act 34 and Act 151 clearances.
- d. Have passed an annual physical examination.
- e. Periodically update his/her training, as required and be trained in appropriate student management.
- f. Have completed twenty (20) hours of instruction under the direction of a state-approved instructor before becoming eligible for a bus driver's license, fourteen (14) hours of which will be classroom instruction and six (6) hours will be devoted to behind-the-wheel experience.

7120.2 The school bus driver shall adhere to the appropriate guidelines promulgated by the District including random drug and alcohol testing.

7120.3 Every person requesting approval for employment as a school bus driver shall complete twenty (20) hours of instruction under the direction of a state-approved instructor before becoming eligible for a bus driver's license. Fourteen (14) hours of this program will be classroom instruction while the remainder of the time will be devoted to behind-the-wheel experience.



DUTIES OF PRINCIPALS IN THE TRANSPORTATION PROGRAM

7130

7130        The Principal shall be responsible for the supervision and discipline of all enrollees of his/her school who are assigned to school bus transportation. Current assertive discipline guidelines shall be used.

7130.1        Authority of the Principal begins when the student leaves home enroute to school at the beginning of the school day and continues until he/she returns home from school at the close of the school day.

7130.2        The Superintendent's designee shall meet annually with the Principals during September to develop and/or update a uniform code of discipline for use in the schools concerning student misbehavior while a passenger on a school bus.

7130.3        The Principal shall, at the beginning of the school year, make certain that all students assigned to school buses for transportation are informed and cautioned, through class instruction, supervision, and otherwise, of the responsibility of the individual passenger for conduct and safety. The Principal shall inform the parent/guardian of each bus passenger as to the responsibilities of students while on a school bus. Each bus passenger shall cooperate with the principal, teacher, and bus driver and comply with all regulations.

RESPONSIBILITY FOR MAINTAINING BUSES

7140

7140        It shall be the responsibility of the Superintendent's designee and/or contractors who provide school transportation equipment to maintain all buses in safe and proper operational condition.

7140.1        Any bus with a mechanical defect shall be withheld from service until that defect has been corrected.

## WEST ALLEGHENY SCHOOL DISTRICT

### MAINTENANCE PROGRAM

7200

- 7200      It shall be the responsibility of maintenance personnel to safeguard the investment made in public schools, to keep all school buildings in safe condition and in good repair to the end that all public school property shall be taken care of and be at all times in proper condition for use.

### DUTIES OF PRINCIPALS IN MAINTENANCE PROGRAM

7210

- 7210      It shall be the duty of all principals to report immediately to the office of the Supervisor of Maintenance and the appropriate custodian any unsanitary conditions, unsafe conditions, damage to school property, needed repair or other threats to health and safety.

### EMERGENCY OVERTIME

7220

- 7220      In an emergency situation, the Superintendent or designee shall have the authority to authorize overtime work as he/she deems necessary for the best interest of the school system.

INTEGRATED PEST MANAGEMENT

7230

- 7230 The West Allegheny School District Integrated Pest Management Policy will be integrated within all school facilities. This policy will reflect the guidelines established by the Commonwealth of Pennsylvania and endorsed by the Board of School Directors to limit the use of pesticides throughout the school district. The guidelines for this policy will establish the procedures for notification of parents/guardians and staff members who wish to be informed when a pesticide is applied within the school district.
- 7230.1 The West Allegheny Integrated Pest Management program is designed to limit and/or eliminate the use of unnecessary chemicals to control unwanted infestations in buildings or athletic fields. To accomplish this goal, common sense and cultural practices are to be employed rather than the needless application of chemicals within the school district.
- 7230.2 As a preventative practices, sealing places that would permit the entry of rodents into buildings will be a priority. If rodents do find a way into the building, non-toxic devices, such as glue traps, are to be utilized to catch and eliminate the intruders.
- 7230.3 Proper storage of food and clean up of spills will be controlled in order to keep insects out of the building.
- 7230.4 In application to athletic fields, cultural practices will be used to keep the number of chemicals within minimal limits. The simple practice such as raising the deck of a mower can decrease the number of weeds on the turf.
- 7230.5 Within the same guidelines, the proper use of pesticides will be controlled. Opportune times to apply chemicals will be prioritized with certain pests, (i.e. the best time to apply pesticides in a life cycle is during the pupal stage. An application during the adult stage has very little effect on curtailing the population.)
- 7230.6 The IPM Program will also provide assistance to notify parents or guardians within the school district, who for health or other reasons, wish to be notified before the application of any chemical control takes place within the school district. This procedure includes an application that be made to the district and/or outside contractors who will apply any chemical within the school district. A subsequent letter will be sent to each family having children in the school asking

INTEGRATED PEST MANAGEMENT (continued)

7230

if notification of these applications is requested. A subsequent data base will be developed and each person on that list will be notified. Notification can be through mail, E-mail or "other suitable methods." This notification must be made 72 hours prior to application, must contain a list of chemicals being used at that application and include the name and phone number of the applicator. This notification only applies to the areas that are accessible to students and staff members.

7230.7      This plan encourages non-chemical pest control, intelligent sparing use of chemicals and use of chemicals only when absolutely needed.

7230.8      Notification of the public is a priority in the development of this plan.

Approved by Board  
12/11/02

# WEST ALLEGHENY SCHOOL DISTRICT

## OPERATIONS PROGRAM

7300

- 7300      It shall be the responsibility of the custodial staff to keep all buildings and grounds in a clean, well-groomed and attractive state at all times in order to provide a healthful, safe, and attractive setting for the educational program.

## WEST ALLEGHENY SCHOOL DISTRICT

### SCHOOL FACILITIES

7350

- 7350        Since school facilities represent a significant investment of the citizens of the district for the education of students, and for the general benefit of the community and its citizens, their proper use and enjoyment shall be encouraged.

### COMMUNITY USE OF SCHOOL FACILITIES

7351

- 7351        The Board endorses community use of school facilities for appropriate purposes. Therefore, in accordance with Board Policy, the administration shall prepare and administer regulations and procedures for the general use of school facilities.

7351.1       The detailed stipulations governing facility use, expenses and/or fee structure and official request forms are included in the "Regulations and Procedures for Use of School Facilities."

7351.2       Request for facility use.

Each request for use of a school facility shall be made in writing on the official application form, available from the district maintenance office.

7400 It is the desire of the Directors that disclosure of information necessary for an enlightened and confident citizenry be assured. The District shall comply with the "Right to Know" Act, the "Sunshine Law," and prevailing Board policy. Exceptions to these laws shall be in accord with pertinent State Board of Education Regulations, the Family Educational Rights and Privacy Act, Section 1409 of the Code which speaks to health records and Act 286 which controls employee access to personnel files. The Superintendent shall determine the applicability of these parameters with respect to types of information being requested and reasons therefore.

All requests for information which require staff time to procure or prepare shall be met only if the request is in writing, the request is reasonably specific and includes a list of documents to be furnished, and the person making the request is a resident of the School District. The District shall respond within a reasonable time considering the scope or complexity of the information requested and the day-to-day work schedule of those involved. Response time shall be determined by the Superintendent or his designee. While some copying may require a higher charge, the minimum charge for materials copied by the District shall be twenty-five cents (25¢) per page.

Requests to examine district records shall be made in writing and scheduled at times and places which are convenient to the district's operation. Records in their original/official form shall not be removed from the district or school office, but may be examined under the supervision of an authorized school employee.

FREEDOM OF SPEECH IN NON-SCHOOL SETTINGS

7480

7480 The Board acknowledges the right of its employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which an administrator's expression could conflict with the district's interests. In situations in which an administrator is not engaged in the performance of professional duties, he/she should:

- 7480.1 Recognize that as an administrator his/her comments will be commonly viewed as representative of the district;
- 7480.2 State clearly that his/her expression represents personal views and not necessarily those of the school district;
- 7480.3 Not direct his/her expression toward any individual(s) with whom he/she would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships;
- 7480.4 Refrain from expressions that would interfere with the maintenance of student discipline;
- 7480.5 Refrain from making public expressions which he/she knows to be false or made without regard for truth or accuracy; and
- 7480.6 Not make threats against coworkers, supervisors or District officials.
- 7480.7 Violations of these guidelines may result in disciplinary action up to and including dismissal.



POLITICAL ACTIVITIES - SUPPORT SERVICES

7490

7490 The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, school property and school time, paid for by all the people, may not be used for political purposes.

7490.1 The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities:

- a. No employees shall engage in political activities upon property under the jurisdiction of the Board.
- b. Political circulars or petitions may not be posted or distributed in school.
- c. The collection of and/or the solicitation for campaign funds or campaign workers is prohibited on school property.
- d. The use of pupils for writing or addressing political materials or the distribution of such materials to or by pupils is forbidden.
- e. When working in a facility of this district used as a polling place on an officially declared election day, an administrator will not promote the candidacy of any candidate or political party.
- f. No administrator will make threats against co-workers, supervisors or district officials.
- g. Violations of these guidelines may result in disciplinary action up to and including dismissal.

7490.2 District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

7490.3 The following situations are exempt from the provisions of this policy:

- a. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, current events and political science;

WEST ALLEGHENY SCHOOL DISTRICT

POLITICAL ACTIVITIES - SUPPORT SERVICES (continued)

7490

- b. The conducting of student elections and campaigning connected therewith; and
- c. The conducting of employee representative elections.

7490.4

Violations of any of the foregoing shall, at the discretion of the Board, constitute cause for reprimand, penalty or dismissal.

PUBLIC RELATIONS OBJECTIVES

7500

7500 The purpose of the school-community communications program is to establish and maintain a program that informs the public of and involves them in the goals and services of the district's schools.

Toward this end, the Board shall provide parent/guardian and other district residents opportunities for information and orientation regarding local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve the following objectives:

7500.1 To explain the programs, achievements, and needs of the schools to parent/guardian, community organizations, special interest groups, and state and federal agencies.

7500.2 To determine what residents expect from their schools, what residents think about the accomplishments of their schools, what residents would like to know about their schools that they don't now know; and which particular areas of the school program, policies, or operations need further clarification or explanation.

7500.3 To keep staff members fully informed of district policies and procedures, system-wide activities, their rights within district policy and under school law, and practices and procedures to follow at parent meetings or conferences to establish cordial relationships and trust on the part of their pupils' parents.

7500.4 To recognize pupils as a "public" entitled both to be heard and to be provided with reasons for policies and practices which relate to them and as "ambassadors" from the school system to the community, whose attitudes will affect community opinion of the schools.

7500.5 To inform teaching staff personnel that community opinion depends upon the daily life of the school, and that they should seek the following objectives as opportunity permits, in their respective fields of services:

- a. Acquaint citizens with the work of the schools.
- b. Give courteous and thoughtful consideration to all inquires and suggestions and carefully investigate all complaints.

## WEST ALLEGHENY SCHOOL DISTRICT

- c. Make parent/guardian feel welcome in the school office and in the classroom.
- d. Cooperate with Parent-Teacher and other community groups.
- e. Maintain pupil relations so as to enlist the cooperation of the home.
- f. Observe interstaff relations conducive to high morale that merits the respect of pupils and citizens.

### Legal Reference

School Code: 701.1, 702, 706, 775, 3603

PUBLICATIONS PROGRAM

7505

7505 The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations.

7505.1 The Board will determine which of its official actions have such community impact and interest to warrant special release; it will arrange for release to the media information on such matters of importance. Matters of a routine nature may be released by the Board Secretary as they have been recorded in the minutes of the Board meetings and upon request of media representatives. All other publications, releases, photographs and the like, depicting the accomplishments of the students and staff of the district, may be approved at the discretion of the Superintendent or designee.

7505.2 The responsible district administrator shall direct an information program designed to acquaint the public with the achievements and the needs of the schools, and which shall include as a minimum a district newsletter containing such information as school policies, financial considerations, educational programs, personnel profiles and calendar reminders. This publication will be issued at least two (2) times per year and will be distributed to parents of all students and to the press.

7505.3 Other publications issued by the district include: school newspapers, yearbooks, curriculum bulletins (from the district), employee handbooks and student handbooks.

7505.4 The Superintendent or designee will develop guidelines to be observed in matters of taste, relevance, and the observation of individual privacy in the writing and photographing of these publications. Such guidelines will contain provisions for personal release, where necessary.

PUBLIC PARTICIPATION IN BOARD MEETINGS

7510

- 7510 The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.

In order to permit fair and orderly expression of such comment, the board will provide a period for public participation, and will formulate rules to govern such public participation in Board meetings.

7510.1 Agenda

At the regularly scheduled Board business meeting, an agenda is followed. Copies of this agenda will be distributed to Board members, via Board packet, no later than the Friday preceding the meeting. Agendas will be posted on the office bulletin board in each school building in the afternoon of the Friday preceding the meeting. Agendas will be available to the public, upon request, at the Administration building after 1:00 p.m. on the Friday preceding the Board meeting. Agendas will also be available to the public on the night of the meeting at the building where the meeting will be held.

7510.1.1 Business Section of Meeting.

The business session will be conducted by the School Board concerning items as presented on the agenda and any other items deemed necessary to be placed before the Board by Board members, administrators, Board Secretary or Board Solicitor.

- a. Comments or questions on business action by the School Board during this segment of the meeting will not be entertained from the general public.

Legal Reference

School Code: 3603, et seq.

PUBLIC ATTENDANCE AT SCHOOL EVENTS

7515

7515 The Board welcomes the public at athletic and other events held by the school district, but the Board also acknowledges its duty to maintain order and preserve the facilities of the district during such events.

7515.1 The Board has the authority to bar the attendance of any person at a school event whose conduct may constitute a disruption. The Board also prohibits alcoholic beverages, gambling, and the use of drugs on school premises.

7515.2 The Board establishes the following regulations with respect to the conduct of school events:

- a. The public will be permitted to smoke only in designated areas when attending functions held on school property.
- b. A schedule of fees for all school events shall be prepared by the Superintendent or designee and adopted by the Board.
- c. Senior citizens, who are residents of the district, shall be admitted without charge to most school events.
- d. The Board will honor athletic passes from all districts which are members of conferences in which teams of this district compete and which honor the passes of this district.

Legal Reference

School Code: 511, 775

# WEST ALLEGHENY SCHOOL DISTRICT

## CITIZENS ADVISORY OR AD HOC COMMITTEES

7520

7520 Citizen committees are a positive means in keeping the Board and administration informed with regard to community opinion, and in representing the community in the study of specific school problems.

7520.1 In creating a new advisory or ad hoc committee, the Board shall define the committee assignment.

7520.2 In charging the committee, the Board shall set dates for a preliminary and final report, after which the committee will be disbanded.

7520.3 Recommendations of all committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations as it sees fit. Meetings of committee shall be open to the public upon the invitation of the committee only.

### Legal Reference

School Code: 1808

PA Code (Title 22)



PUBLIC COMPLAINTS

7525

7525 Any resident or community group shall have the right to present a request, suggestion or complaint concerning district personnel, the program, or the operations of the district. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies.

7525.1 Any misunderstandings between the public and the school district shall be resolved by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures will be employed.

7525.2 Any requests, suggestions or complaints reaching Board members and the Board shall be referred to the Superintendent for consideration and action. In the event that further action is warranted, based on the initial investigation, such action shall be in accordance with the following procedures.

a. Matters Regarding a Teaching Staff Member.

- 1) First Level -- A matter specifically directed toward a teaching staff member shall be addressed, initially, to the concerned staff member who shall discuss it with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority. As appropriate, the staff member shall report the matter, and whatever action may have been taken, to the building principal.
- 2) Second Level -- If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the building principal.
- 3) Third Level -- If a satisfactory solution is not achieved by discussion with the building principal, the principal shall attempt to schedule a conference with the Superintendent. The principal will furnish to the Superintendent a report which will include the specific nature of the complaint and a brief statement of the facts giving rise to it, the respect in

which it is alleged that the complainant (or child of the complainant) has been affected adversely, and the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

- 4) Fourth Level -- Should the matter still not be resolved by the Superintendent, or if it is beyond the Superintendent's authority and requires Board action, the Superintendent shall furnish the Board with a complete report.
- 5) The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision. The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) days following the hearing.

b. Matters Regarding an Administrative Staff Member.

In the case of a complaint directed toward an administrative staff member, the general procedure specified in Part a shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed; and if a satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels in accordance with the organization chart of the school district, terminating with the School Board.

c. Matters Regarding a Noninstructional Staff Member.

In the case of a complaint directed toward a noninstructional staff member, the complaint is to be directed, initially, toward the person's superior, and the matter then brought, as required, to higher levels in accordance with the organization chart of the school district in the manner prescribed above in Part a.

d. Matters Regarding a Program, Operation or Instructional Materials.

## WEST ALLEGHENY SCHOOL DISTRICT

a request, suggestion, or complaint, relating to a matter of district or school policy, procedure, program, operation, or instructional materials, should be addressed, initially, to the building principal or the head of the nonprofessional department who is most directly concerned; and then brought, in turn, to higher levels of authority in the manner prescribed in Part a, above.

e. Matters Regarding Pupil Progress and Well-Being.

In the case of a complaint directed toward this area, the general procedures specified in Part a shall be followed.

Legal Reference  
13.31 et seq.

SCHOOL VISITORS

7530

7530 The Board welcomes and encourages visits to school by parent/guardian, other adult residents of the community and interested educators. To insure order in the schools, it is necessary to establish guidelines governing school visits.

7530.1 The Superintendent or Principal has the authority to prohibit the entry of any person to a school of this district in accordance with the following procedures:

- a. Persons wishing to visit a school should make arrangements in advance with the school office in that building.
- b. Upon their arrival at the school, visitors must register at the office where they will receive a pass.
- c. Staff members shall be expected to require that a visitor has a visitor's pass.
- d. No visitor may confer with a student in school without the approval of the principal.
- e. Should an emergency require that a student be called to the school office to meet a visitor, the principal shall be present during the meeting.

## WEST ALLEGHENY SCHOOL DISTRICT

### RELATIONS WITH PARENTS

7535

- 7535 The Board believes that the education of children is a joint responsibility, one it shares with the parent/guardian of the school community. To insure that the best interests of children are served in this process, a strong program of communication between home and school must be maintained.

### PARENTAL INVOLVEMENT POLICY TITLE 1 READING PROGRAM

7538

- 7538 The West Allegheny School District will insure that parents of Title I students will be involved in the planning, design and implementation of the program. to this end, parents will be invited to attend an annual meeting in the spring to help review the current year Title I Program and to plan for the program for the following year.
- 7538.1 West Allegheny will provide reasonable support for parental involvement activities requested by parents, and will provide for timely response to recommendations made by parents.
- 7538.2 West Allegheny will conduct, with parental involvement, an annual evaluation of the content and effectiveness of this policy.

RELATIONS WITH SPECIAL INTEREST GROUPS

7540

7540 Any requests from civic organizations or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to or by students, sending promotional materials home with students, graduation prizes or fundraising must be examined to insure that such activities promote student interests primarily, rather than the special interests of any particular group.

7540.1 District facilities used by special interest groups be in accordance with the guidelines established in Policy 7351.

7540.2 All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by the Superintendent on the basis of educational value to the total school program, factual accuracy, and good taste.

7540.3 Community Activities Involving Students.  
The Board recognizes the social and scholastic values that may be derived from student participation in various activities sponsored by community organizations, but specifies the following guidelines to prevent unreasonable demands on the time and energies of students and staff.

- a. Requests for student participation in community-sponsored activities must be made in writing to the Superintendent.
- b. The participating students may not leave the school district and the parent/guardian of minor students have granted their permission.

7540.4 Fundraising.  
Fundraising by outside groups or faculty is prohibited on school property or in the name of the school.

- a. Any staff member wishing to solicit funds on school property or in the name of the district must receive permission to do so from the Board. Funds solicited for special purposes are not to be co-mingled with any regular or special accounts of the district. This policy does not apply to the raising of funds for district-sponsored activities. Staff members shall not release the names, addresses, or telephone

numbers of students or staff members to any outside individual or agency.

7540.5

Scholarships and Prizes.

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this district. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

- a. The type of scholarship or prize, and any restrictions pertaining thereto, shall be approved by the Board.
- b. All pertinent information regarding the proposed award shall be submitted for the Superintendent's review in advance of the date on which the award is to be made.
- c. The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient; and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

Legal Reference

School Code: 775

RELATIONS WITH INTERMEDIATE UNIT

7550

7550      It is the policy of this Board that open lines of communication be maintained with the Intermediate Unit Number 3 in order to ensure maximum effectiveness of cooperative programs.

7550.1      Each district has an opportunity to actively participate in the service programs offered by the intermediate unit.

7550.2      In order to maintain a constructive relationship with the intermediate unit the Superintendent is designated as the official liaison between the district and the Intermediate Unit Number 3.

7550.3      The duties of this liaison representative are to ensure that the Board of School Directors receives the necessary information and data that can lead to sound and valid judgments regarding decisions which involve participation by the district in the various programs offered by the Intermediate Unit.

7550.4      This liaison representative shall also arrange to ensure that the Board receives adequate information to give guidance to the programs and services of the Intermediate Unit.

7550.5      The Board will annually review the programs of the district that involve intermediate unit services and make whatever determinations such a review shall suggest.

7550.6      This review will normally take place prior to the district's approval of the proposed Intermediate Unit budget.

Legal Reference

School Code: 901, 911



## WEST ALLEGHENY SCHOOL DISTRICT

### DRUGS, CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES POLICY - SUPPORT SERVICES PERSONNEL AND VISITORS

7640

7640           The possession and use of drugs, controlled substances and alcoholic beverages are forbidden in the District. This includes the school buildings, the school grounds, the school buses and any and all activities under the control or direction of school personnel whether they occur on or off school property. Violation of these restrictions will result in disciplinary measures being taken against offenders. The Administration of the District also reserves the right to prefer civil charges against any and all offenders, and to refer those offenders to law enforcement authorities for appropriate action.

7640.1           Definition of illegal controlled substances, staff notifications, and the District's disciplinary actions are listed in the "Drugs, Controlled Substances, and Alcoholic Beverages Administrative Guidelines" available in each school building and the central office.

SMOKING - SUPPORT SERVICES PERSONNEL AND VISITORS

7650

7650 The Board believes that smoking presents a health and safety hazard which can have serious consequences for the smoker and non-smoker and the safety of the school district. Because of the Board's concern with the safety of the district and in order to protect students, employees, visitors and guests from an environment that may be harmful to them and in compliance with State and Federal laws including the Pro-Children Act of 1994, the Board hereby:

- a. Prohibits smoking by all employees and visitors in school buildings or within school owned, contracted or leased vehicles.
- b. Prohibits smoking by all persons on school grounds.
- c. Prohibits smoking by all persons when supervising students in school-related activities.
- d. Prohibits smoking in bleacher/stadium seating by all persons.

7650.1 For the purpose of this policy "smoking" shall mean all uses of tobacco, including but not limited to, cigars, cigarettes, pipes and smokeless tobacco.

7650.2 Violations of this policy by employees will result in the following progressive discipline unless a particular violation is judged to be willful or contemptuous, in which case more severe discipline may be imposed.

First offense - verbal warning

Second offense -Letter in file. (Upon completion of a Smoking Cessation Program, the letter will be withdrawn.)

Third offense - Suspension without pay for two (2) days.

Fourth offense - Further suspension or possible dismissal.

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

Legal Reference

Act 169 of 1988 Pro-Children Act of 1994

Revised by Board 3/15/2000

WEAPONS - SUPPORT SERVICES PERSONNEL AND VISITORS

7800

- 7800 The Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. With this as a precept, the Board seeks to provide a safe environment free from weapons for students, school personnel and persons using and visiting school property.

It shall be the policy of the Board that possession of a weapon by any person is prohibited in any District building, or on any grounds of the District, by a student or non-student on his/her way to or from school, in any vehicle providing authorized transportation of students to or from any District building or any District sponsored function, activity or event and at any school function, activity or event whether or not held on District property.

"Weapon" shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack; chemical agent such as acid, mace, tazer, shocker or stun gun; any explosive device, firearm (including pellet guns and BB 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 alikes," including any instrument or implement designed to look like a weapon or a facsimile of a weapon such as a toy gun or water pistol.

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

Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity. Such exceptions are to be approved in advance, in writing, by the Building Principal with the recommendation of the teacher or program director. The Principal shall facilitate the handling of any such device. Investigative Procedures/Actions are available in the office of all school buildings.

Legal Reference

Gun Free Schools Act of 1994

Title 18, United States Code, Sections 921, 922 Revised by Board 3/15/2000

CRISIS PREVENTION/INTERVENTION POLICY

7820

## WEST ALLEGHENY SCHOOL DISTRICT

7820 The West Allegheny School District Crisis Prevention/Intervention Plan is designed to address the health, safety and welfare of all students, staff and visitors using prevention and response approaches.

The District administrators shall establish, with the approval of the Board of School Directors, the following guidelines:

- 7820.1 Regularly review and update school safety and security measures.
- 7820.2 Implement site security programs.
- 7820.3 Coordinate local school response teams for each school building and district office.
- 7820.4 Incorporate local and community resources.
- 7820.5 Establish links with local law enforcement and fire departments.
- 7820.6 Establish a communications plan with all internal and external entities
- 7820.7 Annually in-service all school personnel and community on the crisis plan.
- 7820.8 Establish safety procedures to effectively limit access to and monitor the school grounds.
- 7820.9 Establish a curriculum to focus on teaching students and staff to take responsibility for the personal safety and conflict resolution techniques.
- 7820.10 Establish proactive procedures to annually recognize positive contributions.

SEXUAL HARASSMENT - SUPPORT SERVICE PERSONNEL

7900

7900

The Board reaffirms its commitment to maintaining an education environment conducive to learning at all times. Therefore, no student or member of the staff shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the staff to harass a student, for any student to harass another student, or for a student to harass a member of the staff through conduct or communications of a sexual nature as defined below:

7900.1 Definition.

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

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or when
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or when
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- d. Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching; and suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, advancements, or demotions.

## WEST ALLEGHENY SCHOOL DISTRICT

### 7900.2 Enforcement.

- a. The District will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.
- b. The District recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on the facts in each case.
- c. Given the nature of the type of discrimination, the District also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

### 7900.3 Reporting.

The procedures and guidelines for registering a sexual harassment complaint and the forms necessary to initiate an investigation are in the offices of each building principal and the central administration.

WEST ALLEGHENY SCHOOL DISTRICT

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## WEST ALLEGHENY SCHOOL DISTRICT

### FISCAL MANAGEMENT

8000

- 8000 The Board, as the legal fiscal manager of local, state, and federal funds allocated for use in local education, shall accept the responsibility to protect the funds and use them wisely.

### ANNUAL BUDGET

8100

- 8100 The annual budget shall be considered as a controlled spending plan for the ensuing year in relation to anticipated receipts and shall comply, in all respects, with the limitations imposed by law.

### BUDGET PREPARATION PROCEDURES

8120

- 8120 Budget planning shall be an integral part of program planning so that the budget may effectively express and implement all programs and activities of the school system. Budget planning shall be a year-round process involving broad participation by administrators, teachers, or other personnel through the school district.

- 8120.1 The budget shall be prepared on a uniform form, developed and furnished by the Department of Education, and shall be apportioned to the several classes of expenditures of the district as the Board may determine, and shall list by function the expected receipts and expenditures of the school district, expected Commonwealth and/or Federal appropriations and the proposed tax levy.



## WEST ALLEGHENY SCHOOL DISTRICT

### BUDGET DISPLAY

8130

8130 The Board shall annually, at least thirty (30) days prior to the adoption of the annual budget, prepare a proposed budget of the amount of funds that will be required by the District in its several departments for the following fiscal year.

8130.1 The proposed budget shall be printed or otherwise made available for public inspection to all persons who may interest themselves, at least twenty (20) days prior to the date set for the adoption of the budget.

Legal Reference  
School Code: 687

### BUDGET ADOPTION

8140

8140 The Board, after making such revisions and changes therein as appear advisable, shall adopt the budget and the necessary measures required to put it into effect. The total amount of such budget shall not exceed the amount of funds, including the proposed annual tax levy and state or federal appropriations, available for school purposes in the district.

8140.1 The Board shall adopt a budget for the following fiscal year not later than the last day of June.

8140.2 Final action shall not be taken on any proposed budget until after ten (10) days' public notice.

BUDGET MODIFICATIONS AND TRANSFERS

8150

8150 Budget modifications and transfers may be made as follows:

- 8150.1 The Board may, during any fiscal year, make additional appropriations or increase existing appropriations to meet emergencies such as epidemics, floods, fires, or other catastrophes, or to provide for the payment of rental leases.
- 8150.2 The Board shall have power to authorize the transfer of any unencumbered balance or any portion thereof, from one class of expenditure to another, but such action shall be taken only during the last nine (9) months of the fiscal year.
- 8150.3 When deficits in any category of the budget occur, an appropriate amount shall be transferred to those categories from those in which a surplus is anticipated.
- 8150.4 An affirmative vote of a majority of all the members of the Board, duly recorded, showing how each member voted, shall be required in order to take action in adopting the annual budget.
- 8150.5 At the close of the school year (June 30), the Business Manager is authorized to transfer unencumbered class expenditure balances or any portion thereof in such a manner as necessary to bring all class expenditures into balance.

Legal Reference

School Code: 508, 609, 671, 687

## WEST ALLEGHENY SCHOOL DISTRICT

### ACCOUNTING SYSTEM

8200

- 8200 The finances of the District shall be maintained in accordance with generally accepted accounting and auditing procedures and standards and shall include all funds over which the Board has direct or supervisory control.

#### Legal Reference

School Code: 2401

Single Audit Act of 1984

### SELECTION OF THE SCHOOL AUDITOR

8210

- 8210 The Board shall employ an independent auditor, who shall be a Certified Public Accountant, prior to the end of the fiscal year to audit the finances of the school district. The compensation of the CPA shall be fixed by the Board and shall be paid from the funds of the district.

- 8210.1 The accountant or firm of accountants may be designated for a term of years and at the discretion of the Board, may be authorized to conduct a monthly audit of accounts.

#### Legal Reference

School Code: 2401

# WEST ALLEGHENY SCHOOL DISTRICT

## STATEMENT OF ACCOUNTS

8220

- 8220      The Board, their proper officers, school depositories, the Superintendent, and other proper persons shall furnish to the auditors, whenever required by them for auditing purposes, statements and accounts of all finances of the district and other funds belonging to or controlled by the district, including assets and liabilities, together with access to all books, records, tax duplicates, vouchers, school orders, payrolls, letters, and other matters pertaining to the finances of the District.

Legal Reference

School Code: 2402

## TIME OF THE AUDIT

8230

- 8230      The auditors for the District shall begin their duties on the first day of July each year, and promptly within thirty (30) days but in no case more than ninety (90) days audit the accounts of the District, including the accounts of the treasurer, school depositories, and other school funds, for the preceding fiscal year as provided for in the School Code.

Legal Reference

School Code: 2431

8240        The auditors, upon completion of the audit, shall make correct copies thereof, which shall contain an itemized statement of all receipts, expenditures, and credits, whatsoever, of school officials, and the assets and liabilities of the District. One (1) copy shall be filed with the Board, one (1) copy in the Court of Common Pleas of the county in which the district is located, one (1) copy with the Intermediate Unit Board of Directors, one (1) copy with the Bureau of Census, Single Audit Clearing House, and one (1) copy with the Department of Public Instruction, by mailing the same sealed, stamped, and addressed to the Comptroller's Office, Pennsylvania Department of Education, Harrisburg, Pennsylvania, by registered mail with return registry receipt requested.

8240.1        The auditors shall, within ten (10) days after completing their report of audit, advertise a notice that the audit report for the District has been filed and is available for public inspection at the Business Office of the District, in one (1) newspaper of general circulation published or generally circulated in such District, once a week for three (3) successive weeks.

Legal Reference  
School Code: 2431, 2432

## WEST ALLEGHENY SCHOOL DISTRICT

### PURCHASING AUTHORITY

8300

- 8300      The Board shall authorize purchase of all necessary furniture, equipment, textbooks, school supplies, and other appliances for use in the district schools, or any department within the district, and furnish free of cost for the use in schools of the district, subject to rules and regulations adopted by the Board. All furniture, equipment, books, school supplies, and other appliances purchased shall be purchased in accordance with regulations in the School Code.

Legal Reference  
School Code: 801

### PURCHASING PROCEDURE FOR SUPPLIES

8310

- 8310      All items that are purchased for the District must be processed on the approved District purchase order form and approved by the respective principals, before the order is placed with the business office.
- 8310.1      Methods of processing all requisitions, purchase orders, invoices, and Board authorization for the payment of invoices shall be developed by the Business Manager with the approval of the Superintendent.

SPECIFICATIONS, BIDDING, CONSTRUCTION OR REPAIR LIMITS

8320

8320 Specifications for bidding for supplies and equipment, construction or repairs shall be prepared by the Business Manager with the approval of the Superintendent.

8320.1 All furniture, equipment, textbooks, school supplies and other appliances for use in the schools and costing four thousand dollars (\$4,000) or more shall be purchased by the Board after advertising for three (3) weeks in a local newspaper. All bids shall be opened at a public Board meeting.

8320.2 All furniture, equipment, textbooks, school supplies and other appliances for use in the district schools costing less than four thousand dollars (\$4,000) may be purchased through the office of the Business Manager, with the approval of the Superintendent.

8320.3 The Board shall accept the bid of the lowest responsible bidder - kind, quality and material being equal.

8320.4 The Board shall have the right to reject any and all bids, or select a single bid from any bid.

8320.5 Food supplies, maps, music, globes, charts, educational film, filmstrips, prepared transparencies and slides, pre-recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board material, flash cards, models, projectors and teacher demonstration devices necessary for school use shall be exempt from bidding provisions.

8320.6 All construction, reconstruction, repair or work of any nature including the introduction of plumbing, heating, ventilating or lighting systems, upon any school building or upon any school property where the entire costs, value, or amount of such construction or reconstruction, repairs, or work, including labor and material, shall exceed ten thousand dollars (\$10,000) shall be done under separate contracts to be entered into by the District with the lowest responsible bidder, upon proper terms, after due public notice has been given asking for competitive bids.

WEST ALLEGHENY SCHOOL DISTRICT

SPECIFICATIONS, BIDDING, CONSTRUCTION OR REPAIR LIMITS  
(Continued)

8320

- 8320.7      If, due to an emergency, a school plant or any part thereof becomes unusable, competitive bids for repairs or replacement may be solicited from at least three (3) responsible bidders and, upon the approval of any of these bids by the Secretary of Education, the Board may proceed at once to make the necessary repairs or replacements in accordance with the terms of said approval bid or bids.
- 8320.8      The Board may perform any construction, repairs, or work of any nature, where the entire cost or value, including labor and material is less than five thousand dollars (\$5,000) by its own maintenance personnel, or may have any such construction, reconstruction, repairs or work performed by contract after soliciting bids from at least three (3) responsible bidders.

Legal Reference

School Code: 751 (Amended Act 236 of 1978, Amended Act 93 of 1984)  
807.1 (Amended Act 1 of 1982)



## WEST ALLEGHENY SCHOOL DISTRICT

### PROCEDURE FOR OPENING SEALED BIDS

8321

- 8321      The opening of sealed bids will normally take place at a predetermined time with Board members present. All bids opened shall be listed on the agenda of the Board meeting when action is anticipated.

#### Legal Reference

School Code: 807.1, amended 5/4/90, Act 38

### PAYMENTS TO RECEIVE DISCOUNTS AND AVOID PENALTIES

8330

- 8330      The Board authorizes the payment of invoices between Board meetings when not to do so would incur a penalty or loss of discount. All such payments shall be listed on the bill-list for ratification at the next regular meeting.

## WEST ALLEGHENY SCHOOL DISTRICT

### TEXTBOOK ADOPTION AND PURCHASE

8340

8340 All school textbooks shall be adopted by the Board at any regular meeting:

8340.1 Textbooks, so adopted, shall be provided for the use of the schools during the following school term.

8340.2 The Superintendent shall report in which subjects new textbooks are needed and what textbooks should be adopted or changed.

8340.3 No adoption or change of textbooks shall be made without the Superintendent's recommendation, except by a two-thirds (2/3) vote of the Board.

8340.4 Books supplemental to regularly adopted textbooks may be adopted and purchased for use in the schools at any time.

8340.5 Supplementary books shall be adopted in the same manner as textbooks are required to be adopted.

8340.6 Any student in the District may use school books during vacations. The Superintendent or his/her designee may develop rules and regulations for their use.

Legal Reference

School Code: 803, 804

### PROTECTION OF FUNDS AND PROPERTY

8400

8400 All school funds held in any authorized depository shall be fully insured. The District may require school employees and contractors to provide faithful performance bonds, and the District may authorize various insurance contracts as a method of protecting the funds and property of the District.

Legal Reference

School Code: 623

INVESTMENT OF FUNDS

8410

8410 The Board authorizes the temporary investment of excess funds consistent with sound business practice.

8410.1 Investment program shall be operated in accordance with the restrictions contained in law and applicable rules and regulations adopted by the Board.

8410.2 Authorized types of investments for District funds shall be:

- a. U. S. Treasury bills.
- b. Short-term obligations of the United States government or its agencies or instrumentality's.
- c. Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation or the National Credit Union Share Insurance Fund to the extent that such accounts are so insured, and, for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.
- d. Obligations of the United States of America or any of its agencies or instrumentality's backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentality's backed by the full faith and credit of the Commonwealth, or any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentality's backed by the full faith and credit of the political subdivision.

8410.3 In making investments of funds, the Board shall have authority:

- a. To permit assets pledged as collateral under c. above to be pooled in accordance with the Act of August 6, 1971 (P.L. 281, No. 72), relating to pledges of assets to secure deposits of public funds.

# WEST ALLEGHENY SCHOOL DISTRICT

## INVESTMENT OF FUNDS (continued)

8410

- b. To combine monies from more than one (1) fund under school district control for the purchase of a single investment, provided that each of the funds combined for the purpose shall be accounted for separately in all respects and that the earnings from the investment are separately and individually computed and recorded, and credited to the accounts from which the investment was purchased.

8410.4 Timely reports on investments made by the Treasurer of the District shall be provided to the Board at least monthly.

### Legal Reference

School Code: 440.1 (Amended Act 62 of 1981

P.L. 281, #72, August 6, 1971

## PERFORMANCE BOND FOR EMPLOYEES

8420

8420 The Board shall require the Secretary, the Treasurer, the Business Manager, and all school employees responsible for District funds to be bonded by a corporate surety in amounts to be determined by the Board and the premium to be paid by the District.

PERFORMANCE BOND FOR CONTRACTORS

8421

8421 The District shall require any person, co-partnership, association or corporation, entering into a contract with the District for the construction, erection, installation, completion, alteration, repair of or addition to any public work or improvement of any kind whatsoever, where the amount of the contract is in excess of five hundred dollars (\$500) before commencing work to execute and deliver to the District, an additional bond for the use of any and every person, co-partnership, association or corporation interested, in a sum not less than fifty percent (50%) and no more than one hundred percent (100%) of the contract price.

Legal Reference

School Code: 409, 431, 436, 658, 756

INSURANCE ON BUILDINGS: PUBLIC LIABILITY, INSURANCE OF  
EMPLOYEES, BROKER OF RECORDS

8430

8430 The District has the power to purchase insurance as follows:

- 8430.1 The District shall have full power and authority to make and enter into any contract or contract with any person, firm or corporation, including any mutual fire insurance company authorized to transact business in the Commonwealth, for the purpose of insuring against loss or damage by fire, or otherwise, any or all of the school buildings or other property owned or leased by the District.
- 8430.2 The District shall have power and authority to enter into any contract or contracts with any person, firm, or corporation including any mutual insurance company authorized to transact business in this Commonwealth, for the purpose of insuring every employee of the District against liability for damage sustained by students, or others, as a result of the employee's negligence in the performance of his/her duties during the course of his/her employment.
- 8430.3 No contract or contracts of insurance shall be purchased from or through any person employed by the District in a teaching or administrative capacity.
- 8430.4 The District shall purchase insurance for each of its school buildings and the contents therein for fire, extended coverage and vandalism, and malicious mischief. Also to be purchased is coverage in the following areas: Comprehensive General Liability, Comprehensive Automobile Liability, Excess Indemnity-Umbrella Liability, Boiler and Machinery Insurance, Workmen's Compensation, Travel Accident Policy, Fidelity Bonds, and Broad Form Money and Security Loss Policy.
- 8430.5 The Superintendent and/or the Business Manager shall maintain a complete file of all policies and information concerning all insurance companies.

GROUP INSURANCE COMPANIES

8440

8440      The District may make contracts of insurance with any insurance company, or nonprofit hospitalization corporation, or nonprofit medical service corporation, authorized for such purposes within the Commonwealth, insuring its employees, their spouses and dependents, and retired employees or any class or classes thereof, under a policy or policies of group insurance covering life, health, hospitalization, medical services or accident insurance.

8440.1      The District may contact with any such company granting annuities or pension for the District employees and for such purposes may agree to pay part or all of the premiums or charges for carrying such contracts or make no payment.

8440.2      The District may appropriate out of its treasury any money necessary to pay such premiums of charges or portions thereof.

8440.3      No contract or contracts of insurance shall be purchased from or through any person employed by the District in a teaching or administrative capacity.

8440.4      The Board is authorized to deduct from the employee's pay, salary, or compensation the part of the premium that is payable by the employee, if so authorized by the employee in writing.

8440.5      All contracts for insurance or annuity shall conform to all existing laws or future laws concerning insurance and annuities.

8440.6      The District may combine with other school and governmental agencies to negotiate joint purchasing contracts for insurances.

Legal Reference  
School Code; 513

## WEST ALLEGHENY SCHOOL DISTRICT

### LIABILITY FOR PERSONAL PROPERTY

8450

8450      The District will not be responsible for the personal property of students, support employees, or other persons using the school facilities.

8450.1      Articles of clothing, jewelry, money and other articles of a personal nature or constituting personal property such as radios, eyeglasses, etc., are the responsibility of the student, support employee, or other person while he/she is in the school facility, except in cases where other contractual arrangements are made.

8450.2      Items deemed necessary to carry on the educational program of the District will be furnished by the District to students, employees, and to those others using school facilities under such rules and regulations as the Board may establish.

8450.3      The District will provide reasonable safeguards for the protection and safekeeping of personal property, which may be brought on the premises.



8455           The West Allegheny School district and its employees must, at all times, comply with all applicable laws and regulations. West Allegheny will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes, but is not limited to, any payment for illegal acts, indirect contributions, rebates and bribery. West Allegheny does not permit any activity that fails to stand the closest public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, West Allegheny employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the district's operations.

8455.1           CONFLICTS OF INTEREST

West Allegheny expects that all employees will perform their duties conscientiously, honestly and in accordance with the best interests of the district. Employees must not use their position or their knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with the district, they should immediately communicate all the facts to their supervisor.

8455.2           CLIENTS AND SUPPLIERS

West Allegheny School District employees should avoid inventing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the district, or that provides goods or services, or both to the district, if such investment could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the district.

8455.3      GIFTS, FAVORS, ENTERTAINMENT

West Allegheny School District employees must not accept entertainment, gifts or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the district has, or is likely to have, business dealings. Similarly, West Allegheny employees must not accept any other preferential treatment under these circumstances because their position with the district might be inclined to, or be perceived to, place them under obligation.

8455.4      KICKBACKS AND SECRET COMISSIONS

Regarding the West Allegheny School District business activities, employees may not receive payment or compensation of any kind, except as authorized under the West Allegheny policies and procedures. The district strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution of the fullest extent of the law.

8455.5      ORGANIZATION FUNDS AND OTHER ASSETS

West Allegheny employees who have access to the district's funds in any form must follow the prescribed procedures and policies for recording, handling, and protecting money. The district imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud or dishonesty, they should immediately advise their superior so that the district can promptly investigate further.

When a West Allegheny employee's position requires spending funds or incurring any reimbursable personal expenses, that individual must use good judgment on the district's behalf to ensure that good value is received for every expenditure.

West Allegheny funds and all other assets of the district are for the district's purposes and not for personal benefit. This includes personal use of the districts assets, such as computers.

8455.6

ORGANIZATION RECORDS AND COMMUNICATION

Accurate and reliable records of many kinds are necessary to meet West Allegheny's legal and financial obligations and to manage the affairs of the district. The district's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities or both, and must exercise diligence in enforcing these requirements.

West Allegheny employees must not make or engage in any false record or communications of any kind, whether internal or external, including but not limited to:

1. False expense, attendance, financial or similar reports and statements
2. False advertising and other misleading representations.

8455.7

PROMPT COMMUNICATIONS

In all matters relevant to parents, community members, suppliers and government authorities, all West Allegheny employees must make every effort to achieve complete, accurate and timely communications-responding promptly and courteously to all proper requests as per district Policies and Procedures

CAPITAL ASSETS

8460

8460 The West Allegheny School District Capital Asset Policy follows the requirements set forth by the Governmental Accounting Standards Board Statement No. 34 as it pertains to Capital Asset Reporting.

8460.1 DEFINITION

This policy applies to the District's acquisition and depreciation of capital assets.

Capital assets include land, improvements to land, easements, buildings and building additions, building improvements, furniture, fixtures and equipment, equipment under lease, vehicles, works of art and historical treasures, construction-in-progress and infrastructure.

8460.2 AUTHORITY

Participation of the district in any such activity shall be in accordance with Board Policy.

The Board of School Directors delegates to the business Manager, the responsibility to coordinate the compilation and preparation of all information necessary to implement this policy.

8460.3 GUIDELINES

The Board of School Directors shall establish guidelines pertaining to the capital assets of the district and shall contain specific information on the following:

1. Purchased Capital Assets greater than \$5,000 should be recorded at historical/original cost.
2. Purchased items less than \$5,000, but having lives that extend beyond one year which need to be controlled for insurance, warranty or replacement tracking should be classified as non-capital equipment expenditures.
3. Purchases less than \$5,000 and consumed within the fiscal year are treated as supplies, and the district will record and maintain these non-GASB34 asset inventories in subsidiary ledgers.
4. Group purchases of assets greater than \$5,000 should be recorded at historical cost.

5. Capital Assets should be depreciated over their useful lives.
6. If determining historical costs is not practical, reporting should be based on estimates.
7. Fixed asset records should include all or part of information contained in the guidelines.
8. Donated Capital Assets must be reported at fair market value plus ancillary charges. Depreciation of donated assets shall be taken over the useful life of the donated asset.
9. Collections of Capital Assets should be capitalized at their historical cost or fair value at the date of the donation.
10. Capitalized collections or individual items that are exhaustible should be depreciated over their useful lives.
11. Infrastructure assets are long-lived capital assets that normally are stationary in nature and can normally be preserved for a significantly greater number of years and shall be depreciated over their useful lives according to the chart contained in the guidelines.
12. A complete copy of the guidelines for the administering of the Capital Asset Policy is available from the office of the Business Manager.

8460.4

DEPRECIATION

Depreciation is required for the District's Capital Assets, is allocated to expense in a systematic and rational manner, is calculated using the Straight Line method and may be calculated for a class, a network or individual assets.

8460.5

DISPOSALS

When fixed assets are sold, calculation of gain or loss on disposal is required based upon the amount of proceeds received less the net book value.

Approved by Board  
August 21, 2002  
Revisions approved by Board  
November 19, 2003

## WEST ALLEGHENY SCHOOL DISTRICT

### INTERNAL FUNDS

8500

8500 Each Principal or other person in charge of an internal fund shall make a monthly and annual report on the status of such fund to the Superintendent and Board and shall have it ready for the auditor.

8500.1 The report shall indicate opening balances, receipts by source, expenditures by type, and closing balances. The annual report shall be made prior to June thirtieth (30th) of each year for the school year just ended.

8500.2 All funds collected for school purposes from whatever source are public monies and are controlled by the policies and directives of the Board. This includes, but is not restricted to, class or school fees, school lunch proceeds, ticket sales, donations, and student organization funds.

8500.3 Receipts shall be used by all persons receiving funds on behalf of the school system, an individual school, or a school organization. All duplicate copies of receipts shall be accounted for. The person signing receipts shall insure that his/her signature is legible. The receipt and its duplicate shall clearly indicate the source and the purpose of the funds received.

8500.4 Receipts in the form of checks should be written in favor of the District or the name of the internal fund of that particular school, as may be proper.

8500.5 All organizations shall submit to the Principal, within five (5) days after the activity, a financial report.

8500.6 Each expenditure from school internal accounts shall be made by check only, signed by the employee or employees authorized by the Superintendent. Such checks may be signed by the Principal upon receipt of a "check request" prepared and signed by the individual responsible for the financial affairs of a particular organization or activity.

WEST ALLEGHENY SCHOOL DISTRICT

INTERNAL FUNDS (Continued)

8500

8500.7      The check blanks are to be prenumbered, and the person in charge shall account for each blank.

Legal Reference

School Code: 511 (Amended Act 93 of 1984)  
Manual of Accounting and Related Financial  
Procedures for PA School Systems, revised;  
PA Dept. of Ed., 1983, Effective 7/1/84.

## WEST ALLEGHENY SCHOOL DISTRICT

### DEPOSITORY FOR INTERNAL FUNDS

8501

- 8501      Each Principal shall maintain an internal fund for his/her school in a bank approved by the Board as a depository for school funds.
- 8501.1      Such bank account shall honor checks written on the internal fund and signed by the Principal and any other employee authorized by the Board.
- 8501.2      Each employee authorized to handle funds or to sign checks shall be bonded.
- 8501.3      No separate bank accounts shall be maintained by any school-related organization except by organizations composed of parents/guardians and/or teachers.
- 8501.4      Cash and other receipts shall be deposited in the Principal's office, in the business office, or in the bank so that no funds will be taken home by an individual overnight.
- 8501.5      Custodians of funds are authorized and directed to make use of night depository services offered by banks to take care of funds received after banking hours.
- 8501.6      All purchases of materials or supplies made by any organization, club, society, or group, or by any school or class, in excess of one thousand dollars (\$1,000), shall be made upon solicitation or quotations or bids from three (3) or more responsible manufacturers or dealers in such materials or supplies. All such purchases shall be made from the lowest responsible bidder on the basis of price, quality and service.

#### Legal Reference

School Code: 511 (Amended Act 93 of 1984)  
Manual of Accounting and Related Financial  
Procedures for PA School Systems, revised;  
PA Dept. of Ed., 1983, Effective 7/1/84.



# WEST ALLEGHENY SCHOOL DISTRICT

## ATHLETIC FUND

8510

8510      The Athletic Fund is classified in the Manual of Accounting as a Specific Revenue Fund which fund shall be treated as a Governmental Fund subject to all regulations and processes set forth in the manual.

8510.1      The Athletic Fund shall be separated from all other funds and designated as a Governmental Fund, including the designation of a separate Money Market Fund and Checking Account.

8510.2      Individuals who work at athletic events in the capacity of ticket sellers, ticket takers, clock operators, scorekeepers, camera operators, chain operators, or the like, shall be classified as employees and paid for their earnings subject to all mandatory payroll deductions.

8510.3      Two (2) signatures shall be required on all Athletic Fund checks. The Principal, Athletic Director and Business Manager shall be authorized to review and sign Athletic Fund checks.

8510.4      As a Governmental Fund, athletic transactions shall be processed in accordance with the procedures historically established for General Fund transactions and all policies and procedures pertaining thereto.

8510.5      The High School Athletic Director, under direction of the Principal, shall be responsible for the depositing of funds, initiating purchase orders, approving all transactions, formulating budgets, and, in general, controlling the overall operation of the budget.

### Legal Reference

School Code:

Manual of Accounting and Related Financial  
Procedures for PA School Systems, revised;  
PA Dept. of Ed., 1983, Effective 7/1/84.

# WEST ALLEGHENY SCHOOL DISTRICT

## SENIOR CLASS ACCOUNT BALANCES

8700

8700 All graduating classes shall make a commitment as to the distribution of the funds remaining in the respective class accounts after the payment of all financial obligations prior to graduation.

8700.1 In the event the class fails to make the commitment by graduation, any funds remaining shall automatically become part of the general fund of the District and subject to the same policies, rules, and conditions of all other monies of the general fund.

SHERIFF SALE POLICY

8800

WHEREAS, there are numerous delinquent real estate tax liens filed against residential, commercial and industrial properties, including vacant land, within the West Allegheny School District; and

WHEREAS, the District desires to collect the delinquent real estate taxes; remove the existing tax liens filed against these properties; and begin timely collecting annual real estate taxes on these properties; and

WHEREAS, the District desires to consider proceeding with Sheriff's sale proceedings as an appropriate tax collection measure recognized by Pennsylvania's tax collection laws where bona fide purchasers exist and make such a request of the District; and

WHEREAS, the District may consider initiating Sheriff's sale proceedings where properties are comprised of vacant land only, or where improvements situated upon residential, commercial or industrial properties are vacant and uninhabited.

The District hereby recognizes a policy to consider initiating, at the request of a bona fide purchaser, Sheriff's sale proceedings of the following properties:

1. One or more real estate tax liens are filed with the Allegheny County Prothonotary against the property; and
2. The properties are comprised of vacant land only, or
3. The properties are taxable residential properties and the improvements thereon are vacant and uninhabited, or
4. The properties are taxable vacant or occupied commercial or industrial properties.

The School Board shall consider and approve each Sheriff sale requested by a bona fide purchaser on a case-by-case basis, and will direct the Appointed Delinquent Tax Collector to proceed with such sales. Sheriff's sale proceedings shall be initiated and completed pursuant to applicable Pennsylvania law.