

**WEST ALLEGHENY  
HIGH SCHOOL**



**2021-2022  
PARENT-STUDENT  
HANDBOOK**

## **EQUAL OPPORTUNITY POLICY**

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

*For information regarding program services, activities and facilities that are accessible to and usable by handicapped persons or for inquiries regarding civil rights compliance contact: Office of the Superintendent, P.O. Box 55, 100 Bruno Lane, Imperial, PA 15126, (724) 695-5210 or Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC 20201.*

*Reviewed and Revised  
Summer, 2012*

## **MISSION STATEMENT**

### **OUR MISSION**

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 be a responsible citizen, prepared for life-long learning and employment; this is accomplished by providing meaningful and personally challenging learning experiences within a safe, nurturing environment in partnership with family and community.

### **OUR VISION**

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

### **SHARED VALUES**

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

### **ALMA MATER**

*Alma Mater, WEST ALLEGHENY,  
Scarlet and gray are true.  
To thee, we raise our loyal voices,  
To echo our lifetime thru,  
Thy guiding hand and spirit  
Has kept our love for thee.  
The hours and days that were spent here  
Will linger thru the years*

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Dear Students and Families of West Allegheny High School,

On behalf of our high school administration, faculty, and staff, it is our privilege to welcome you to the 2021-2022 school year! We will continue to focus on providing students and families with the best opportunities to be successful while maintaining a safe and supportive environment each step of the way. We have updated our handbook information to meet the current needs of our students and families as we continue navigating through the pandemic. Please note that certain components such as lockers, visitors, cafeteria, hallways, and the media center may have been modified and will continue to be adjusted to meet our present pandemic plan.

We are excited about the opportunities to engage with all of you this year. We believe that our work together will create a positive school community. It is our hope that together we can embrace those learning possibilities that make for great experiences and positive memories while preparing our students with a viable post-secondary plan focused on 21<sup>st</sup> Century careers and/or post-secondary schooling.

To assist in this journey, we have included important information to provide tools for success. Please read this handbook as you will be responsible for the content within as it pertains to the policies and procedures of being part of our school community. If there are any questions, please feel free to reach out to any staff member for assistance.

We know that every student who walks through our doors can accomplish great things every day. It is our collective goal to foster an environment full of promise and allows all who are involved to have a year filled with personal and academic growth. We look forward to joining you in this journey and celebrating your success. Have a great year!

Sincerely,

*Cheryl McHone*

Dr. Cheryl McHone, Principal

*Toni Baldanzi*

Mrs. Toni Baldanzi, Supervisor of Ancillary Programs

*Katharine Roche*

Dr. Katharine Roche, Academic Principal

*David McBain*

Mr. David McBain, Director of Athletics

*Samuel Taylor*

Mr. Samuel Taylor, Assistant Principal

**WEST ALLEGHENY HIGH SCHOOL ADMINISTRATION**

Superintendent .....Dr. Jerri Lynn Lippert  
Assistant Superintendent of Schools.....Dr. Christopher Shattuck  
Assistant to the Superintendent for Curriculum and Instruction .....Dr. Shana Nelson  
Assistant to the Superintendent for Special Education & Student Services .....Mrs. Tammy Adams  
Principal .....Dr. Cheryl McHone  
Academic Principal..... Dr. Katharine Roche  
Assistant Principal .....Mr. Samuel Taylor  
Director of Athletics .....Mr. David McBain  
Supervisor of Ancillary Programs ..... Mrs. Toni L. Baldanzi

**MAIN OFFICE  
724-695-7368**

Building Secretary ..... Mrs. Dawn Hoffmann  
Clerk..... Mrs. Monica Heyl  
Clerk.....Ms. Christie Macek

**GUIDANCE OFFICE  
724-695-5250**

Guidance Counselors.....Ms. Lynn Birnie  
..... Mrs. Susan Kriznik  
.....Ms. Laura Montecalvo  
..... Mrs. Sophia Mooney  
Assessment Coordinator .....Mrs. Lynn Ann DeBor  
Guidance Secretary .....Mrs. Kristin Cook  
Attendance Clerk.....Mrs. Betsy Weber  
Family Links Therapists ..... Ms. Kirsten Burks  
..... Ms. Stephanie Lehman

**ATHLETIC OFFICE  
724-695-5247**

Director of Athletics .....Mr. David McBain  
Athletic Clerk ..... Mrs. Nancy Barner

**SCHOOL NURSE  
724-695-5256**

Nurse ..... Ms. Barb Lecker

## WEST ALLEGHENY HIGH SCHOOL FACULTY

### **Business, Computer & Information Tech.**

Chris Lucas  
Dan Marshall  
Matt McBurney  
Lisa Monzo

### **Engineering & Technology Education**

Bob Coulter  
Shawn Dugan  
Ron Neurohr

### **English Language Arts**

Lisa Carter\*  
Tony Castelluci\*  
Lauren Corrado\*  
Kennan Grabner  
Jennifer Jones  
Tammy Kester\*  
Amy Krek\*  
Elana Ragan  
Jennifer Rieger  
Michael Shaffer  
Amanda Spada  
Stephanie White

### **English Language Learners (ELL)**

Kim Patterson

### **Family & Consumer Sciences**

Jennifer Cook  
Sara Ferko  
Kristin Persing

### **Guidance**

Lynn Birnie  
Kirsten Burks\*\*  
Lynn Ann DeBor  
Susan Kriznik  
Stephanie Lehman\*\*  
Laura Montecalvo  
Sophia Mooney

### **Library Media Center**

Elizabeth Shannon

### **Mathematics**

Colleen Barnes  
Krissy Bennett\*  
Tony Castelluci\*  
Bryan Cornell\*  
Lauren Corrado\*  
Louis Didio  
Karen Horwatt  
Tammy Kester\*  
Matt McBurney  
Samantha Petrick  
Rick Smith  
Mike Vattimo

### **Nurse**

Barb Lecker

### **Performing Arts**

TJ Fox  
Andrew Peters  
Dana McCaskey  
Terisa Sharlow

### **Physical Education & Health**

Andy Barry  
Jim D'Amico  
Angela Devereaux  
Mindi McFate  
Scott Meehan

### **ROTC**

Master Sgt. Thomas Short  
CWO5 Edward Dubois

### **Science**

Blaise Cackovic  
Rachel Ermine  
Jim Hamilton  
Suzanne Lambert  
Matt McBurney  
Steve Nicola  
Amy Schweinsberg  
Emily Wagner  
Bob Yost

### **Social Studies**

Chris Bielecki  
Angela Burnett  
Rich Druga  
Matt Kropf  
Kateri Meinert  
Kim Patterson  
Dan Prevade

### **Speech & Language**

Krista Dapper

### **Visual Arts**

Mike Short  
Leah Shuck

### **World Languages**

Colleen Cunningham – **Spanish**  
Michelle Matoney – **Spanish**  
Kim Patterson – **German**  
Katie Zanella – **German**

\* Special Education

\*\* Family Links



## West Allegheny High School 2021-22 Calendar



### 2021

August 24	Tuesday	First Day of School for Students
September 6	Monday	NO SCHOOL – Labor Day
October 11	Monday	NO SCHOOL – Teacher In-Service Day
October 29	Friday	½ Day Dismissal – PM Clerical
November 4	Thursday	½ Day Dismissal – PM Conference Day
November 5	Friday	NO SCHOOL – Teacher Conference Day
November 24	Wednesday	½ Day Dismissal – PM Clerical
November 25-29	Thursday – Monday	NO SCHOOL – Thanksgiving Break
December 23	Thursday	½ Day Dismissal – PM Clerical
December 24-31	Friday – Friday	NO SCHOOL – Winter Break

### 2022

January 3	Monday	Classes Resume
January 17	Monday	NO SCHOOL – ½ Clerical, ½ Teacher In-Service
February 21	Monday	NO SCHOOL
March 25	Friday	½ Day Dismissal – PM Clerical
April 1	Friday	½ Day Dismissal – PM Conference Day
April 11-15	Monday-Friday	NO SCHOOL – Spring Break
April 18	Monday	NO SCHOOL – Teacher In-Service
May 7	Saturday	Prom
May 30	Monday	NO SCHOOL – Memorial Day
June 3	Friday	½ Day Dismissal – Commencement – Last Student Day
June 6-7	Monday – Tuesday	Teacher In-Service / Clerical Days
June 9	Thursday	Kennywood

<u>Snow Make-Up Days (if needed)</u>	<u>½ Day Dismissal Time</u>
Monday, February 21, 2022 (Secondary)	11:25 AM
Monday, April 18, 2022	12:20 PM (Elementary)

## Parkway West Career & Technology Center 2021-22 Calendar



### 2021

August 23	Monday	First Day of School for Students
September 6	Monday	NO SCHOOL – Labor Day
October 11	Monday	NO SCHOOL – Columbus Day
November 2	Tuesday	NO SCHOOL – Parent-Teacher Conferences PM
November 25-29	Thursday-Monday	NO SCHOOL – Thanksgiving Break
December 23-31	Thursday-Friday	NO SCHOOL – Winter Break

### 2022

January 3	Monday	Classes Resume
January 14	Friday	NO SCHOOL – Career Exploration Day
January 17	Monday	NO SCHOOL – Martin Luther King Day
January 28	Friday	NO SCHOOL – Career Exploration Day
February 21	Monday	NO SCHOOL – President's Day
March 7	Monday	Open House - PM
April 4	Monday	NO SCHOOL – Act 80 Day
April 14-15	Thursday-Friday	NO SCHOOL – Spring Break
April 18	Monday	NO SCHOOL – Teacher In-Service
May 26	Thursday	Last Day of School for Students
May 27	Friday	NO SCHOOL - Teacher In-Service
May 31	Monday	NO SCHOOL – Memorial Day

## WEST ALLEGHENY HIGH SCHOOL BELL SCHEDULES

Regular Bell Schedule	
Period 1	7:40 - 8:22
Period 2	8:26 - 9:08
Period 3	9:12 - 9:54
Period 4 (Lunch)	9:58 - 10:40
Period 5 (Lunch)	10:44 - 11:26
Period 6 (Lunch)	11:30 - 12:12
Period 7 (Lunch)	12:16 - 12:58
Period 8	1:02 - 1:44
Period 9	1:48 - 2:35

Students that attend Parkway will be dismissed from classes at 11:20.

Activity Bell Schedules			
AM Activity Period		PM Activity Period	
Period 1	7:40 - 8:18	Period 1	7:40 - 8:15
Period 2	8:22 - 9:00	Period 2	8:19 - 8:54
Period 3	9:04 - 9:42	Period 3	8:58 - 9:33
Activity	9:46 - 10:24	Period 4 (Lunch)	9:37 - 10:12
Period 4 (Lunch)	10:28 - 11:05	Period 5 (Lunch)	10:16 - 10:51
Period 5 (Lunch)	11:09 - 11:46	Period 6 (Lunch)	10:55 - 11:30
Period 6 (Lunch)	11:50 - 12:27	Period 7 (Lunch)	11:34 - 12:09
Period 7 (Lunch)	12:31 - 1:08	Period 8	12:13 - 12:48
Period 8	1:12 - 1:49	Period 9	12:52 - 1:27
Period 9	1:53 - 2:35	Activity	1:31 - 2:35

Students that attend Parkway will have lunch 4th period then report to the cafeteria for 5th period until dismissal at 11:20.

Students that attend Parkway will report to the auditorium study hall for 6th period. If Parkway is in session, they will dismiss at 11:20.

1/2 Day Bell Schedule		2-hour Delay Bell Schedule	
Period 1	7:40 - 8:08	Period 1	9:40 - 10:10
Period 2	8:11 - 8:38	Period 2	10:13 - 10:42
Period 3	8:41 - 9:08	Period 4 (Lunch)	10:45 - 11:14
Period 4 (Lunch)	9:11 - 9:41	Period 5 (Lunch)	11:17 - 11:46
Period 5 (Lunch)	9:44 - 10:14	Period 6 (Lunch)	11:49 - 12:18
Period 6 (Lunch)	10:17 - 10:47	Period 7 (Lunch)	12:21 - 12:51
Period 7 (Lunch)	10:50 - 11:20	Period 3	12:54 - 1:24
		Period 8	1:27 - 1:57
		Period 9	2:00 - 2:35

Students that attend Parkway will report to the auditorium study hall for 6th and 7th period. If Parkway is in session, they will dismiss at 11:20.

Students that attend Parkway will have lunch 4th period.

## **SCHOOL ATTENDANCE POLICY**

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

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

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

3. Definitions Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, and which shall be no later than six (6) years of age until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

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

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

Person in parental relation shall mean a:[\[9\]](#)

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

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

4. Delegation of Responsibility The Superintendent or designee shall annually notify students, person in parental relation, staff, local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks, district website and other efficient communication methods.[\[1\]](#)[\[11\]](#)

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the personal in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the:

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

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

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

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

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- Building Administrator,
- Attendance Officer,
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The Superintendent or designee shall develop administrative regulations for the attendance of students which:

6. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
7. Detail the process for submission of requests and excuses for student absences.
8. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
9. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
10. Ensure that students legally absent have an opportunity to make up work.

## 6. Guidelines Compulsory School Attendance Requirements

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

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

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, students who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]\[7\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]](#)
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.[\[5\]\[19\]\[20\]\[21\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)
6. Students fifteen (15) years of age, as well as fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[\[7\]\[15\]](#)

### Excused/Lawful Absence

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Homebound Instruction. A student of school age enrolled in the public schools who is homebound and unable to attend the public schools as determined by a medical examination, and who is receiving approved homebound instruction or instruction in the home, shall be counted for attendance purposes as if in regular school attendance.  
  
During the time such homebound student is able to receive instruction in the home, the District or intermediate unit or both shall provide such homebound instruction or instruction in the home.
7. Required court attendance.
8. Death in family.

9. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]\[6\]](#)
10. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined by law, for an event or funeral.
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
11. Observance of a religious holiday observed by bona fide religious group, upon prior written request from the person in parental relation.[\[22\]](#)
12. Non-school -sponsored educational tours or trips, if the following conditions are met:[\[6\]\[23\]](#)
  - a. The person in parental relation submits the required documentation for excusal at least one week prior to the absence.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
  - d. Educational trips are to equal no more than five (5) days in a school year. International educational trips may be given consideration for up to ten (10) days in a school year. In addition, trips will not be approved during state standardized testing periods. Trips also will not be approved for any student who has incurred ten (10) or more absences.
13. College or postsecondary institution visit, with prior approval.
14. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.[\[3\]\[6\]](#)

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

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

#### *Tardiness to School-*

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

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

#### *Temporary Excusals -*

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

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when

the excusal does not interfere with the student's regular program of studies.[\[5\]\[14\]](#)

2. Students participating in a religious instruction program, if the following conditions are met:[\[22\]\[24\]](#)
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age students unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with the approval of the Secretary of Education.

#### *Parental Notice of Absence*

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within five (5) days of the absence.

A maximum of eight (8) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond eight (8) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

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

#### Unexcused/Unlawful Absence

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

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

Students who miss ten (10) consecutive days may be dropped from the active membership role unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution (§ 11.24).

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

#### Enforcement of Compulsory Attendance Requirements

##### *Student is Truant –*

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

The notice shall:[\[25\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing



address is on file with the school and the parent is not precluded from receiving the information by court order.

4. The notice may include the offer of a School Attendance Improvement Conference.[\[25\]](#)

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

*School Attendance Improvement Conference -*

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

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

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

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

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

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

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has been held and the student has incurred six (6) or more days of unexcused absences.[\[25\]](#)

*Student is Habitually Truant -*

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

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[\[26\]](#)

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

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



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

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

#### *Filing a Citation -*

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

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

#### Special Needs and Accommodations

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

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

#### Discipline

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

#### Legal

1. [22 PA Code 11.41](#)
2. [22 PA Code 11.23](#)
3. [22 PA Code 11.25](#)
4. [22 PA Code 12.1](#)
5. [24 P.S. 1327](#)
6. [24 P.S. 1329](#)
7. [24 P.S. 1330](#)
8. [22 PA Code 11.13](#)
9. [24 P.S. 1326](#)
10. [42 Pa. C.S.A. 6302](#)
11. [24 P.S. 510.2](#)
12. [24 P.S. 1332](#)
13. [24 P.S. 1339](#)
14. [22 PA Code 11.22](#)

15. [22 PA Code 11.28](#)
16. [22 PA Code 11.34](#)
17. [22 PA Code 11.32](#)
18. [22 PA Code 11.5](#)
19. [22 PA Code 11.31](#)
20. [22 PA Code 11.31a](#)
21. [24 P.S. 1327.1](#)
22. [22 PA Code 11.21](#)
23. [22 PA Code 11.26](#)
24. [24 P.S. 1546](#)
25. [24 P.S. 1333](#)
26. [24 P.S. 1333.1](#)
27. [24 P.S. 1333.2](#)
- [22 PA Code 11.24](#)
- [22 PA Code 11.8](#)

## CREDIT FOR ATTENDANCE

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

**Students *MUST BE IN ATTENDANCE BY 8:00 A.M.* in order to participate in ALL EXTRA CURRICULAR ACTIVITIES, including practices, competitions, programs, and/or meetings.**

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

**Without prior permission from administration**, students are not permitted to leave early and return for practice, competitions, musical programs or other extracurricular activities.

## REQUEST FOR LEAVING SCHOOL

Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent for early dismissal should be presented to the office or the first period teacher. The written request for any early dismissal must include the date the request was written, date of appointment, the reason for dismissal, phone number and the signature of the parent or guardian.

*STUDENTS WHO HAVE EARLY DISMISSALS FOR THE REASONS STATED ABOVE ARE TO SIGN OUT IN THE MAIN OFFICE BEFORE LEAVING THE BUILDING AND SUBMIT A NOTE FROM THE DOCTORS OFFICE WITHIN THREE (3) SCHOOL DAYS.* If a note is not returned, the absence will be marked unexcused or illegal.

NOTE: *You are strongly encouraged to schedule appointments after school hours whenever possible.*

## ATTENDANCE POLICY FOR PARKWAY WEST CAREER AND TECHNOLOGY CENTER, ECIHSA-PTC HEALTH SCIENCES ACADEMY, AND CCBC AVIATION ACADEMY

All students attending one of these programs must follow the school calendar and Attendance Policy of the institution.

Students attending one of these institutions must report to the designated area of their program.

Students attending one of these institutions will be dismissed from West Allegheny at 11:20 A.M. Students will sign out in the cafeteria and board the bus outside of the cafeteria. Students driving to one of these institutions must sign in and out through the main office. All students must be on time to their respective session(s).

## HOMELESSNESS

### Authority

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

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

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

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Children who are awaiting foster care placement including living in emergency, interim or respite foster care,

kinship care, evaluation or diagnostic centers or placements for the sole purpose of evaluation.

6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, temporary shelters, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children under the age of 18, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason.
10. Living as school age parents/guardians in houses for school age parents/guardians if they have no other living accommodations.

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

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

The District's liaison shall coordinate with:

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

The District's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens within the District. Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.

## **PARENT INFORMATION NOTICE**

### ***Services for Disabled Preschool Age Children***

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

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

### ***Services for School Age Exceptional Students***

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

Intellectual Disability, Multiple Disability, Orthopedic Impaired, Other Health Impaired, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury.

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

counseling services that are required to enable the student to derive educational benefits.

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

### ***Screening and Evaluation***

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

Level 1: Review of group-based data

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

Level 3: School Based Intervention Teams

### ***The Multidisciplinary Evaluation (MDE)***

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

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

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

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

### ***Individualized Education Plan***

Children who are regarded to be exceptional by the MDT team are entitled to receive special education services. The document that specifically addresses these services is called an Individual Education Plan (IEP). Required members of the IEP team include: The child's parents, at least one of the child's regular education teachers, at least one special education teacher, a representative from the school district who: (1) Is qualified to provide or supervise special education programs (2) knows about the general curriculum (3) knows what resources the Local Education Agency (LEA) can offer, Someone who can interpret the evaluation results, who may already be a member of the team, at your request or that of the school, other people who know your child well or who have worked with your child, your child (at age 14 when

planning will be done for life after graduation or any time before that age when you want your child to be present), a representative from a vocational-technical school if a vocational-technical school is being considered for your child

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

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

### ***Notice of Recommended Educational Placement***

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

West Allegheny School District offers a continuum of educational services designed to meet the needs of eligible students including varying degrees of gifted, learning, and speech and language support. In addition, related services such as

transportation, occupational therapy, physical therapy, vision support, and deaf and hearing support are available to those students that qualify.

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

### ***Services for Protected Handicapped Students***

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

### ***Services for Students in Nonpublic Schools***

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

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

### ***Public Notice on Student Records***

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

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

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

### ***Confidentiality of Student Records***

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

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

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

## STUDENT ASSISTANCE PROGRAM (SAP)

It is the intent of the Student Assistance Program (SAP) to assist students to develop and grow as effectively as possible in the school environment academically, socially, and emotionally. The Student Assistance Program, made up of teachers, counselors, school psychologist, nurse, and principal, will accept referrals from any student, district employee or parent who is concerned about a student's welfare. Upon receiving a referral, the team will gather relevant information, organize the details gathered and make possible recommendations. If a student is in need of intervention, the team will formulate a plan of action to be taken according to school policy. If you would like more information about the Student Assistance Program or would like to receive free, confidential assistance, please contact the Guidance office.

### West Allegheny School District - Student Code of Conduct

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

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

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

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

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

#### **Level I**

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

***Examples of Level I Violations Including but not Limited to:***

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

***Examples of Level I Consequences Including but not Limited to:***

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

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

***Examples of Level II Violations Including but not Limited to:***

- Repeated Level I Violations or Level I with aggravating circumstances
- Failure to complete assigned Level I discipline
- Major dress code violation or repeated violations
- Refusal to follow the District's Health and Safety Plan guidelines to include but not limited to intentional acts that may endanger the safety of others
- Minor disruption in school such as horse playing, play fighting, verbal altercation, etc.
- Failure to properly identify oneself to teachers and/or staff
- Falsification of documents, statements, and/or misrepresentation of parent/guardian
- Loitering in an unauthorized area
- Failure to attend class, leaving class without authorization, presence in unauthorized areas
- Leaving school without authorization
- Verbal/non-verbal flagrant disrespect toward teachers and staff
- Agitating/instigating comments between students
- Use of obscene language/gestures toward others
- Possession of matches, lighters
- Use/possession of tobacco and/or related products, look alike products (first offense)

- Use/possession of vapes, vaping materials and/or related products, look alike products (first offense)

***Examples of Level II Consequences Including but not Limited to:***

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

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

***Examples of Level III Violations Including but not Limited to:***

- Repeated Level II Violations or Level II with aggravating circumstances
- Failure to complete assigned Level II discipline
- Vandalism (Less than \$100) or Petty theft (less than \$100)
- Trespassing on school property
- Disorderly conduct
- Major disruption of school such as smoke/stink bombs, fireworks, etc.
- Fighting, harassment, threatening comments, simple assault, hazing
- Intentional disregard for the District's Health and Safety Plan Guidelines that could endanger another's well-being through intentional physical contact or transmission of bodily fluids (such as intentionally sneezing on, coughing on or spitting on another person etc.) or other violation as it pertains to the District's Health and Safety Plan
- Act or acts of discrimination and/or intimidating behaviors intended to demean another person
- Bullying/Cyber-bullying
- Refusal to leave school property when directed to do so
- Sexual misconduct, indecent exposure
- Sexual harassment
- Student demonstrations that result in disruption to the school
- Violation of the Acceptable Use Policy (refer to Acceptable Use Policy)
- Truancy
- Possession of pornography or other illegal material, sexting
- Use/possession of drugs and or alcohol, look-alikes, and/or paraphernalia (non-distribution amount)
- Use/possession of regulated and/or non-regulated THC (non-distribution amount)
- Use/possession of tobacco and/or related products, look alike products (2<sup>nd</sup> offense)
- Use/possession of vapes, vaping materials and/or related products, look alike products (2<sup>nd</sup> offense)



***Examples of Level III Consequences Including but not Limited to:***

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

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

***Examples of Level IV Violations Including but not Limited to:***

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

***Examples of Level IV Consequences Including but not Limited to:***

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

If disciplinary action is pending, you have a right to know what the accusation is, who made the accusation, and what punishment is being proposed. You may refute the charge. If it is a violation of rules that may involve an exclusion for more than three days, or a possible expulsion, you are entitled to a hearing as explained in the "Guidelines for Student's Rights and Responsibilities."

You should always ask the administrators to discuss your rights with you whenever you have any question about them. You are always entitled to due process. Due process means knowing the accusation and being able to refute it before disciplinary action is taken.

## ACTIVITY RESTRICTION PROCEDURES

The principal(s) and/or designee may place a student on activity restriction for period of time up to a full school year as a result of failing academic performance, misbehavior on or off school premises, or a poor pattern of attendance. A student placed on activity restriction shall be excluded from participating in or attending activities beyond the regular school day and/or when school rules apply, including, but not limited to, athletic contests, art performances, school-sponsored dances such as Homecoming and/or Prom, and school sponsored non-curricular activities or field trips such as the senior zoo field trip, ski club trip, or senior picnic.

Any student who commits a Level III or IV violation, as described in the West Allegheny School District Student Code of Conduct, resulting in charges filed with local law enforcement may be placed on activity restriction for up to a school year.

In addition, any student who has been absent more than 10% of school days may be placed on activity restriction. Periodic attendance reviews will occur throughout the school year at times determined by the administration. Also, students who have accumulated a level II, III, or IV code of conduct violation resulting in consequences of in-school or out-of-school suspension may be placed on activity restriction.

Restriction reductions will be considered upon written request to the high school administration from the student. Reductions may be considered on a case-by-case basis and not within the first 30 days. Reduction reviews may only occur in 30-day increments and will consist of a review of the student's discipline, attendance, and academic records, as well as any other factors as determined by the administration.

## BULLYING AND CYBERBULLYING POLICY 6950

### **PURPOSE**

The West Allegheny School District is committed to fostering a safe, positive learning environment of mutual respect, honor, acceptance and encouragement, free from threat, harassment, and bullying/ cyberbullying. West Allegheny recognizes that bullying/cyberbullying cannot only impede on the academic environment and growth, but also the vocational, social, emotional development of our students. Students and employees should be free from all types of bullying/cyberbullying stemming from peers and employees of the district; therefore bullying/cyberbullying will not be tolerated.

### **DEFINITIONS**

**Bullying/Cyberbullying** is intentional, unwanted, severe behavior between or among individuals or groups that involves a real or perceived power imbalance. The behavior may be repetitive, persistent and/or pervasive.

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

1. **Physical** – including, but not limited to, hitting, kicking, spitting, pushing, and taking personal belongings
2. **Verbal** – including, but not limited to, taunting, malicious teasing, name-calling, and making threatening statements or gestures
3. **Psychological or Relational** – including, but not limited to, spreading rumors, and engaging in social isolations or intimidation

**Cyberbullying** may include, but is not limited to, the following misuses of technology: harassing, malicious teasing, intimidating, threatening, or terrorizing another student or employee of the school district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures, images, videos or web site postings (including social media).

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

1. Interfering with a student's education
2. Creating a threatening environment
3. Disrupting the orderly operation of the school
4. Causing a negative change in the dynamics of the school culture or group

**School setting** includes school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops, or to school property or school-sponsored activities.

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

### ***AUTHORITY***

All forms of bullying/cyberbullying by district students and employees are hereby prohibited. Anyone who engages in bullying/cyberbullying is in violation of this policy and shall be subject to appropriate discipline. The school district will not tolerate acts of bullying/cyberbullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops, or to school property or school-sponsored events.

Complaints of bullying/cyberbullying shall be investigated promptly by the school principal and/or his/her designee, and corrective action shall be taken.

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

### ***DELEGATION OF RESPONSIBILITY***

Each student and employee shall be responsible for respecting the rights of all students/employees and to ensure an educational environment free from all forms of bullying/cyberbullying.

Students and employees shall receive information regarding this policy and shall be expected to report to their school principal and/or his/her designee any suspected incidents of bullying/cyberbullying involving themselves or other district students or employees.

Students or employees who have been bullied/cyberbullied are encouraged to report such incidents to a school employee, an administrator, or through another designated reporting system without repercussion. Parents/Guardians shall receive information regarding this policy, at least annually, and shall be encouraged to report to their administrator(s) any suspected incidents of bullying/cyberbullying involving their own child or other district students.

Each employee of the West Allegheny School District shall be responsible for attempting to maintain an educational environment free of bullying/cyberbullying and ensure the rights of all students are respected.

Employees shall be observant of bullying/cyberbullying, take appropriate actions to intervene upon observing or learning of a bullying/cyberbullying incident and report the bullying/cyberbullying to the school administrator(s).

Upon learning of a bullying/cyberbullying incident, the school principal and/or his/her designee shall undertake a thorough investigation. The school principal and/or his/her designee will inform parents/guardians of any impacted student(s) and person(s) accused of the complaint. The administrator(s) will report incidents of bullying/cyberbullying to the superintendent or designee and the superintendent and/or designee will, where appropriate, notify the proper authorities.

The district shall provide ongoing educational programs for employees, students and parents concerning the harmfulness of bullying/cyberbullying, the identification of bullying/cyberbullying, and appropriate responsive actions to address bullying/cyberbullying.

## **GUIDELINES**

### Discipline

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student code of conduct, which may include suspension or expulsion. Additionally, Act 26 of 2015 makes cyberbullying a crime, and issues of cyberbullying or bullying may be referred to law enforcement.

### Confidentiality

The West Allegheny School District recognizes that both the reporting students or employees and the alleged bully/cyberbully have a right to maintain the confidentiality of the allegations and related information. The privacy of the reporting person(s), the individual(s) against whom the complaint is filed, any individuals impacted and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Education Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians or employees of the outcome of the investigation.

### Reprisal

Anyone who retaliates against another student and/or employee for reporting bullying/cyberbullying, assisting or testifying in the investigation or hearing will be subject to disciplinary action.

### Display and Dissemination

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

1. A copy of this policy shall be available on the school district's publicly accessible website.
2. A copy of this policy shall be posted in every classroom.
3. A copy of this policy shall be posted in each school where notices are usually posted.
4. A copy of this policy shall be disseminated to parents annually along with a copy of the student code of conduct.

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

Approved by Board 1/29/2000, Revised 4/24/2019

## **ANTI-HAZING POLICY 6540**

### **PURPOSE**

The purpose of this policy is to maintain a safe, supportive and positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

### **AUTHORITY**

The Board of School Directors prohibits hazing, as part of any school-sponsored or recognized student activity regardless of whether the conduct occurs on or off school property or outside of school hours.

No administrator, student, parent/guardian, coach, sponsor, volunteer, or District employee shall plan, direct, encourage, condone, tolerate, assist, engage in, or ignore any hazing activity.

The Board encourages students who have been subjected to hazing to promptly report such incidents to their coach, sponsor and/or a building administrator.

### **DEFINITIONS**

For the purpose of this policy, **hazing** is defined as any action or situation that recklessly or intentionally endangers or jeopardizes the mental health, physical health, or safety of a person or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with, or as a condition of continued membership in, any organization, team, club or group operating under the sanction of or recognized by the West Allegheny School District. The term shall include, but not be limited to:

- Any brutality of a physical nature, such as whipping, beating, branding, forced sexual activity, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, controlled substance or other forced physical activity that could adversely affect the physical or psychological health or safety of the individual.

- Any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in humiliation, harassment, embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual(s).
- Any willful destruction or removal of public or private property.

For the purpose of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

### ***DELEGATION OF RESPONSIBILITY***

Students, parents/guardians, administrators, coaches, sponsors, volunteers, and district employees alerted to incidents of hazing shall immediately intervene and report such conduct to a building administrator.

Upon learning of a hazing incident, the building principal and/or his/her designee shall undertake a thorough investigation. The building principal and/or his/her designee will inform parents/guardians of the victim and person accused of the complaint. The administrator(s) will report incidents of bullying/cyberbullying to the superintendent or designee and the superintendent and/or designee will, where appropriate, notify the proper authorities.

### ***GUIDELINES***

#### Complaint Procedure

1. When a student believes that s/he has been subjected to or will be subjected to hazing, the student shall promptly report the incident or potential incident, orally and/or in writing, to their level coach or sponsor of the activity and/or building administrator.
2. If a coach/activity advisor witnesses, or is made aware of by another person, an incident of hazing, s/he shall intervene and immediately report the details of the incident to the Athletic Director and/or administrator(s) of the building(s) which the students involved attend.
3. The administrator shall, upon receipt of a complaint, conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
4. The administrator shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

#### Disciplinary Measures

1. If the investigation results in a substantiated finding of hazing, the administrator shall recommend appropriate disciplinary action up to and including expulsion as circumstances warrant, in accordance with the Student Code of Conduct. Additionally, the student(s) responsible for the acts may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
2. If the investigation results in a substantiated finding that a coach, sponsor or volunteer affiliated with the activity or organization planned, directed, encouraged, assisted, engaged in, condoned, or ignored any violation of this policy, s/he will be disciplined appropriately in accordance with Board policy, applicable regulations and laws. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor or volunteer and/or dismissal from district employment.
3. If a team, organization or group authorizes hazing in a blatant disregard of this policy or other applicable district rules, penalties may also include recession of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the West Allegheny School District.
4. Any person who causes, participates or ignores hazing may also be subject to criminal prosecution.

## **CANINE SEARCH POLICY 6850**

### **PURPOSE**

School administrators have a compelling interest in ensuring that controlled substances are not present on school grounds and preventing drug-related activity on school grounds. In order to reinforce this purpose, generalized and random locker, vehicle and bag searches, including but not limited to backpacks, gym bags, draw string bags, (not physically on a student's person), to include canine sniff searches, are authorized and may be made without notice and require no 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, vehicle or bag.

### **AUTHORITY**

The Board authorizes the North Fayette Police Department, other municipalities assisting the NFPD, and private firms to assist the district by providing the services of their canine officer.

### **DELEGATION OF RESPONSIBILITY**

A search of school property shall be conducted at any time to further the District's compelling interest in ensuring that controlled substances are not present on school grounds and preventing drug-related activity on school grounds.

In order to reinforce the within purpose, generalized and random locker, vehicle and bag searches, including but not limited to backpacks, gym bags, draw string bags, (not physically on a student's person), to include canine sniff searches, are authorized and may be made without notice and require no 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, vehicle or bag. Drug sniffing dogs will not be used to search a student's individual person. No bag search shall occur while the bag is physically on a student's individual person.

### **GUIDELINES**

Dogs used for canine searches in the schools by the police shall be appropriately trained and certified. Use of canine searches at least once per semester is deemed adequate. However, the district may choose to conduct canine searches whenever it deems necessary further its compelling interest in ensuring that controlled substances are not present on school grounds and preventing drug-related activity on school grounds.

#### Procedure

The attending officer shall accompany the dog to the school. While the dog works, building principals and/or administrators shall temporarily close the area containing lockers, bags, or vehicles to be searched.

The following procedure will be used if the dog alerts to a locker, bag, or vehicle:

1. The locker number, backpack or vehicle will be noted. Adjacent lockers, bags, and vehicles will also be noted when necessary. A second dog may be used to verify any initial locker alert.
2. After a canine officer and handler have completed the search, the building principals will conduct searches of the lockers. The building principal shall notify the student that his/her locker, bag or vehicle is going to be searched and invite him/her to be present. The administration shall conduct the search. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare, or safety of the school population, student lockers may be searched without prior warning. When a canine search indicates reasonable suspicion of a crime or violation of school rules, the canine officer shall remain at the scene with administrators or the proper authorities will be contacted if a private firm is used.
3. If drug paraphernalia or controlled substances or those items thought to be controlled substances, are found, the parent/guardian shall be contacted immediately and requested to come to the school. An investigation shall be conducted by the building principal according to Board policy and school procedures.
4. If no drugs are found, the student will return to class. The building principal shall contact the student's parents/guardians before the end of the school day to explain the procedure that has occurred. Where possible, the student will be invited to be present with the principal when the telephone call is made.
5. The Superintendent shall notify the Board in a timely fashion.

## **SEXUAL HARASSMENT 6900**

The Board reaffirms its commitment to maintaining an educational 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:

### **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.

### **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.

### **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.

## **DRUGS, CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES 6640**

The distribution, possession, use, and being under the influence of drugs, controlled substances, and alcoholic beverages are prohibited. This includes the school buildings, school grounds, 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 POLICY - STUDENTS 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.*

### SMOKING PROHIBITED

- A. All persons, including employees, volunteers, 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.

### 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, purse, backpack, gym bag or other like object, in a student's coat or other clothing, or otherwise under the student's control.

### **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.

### 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.

**DEFINITIONS**

- A. "Smoking" is the use or possession of a lighted 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.

**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.

### 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

## **TRANSPORTATION GUIDELINES AND EXPECTATIONS**

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

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

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

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

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

### **DELAY OR CLOSING OF SCHOOLS**

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

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

1. Weather conditions and local radar are monitored to determine the time and duration of snowfall. The temperature and wind chill are also considered.
2. Early morning checks of the roads are conducted. Typically starting at 4:00 AM, a sampling of township and state roads are driven to check road conditions.
3. Township and state road crews' status of snow removal and road treatment is monitored to determine what the road conditions will be like during student pickup hours.

The Superintendent makes the decision to delay or cancel school based on the data collected in the previous stated

steps. Students and staff are notified via Skylert, the district's mass phone notification system. Additionally, local media outlets are notified and the West Allegheny Website and Facebook accounts are updated.

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

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

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

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

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

1. Students will sit in their assigned area or seat and face forward at all times. No standing is permitted while the bus is in motion.
2. Students will keep hands, feet and personal belongings to themselves and out of the bus aisle.
3. Students will wait their turn to enter and exit the bus at the stop for which they are assigned.
4. Students will use appropriate language, tone and volume when speaking on the bus.
5. Students will be respectful of all other students and the driver while on the bus and at the bus stop.
6. Students will not eat or drink on the bus.
7. Students will not play loud or distracting music on the bus.

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

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

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

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

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

### ***Level I – Bus Discipline***

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

#### ***Examples of Level I Violations Including but not Limited to:***

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

#### ***Examples of Level I Consequences Including but not Limited to:***

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

### ***Level II – Bus Discipline***

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

- Repeated Level I Violations or Level I with aggravating circumstances

#### ***Examples of Level II Violations Including but not Limited to:***

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

### ***Examples of Level II Consequences Including but not Limited to:***

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

### ***Level III – Bus Discipline***

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

### ***Examples of Level III Violations Including but not Limited to:***

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

### ***Examples of Level III Consequences Including but not Limited to:***

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

### ***Level IV – Bus Discipline***

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

### ***Examples of Level IV Violations Including but not Limited to:***

- Repeated Level III Violations or Level III with aggravating circumstances
- Possession of a weapon or look-alike weapon of any kind on school property including school sponsored events and transportation to or from school
- Arson or attempted arson
- Tampering with security/safety equipment and/or driving instruments

- Terroristic threats or acts
- Commission of a criminal felony on the school bus
- Aggravated assault or sexual assault
- Distribution of pornography (including but not limited to child pornography)
- Distribution and/or intent to sell drugs, alcohol, paraphernalia, or look-alike substances
- Vandalism and/or theft over \$100
- Possession/use of explosive devices

### **Examples of Level IV Consequences Including but not Limited to:**

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

## **STUDENT DRIVERS AND PASSENGERS**

1. All sections of the Pennsylvania Motor Vehicle Code will be enforced.
2. The student driver will be issued a tag to be displayed from the rearview mirror. This tag may be used by the student driver for any properly registered vehicle. Multiple vehicles must be registered by the student on the application. **The cost of the tag is \$25.00. A student requesting replacement of a lost permit/tag will be charged \$15.00.**
3. Seniors and juniors will be given first priority for parking permits. Should any spaces remain, consideration will then be given for sophomores.
4. Student drivers and passengers **must arrive at school between 7:25 - 7:35 AM** while following our Pandemic Plan.
5. Student drivers and passengers may not return to their vehicles during the school day without permission from office personnel or an administrator.
6. No vehicle will be permitted to leave the parking lot before dismissal and/or as directed by the parking lot monitor. Early dismissals must be registered in the high school office and the student must sign out appropriately. **Any student leaving school grounds without authorization is subject to disciplinary consequences.**
7. Student drivers are not permitted to park in the gymnasium or staff parking lot.
8. A minimum of the following disciplinary action will result if the above rules are violated:
  - A. First violation —5 day revocation of privileges
  - B. Second violation —10 days revocation of privileges
  - C. Third violation —30 days revocation of privileges
  - D. Fourth violation — permanent revocation of privileges
9. Disciplinary action taken against tardy violations will be as follows:
  - A. Third unexcused tardy – warning
  - B. Fourth unexcused tardy – Saturday detention and 5 day revocation of parking privileges
  - C. Fifth unexcused tardy – 1 day of ISS and 10 day revocation of parking privileges
  - D. Sixth unexcused tardy – 2 days of ISS and 30 day revocation of parking privileges
  - E. Seventh unexcused tardy – 3 days of ISS and permanent revocation of privileges
10. Students driving to school while under suspension of privileges will be assigned additional consequences according to the Student Code of Conduct and may lose driving privileges for the remainder of the year.
11. Students driving without a permit are subject to disciplinary action.

**PARENTS:** Please read and review the rules with your child before applying for a parking permit. A student parking permit is a privilege not to be abused. All regulations will be strictly enforced for your child's safety. Please complete and sign the application and return it to the high school office for administrative approval.

## GUIDELINES FOR DRESS CODE

A student's manner of dress, appearance and hairstyle is the basic responsibility of the student and his/her parents. However, it is the responsibility of the school to stress decency, cleanliness and appropriateness of dress for school as a protection to all students within the school district. As a means toward addressing that goal, the following guidelines are to be followed:

### *Dress Not Permitted*

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

The following are NOT permitted:

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

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

Please Note: **ID Badges must be with students at all times and a \$5.00 replacement fee will be charged if lost.**

We believe that the students at West Allegheny School District possess the ability to practice good judgment and good grooming. Students are encouraged to select shoes with safety in mind.

In accordance with our district's mission statement, we hope we are inspiring responsible young adults and citizens. As a result, they hopefully will realize their collective appearance should reflect with pride and honor on the public image of the West Allegheny School District.

Students will be given the opportunity to correct the situation with warnings. Continual violation of the dress code will result in consequences that will follow the discipline plan for the building and district. All school rules will be in line with the Student Code of Conduct Policy and will be enforced.

## TECHNOLOGY ACCEPTABLE USE POLICY 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.

### **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.

### **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 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.

### **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.

### **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.



## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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***

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 Student Code of Conduct and/or the law.

- a. 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.
- b. 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.

- 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

Consequences for unauthorized use of a personal electronic device – First offense, warning, pick up device at the end of the day. Second offense, a Saturday detention will be issued, and the device will be picked up at the end of the day. Third offense, In-school suspension issued, the device must be picked up by the parent or guardian.

## ACADEMIC INTEGRITY

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

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

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

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

**Four Offenses within same class:** Student will be removed from the class with a failing grade in such class for the year and a discipline referral (Level IV within the Student Code of Conduct) to the administration. Parent contact made by teacher and administration.

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

## CLASSROOM EXPECTATIONS

Each of our classroom teachers is responsible for establishing classroom expectations for the school year. You may expect a plan to be shared by every teacher that your child has this school year, minimally posted on Canvas. The plan is for your review and includes rules, regulations, and consequences unique to each teacher's classroom management. These plans are supplemental to the contents included in this handbook.

## ACADEMIC FIELD TRIPS

Students attending any academic field trip are expected to adhere to the behavior guidelines within the Student Code of Conduct. Students are not permitted to leave the field trip with any unauthorized individual at any time during the field trip. Students must ride district transportation provided both to and from the destination.

Students that are signed up to attend academic field trips and are failing a class must get permission from the teacher whose class the student is failing. To get such a release the student must arrange to make-up the class time and work with that teacher. It is the responsibility of the student to make such arrangements and all arrangements must be made prior to the student attending a field trip. Failure to do so will result in the students receiving no credit for the work/class missed.

## **STUDENT LOCKERS**

- Students will be assigned a locker upon request. To request a locker, please contact your school counselor.
- Lockers are not maximum security safes. Do not use them as such by putting money or valuables of any kind in them. The school cannot be responsible for lost, misplaced, or stolen articles.
- You must keep your locker clean. Do not allow old papers or clothes to accumulate. Writing and stickers are not permitted on or inside of the lockers.
- The locker assigned to you is the property of the West Allegheny School District. Your expectation of privacy in the locker is very limited. You may anticipate frequent announced and unannounced locker checks and searches by the administration. You will be prosecuted to the fullest extent of the law for contraband found in the locker.
- Locker assignments cannot be changed without an administrator's permission.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students shall not mark school furniture, walls, ceiling, floors, or equipment with pen, pencil, paint, or any other instrument. Do not tamper with fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage incurred and will be disciplined under the Student Code of Conduct.

If a textbook is misused, a fine will be imposed. If a textbook is in need of rebinding due to misuse by the student, the student/family is responsible for the rebinding fee. If a textbook is lost or damaged beyond repair, the current replacement cost will be charged to the student/family.

## **RESTROOM PRIVILEGES**

- A. Restrooms are to be used only for the purpose intended. Any other usage such as smoking/vaping, loitering, purposeful meeting, or hiding from school personnel will not be tolerated.
- B. Students will use only the restroom on the floor where they are located.
- C. You are to go to the restroom between periods. If an emergency necessitates your using the restroom during a class, you are to use the following procedures:
  1. Ask the teacher's permission.
  2. Follow sign out procedure set up by the teacher.
- D. Keep your restrooms clean. Show good sense and respect for others who may wish to use the facility. Never place anything in a commode that could clog it. Examples: paper towels or any type of cloth or hard substance. If the dispensers are out of paper, please notify the office.
- E. Report any damage to the office or teacher immediately.
- F. Do not assume that a teacher must honor every request. In cases where a student takes advantage, a request may be denied.

## **THE CAFETERIA**

In order to provide for efficient cafeteria operation, the following rules must be observed:

- Students without ID's during lunch will be placed in the back of the line.
- No breakfast will be sold after 7:45 AM while following our pandemic plan.
- Follow entrance and dismissal procedures.
- Never push or run.
- Keep the cafeteria lines orderly.
- Talk in a normal voice.

- Empty all debris from trays into the appropriate garbage/recycling cans.
- Keep tables, chairs, and floors clean.
- Pick up and clean up any food you drop or spill.
- Students are responsible for paying for their food. Students will be prosecuted under Student Code of Conduct if items are taken and not paid for.
- Respect cafeteria supervisors.
- Always report to the cafeteria during your assigned lunch period.
- No food or drink is to be ordered from outside vendors.
- Students are to remain in the cafeteria when finished eating for the remainder of the lunch period.
- Students are not permitted to leave the school grounds.

## **NURSE'S OFFICE**

A student becoming ill during the school day should report to the nurse's office or main office. All students reporting to the nurse's office must have a pass. If there is a necessity to go home, the nurse will inform the parent. When the nurse is not available, students are to report to the high school office.

1. The nurse is NOT permitted to administer any medication without proper medical documentation.
2. Loitering in the nurse's room is prohibited.
3. If a student leaves without permission, the student will be considered truant.
4. If a student is injured, they must report to the nurse's office to complete an accident report form.

## **STUDY HALLS**

Study halls are primarily for study. Disruptive behavior will not be permitted. Study hall teachers may issue daily passes (unless otherwise designated by the office) to the high school office, guidance counselor's office and to the restroom.

Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. (Again, only on a daily basis unless otherwise designated by the office.) The pass is to be filled out completely or it will not be honored. You must deliver the pass to your study hall teacher at the beginning of the study hall period or the day before whenever possible. The student is to remain with that teacher all period.

## **LIBRARY MEDIA CENTER**

The West Allegheny High School Library Media Center is a resource for students to support their work in the classroom as well as to ensure they are, both educationally and personally, effective users of 21st Century ideas and information.

- Students are expected to display respectful behavior when in the Library Media Center. This includes respect for:
  - Themselves
  - Classmates
  - Faculty and Staff
  - The Library Media Center physical space.
- Students will follow the District's Internet Acceptable Use policy when using desktop or laptop computers in the Library Media Center.
- Students are expected to act responsibly, appropriate and respectfully, as outline in the Student Code of Conduct while in the Library Media Center.
- Students who choose not to adhere to the District's Student Code of Conduct and Internet Acceptable use policy may be asked to leave the library media center and/or face disciplinary action according to the West Allegheny High School discipline code.

## **FIRE / EMERGENCY PREPAREDNESS DRILLS**

A successful emergency drill is governed by these few fundamental rules:

1. When the alarm is heard, the students are to follow teacher directives, move quickly and quietly without talking, running, or pushing to the designated area your instructor specifies. The teacher will lead the group and it is mandatory that students from each area stay as a group.
2. Gaps in drill lines are to be kept closed. Students are not to loiter in order to be with friends.
3. In the case of a fire drill, students in the office, restrooms, hallways or other common areas are to vacate the building as quickly as possible.
4. In the case of a lockdown or evacuation preparation drill, students in the office, restrooms, hallways or other common areas are to move to the nearest safe space e.g. classroom, office.
5. During a drill, a stairway may be closed to simulate a condition that could happen during an actual emergency. If your teacher finds your regular exit blocked, they will direct you to the nearest available exit.
6. Each teacher is to have the exit procedure for their room posted near the door of his/her room.
7. Teachers will give specific instructions concerning procedures in their areas.

## **VISITORS**

West Allegheny School District utilizes the Raptor Visitor Management System. The system is intended to maximize operational efficiency which aligns with Priority 3 of our Framework for Excellence: Financial Responsibility and Operational Efficiency, *Ensure Effectiveness of Crisis-Safety Response and Emergency Operations Plan*. Raptor verifies the identity of visitors, checks their status against national and local data bases, and issues photo identification. These precautions are yet another layer used to ensure the safety of our students and staff.

When entering a District school/office, all visitors must present a valid state- or government-issued ID, which will be scanned into the Raptor system. Upon reading the information, Raptor will check the national database to identify sex offenders and a District database for individuals involved in Protection from Abuse (PFA) and custody orders. It is important to note that the Raptor System only scans the visitor's name, date of birth and photo that additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information connected to the visitor's driver's license is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor and includes a photo, the date, and the purpose of his/her visit. This photo ID should be visible throughout the visit and should be returned to the office when the visitor leaves.

In the event that a positive match occurs, building and district administration will be notified via the Raptor System. Front office staff should alert the visitor that they are having difficulty properly scanning the ID and call the building administration for assistance and guidance.

Due to school safety, student visitors from other schools or West Allegheny graduates are NOT PERMITTED.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner can claim them. Articles not claimed in a timely manner may be discarded.

## **REQUEST FOR HOMEWORK**

In the case of a missed class or class periods, homework may be available on Canvas and/or through contacting the teacher. In the case of an extended absence of three (3) days or more, the high school office may be contacted to assist in the request and collection of student homework as needed. *Please allow 24 hours for instructional materials to be compiled.*

## **CHANGE OF ADDRESS**

If your contact information has changed, including email, phone number, emergency contacts, etc., please inform the office or Guidance Department. A change of address must go through the Guidance Office Secretary and requires proof of residency.

## WORK PERMIT

*A work permit may be obtained at the main office. The completed application, including a parent and/or guardian signature, should be returned to the office clerk for final processing. A copy of the birth certificate is not necessary if filed with West Allegheny High School. Please allow 48 hours for completion of the work permit.*

## STUDENT INSURANCE

The school district has authorized an insurance agency to provide student accident insurance at a reasonable rate. Policy information can be obtained in the main office and may be purchased any time during the school year. All policies will continue until the same date of the following year. In general, coverage under this program is provided for all injuries incurred in school activities **except VARSITY FOOTBALL**. Athletes in all varsity sports, except VARSITY FOOTBALL, are urged to subscribe to this policy. Any time a student is injured in class or a school event, an accident form must be filed with the office or nurse.

## PHYSICAL EDUCATION

You are required to participate in physical education classes. If you have an illness or injury that prohibits you from participating in physical education classes for an extended period of time, you should bring a doctor's excuse to the attendance office. This excuse should tell the nature of injury or illness and the length of time you will need to be excused from physical education classes. The nurse will give this information to your teacher.

It is required that you have a change of clothes when participating in physical education classes. Physical education instructors may suggest the type of clothing that is appropriate to the activities for any unit. These suggestions will be based on safety. West Allegheny School District is not responsible for lost or stolen items. Gym lockers are not maximum security safe. All valuable should be secured with the PE teacher.

**NOTE:** Students receiving two "F" grades will fail the class for the year. Not bringing a change of clothes for gym three times in a 9-week period will result in an "F" for that grading period.

## RECOGNITION OF GRADUATES

West Allegheny High School seniors will be recognized with the following distinctions for graduation:

- **Distinguished Honors and Summa Cum Laude:** Students who have achieved a 4.0 Grade Point Average (GPA) or higher and are in the top 10% of their class.
- **Summa Cum Laude:** Students who have achieved a 4.0 GPA or higher but are not in the top 10% of the class.
- **Magna Cum Laude:** Students who have achieved a 3.99 to 3.5 GPA.
- **Cum Laude:** Students who achieved a 3.49 to 3.0 GPA.

These distinctions are based on the student's final cumulative GPA for all four years of high school. A student's GPA is not rounded up when determining graduate recognition. For example, a 3.99 does not round up to a 4.00.

## COMMENCEMENT SPEAKER

All students who are potential Distinguished Honors Graduates as of the middle of the 3rd marking period of the senior year will be eligible to submit a speech to present at the commencement ceremony. One commencement speaker and one alternate speaker will be chosen by an impartial committee from all speeches submitted. The speaker selected must maintain Distinguished Honors Graduate status once the final cumulative GPA is posted. If the selected speaker does not maintain Distinguished Honors Graduate status, the alternate speaker will deliver the commencement speech provided that student has maintained Distinguished Honors Graduate status. Only one student speech will be delivered at commencement unless determined otherwise by the committee.



## INDEPENDENT STUDY

The independent study program is designed to meet the needs of junior and senior students who have exhausted the options in a particular curriculum area or desire to pursue course work not offered by West Allegheny in that area. The school district will only consider a program if the student is able to meet all requirements for graduation as outlined in the Parent-Student Handbook. Students must be able to demonstrate the educational significance of their participation in an independent study program. Only students demonstrating exceptional talents or needs for acceleration can qualify. All possible efforts should be made to meet these needs through the regular curriculum. The High School Principal shall act as final authority regarding questions in regard to independent studies.

Students must complete an independent study application, following all required steps, and have the application approved prior to beginning an independent study course. Independent study courses cannot replace a required or existing course offered. Freshman and sophomore students may only schedule independent study courses in the event of a conflict in their schedule and/or with prior approval of a counselor and an administrator.

Students will receive credit for independent study courses but will be evaluated on a Pass/Fail basis – not assigned a letter grade. Independent study courses are not calculated into a student's GPA.

## DUAL ENROLLMENT

Juniors and seniors may enroll in college courses while simultaneously completing all credit requirements for graduation. This option will provide students with the opportunity to earn college credits as well as high school credit (one West Allegheny elective credit may be awarded per three or four credit college course passed with a grade of "C" or better) if desired. The courses will be applied towards graduation requirements as elective credits, however, they will not be included in grade point average calculations.

Students who pursue this option are responsible for their own transportation, fees, books, and tuition. Students wishing to have West Allegheny credit awarded are responsible for informing their guidance counselor and providing a copy of their final grade in the college course. Students must complete any forms required by the college. Students may take courses at any college or university that offers a dual enrollment program. In the past, students have taken courses at such places as Community College of Allegheny County, Penn State – Beaver, and Robert Morris University. Any student wishing to participate in dual enrollment must complete an application, which includes approval by the student's school counselor and the high school administration and may be asked to provide ongoing proof of course enrollment.

## EARLY RELEASE

Senior students are eligible for early release based on dual enrollment, employment, or for special circumstances. Junior and sophomore students are eligible for early release for dual enrollment purposes only. The early release program will only be used for students who are making adequate progress toward graduation requirements and whose class schedule permits the early release. Early release requests will only be considered after sixth period. All early release requests require administrator approval and will not take effect until approved by administration. The student is expected to follow their current schedule until notified by their school counselor.

### **Situation #1: DUAL ENROLLMENT REQUEST (sophomore/junior/senior eligible)**

#### CRITERIA:

- Student is enrolled in at least one class through the dual enrollment program (or another administratively approved college or university program).
- The student files a copy of semester class schedule with their school counselor.

### **Situation #2: WORK RELEASE REQUEST (seniors only)**

#### CRITERIA:

- Student is employed 10 or more hours a week at a place of employment.
- Student files a copy of their place of employment with name of manager and phone number for contact with their school counselor. Students must submit their work schedule or a copy of their pay stub to their school counselor on a monthly basis.

**TERMINATION POLICY:** If release time is granted and the student's employment, college classes, or special circumstances cease for any reason, the student must notify the school and return to full time attendance at WAHS immediately. If a student is failing classes or defaulting on Keystone Exam proficiency, release time will be terminated. Student progress will be monitored monthly for continued employment or college attendance.



## **SCHEDULE CHANGE PROCEDURES**

### **Scheduling Philosophy**

West Allegheny High School offers a comprehensive educational program to meet the needs and interests of all students. The master schedule is developed from course requests submitted at the start of the second semester and is finalized in the late spring/early summer in order to set student and teacher schedules.

There is always the possibility that a class will close early due to heavy enrollment or that a class will not be scheduled due to an insufficient number of students electing that subject. Counselors meet with students and teachers to give input and recommendations as students are making their selections.

- NO schedule changes will be granted to allow students to change class periods or teachers for any course at any time.
- Requests to change lunch period will only be considered for medical reasons and may require a note from a physician.
- Extenuating circumstances sometimes arise that may necessitate the need to consider a change. All extenuating circumstances will be reviewed by an administrator on a case-by-case basis.

### **Summer Schedule Change Requests**

1. All schedule change requests for the upcoming school year require a parent signature and must be submitted to the high school Guidance Office via the official schedule change request form by the 3<sup>rd</sup> Wednesday of June.

### **School Year Schedule Change Procedures**

1. Students must exercise caution before changing/dropping courses to ensure that graduation, future goals, and NCAA requirements (when eligible) are being met.
2. Students must maintain a minimum of 7.00 credits per year unless otherwise permitted by administration through an approved academic plan.

### **Elective Change Procedure**

1. Elective CHANGE REQUESTS for full year and first semester courses will be considered for the first 6-day rotation of the school year ONLY. Second semester elective change requests will be considered for the first 6-days of the second semester. Elective change requests require a parent signature and must be submitted to the high school Guidance Office via the official schedule change request form. Approval of the change does not guarantee that a change can be made. Changes will be made ONLY if space is available in the impacted classes.
2. Students are responsible for making up any missed work in the new elective course.
3. If the original elective course is dropped within this timeframe, it will NOT appear on the student's transcript.

### **Academic Level Change Procedures**

1. Academic level CHANGE REQUESTS will be considered through the 12<sup>th</sup> day of school. AP/ECIHS course change requests will require an academic meeting and administrative approval. No academic level change will be considered without teacher input.
2. In the event that an ACADEMIC LEVEL change is approved the student's grades will transfer to the new course and the student is responsible for making up any required work.
3. Students are expected to work to their fullest potential prior to making a request for any schedule change. Students must demonstrate that they have attempted to fulfill all course expectations, e.g., completion of all assignments (including summer assignments), seeking extra help, and have met all other conditions established by the teacher.

4. All academic level change requests require a parent signature and must be submitted to the high school Guidance Office via the official schedule change request form. Approval of the change does not guarantee that a change can be made. Changes will be made ONLY if space is available in the impacted classes.
5. If the original academic course is changed within this timeframe, it will NOT appear on the student's transcript.

### **Repeating Courses**

1. Students repeating a class that they failed will get credit upon successful completion of the repeating class. Both the failing grade and passing grade will show on the student's transcript and will be averaged into the GPA.
2. A student who chooses to repeat a course that was passed will have both courses shown on his/her transcript and both grades averaged into the GPA. The second successful attempt will count as an elective credit toward West Allegheny graduation requirements.

## **PARENT/GUARDIAN CONFERENCE**

Parents/guardians are urged to contact the school with any questions or concerns regarding their student. Appointments for conferences with teachers, counselors, or principals may be made via email or by calling the high school office at 724-695-5245 or the guidance office at 724-695-5250.

# **ATHLETICS AND ACTIVITIES ELIGIBILITY POLICIES AND GUIDELINES HIGH SCHOOL AND MIDDLE SCHOOL**

## **PURPOSE STATEMENT**

The purpose of this policy is to implement a viable process through which students at West Allegheny Middle and High Schools are held accountable for the educational priorities of attendance and academic success while providing pro-active mechanisms for communication and study in the best interests of the student and all involved.

Copies of the policy will be kept at the building offices of the High School and Middle School as well as those of the Athletic Director and Arts Coordinator.

The following guidelines shall be implemented for this academic school year:

## **DETERMINING ELIGIBILITY:**

1. An accurate student roster for each area shall be included on the weekly eligibility list provided to all teachers.
2. Students who are home-schooled or cyber-schooled, attend Parkway Vo-Tech, or are placed in a private school shall provide weekly documentation verifying eligibility.

### **3. GRADES**

**WEEK 1:** A student on the weekly eligibility list that has an 'F' grade reported for any subject shall be informed with a 'warning' without any penalty for practice or competing/performing. The appropriate head coach/director shall notify parents expeditiously.

**WEEK 2:** If the student appears on the eligibility list for a second week in the same subject, there will be a continuation of the first week status. There is no penalty for practice or competing/performing. The appropriate head coach/director shall notify parents expeditiously.

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

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

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

**NOTE:** Students must be passing at least four full credit subjects in order to stay eligible for their activity. Failure to maintain four passing classes restricts the student from practicing or competing/performing until at least four full credit classes are passing.

4. This five-week sequence shall be applied to each individual course and initial 'F' grade that is reported.
5. A student who receives an 'F' grade as the final grade for a course at the end of second semester shall be placed on a 15-day suspension to start the next academic school year. Practice is permitted but the student is not permitted to compete/perform.

## ATTENDANCE

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

## INTERVENTION

8. Each student shall continue to be informed of and have access to the existing *Academic Time-Out* policy.
9. Students who have received a notification concerning an 'F' grade in a given subject shall be required to attend a tutoring session on their own time to assist with bringing the grade up.
10. Each head coach/director shall be responsible to assist in monitoring the academic progress of their students.

## RESPONSIBILITY

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

## RESPONSIBILITIES FOR PARTICIPANTS IN ATHLETICS AND ACTIVITIES

### 1. ATTENDANCE

You are required to attend school each day. If you are not in school, you are not able to practice or compete on the team that day. Exceptions to this are school fieldtrips or previously scheduled absences due to academic or medical issues. If you are tardy to school and arrive after 8:00am, you are not able to practice or compete. The exception is if you bring a doctor's note stating you were under their care for the time missed. If you have more than four (4) incidents of tardiness, they will convert into one (1) unexcused absence. If you are absent and/or suspended out-of-school for more than 20 days in a single semester, you will be ineligible to participate until you have been in attendance for a minimum of 45 days. **This will carry over from one school year to the next.** It is your responsibility to get to school each day in order to participate in your chosen sport or activity.

### 2. EQUIPMENT/UNIFORMS

If you are given a uniform and/or equipment you are responsible for those items until after your season is completed and they are returned. If you lose anything or fail to turn items in at the end of the season, you will be charged for those items. You will also not be given a uniform for your next season. Seniors will be put on the debt list and won't be permitted to participate in commencement. Underclassman will not receive a uniform for the next season or be put on the team's roster.

### 3. TRANSPORTATION

You are required to ride school provided transportation to your activity. You are not permitted to drive your own personal vehicle. If you need to leave early, you are permitted to ride home with a parent with approval by the sponsor, coach, athletic director or principal.

### 4. PHYSICALS

You are required to get a physical exam prior to beginning any sports season. Free physicals will be given at certain times of the school year. Sign-ups will be in the athletic office. Forms are available in the athletic office. Physicals have specific dates for each season. Please check in the Athletic Office for more information. Along with physicals are the mandated athletic and arts activity fee that are due as you begin your sport or activity.

5. **SPORTSMANSHIP**

As a representative of West Allegheny you are expected to conduct yourself in the proper fashion whether you are in uniform or not. We take great pride in demonstrating the PIAA Sportsmanship qualities that are necessary to compete in interscholastic athletics. We need your support and assistance in helping to promote the correct and appropriate behavior in all situations. We know we are already asking a lot with academic guidelines and other areas, but we feel it is in the best interest of those participating that a great model is set for those participating and watching our athletic contests.

6. **GENERAL INFORMATION**

1. Remember to lock your valuables in your locker. Don't bring money, jewelry or anything you consider of value to school.
2. Check social media @WestASports and listen to the announcements for important information concerning cancellations, changes or messages regarding your sport.
3. Speak to your coach or sponsor about your concerns you may have in the program. Whether it's playing time, lettering requirements or anything else, please give them the opportunity to discuss your concerns.
4. At any time, please see the Principal or Athletic Director concerning any matter dealing with your participation in any activity or athletics at West Allegheny.