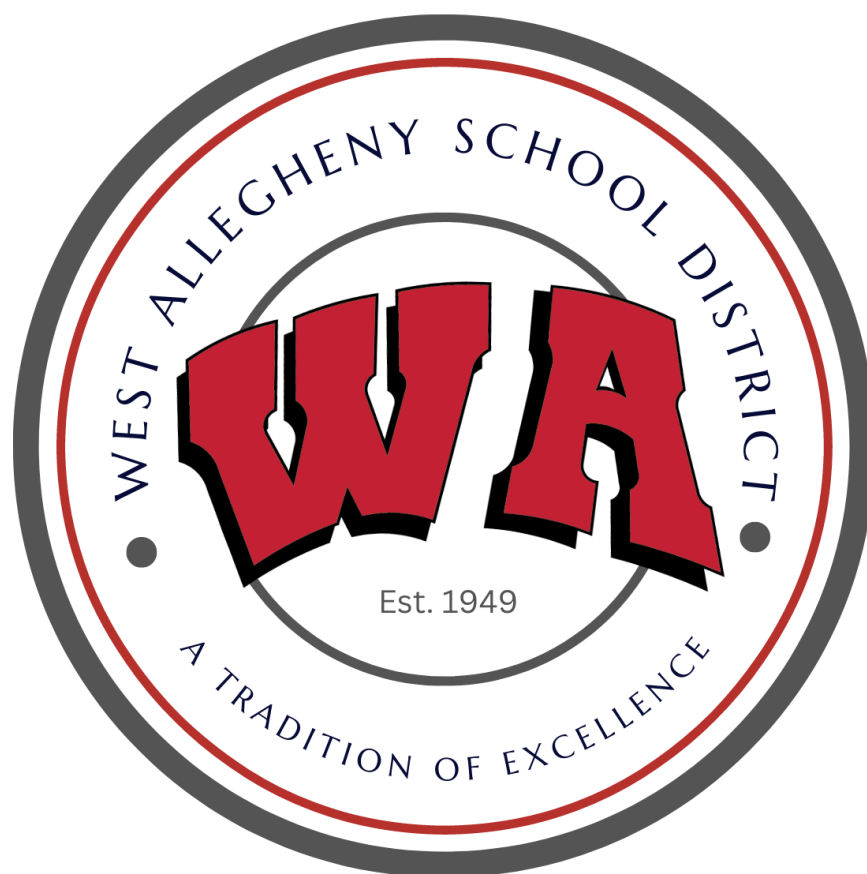


WEST ALLEGHENY HIGH SCHOOL



2023-2024 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 2023-2024 school year! 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 culture, providing students and families with the best opportunities for success while maintaining a safe and supportive learning environment. Together, we can embrace learning possibilities that make for great experiences and positive memories while preparing our students with a viable post-secondary plan focused on 21st Century careers and/or post-secondary education. The WAHS handbook has been updated to meet this vision as well as the current needs of our school community.

To assist in this journey, the handbook includes important information to provide tools for student success. Please read this handbook as you will be responsible for the content within as it pertains to the policies and procedures that embrace learning and a culture of respect. Specifically, we ask for our school community to join us in reinforcing engagement in academic behaviors so that students are **“ready to learn”**, including respectful interactions, self-advocating and accountability, following dress code, **“being on time every time”**, and having non-instructional tools **“silenced and away”** during instruction. Having the support of our families, students, and staff towards common expectations for academic behavior is imperative for student success. Thank you for your support in this area, and please reach out to the high school administrative team for assistance with any questions.

Every student at West Allegheny High School can accomplish great things every day. It is our collective goal to foster an environment full of promise that 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 success. Have a great year!

Sincerely,

Cheryl McHone

Dr. Cheryl McHone, Lead Principal

Toni Baldanzi

Mrs. Toni Baldanzi, Assistant Principal of Student Supports & Ancillary Programs

Katharine Roche

Dr. Katharine Roche, Academic Principal and Director of Special Projects

David McBain

Mr. David McBain, Director of Athletics

Samuel Taylor

Mr. Samuel Taylor, Assistant Principal of Student Operations and Development

Matthew McBurney

Mr. Matthew McBurney, Dean of Student Learning and Engagement

WEST ALLEGHENY HIGH SCHOOL ADMINISTRATION

SuperintendentDr. Jerri Lynn Lippert
Assistant Superintendent of Schools.....Dr. Christopher Shattuck
Assistant to the Superintendent for Curriculum and InstructionDr. Shana Nelson
Assistant to the Superintendent for Special Education & Student ServicesMrs. Tammy Adams
Lead Principal.....Dr. Cheryl McHone
Academic Principal & Director of Special Projects..... Dr. Katharine Roche
Assistant Principal of Student Operations & Development.....Mr. Samuel Taylor
Assistant Principal of Student Supports & Ancillary Services..... Mrs. Toni L. Baldanzi
Dean of Student Learning & Engagement Mr. Matthew McBurney
Director of AthleticsMr. David McBain

MAIN OFFICE 724-695-7368

Secretary to the Principals Mrs. Dawn Hoffmann
Front Office and ECIHSA Clerk Mrs. Monica Heyl
Front Office ClerkMs. Christie Macek

GUIDANCE OFFICE 724-695-5250

Guidance Counselors.....Ms. Lynn Birnie
..... Mrs. Susan Kriznik
..... Mrs. Sophia Mooney
..... Mrs. Amanda Pegher
..... Mr. Alan Puglia
Guidance SecretaryMrs. Kristin Cook
Attendance Clerk.....Mrs. Betsy Weber
Family Links Therapist Ms. Taylor Hopkins

ATHLETIC OFFICE 724-695-5247

Director of AthleticsMr. David McBain
Assistant Director of Athletics Mr. Bryan Cornell
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

Kimberly Brands
Lisa Carter*
Tony Castelluci*
Lauren Corrado*
Jennifer Jones
Tammy Kester*
Amy Krek*
Tessa Letso
Elana Ragan
Jennifer Rieger
Michael Shaffer
Amanda Spada

English Language Learners (ELL)

Kim Patterson

Family & Consumer Sciences

Jennifer Cook
Sara Ferko
Kristin Persing

Guidance

Lynn Birnie
Taylor Hopkins – *Family Links*
Susan Kriznik
Sophia Mooney
Amanda Pegher
Alan Puglia

Health & Physical Education

Andy Barry
Jim D'Amico
Mindi McFate
Scott Meehan

JROTC

Gunnery Sgt. Robert Rainis

Mathematics

Colleen Barnes
Krissy Bennett*
Angela Brutt
Tony Castelluci*
Bryan Cornell*
Lauren Corrado*
Bob Coulter
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

Science

Rachel Ermine
Jim Hamilton
Suzanne Lambert
Steve Nicola
David Schoppe
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

West Allegheny High School 2023-24 Calendar



2023

August 23
September 4
September 19
October 9
October 27
November 2
November 3
November 22
November 23-27
December 22
December 25-29

Wednesday
Monday
Tuesday
Monday
Friday
Thursday
Friday
Wednesday
Thursday – Monday
Friday
Monday – Friday

First Day of School for Students
NO SCHOOL – Labor Day
Open House
NO SCHOOL – Teacher Inservice Day
½ Day Dismissal – PM Clerical
½ Day Dismissal – PM Conference Day
NO SCHOOL K-12 – Teacher Conference Day
½ Day Dismissal – PM Clerical
NO SCHOOL – Thanksgiving Break
½ Day Dismissal – PM Clerical
NO SCHOOL – Winter Break

2024

January 1
January 15
March 25-29
April 1
April 12
May 27
May 30
May 31

Monday
Monday
Monday – Friday
Monday
Friday
Monday
Thursday
Friday

NO SCHOOL – Winter Break
NO SCHOOL – Teacher Inservice/Clerical Day
NO SCHOOL – Spring Break
NO SCHOOL – Teacher Inservice/Clerical Day
½ Day Dismissal – ½ Teacher Conference Day
NO SCHOOL – Memorial Day
Last Day Students Grade 12 – Graduation Commencement
½ Day Dismissal – Last Day for students K-11
Commencement Rain Date

½ Day Dismissal Time

11:25 AM (Secondary)
12:20 PM (Elementary)

Parkway West Career & Technology Center 2023-24 Calendar



2023

August 22
September 4
October 9
November 7
November 22-27
December 22
December 25-29

Tuesday
Monday
Monday
Tuesday
Thursday – Monday
Friday
Monday – Friday

First Day of School for Students
NO SCHOOL – Labor Day
NO SCHOOL – Columbus Day
NO SCHOOL – Act 80 Day / Parent Conferences PM
NO SCHOOL – Thanksgiving Break
NO SCHOOL – Teacher Inservice
NO SCHOOL – Winter Break

2024

January 1-2
January 12
January 15
January 26
February 19
March 5
March 27
March 28 – April 1
May 27
May 29

Monday & Tuesday
Friday
Monday
Friday
Monday
Tuesday
Wednesday
Thursday-Monday
Monday
Wednesday

NO SCHOOL – Winter Break
NO SCHOOL – Career Exploration Day
NO SCHOOL – Martin Luther King Day
NO SCHOOL – Career Exploration Day
NO SCHOOL – President's Day
Open House - PM
NO SCHOOL – Act 80 Day
NO SCHOOL – Spring Break
NO SCHOOL – Memorial Day
Last Day of School 9th – 11th Grade

WEST ALLEGHENY HIGH SCHOOL BELL SCHEDULES

Regular Bell Schedule	
Period 1	7:35 - 8:22
Period 2	8:25 - 9:08
Period 3	9:11 - 9:54
Period 4 (Lunch)	9:57 - 10:40
Period 5 (Lunch)	10:43 - 11:26
Period 6 (Lunch)	11:29 - 12:12
Period 7 (Lunch)	12:15 - 12:58
Period 8	1:01 - 1:44
Period 9	1:47 - 2:35

AM Parkway students will return to the Auditorium at 10:30.

PM Parkway students will be dismissed at 11:20.

Activity Bell Schedules			
Advisory Period (AM)		Pep Assembly Period (PM)	
Advisory	7:35 - 8:17	Period 1	7:35 - 8:12
Period 1	8:20 - 8:59	Period 2	8:15 - 8:52
Period 2	9:02 - 9:41	Period 3	8:55 - 9:32
Period 3	9:44 - 10:23	Period 4 (Lunch)	9:35 - 10:12
Period 5 (Lunch)	10:26 - 11:05	Period 5 (Lunch)	10:15 - 10:52
Period 4 (Lunch)	11:08 - 11:47	Period 6 (Lunch)	10:55 - 11:32
Period 6 (Lunch)	11:50 - 12:29	Period 7 (Lunch)	11:35 - 12:12
Period 7 (Lunch)	12:32-1:11	Period 8	12:15 - 12:52
Period 8	1:14 - 1:53	Period 9	12:55 - 1:32
Period 9	1:56 - 2:35	Activity	1:35 - 2:35

AM Parkway students will attend Advisory 4th Period.

AM Parkway students will report to their 5th period at 10:30.

PM Parkway students will leave 4th Period at 11:20.

PM Parkway students will report to the auditorium for 6th period.

1/2 Day Bell Schedule		2-hour Delay Bell Schedule	
Period 1	7:35 - 8:06	Period 1	9:35 - 10:06
Period 2	8:09 - 8:40	Period 2	10:09 - 10:40
Period 3	8:43 - 9:13	Period 5 (Lunch)	10:43 - 11:14
Period 4 (Lunch)	9:16 - 9:46	Period 4 (Lunch)	11:17 - 11:47
Period 5 (Lunch)	9:49 - 10:19	Period 6 (Lunch)	11:51 - 12:21
Period 6 (Lunch)	10:22 - 10:52	Period 7 (Lunch)	12:24 - 12:54
Period 7 (Lunch)	10:55 - 11:25	Period 3	12:57 - 1:27
		Period 8	1:30 - 2:01
		Period 9	2:04 - 2:35

AM Parkway students will report to their 6th period upon return

AM Parkway students will report to the Auditorium for 4th Period.

PM Parkway students will report to the Media Center until 11:20.

PM Parkway students will miss their 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.

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:

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.

5. 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](#)

ATTENDANCE

Students will be able to enter the high school starting at 7:00 AM. All students should be in their first period class by 7:35 AM. If a student is not riding the bus, parents/guardians must drop them off in the student parking lot. Students entering school after 7:35 AM must sign in late in the main office. Consequences for accumulated tardies to school will result in the following:

- A. **Tardies 1 – 2:** Verbal warning
- B. **Tardy 3:** 1-week suspension of driving privileges (for student driver)
- C. **Tardy 4:** After-school detention and 1-week suspension of driving privileges (for student drivers)
- D. **Tardy 5:** Two after-school detentions, parent meeting, and 2-week suspension of driving privileges (for student drivers)
- E. **Tardy 6:** One day of in-school suspension, permanent suspension of driving privileges for the year*

Additional Offenses: Additional offenses will follow progressive discipline in accordance with the Student Code of Conduct which could include suspension, activity restriction, and/or a referral to the magistrate.

*Any student who has their parking privileges revoked for the year is not eligible for a refund on the cost of the parking tag.

Attendance for Extracurricular Activities

- Students **MUST** be in attendance by **8:00 AM** in order to **participate in all extracurricular activities**, including practices, competitions, programs, and/or meetings.
- The **ONLY exception** to the 8:00 AM arrival time is for medical appointments. Students must have written verification on an official form from the doctor's office in order to participate.
- Without prior permission from administration and/or a medical excuse, students are not permitted to leave school early and return for 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/guardian for early dismissal must be submitted to the office. The written request for any early dismissal must include the date the request was written, the reason for dismissal, phone number and the signature of the parent/guardian.

Students who have early dismissals are to sign out in the main office before leaving the building and submit a note from the doctor within three (3) school days. If a note is not provided, the absence will be marked unexcused or illegal. *You are strongly encouraged to schedule appointments after school hours whenever possible.*

Submitting Excuses

If a student comes late to school or is absent from school for an entire day, they are required to submit a parent excuse or a medical excuse within three (3) school days. If a note is not submitted, the absence becomes unexcused. Students can turn physical copies of excuses into the main office. Parents or guardians can also submit excuses electronically by emailing the school attendance clerk (bweber@westasd.org). Electronic submission of medical excuses will require an attachment of the medical note in the email.

Timeline for Making Up Missed Work

If a student misses one or more days of class due to either excused or unexcused absences, the number of days they will be given to turn in missing work is equal to the number of days they were absent plus one additional day unless other arrangements are made with the teacher(s). This timeline does not include absences that resulted from a class being skipped, in which case the student is given a 0 for any assignment missed.

ATTENDANCE POLICY FOR PARKWAY WEST CAREER AND TECHNOLOGY CENTER, ECIHS-PTC HEALTH SCIENCES ACADEMY, CCBC AVIATION ACADEMY, AND ROSEDALE TECHNICAL COLLEGE

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 children with special needs, 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 Students with Exceptionalities

The school district provides a free, appropriate public education to students with exceptionalities 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.

Students who are identified 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 the Assistant to the Superintendent for Special Education and Student Services.

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 parent(s), 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 team 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 students who 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 Assistant to the Superintendent for Special Education and Student 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 the 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)

A student who is experiencing issues with mental health, substance abuse, attendance, or other areas of concern may benefit from the West Allegheny Student Assistance Program (SAP). It is the intent of SAP to mobilize school resources to remove barriers to learning. Upon receiving a referral, the team will gather relevant information, organize the details gathered and make possible recommendations. If you would like more information about the Student Assistance Program or would like to receive free, confidential assistance, please contact the Guidance office. Further information on SAP as well as paperwork to refer a student to SAP can be found on the district website.

FAMILYLINKS

Familylinks provides services for students who are experiencing issues with mental health, developmental disabilities, addictions, abuse, behavioral problems, illnesses, and other life challenges. In partnership with the West Allegheny School District, *Familylinks* employs therapists who host individual student sessions during the school day to provide students with access to therapeutic services. Please contact the Guidance office if you would like more information on *Familylinks* or to request an outpatient referral form.

West Allegheny School District - Student Code of Conduct

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

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

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

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

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

Level I

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

Examples of Level I Violations Including but not Limited to:

- Disrespectful actions or language towards peers, adults, and/or property
- Classroom disruptions and violations of classroom procedures established by the teacher, which may include tardiness to class, disruptive behavior, failure/refusal to follow directives
- Disruptive behavior in common areas (e.g., hallways, cafeteria, playground)
- Minor dress code violations
- Lack of cooperation with staff (verbal/non-verbal)
- Failure or refusal to comply with adult directives
- Inappropriate and/or profane language or gesture not directed at others

- Untruthful or deceptive behavior to school personnel
- Violation of Academic Integrity Policy (refer to Academic Integrity Policy), cheating, plagiarism
- Misuse or unauthorized use of electronic devices
- Refusal to engage in academic learning activities
- Inhibiting other students' learning process

Examples of Level I Consequences Including but not Limited to:

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

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

Examples of Level II Violations Including but not Limited to:

- Repeated Level I Violations or Level I with aggravating circumstances
- Failure to complete assigned Level I discipline
- Major dress code violation or repeated violations
- Minor disruption in school such as horse playing, play fighting, verbal altercation, etc.
- Failure to properly identify oneself to teachers and/or staff
- Falsification of documents, statements, and/or misrepresentation of parent/guardian
- Loitering in an unauthorized area
- Failure to attend class, leaving class without authorization, presence in unauthorized areas
- Leaving school without authorization
- Verbal/non-verbal flagrant disrespect toward teachers and staff
- Agitating/instigating comments between students
- Use of obscene language/gestures toward others
- Possession of matches, lighters
- Use/possession of tobacco and/or related products, look alike products (first offense)
- 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"> • Detention • In School Suspension • Out of School Suspension • Temporary removal of driving privileges • Verbal and written reprimand • Behavior contract 	<ul style="list-style-type: none"> • Parent notification and possible conference • Referral to SAP • Withdrawal of privileges and/or participation in school activities • Loss of driving privileges
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Level III

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

Examples of Level III Violations Including but not Limited to:

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

Examples of Level III Consequences Including but not Limited to:

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Up to 10-day suspension• Law enforcement/charges• Due Process• Restitution• Truancy citation | <ul style="list-style-type: none">• Referral to SAP• Parent Conference• Activity Restriction (examples include: school sponsored trips, dances, commencement exercises, etc.) |
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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"> • Out of School Suspension • Alternative Education Placement • Restitution • Expulsion • Superintendent's hearing 	<ul style="list-style-type: none"> • School Board of Directors' hearing • Involvement of law enforcement with potential for criminal charges • Applicable Level III consequences • Activity restriction (examples include: school sponsored trips, dances, commencement exercises, etc.)
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After-School Detention

Students may be assigned an after-school detention for behavioral infractions by a teacher or administrator as outlined in the Student Code of Conduct. After-school detention is served outside of the school day from 2:45 to 3:35 PM. Students and parents are notified of the detention and the assigned date. Transportation home following an after-school detention is the responsibility of the student and the parent.

Failure to serve an after-school detention will result in the following consequences:

First Offense: One day of in-school suspension

Second Offense: Two days of in-school suspension and a parent meeting will be scheduled

Third Offense: Two days of out-of-school suspension

Additional Offenses: Additional offenses will follow progressive discipline in accordance with the Student Code of Conduct

In-School Suspension (ISS)

Students may be assigned an in-school suspension for behavioral infractions as outlined in the Student Code of Conduct. Students serving in-school suspension (ISS) are temporarily prohibited from attending regular classes, school day events, and extracurricular activities/events on any day ISS is assigned. All schoolwork must be completed in ISS and returned to the designated teacher. Students in ISS will complete a reflective assignment focusing on how their actions may have impacted themselves and others and develop strategies to make better choices in the future. Parents will be notified of an in-school suspension. Students that arrive late to school for ISS will be required to make up the time missed.

Out-of-School Suspension (OSS)

Students may be assigned out-of-school suspension for behavioral infractions as outlined in our Student Code of Conduct. Students serving out-of-school suspension (OSS) are temporarily prohibited from any events that occur during the school day and all after-school activities during the duration of the suspension. This includes weekend activities if the suspension is continuing to be served at the start of the following week. All missed schoolwork must be completed at home and returned to the designated teacher upon return to regular classes. Students are expected to access their classwork on Canvas for the duration of their suspension. Students will be allowed to make up quizzes, tests, papers, and/or major projects missed while serving OSS for full credit. Parents will be notified of an out-of-school suspension. If a student is sent home during the school day due to an out-of-school suspension, it is the responsibility of the parent to provide transportation home for the student.

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 State Code.

You should always ask the administrators to discuss your rights with you whenever you have any questions 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 a 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. Students who commit Level II offenses or repeated Level I offenses may also be placed on activity restriction.

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.

****Three infractions resulting in in-school suspension and/or out-of-school suspension will place a student on Activity Restriction as outlined above.**

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.

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 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:

G. 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.

H. 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.

A. VOLUNTEERS

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

B. 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.

Students receiving special education services 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 bus suspension without a valid written excuse will result in school officials following the standard school truancy process.

Students are only permitted to ride their assigned bus transportation to and from school. Riding a bus home with another student will only be permitted in cases of significant emergency and must be pre-approved by a school administrator. Students who attempt to ride another student's bus without pre-approval from a school administrator will be subject to disciplinary action outlined in the Code of Conduct.

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 bus 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
- Students seated out of assigned area

Examples of Level I Consequences Including but not Limited to:

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

Level II – 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

Examples of Level II Violations Including but not Limited to:

serious enough to require disciplinary action taken by administrative personnel.

- Repeated Level I Violations or Level I with aggravating circumstances
- Verbal/non-verbal flagrant disrespect toward bus drivers or other students
- Agitating/instigating comments between students
- Horseplay
- Use of obscene language/gestures toward others
- Pushing, shoving or tripping other students in line
- Intentionally distracting the bus driver

- Inappropriate misuse of technology (videotaping other students)
- Intentionally boarding an unassigned bus
- Exiting the bus at an unassigned stop

Examples of Level II Consequences Including but not Limited to:

- | | |
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| <ul style="list-style-type: none"> • Verbal redirection • Special assigned seat • Referral to building administration • Detention • In School Suspension • Out of School Suspension • 1-3 day Bus Suspension | <ul style="list-style-type: none"> • Parent notification and possible conference • Referral to SAP • Withdrawal of privileges and/or participation in school activities • Written reprimand • Behavior contract |
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Level III – 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 (2nd offense)
- Throwing items out of the bus window
- Throwing items at other people on the bus
- Hanging out the bus window

Examples of Level III Consequences Including but not Limited to:

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Up to a 10 day bus suspension • Up to 10 day suspension • Law enforcement/charges • Due Process • Restitution | <ul style="list-style-type: none"> • Referral to SAP • Parent Conference • Activity Restriction (examples include: school sponsored trips, dances, commencement exercises, etc.) |
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Level IV – 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">• Removal from district transportation• Out of School Suspension• Alternative Education Placement• Restitution• Expulsion• Superintendent's hearing | <ul style="list-style-type: none">• School Board of Directors' hearing• Involvement of law enforcement with potential for criminal charges• Applicable Level III consequences• Activity restriction (examples include: school sponsored trips, dances, commencement exercises, etc.) |
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STUDENT DRIVERS AND PASSENGERS

1. All sections of the Pennsylvania Motor Vehicle Code will be enforced. This includes all applicable laws pertaining to holding a junior driver's license, including the limitation on passengers the first six months of having a license.
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/passengers may not return to their vehicles during the school day without being accompanied by a school staff member.
5. 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 outlined in the Student Code of Conduct.**
6. A minimum of the following disciplinary action will result if any of the above rules are violated:
 - A. First violation: 1-week suspension of driving privileges
 - B. Second violation: 2-week suspension of driving privileges
 - C. Third violation: Permanent revocation of driving privileges*
7. **Student drivers can begin entering the building at 7:00 AM and must be in their first period class by 7:35 AM. Those students who may follow a hybrid schedule should arrive on campus no earlier than 10 minutes prior to their first class.** Consequences for accumulated tardies to school will result in the following:
 - A. **Tardies 1 – 2:** Verbal warning
 - B. **Tardy 3:** 1-week suspension of driving privileges (for student driver)
 - C. **Tardy 4:** After-school detention and 1-week suspension of driving privileges (for student drivers)
 - D. **Tardy 5:** Two after-school detentions, parent meeting, and 2-week suspension of driving privileges (for student drivers)
 - E. **Tardy 6:** One day of in-school suspension, permanent suspension of driving privileges for the year *
8. Student drivers will follow the flow of traffic based on the directions of the parking lot officials located outside. Student drivers will be assigned a parking spot number and should only park in their designated spot. **Student drivers are not permitted to park in another student driver's spot, by the gymnasium, or in the staff parking lot.** If a student parks in a spot that is not designated to them, they are liable to have their vehicle removed from the spot, have their driving privileges suspended or revoked, and face disciplinary action. If another vehicle is in a driver's designated spot, the driver should notify the office to receive further instructions.
9. Students driving to school without a permit or while under suspension of privileges will be assigned additional consequences according to the Code of Conduct and may lose driving privileges for the remainder of the year.
10. During the fall season, part of the student parking lot may be used for extracurricular activities. Any student who is staying after school and has a parking spot in the following ranges (spots 1-18, 85-101, and 174-205) will be required to move their vehicle to the other side of the lot so the area remains open.

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.

*Any student who has their parking privileges revoked for the year is not eligible for a refund on the cost of the parking tag.

HYBRID SCHEDULES

Students who operate on a hybrid schedule may have the opportunity to begin their school day during a period other than first or leave the building before the last period of the day. Students arriving after first period are expected to sign in at the front office daily, or they will be marked as having an unexcused absence for the day. Hybrid students are expected to arrive at the front office five to ten minutes before the start of their first class of the day. Students arriving late will be marked as tardy and face consequences that are outlined in the district Attendance Policy. Hybrid students who leave prior to school dismissal must sign out at the front office, or they will be considered to have left the building without permission and receive consequences aligned to the Student Code of Conduct.

GUIDELINES FOR DRESS CODE

In accordance with our district's mission statement, our goal is to inspire 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.

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
- Clothing with language or symbols that could demean another person's race, ethnicity, religion, gender, sexual orientation, sexuality and/or social class
- Wearing of hats, sun visors, sunglasses or hoods during school hours
- Bandannas, sweatbands, headbands with scarves attached
- Sagging clothing that shows undergarments or are revealing
- Long pants that go below shoes that could cause tripping or unsafe conditions
- Short skirts, short dresses and/or short shorts that are revealing
- Wallet chains, dog collars, heavy linked chains around the neck, spiked and/or studded necklaces or bracelets
- Clothing with rips/holes that show undergarments or are revealing
- Halter-tops
- Midriffs/crop tops/sports bras (as shirts)
- Tube tops
- See-through tops
- Muscle shirts
- One-shoulder shirts
- Low-cut tops that are revealing
- 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.

Hats and Hoods

In alignment with the dress code, students are not permitted to wear hats or have hoods up within the school building during the instructional day without authorization from school personnel. Students in violation of the dress code policy will be asked to correct the violation and face consequences in alignment with the Student Code of Conduct.

Violations

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 and will be enforced.

First Offense: Student will be given a warning and correct the violation.

Second Offense: Student will receive 1 day of in-school suspension and correct the violation.

Third Offense: Student will receive 3 days of in-school suspension, correct the violation, and a parent meeting will be scheduled.

Additional Offenses: Additional offenses will follow progressive discipline in accordance with the Student Code of Conduct.

STUDENT ID CARD

Students will receive a new ID at the start of the school year. Students must have their ID card with them at all times. Student ID cards must be shown to purchase lunch, enter home football games, and to attend other school events such as Homecoming and Prom. Replacement ID cards can be requested in the main office for a \$5.00 fee. Please allow at least two days for the completion of the request.

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:

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.

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:

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

Users shall not reveal their passwords to another individual

Users are not to use a computer that has been logged in under another student or employee's name.

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:

- Control of access by minors to inappropriate matter on the Internet and World Wide Web.
- Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
- Prevention of unauthorized online access by minors, including "Hacking" and other unlawful activities.
- Unauthorized disclosure, use and dissemination of personal information regarding minors.
- 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 Pennsylvania School Code and the Student Code of 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, School Code, the School Student Code of Conduct, and/or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this policy. The investigation will be reasonable and related to the suspected violation. Your parents/guardians have the right at any time to request to see the contents of your email.

Due Process

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. In the event there is a claim that you have violated this Policy, School Code, 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 policy.

If the violation also involves a violation of other provisions of the School Code, it will be handled in a manner described. 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

PROCEDURES FOR PERSONAL ELECTRONIC DEVICES (PEDS)

All personal electronic devices, including but not limited to cell phones, ear pods, smart watches, tablets, etc. must always be silenced and kept in lockers or a teacher-designated area. All personal electronic devices must be **“Silenced and Away”** during all instructional courses unless permitted for educational purposes at the discretion of the teacher only. West Allegheny is not responsible for any loss or damage to PED's brought to school.

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

First Offense: The PED will be confiscated by a teacher, and the student will pick-up the PED in the office at the end of the day. The teacher will notify the parent and administration.

Second Offense: The PED will be confiscated by a teacher, and the parent will pick-up the PED in the office at the end of the day. The student will serve an after-school detention.

Third Offense: The PED will be confiscated by a teacher, and the parent will pick-up the PED in the office at the end of the day. The student will serve one day of ISS

Additional Offenses: Additional offenses will follow progressive discipline in accordance with the Code of Conduct.

***As with any policy violation, any mitigating and/or aggravating circumstances may alter the consequence for each violation in alignment with the Code of Conduct.

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.

SKIPPING CLASS

A student's greatest opportunity to have academic success is by being present and on time to class to maximize engagement with daily instruction. Students are expected to attend each of their scheduled classes in their assigned locations (including study halls and lunch) throughout the duration of each class period. If a student does not attend any portion of a class, it is considered skipping and the student will receive discipline in correspondence with the Student Code of Conduct with increasing severity for each reoccurring violation. Students who skip class will receive a 0 for any assignments they missed in the class they skipped without an opportunity for a make-up.

First Offense: 1 day of ISS; Zero is received for all classwork in the skipped class.

Second Offense: 1 Day OSS; Zero is received for all classwork in the skipped class; parent meeting

Third Offense: 2 Days OSS; Zero is received for all classwork in the skipped class; parent meeting; Activity Restriction

***As with any policy violation, any mitigating and/or aggravating circumstances may alter the consequence for each violation in alignment with the Code of Conduct.

TARDY TO CLASS

Students who arrive to class after the bell are required to have an up-to-date pass from a staff member or the student will be considered to have an unexcused tardy to class. If a student does not attend any portion of a class, it is considered skipping and the student will receive discipline in correspondence with the Student Code of Conduct with increasing severity for each reoccurring violation.

First Offense: Student will receive a warning

Second Offense: Student will receive a teacher or administrator issued after-school detention

Third Offense: Student will receive a teacher or administrator issued after-school detention

Fourth Offense: Referral to office with minimum of one day of In-School Suspension

HALL PASSES

No student shall be in the hall during regular class time without a hall pass issued by the teacher in charge of the student during that time. This includes trips to the restroom, library, office, as well as any place other than the room to which the student has been assigned. Passage shall be by the shortest and quickest feasible route without stopovers at other points or without disrupting other classrooms. All students must request a pass by asking their teacher for permission to leave and entering the request in SmartPass. Students will be allowed two passes per week on the SmartPass system. Hall passes will not be given for a student to miss a credit bearing class unless approved by a school counselor or administrator. During certain periods of the day the hallways will be closed. During these times no students should be in the hallway unless it is an absolute emergency. The purpose of the closed hallways is to eliminate distractions at critical times of the student day.

ACADEMIC FIELD TRIPS / ENGAGED TIME FOR A STUDENT ACTIVITY

Students attending an 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 an unauthorized individual at any time. Students must ride the district provided transportation both to and from the destination.

Certain classes and/or extracurricular activities occasionally require student engagement during normal school hours, requiring a student to miss their regularly scheduled class(es). Absences that occur due to Engaged Time for a Student Activity in a class or school related activity will be excused.

Students are expected to meet academic, behavior, and attendance standards to attend field trips and activities occurring during the school day. Specifically, students that request to attend academic field trips and are failing a class must get permission from the teacher whose class the student is failing.

Additionally, all students requesting to be released from their scheduled class must arrange to make-up any academic work with the teacher prior to missing the class. It is the responsibility of the student to make such arrangements and all arrangements must be made prior to the student attending the activity. Students will follow the **Timeline for Making Up Missed Work** as previously outlined. Failure to do so will result in the student not receiving 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.

TECHNOLOGY INTEGRATION

Chromebooks

Our high school is proud to offer 1-1 technology for our students. All students in grades 9-12 will be assigned a Chromebook and charger. This device will travel back and forth with students and should be charged nightly. It is the responsibility of each student to maintain the condition of their Chromebook and charger. Any issues with a Chromebook or charger can be taken to the school's technology help desk for repair. These devices are only to be used for school purposes, and families are encouraged to purchase device insurance to protect the investment in the event of a loss or damage.

Canvas

The West Allegheny School District utilizes Canvas as its Learning Management System (LMS). Students will have access to their teacher's class content and materials in this online portal. Communication from administrators, student services, and other departments are also communicated through Canvas, and students should be checking for notifications on a daily basis. Parents also have the opportunity to view materials and coursework, including grades, through the interactive platform. Students will have direct access to Canvas via their school issued Chromebook.

Skyward

The West Allegheny School District utilizes Skyward as its student information system (SIS). Skyward is the tool that we use to report schedules, report cards, and other notifications for each nine-week marking period. Parents can access their student's information through their Skyward account.

MySchoolBucks

Families have the opportunity to create an online account with MySchoolBucks to easily pay for school-related expenses (other than food served in the cafeteria) through an online account, rather than by cash or check.

FamilyID

FamilyID is a secure platform where parents/guardians can store their child's information to easily enroll in school-related activities. Data stored on FamilyID is saved and can be auto filled so information does not need to be entered repeatedly.

RESTROOM PRIVILEGES

Restrooms are to be used only for the purpose intended. Any other usage such as smoking/vaping, loitering, meeting other students, or hiding from school personnel will be disciplined under the Student Code of Conduct. At no time is more than one student permitted to be in the same stall at the same time.

- Students will use only the restroom on the floor where they are located nearest to their scheduled class.
- 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:
 - a. Ask the teacher's permission.
 - b. Follow sign out procedure set up by the teacher.
- Keep the 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 or a teacher.
- Report any damage to the office or teacher immediately.
- 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.
- Follow entrance and dismissal procedures.
- 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 all cafeteria staff.
- Always report to the cafeteria during your assigned lunch period.
- No food or drink is to be ordered from outside vendors; food delivery services are prohibited.
- 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 during lunch or to purchase a lunch from an outside vendor.

Students violating cafeteria rules and regulations will receive discipline as aligned to the Student Code of Conduct.

Students must present their school ID to the cafeteria staff when purchasing items. Students who do not have their IDs will report to the end of the line. A new student ID may be purchased in the main office for \$5.00.

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 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 via SmartPass from that teacher. The student is to remain with that teacher for the entire 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
 - Staff
 - The Library Media Center physical space
- Students will follow the District's Technology Acceptable Use policy when using technology 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 Technology Acceptable Use Policy may be asked to leave the Library Media Center and/or face disciplinary action according to the West Allegheny High Student Code of Conduct.

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.

School Resource Officers

Each school building in the district is staffed by a School Resource Officer (SRO) in partnership with the police department located in its corresponding township. School Resource Officers are specially trained to provide safety and response to each school building. Duties of the SRO include hosting informational sessions on various health and safety related topics, delinquency prevention, school security, and law enforcement, when necessary.

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 databases, 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 their visit. This photo ID should be visible throughout the visit and should be returned to the office when the visitor leaves.

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

LOST AND FOUND

Students who find items of value such as cell phones, ear buds, jewelry, wallets, etc., should take them to the office. All other items should be put on the shelves in the cafeteria. 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. A copy of the medical excuse will be given to your teacher.

It is required that you have a change of clothes when participating in physical education classes. 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. All valuables should be secured and not left unattended.

PARENT/GUARDIAN CONFERENCE

Parents/guardians are encouraged to contact the school with any questions or concerns regarding their student. Initial concerns regarding a student's academic progress in a class should be made to the student's teacher or counselor. Appointments for conferences with teachers, counselors, or principals may be made via phone or email or by contacting the student's teacher or counselor. Contact information for all staff members can be found on the district website.

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 West CTC, or are placed in a private school shall provide weekly documentation verifying eligibility.

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.

3. This five-week sequence shall be applied to each individual course and initial 'F' grade that is reported.
4. 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.

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.

ATTENDANCE

5. The existing high school and middle school attendance policies shall apply.
6. 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

7. Each student shall continue to be informed of and have access to the existing *Academic Time-Out* policy.
8. 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.
9. Each head coach/director shall be responsible to assist in monitoring the academic progress of their students.

RESPONSIBILITY

10. 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.