

East Allegheny School District  
Treasurer's Monthly Financial Statement

8/20/2015

Bank Balance			\$863,636.54
Outstanding Checks			(\$1,318,565.35)
<b>Book Balance - July 2015</b>			<b>(\$454,928.81)</b>
July 2015			
Current Real Estate Taxes		\$1,705,954.44	
Public Utility Tax		\$0.00	
Payments in Lieu of Current		\$0.00	
Local Tax		\$317.17	
Earned Income Tax		\$55,205.21	
Deed Transfer Tax		\$7,548.85	
Business Privilege		\$2,563.13	
Amusement		\$301.50	
Mercantile Tax		\$4,712.79	
Delinquent Real Estate Tax		\$58,667.27	
Delinquent Business Privilege		\$548.23	
Delinquent Mercantile Tax		\$551.08	
Interest, Temporary Investments		\$11,339.42	
Bookstore Sales		\$0.00	
State Revenue Received		\$0.00	
Rentals		\$0.00	
Contrib & Donations from Prvt.		\$0.00	
Gains/Losses on Sale of Fixed		\$0.00	
Tuition From Patrons		\$0.00	
Miscellaneous Revenue		\$91.50	
Tuition for Court Place & Inst		\$170,212.57	
Other Program Subsidies		\$0.00	
Energy Efficient Rebates		\$0.00	
Refunds		\$0.00	
Basic Instructional Subsidy		\$0.00	
Tuition for Court Place & Inst		\$0.00	
Special Education Funding		\$0.00	
Other Program Subsidies		\$0.00	
Transportation		\$0.00	
Rentals and Sinking Fund		\$0.00	
Medical and Dental Services		\$0.00	
Nurse Services		\$0.00	
Safe Schools		\$4,493.33	
Accountability		\$0.00	
State Share of Social Security		\$0.00	
Retirement payments		\$0.00	
Medical Assistance Reimb		\$0.00	
Ed of Disadvan		\$89,607.36	
Ed of Hand. Child. - Preschl		\$0.00	
ARRA - Education Jobs Fund		\$0.00	
Refunds of Prior Years		\$19,286.89	
Medical Assistance Reimb		\$0.00	
<b>Total Budgetary Revenues</b>		<b>\$2,131,400.74</b>	
<b>Disbursements for July 2015</b>			
1100 Regular Programs		(\$2,116.32)	

East Allegheny School District  
Treasurer's Monthly Financial Statement

8/20/2015

1200 Special Programs	\$0.00		
1300 Vocational Education	\$0.00		
1400 Other Instructional Programs	\$0.00		
1500 Non-Public School Programs	\$0.00		
1600 Adult Education	\$0.00		
1800 Other Purchased Services	\$0.00		
2100 Pupil Personnel	\$35,073.95		
2200 Instructional Staff	\$28,316.59		
2300 Administration	\$140,815.92		
2400 Pupil Health	\$0.00		
2500 Fiscal Services	\$23,018.69		
2600 Operations & Maintenance of Plant	\$155,370.49		
2700 Student Transportation	(\$631.59)		
2800 Central Support Services	\$0.00		
2900 Other Support Services	\$0.00		
3200 Student Activities	\$0.00		
3300 Community Services	\$366.24		
4000 Facil Acq Const & Improv	\$0.00		
5000 Other Financing Uses	\$0.00		
5100 Debt Service	\$48,113.63		
5200 Fund Transfer: Cafeteria	\$1,288.76		
5800 Transmittal Accounts	\$0.00		
<b>Total Budgetary Expenditures</b>	<b>\$429,616.36</b>		
<b>Athletic Account</b>			
<b>Fund 11</b>			
Bank Balance - July 2015			\$15,956.13
Outstanding Checks			(\$115.00)
<b>Balance as of 7/31/15</b>			<b>\$15,841.13</b>
<b>Swap Interest</b>			
Bank Balance - July 2015			<b>\$625,892.77</b>
<b>Dollar Bank Account</b>			
Bank Balance - July 2015			<b>\$107,769.39</b>

East Allegheny School District  
Secretary's Report

8/20/2015

<b>Summary Statement of 2015-2016 General Fund Operations as of July 2015</b>		
Cash Balance - July 2015		
Huntington Bank	\$ (454,928.81)	
PSDLAF	\$159,343.31	
PLGIT	\$1,761.78	
Dollar Bank	\$107,769.39	
Energy Sinking Fund	\$40,191.04	
Capital Improvement	\$925,180.17	
Swap	\$625,892.77	
Sell of Bldg (We)	\$19,541.40	
<b>TOTAL</b>	<b>\$1,424,751.05</b>	
Receipts: July 2015		
6000 Local Sources	\$2,018,013.16	
7000 State Sources	\$4,493.33	
8000 Federal Sources	\$89,607.36	
9500 Refunds-Prior Year	\$19,286.89	
<b>Total</b>	<b>\$2,131,400.74</b>	
Anticipation Loan	<b>\$1,210,262.24</b>	
Disbursements: July 2015		
1100 Regular Programs	(\$2,116.32)	
1200 Special Programs	\$0.00	
1300 Vocational Education	\$0.00	
1400 Other Instructional Programs	\$0.00	
1500 Non-Public School Programs	\$0.00	
2100 Pupil Personnel	\$35,073.95	
2200 Instructional Staff	\$28,316.59	
2300 Administration	\$140,815.92	
2400 Pupil Health	\$0.00	
2500 Fiscal Services	\$23,018.69	
2600 Operations & Maintenance of Plant	\$155,370.49	
2700 Student Transportation	(\$631.59)	
2800 Central Support Services	\$0.00	
2900 Other Support Svcs	\$0.00	
3200 Student Activities	\$0.00	
3300 Community Services	\$366.24	
4000 Facil Acq Const & Improv	\$0.00	
5000 Other Financing Uses	\$0.00	
5100 Debt Service	\$48,113.63	
5200 Fund Transfer: Cafeteria	\$1,288.76	
<b>Total Disbursements: July 2015</b>	<b>\$429,616.36</b>	
Athletic Account		
Balance	\$15,956.13	
Outstanding Checks	(\$115.00)	
<b>Balance as of 7/31/2015</b>	<b>\$15,841.13</b>	

Bills for Approval and Ratification  
September 2015

Vendor	Description	Code	Amount
<b>Fund 10</b>	<b>Ratification</b>		
AT&T	Business Services	2620-530-000-00	\$ 1,787.95
Daniel Beisler	Tax Collector Account	2330-300-000-00	\$ 5,300.00
Comcast	District Run Charter School	1100-390-000-00	\$ 129.85
Betsy D'Emidio	Reimburse/Cell Phone	2380-530-010-30	\$ 100.00
Dex Media	Advertising Services	2620-530-000-00	\$ 33.40
M.A.W.C.	Water/HS, Logan, GV	2620-424-000-00	\$ 636.49
Peggy Neason	Assignor's Fee	3250-490-000-30	\$ 320.00
Pacific Telemanagement	Pay Phones	2620-530-000-00	\$ 89.06
Verizon Wireless	Cell Phones	2620-530-000-00	\$ 165.72
WAADA	Dues	3250-810-000-30	\$ 100.00
W.P.J.W.A.	Water & Sewage/We	2620-424-000-00	\$ 629.47
Commonwealth of PA	Pesticide Certification	2620-810-000-00	\$ 10.00
H.C. Harrington Co.	Recertification/Pesticide	2620-810-000-00	\$ 90.00
Michelle Miller-Kotula	Contracted Negotiations	2340-330-000-00	\$ 2,308.75
WhyTry, LLC	Renewal Membership	2120-590-060-00	\$ 99.00
AT&T Mobility	Cell Phones	2620-530-000-00	\$ 100.39
Duquesne Light Co.	Electric/We, Logan, HS	2620-622-000-00	\$ 21,558.70
EduLink, Inc.	Licensing Fee	2270-300-000-00	\$ 2,589.00
Lea's Floral Shop	Funeral Arrangement/Jenkins	2310-610-000-00	\$ 65.00
NAPA	Balance on Invoice	2650-430-000-00	\$ 8.44
Pacific Telemanagement	Pay Phones	2620-530-000-00	\$ 178.12
Peoples	Gas/Stadium, GV, HS	2620-621-000-00	\$ 2,335.07
UGI	Gas/We, Logan, HS	2620-621-000-00	\$ 335.53
Verizon	Phones	2620-530-000-00	\$ 352.52
Wex Bank	Gas for District Vehicles	2650-620-000-00	\$ 358.70
East Allegheny Education	Union Dues	0462-009-000-00	\$ 9,061.54
East Allegheny Personnel	Union Dues	0462-010-000-00	\$ 1,004.67
Pennsylvania SCDU	Child Support	0462-014-000-00	\$ 471.78
Bank of New York	Bond Paying Fee	2390-331-000-00	\$ 825.00
Direct Energy	Gas/GV	2620-621-000-00	\$ 4.29
Duquesne Light Co.	Electric/GV	2620-622-000-10	\$ 756.78
First Group	Contracted Carrier	2720-510-000-00	\$ 186.12
Frist National Bank	Supplies, Equipment	1350-750-000-00	\$ 6,440.86
William Fries	Reimburse/Cell Phone	2620-530-000-00	\$ 50.00
N.V.T.S.A.	Sewage/GV, Logan, HS	2620-424-000-00	\$ 1,370.80
Peoples	Gas/We, Logan	2620-621-000-00	\$ 1,802.00
VerizonWireless	Cell Phones	2620-530-000-00	\$ 235.97
William Viola	Medicare Reimbursement	1100-211-000-30	\$ 440.70
Wex Bank	Gas for District Vehicles	2650-620-000-00	\$ 322.16
George Blumer	Official/Football	3250-490-000-30	\$ 70.00
Barry Crable	Official/Football	3250-490-000-30	\$ 70.00
Matt Harm	Official/Football	3250-490-000-30	\$ 70.00
Mark Marusic	Official/Football	3250-490-000-30	\$ 70.00
Ray Milliren	Official/Football	3250-490-000-30	\$ 70.00
Craig Pitts	Official/Football	3250-490-000-30	\$ 70.00
Darren Spaziani	Official/Football	3250-490-000-30	\$ 70.00
A T & T	Phones	2620-530-000-00	\$ 212.84
Betsy D'Emidio	Reimburse/Tuition	2380-566-010-30	\$ 4,014.75

Bills for Approval and Ratification  
September 2015

Dex Media	Advertising Services	2620-530-000-00	\$	465.53
Duquesne Light Co.	Electric/Unmetered	2620-622-000-00	\$	295.33
Angela McEwen	Reimburse/Tuition	2380-566-010-10	\$	2,043.00
PSERS	Buyback	1100-230-000-30	\$	257.50
U.S. Postal Service	Postage	2540-530-000-00	\$	1,500.00
Verizon Wireless	Cell Phones	2620-530-000-00	\$	94.88
ACSHIC	Healthcare for September	0421-000-000-00	\$	276,810.56
Capital One	Monthly Loan Pymt	5100-832-000-00	\$	19,643.69
Donald Barkley	Official/Volleyball	3250-490-000-30	\$	75.00
Frank Carretta	Official/Volleyball	3250-490-000-30	\$	75.00
Don Caterino	Official/Soccer	3250-490-000-30	\$	45.00
Tom Catterall	Official/Soccer	3250-490-000-30	\$	45.00
Gary Gigliotta	Official/Soccer	3250-490-000-30	\$	60.00
Herman Ratica	Official/Soccer	3250-490-000-30	\$	60.00
Aflac	Employee Deduction	0462-006-000-00	\$	1,345.18
Alcose Credit Union	Employee Deduction	0462-008-000-00	\$	12,263.16
Cal-Ed Credit Union	Employee Deduction	0462-016-000-00	\$	190.00
Consortium for Public Ed	Employee Deduction	0462-019-000-00	\$	69.00
Pennsylvania SCDU	Child Support	0462-014-000-00	\$	471.78
PHEAA	Wage Attachment	0462-015-000-00	\$	559.70
TAP	Employee Deduction	0462-019-000-00	\$	200.00
TSA	Employee Deduction	0462-003-000-00	\$	8,785.00
Washington National	Employee Deduction	0462-004-000-00	\$	1,706.83
M.A.W.C.	Water/HS, GV	2620-424-000-00	\$	338.29
PSERS	Employee Share of Retirement/Aug 2015	0462-230-000-00	\$	62,231.79
PSERS	Buyback/Aug 2015	0462-011-000-00	\$	95.06
American Arbitration	Contracted Negotiations	2340-330-000-00	\$	275.00
American United Life	Income Insurance	1100-214-000-00	\$	242.76
Madison National Life	Income Insurance	0493-214-000-00	\$	1,500.09
School Claims	Life Insurance for Sept 2015	0421-100-000-00	\$	2,821.05
AT&T	Business Services	2620-530-000-00	\$	1,708.94
Comcast	District Run Charter School	1100-390-000-00	\$	129.85
Commonwealth of PA	Application Processing	1442-610-250-30	\$	1,200.00
Dex Media	Advertising Services	2620-530-000-00	\$	132.20
Guttman Energy	Gas for District Vehicles	2650-620-000-00	\$	15,938.25
Lorail Knight	Refund/Book Found	1100-640-000-30	\$	90.00
M.A.W.C.	Water/GV, Logan, HS	2620-424-000-00	\$	1,179.59
Angela McEwen	Reimburse/Cell Phone	2380-530-0101-10	\$	100.00
Pacific Telemanagement	Pay Phones	2620-530-000-00	\$	356.24
Verizon	Phones	2620-530-000-00	\$	878.91
Verizon	Long Distance	2620-530-000-00	\$	55.56
W.P.J.W.A.	Water & Sewage/We	2620-424-000-00	\$	1,568.34
<b>Bills for Ratification</b>			<b>\$</b>	<b>485,274.48</b>
<b>Batch 3</b>			<b>\$</b>	<b>232,122.01</b>
<b>Batch 98 (Charter Schools)</b>			<b>\$</b>	<b>47,293.45</b>
<b>Total Bills for Approval &amp; Ratification</b>			<b>\$</b>	<b>764,689.94</b>

Date: 09/03/15

Time: 10:07:04

Release Dates 01/09/12 - 12/20/15

East Allegheny School District

Invoices Payables 2015-2016

Vendor # 000005 - WARDSC

Page: 1

BAR046a

Invoice # 0 - WW00261

Vendor#	Vendor Name And Address	Year	Account Number	P.O.#	Combined?	Invoice # Bat	Inv Date	1099 Released	Check Number	Check Date
000545	ACHIEVEMENT HOUSE CHARTER SCHOOL ACHIEVEMENT HOUSE CYBER CHARTER SCH CHARTER SCHOOL TUITION TRANSFER	222 N. KESWICK AVENUE GLENSIDE PA 19038-	15-16	10-1100-562-000-00-00-30/5208		269776 98	07/21/15	No	09/14/15	
003023	HILL HOUSE PASSPORT ACADEMY CHARTER SCHOOL TUITION TRANSFER	CHARTER SCHOOL 510 HELDMAN STREET PITTSBURGH PA 15219-	14-15	10-1100-562-000-00-00-30/5208		8/18/2015 98	06/30/15	No	09/14/15	
003006	LINCOLN PARK PERFORMING ARTS CHARTER SCHOOL TUITION TRANSFER	CHARTER SCHOOL ONE LINCOLN PARK MIDLAND PA 15059-	14-15	10-1100-562-000-00-00-30/5208		8/10/2015 98	06/30/15	No	09/14/15	
000951	PDLCS CHARTER SCHOOL TUITION TRANSFER	ATTN: ACCOUNTS RECEIVABLE 222 N. KESWICK AVENUE GLENSIDE PA 19038-	15-16	10-1100-562-000-00-00-30/5208		270038 98	07/21/15	No	09/14/15	
0919	PENNSYLVANIA CYBER CHARTER SCHOOL CHARTER SCHOOL TUITION TRANSFER	ATTN: BUSINESS OFFICE 652 MIDLAND AVENUE, SUITE A130 MIDLAND PA 15059-	14-15	10-1100-562-000-00-00-30/5208		08/05/2015 98	06/30/15	No	09/14/15	
3526	PENNSYLVANIA VIRTUAL CHARTER SCHOOL CHARTER SCHOOL TUITION TRANSFER	P.O. BOX 41406 PHILADELPHIA PA 19101-	15-16	10-1100-562-000-00-00-30/5208		JULY 31, 2015 98	07/31/15	No	09/14/15	
002164	URBAN ACADEMY GREATER CHARTER CHARTER SCHOOL TUITION TRANSFER	VINCENT LEPERA, TREASURER 610 WOOD STREET, FOURTH FLOOR PITTSBURGH PA 15222-2222	14-15	10-1100-562-000-00-00-30/5208		13-AUG--15 98	06/30/15	No	09/14/15	
002730	URBAN PATHWAYS CHARTER SCHOOL CHARTER SCHOOL TUITION TRANSFER	914 PENN AVENUE, FLOOR 3 PITTSBURGH PA 15222-	14-15	10-1100-562-000-00-00-30/5208		7/16/2015 98	06/30/15	No	09/14/15	
003257	YOUNG SCHOLARS OF MCKEESPORT CS CHARTER SCHOOL TUITION TRANSFER	413 SHAW AVENUE MCKEESPORT PA 15132-	15-16	10-1100-562-000-00-00-30/5208		08/06/2015 98	08/16/15	No	09/14/15	
<b>Report Total</b>		<b>\$47,293.45</b>			<b>14-15</b>	<b>\$38,231.16</b>			<b>15-16</b>	<b>\$9,062.29</b>

<b>PAYROLL</b>	<b>JULY 2015</b>						
<b>RECONCILLIATION</b>	<b>HUNTINGTON BANK</b>						
<b>as of 7/1/2015</b>							
<b>BALANCE</b>							
PAYROLL - DD Fixed	\$	12,982.68					
PAYROLL - DD Net	\$	789,539.35					
PAYROLL - Net ( not DD)	\$	89,889.64					
	\$	892,411.67	<b>TOTAL PAYROLL</b>				
<b>DEPOSITS</b>							
PAYROLL - Web to DDA from	\$	317,485.47	7/1/2015				
DDA General Fund	\$	271,191.97	7/15/2015				
	\$	303,734.23	7/29/2015				
	\$	892,411.67	<b>TOTAL NET PAYROLL</b>				
<b>Beginning Balance</b>	\$	-					
<b>Statement Balance</b>	\$	19,649.04					
<b>Deposits not credited</b>							
<b>Outstanding Checks</b>	\$	20,538.95					
	\$	(889.91)	check no. 87092 is replacement of check #87016				
			reconciled at bank on 5/11/2015. Shows on bank statement but				
	\$	19,649.04	does not show on reconcillation from Prosoft.				
<b>BALANCE</b>	\$	-					
<b>Ending Balance</b>							
<b>07/31/2015 gmt</b>							

Glenda M. Taylor, Payroll Secretary

7/31/2015  
Date

Date: 09/03/15

Time: 08:53:27

**East Allegheny School District**  
**Purchase Order List 2015-2016**

Page: 1

BAR026

DATE: 07/31/15-08/31/15

PO #	Date	Vendor Number	Vendor Name		Original Amount	Relief Amount	Invoice Amount	Outstanding Amount	Close Date
15000268	08/03/15	WARDSC	WARD'S SCIENCE	6757/10-1100-610-000-30-30-13	694.60			694.60	
15000269	08/03/15	NASCO	NASCO	6757/10-1100-610-000-30-30-13	653.86			653.86	
15000271	08/03/15	003248	TEACHERS STORE HOUSE.COM	7194/10-1241-610-271-30-30-19	4.01			4.01	
15000272	08/03/15	003247	STUDICA	7194/10-1241-610-271-30-30-19	61.49			61.49	
15000273	08/03/15	NASCO	NASCO	6757/10-1100-610-000-30-30-13	465.11			465.11	
15000275	08/03/15	9719	MINDWARE	0883/10-1442-610-250-30-30-00	125.79			125.79	
15000276	08/03/15	2835	REMEDIA PUBLICATIONS	0883/10-1442-610-250-30-30-00	312.75			312.75	
15000277	08/03/15	2835	REMEDIA PUBLICATIONS	7194/10-1241-610-271-30-30-19	97.69			97.69	
15000278	08/03/15	4600	CONTINENTAL PRESS, INC.	6869/10-1100-640-000-30-30-13	562.80			562.80	
15000279	08/03/15	0333	FOLLETT EDUCATIONAL SERVICES	6869/10-1100-640-000-30-30-13	1,684.10			1,684.10	
15000280	08/03/15	NASCO	NASCO	6757/10-1100-610-000-30-30-13	655.25			655.25	
15000281	08/03/15	0879	PERMA-BOUND	7887/10-2250-640-901-22-22-00	2,295.98			2,295.98	
15000282	08/03/15	NASCO	NASCO	6757/10-1100-610-000-30-30-13	651.60			651.60	
15000283	08/03/15	NASCO	NASCO	6869/10-1100-640-000-30-30-13	876.45			876.45	
15000284	08/03/15	0100	DEMCO	7884/10-2250-610-901-22-22-00	1,655.64			1,655.64	
15000285	08/03/15	0100	DEMCO	5025/10-1100-610-000-22-22-19	112.29			112.29	
				7884/10-2250-610-901-22-22-00	87.16			87.16	
					<b>199.45</b>			<b>199.45</b>	
15000286	08/03/15	0100	DEMCO	7883/10-2250-610-901-10-10-00	241.46			241.46	
15000287	08/03/15	002671	JUNIOR LIBRARY GUILD	7886/10-2250-640-901-10-10-00	281.00			281.00	
15000288	08/12/15	002928	W.B. MASON CO., INC.	6731/10-1100-610-000-30-30-11	101.28			101.28	
15000289	08/12/15	002928	W.B. MASON CO., INC.	3990/10-1100-610-000-30-30-06	152.52			152.52	
15000290	08/12/15	1030	X P E D X	5601/10-1100-611-000-10-10-00	1,791.45			1,791.45	
				5602/10-1100-611-000-22-22-00	800.58			800.58	
				5603/10-1100-611-000-30-30-00	2,430.03			2,430.03	
				6889/10-1100-641-000-10-00-00	2,667.60			2,667.60	
				6890/10-1100-641-000-22-00-00	959.40			959.40	
				8417/10-2540-610-000-00-00-00	4,786.31			4,786.31	
					<b>13,435.37</b>			<b>13,435.37</b>	
15000291	08/13/15	1265	LAKESHORE	0949/10-1100-610-000-10-17-00	10,527.96			10,527.96	

**Purchase Order Listing**    "\*" Indicates This Entry Closed The Purchase Order



Date: 09/03/15

Time: 08:53:27

**East Allegheny School District  
Purchase Order List 2015-2016**

Page: 2

BAR026

DATE: 07/31/15-08/31/15

PO #	Date	Vendor Number	Vendor Name		Original Amount	Relief Amount	Invoice Amount	Outstanding Amount	Close Date
15000292	08/13/15	003252	STARFALL.COM	0949/10-1100-610-000-10-17-00	685.00	685.00	704.50		08/28/15
15000293	08/13/15	001108	KAPLAN, INC.	0934/10-0480-300-000-00-00-00	1,999.75			1,999.75	
15000294	08/13/15	003253	SCHOOL FIX	6687/10-1100-610-000-22-00-00	7.18			7.18	
15000295	08/13/15	000548	CONDE SYSTEMS, INC.	7373/10-1351-610-201-30-30-00	900.20			900.20	
15000296	08/13/15	002976	LASERBITS.COM	7373/10-1351-610-201-30-30-00	577.48			577.48	
15000297	08/13/15	002665	TECH SUPPORT LLC	7373/10-1351-610-201-30-30-00	639.34			639.34	
15000298	08/13/15	002928	W.B. MASON CO., INC.	5027/10-1100-610-000-30-31-05	249.97			249.97	
15000299	08/18/15	000989	HF GROUP	6805/10-1100-640-000-22-00-00	1,115.76	1,115.76	1,115.76		08/18/15
15000300	08/18/15	000989	HF GROUP	6797/10-1100-640-000-30-30-00	2,828.49	2,828.49	2,828.49		08/18/15
15000307	08/31/15	002330	SCHOOL SPECIALTY/CLASSROOM DIRECT	5026/10-1100-610-000-30-30-02	117.28			117.28	
15000308	08/31/15	002330	SCHOOL SPECIALTY/CLASSROOM DIRECT	5021/10-1100-610-000-22-22-02	277.10			277.10	
15000309	08/31/15	0372	DICK BLICK	5228/10-1100-610-000-22-12-02	1,130.39			1,130.39	
15000310	08/31/15	0372	DICK BLICK	5228/10-1100-610-000-22-12-02 6704/10-1100-610-000-30-31-02	1,000.00 804.79			1,000.00 804.79	
					<b>1,804.79</b>			<b>1,804.79</b>	
15000311	08/31/15	0372	DICK BLICK	5812/10-1100-640-000-30-30-02	234.64			234.64	
15000312	08/31/15	002961	REACHINGBACK, LLC	7696/10-2120-330-060-30-30-00	3,000.00			3,000.00	
15000313	08/31/15	002015	BUDGET TRUCK RENTAL	8597/10-3210-442-000-30-30-12	2,500.00			2,500.00	
15000314	08/31/15	1105	MICHAEL MEZHINSKY RPT	1291/10-1100-431-000-00-00-12	500.00			500.00	
15000315	08/31/15	0337	VOLKWEIN'S	3916/10-1100-430-000-30-30-12	750.00			750.00	
15000316	08/31/15	0337	VOLKWEIN'S	8600/10-3210-610-000-30-30-12	500.00			500.00	
15000317	08/31/15	001062	NICHOLAS R. BESH	1244/10-1100-430-000-00-00-12	800.00			800.00	
15000318	08/31/15	0337	VOLKWEIN'S	3993/10-1100-610-000-30-30-12	600.00			600.00	
<b>Nonexpenditure Amts:</b>		<b>1999.75 - 0.00 = 1999.75</b>		<b>Report Totals</b>	<b>56,953.53</b>	<b>4,629.25</b>	<b>4,648.75</b>	<b>52,324.28</b>	

Cafeteria Bill List  
September 2015

INVOICE		AMOUNT	PAYMENT	INVOICE
NUTRITION, INC.	August Totals; Reimbursement ovens Sept.	\$11,043.39	9/14/2015	August Totals;INV000000017145
Quill	HP 78A dual pack print cart ink	\$113.94	9/14/2015	7208579
TNT Equipment Company	Pilot assy:LP or Nat gas	\$43.20	9/14/2015	34588
United Refrigeration Inc.	Copeland motors 4p MTR	\$306.76	9/14/2015	48085205-00;48073237-00
<b>Bills for approval and ratification</b>				
	<b>TOTAL</b>	<b>\$11,507.29</b>		

**FEDERAL PROGRAMS BILL LIST FOR SEPTEMBER 2015**

<b>Title I</b>		<b>Title I</b>		
<u>Purchase Order</u>	<u>Company</u>	<u>Description</u>		<u>Amount</u>
TI 15-80	REIMB. E.A.S.D.	PAYROLL FOR 8/28		14,242.09
		SS FOR 8/28		883.13
		MC FOR 8/28		206.56
		RET. FOR 8/28		3,133.20
TI 15-78	REIMB. E.A.S.D.	PAYROLL FOR 9/11		14,242.09
		SS FOR 9/11		883.13
		MC FOR 9/11		206.56
		RET. FOR 9/11		3,133.20
TI 15-82	QUILL CORP	OVERSIZED PRESENTATION BINDING COVERS, BLACK TONER, COLOR TONER, FASTENERS		257.06
TI 15-83	STUDICA	MAGIC BLACKOUT - REDUCE LIGHT GLARE ON COMPUTER/PROMETHEAN		74.99
TI 15-84	W.B. MASON	HANGING FILE FRAME, MAGNETIC CLIPS, PROJECTOR FOR TITLE I LAB FOR PARENT/STUDENT ACTIVITIES		282.31
TI 15-85	SCHOOL FUNDING CENTER	12 MONTH RENEWAL FOR DATA BASE FOR STATE AND FEDERAL GRANTS		197.00
TI 15-86	TEACHERS DISCOVERY	3 POUNDS OF PENCILS FOR STUDENT INCENTIVES (4 LABS)		47.50
TI 15-87	REIMB. E.A.S.D.	HOSP FOR OCTOBER		5,173.95
		DENTAL FOR OCTOBER		340.95
		VISION FOR OCTOBER		48.14
		LIFE OF OCTOBER		137.75
			<b>TOTAL TITLE I PROJECT YR. 14 - 15</b>	<b>\$ 43,489.61</b>
<u>Purchase Order</u>	<u>Company</u>	<u>Description</u>		<u>Amount</u>
			<b>TOTAL TITLE II PT. A 14 - 15</b>	<b>\$ -</b>

September 14, 2015



### East Allegheny High School Student Report

1. The volleyball is doing well this year.
2. The seniors in the music department are planning a trip to New York or Toronto.
3. Mrs. Gaskell is also planning a trip for the seniors to New York City during Memorial Day weekend.
4. The Homecoming Dance for grades 9 – 12 will be held in the indoor court on Saturday, September 26<sup>th</sup>.
5. The high school is excited about Spirit Week next week.
5. The Cheerleaders are hosting a competition on October 4<sup>th</sup>.

# EAST ALLEGHENY SCHOOL DISTRICT

## SCHOOL COUNSELING PLAN

September 2015

*This district-wide school counseling plan has been written and submitted for administrative approval in July, 2014 for the 2014-2015 school year. This plan is submitted in accordance with the PA Chapter 339.31 and shall incorporate the American School Counselors Association national model development guideline and the Career Education and Work Standards of Education.*

### I. SCHOOL COUNSELING STAFF AND ASSIGNMENTS

- Lesley Hawkins, Elementary/Middle School Counselor (K-4)
- Cheryl Ihnat, Middle/Junior High School Counselor (5-8)
- Emilia Peiffer, High School Counselor (9-12)

### II. SCHOOL COUNSELING DEPARTMENT CORE BELIEFS

To implement the comprehensive K-12 Developmental Guidance Program, the school counselors are committed to upholding the East Allegheny School District Mission Statement and Belief Statements.

Belief statements held by the school counselors will influence how they:

- work with students;
- develop, implement and manage the school counseling program;
- collaborate with teachers, parents, administration, and any other stakeholders;
- act as an agent of systemic change; and
- establish the school counseling philosophy.

The school counselors at East Allegheny School District believe:

- all students should have equal access to a rigorous curriculum to prepare them for life outside of the classroom;
- data should be used to drive developmental programs and activities;
- all students deserve a counselor who will advocate, support and protect our students' best interests against any interference with their educational program;
- students' potential should be maximized by addressing their academic, career, and personal/social needs.

### III. PHILOSOPHY OF THE SCHOOL COUNSELING DEPARTMENT

The East Allegheny School District Counseling Program accepts and respects the diversity of all students and when fully implemented will provide:

- an opportunity for all students to participate in the school counseling program;
- a data driven developmental K-12 program with structured activities;
- access to rigorous educational opportunities by being advocates for students;
- a career education founded on the PA Academic Standards for Career Education and Work.

### IV. SCHOOL COUNSELING DEPARTMENT MISSION STATEMENT

Our mission as school counselors is to provide a comprehensive K-12 Developmental Guidance Program that will assist all students in acquiring the skills, knowledge and attitudes needed to become effective students, responsible citizens, productive workers and lifelong learners. Our comprehensive program is an integral part of the district's overall educational process. The program addresses the academic, career, and personal/social development of all students.

*EAST ALLEGHENY SCHOOL COUNSELING PROGRAM MISSION STATEMENT:*

East Allegheny School Counselors help ALL students achieve and succeed.

### V. ROLE OF THE SCHOOL PERSONNEL AND COMMUNITY IN THE SCHOOL COUNSELING PROGRAM

- School Board – The East Allegheny School Board provides full support of the counseling program.
- District Administration – District administration communicates effectively with school counselors and provides support of all counseling programs and initiatives.
- Principals – Building principals collaborate with school counselors regarding student issues, academic programs, and student support services.
- Faculty – Faculty and counselors work together to promote academic and behavioral success.

- Students – Students understand that the role of the counselor is an advocate for them, and the counseling program will help each student progress throughout the school year socially, emotionally, and academically.
- Parents – Parents are informed about the East Allegheny School Counseling program. The program is designed to work with families cooperatively to promote student growth and success.
- Business/Community Representatives – The East Allegheny School Counseling program partners with numerous local businesses, colleges, and non-profit organizations in order to enhance program delivery.
- Post-Secondary Partners – The East Allegheny School Counseling program also partners with a number of local universities, colleges, and military to provide post-secondary options to current students as well as career opportunities.

## VI. ROLE OF THE SCHOOL COUNSELOR

The school counselors are certified professionals whose education provides them with the unique qualifications to address the academic, career and personal/social development needs of students. As a professional, Pennsylvania counselors must abide by the Ethical Standards for School Counselors as advocated by the American School Counselors Association and the Pennsylvania School Counselors Association.

The role of the counselor in the East Allegheny School District is integral to the educational program and seeks to ensure a positive and fulfilling experience for all students in the following ways:

- As a Leader - Our counselors develop methods of delivery, lead in organized implementation, and assess data in order to maintain an effective school counseling program while keeping the best interest of students in mind.
- As an Advocate - Our counselors identify and diminish barriers that impede academic success, and provide support and direction to those who are underrepresented in a safe and conducive environment.
- As a Collaborator - Our counselors work as team members as well as liaisons between teacher, parent, and community to discuss and develop the best educational and career plan for each student.
- As an Agent of Systemic Change - Our counselors work with open minds to initiate, develop, and implement alternative systems to lead each student to success.

## VII . PROGRAM DELIVERY

### □ Elementary Level

<p><u>School Counseling Curriculum</u> Provides developmental, comprehensive guidance program content in a systematic way to all students K-12.</p>	<p><u>Prevention, Intervention and Responsive Services</u> Addresses students' immediate concerns</p>	<p><u>Individual Student Planning</u> Assists students in development of academic and career plans</p>	<p><u>System Support</u> Includes program, staff and school support activities and services</p>
<p><i>Purpose</i></p> <ul style="list-style-type: none"> <li>○ Student awareness, skill development and application of skills needed in everyday life.</li> </ul>	<p><i>Purpose</i></p> <ul style="list-style-type: none"> <li>○ Prevention and intervention</li> </ul>	<p><i>Purpose</i></p> <ul style="list-style-type: none"> <li>○ Individual student academic and career planning, decision making, goal setting and preparing for academic transitions.</li> </ul>	<p><i>Purpose</i></p> <ul style="list-style-type: none"> <li>○ Program delivery and support</li> </ul>
<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>○ Effective learning in school and across the life span</li> <li>○ Academic preparation for post-secondary options</li> <li>○ Relationship of academics, work, family and community</li> </ul>	<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>○ Address immediate academic concerns</li> <li>○ Address school-related concerns including attendance and discipline</li> <li>○ Implement student support services</li> <li>○ Application of academics to real-world situations</li> </ul>	<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>○ Facilitation and/or interpretation of assessment data</li> <li>○ Understanding academic strengths related to careers</li> <li>○ Development of an educational plan</li> </ul>	<p><b>Total Program</b></p> <ul style="list-style-type: none"> <li>○ School counselor professional development</li> <li>○ Advocacy and public relations for comprehensive school counseling programs</li> <li>○ Develop character education plan and scope for all students</li> <li>○ Program planning and development</li> <li>○ Suicide prevention awareness</li> <li>○ Implement bullying prevention programs and strategies</li> <li>○ Maintenance of school counseling calendar of events and department website</li> <li>○ Evaluation and assessment of comprehensive school counseling program and student results</li> <li>○ Participation in district strategic planning</li> </ul>
<p><b>Career</b></p> <ul style="list-style-type: none"> <li>○ Investigate the world of work through career explorations, including program offerings at our local CTC (Forbes Road CTC)</li> <li>○ Identify interests, strengths, likes/dislikes</li> <li>○ Identify different types of post-secondary options</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>○ Implement career awareness</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>○ Utilize career information resources in school and community</li> <li>○ Explore career clusters</li> <li>○ Complete interest and skill inventories</li> <li>○ Complete career searches</li> <li>○ Explore self-knowledge related to career choices</li> </ul>	



<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>○ Interpersonal skills to respect self and others</li> <li>○ Develop appropriate communication skills</li> <li>○ Decision making, setting goals and taking action to achieve goals</li> <li>○ Understanding everyday coping skills</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>○ Relationship concerns</li> <li>○ Crisis response</li> <li>○ Bullying prevention</li> <li>○ Grief, loss and death</li> <li>○ School refusal/avoidance</li> <li>○ Substance abuse</li> <li>○ Family issues</li> <li>○ Coping with stress/anxiety</li> <li>○ Divorce and family changes</li> <li>○ Social development</li> <li>○ Child abuse and related issues</li> <li>○ Referral plan</li> <li>○ Contact and develop relationships with community resources</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>○ Skills and competencies related to student success for the world of work</li> </ul>	<ul style="list-style-type: none"> <li>○ Integration of ASCA and CEW standards across curriculum</li> <li>○ Encourage and develop increased parent involvement in education</li> <li>○ Collaboration and instructing on age-appropriate issues with administration, staff and community agencies</li> <li>○ Practices based on research</li> <li>○ Community outreach and involvement</li> <li>○ Data analysis and related action plans</li> </ul>
<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ School counseling curriculum implementation</li> <li>○ Classroom or structured groups</li> <li>○ Consultation and collaboration</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ Individual counseling</li> <li>○ Group counseling</li> <li>○ Class meetings</li> <li>○ Referral</li> <li>○ Consultation/Collaboration</li> <li>○ Student Support Services</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ Assessment</li> <li>○ Planning</li> <li>○ Consultation/Collaboration</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ Develop and manage program</li> <li>○ Coordination</li> <li>○ Develop relationships and partnerships</li> <li>○ Consultation/Collaboration</li> </ul>
<p>Recommended Time 35%-45%</p>	<p>Recommended Time 30%-40%</p>	<p>Recommended Time 5%-10%</p>	<p>Recommended Time 10%-15%</p>

□ Middle School Level

<p><u>School Counseling Curriculum</u> Provides developmental, comprehensive guidance program content in a systematic way to all students K-12.</p>	<p><u>Responsive Services</u> Addresses students' immediate concerns</p>	<p><u>Individual Student Planning</u> Assists students in development of academic and career plans</p>	<p><u>System Support</u> Includes program, staff and school support activities and services</p>
<p><u>Purpose</u> ○ Student awareness, skill development and application of skills needed in everyday life.</p>	<p><u>Purpose</u> ○ Prevention and intervention</p>	<p><u>Purpose</u> ○ Individual student academic and career planning, decision making, goal setting and preparing for academic transitions.</p>	<p><u>Purpose</u> ○ Program delivery and support</p>
<p><b>Academic</b> ○ Effective learning in school and across the life span ○ Academic preparation for post-secondary options ○ Relationship of academics, work, family and community</p>	<p><b>Academic</b> ○ Address immediate academic concerns ○ Address school-related concerns including attendance, discipline, drop-out prevention, etc. ○ Application of academics to real-world situations</p>	<p><b>Academic</b> ○ Facilitation and/or interpretation of assessment data ○ Academic preparation essential for post-secondary options ○ Understanding academic strengths related to careers ○ Appropriate course selection ○ Development of an educational plan</p>	<p><b>Total Program</b> ○ School counselor professional development ○ Advocacy and public relations for comprehensive school counseling programs ○ Program planning and development ○ Evaluation and assessment of comprehensive school counseling program and student results ○ Participation in district strategic planning</p>
<p><b>Career</b> ○ Investigate the world of work to make informed decisions and to achieve future goals ○ Identify relationship between personal qualities, education, training and work ○ Investigate the world of work through career explorations, including program offerings at our local CTC (Forbes Road CTC)</p>	<p><b>Career</b> ○ Meet interests for career exploration through career speakers, etc.</p>	<p><b>Career</b> ○ Utilize career information resources in school and community ○ Explore career clusters ○ Complete interest and skill inventories ○ Complete career searches ○ Explore self-knowledge related to career choices ○ Select appropriate courses and programs of study, which may include attending the CTC (Forbes Road CTC) ○ Development of a career portfolio, including exposure to post-secondary opportunities</p>	<p>○ Integration of ASCA and CEW standards across curriculum ○ Encourage and develop increased parent involvement in education ○ Collaboration and instructing on age-appropriate issues with administration, staff and community agencies ○ Practices based on research ○ Community outreach and involvement ○ Partner with local CTC (Forbes Road CTC) to provide career awareness and education ○ Maintenance of school counseling calendar of events and department website ○ Data analysis and related action plans</p>

<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>○ Interpersonal skills to respect self and others</li> <li>○ Decision making, setting goals and taking action to achieve goals</li> <li>○ Understanding everyday coping skills</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>○ Relationship concerns</li> <li>○ Crisis response</li> <li>○ Bullying prevention and preventing/addressing unlawful harassment</li> <li>○ Grief, loss and death</li> <li>○ School refusal/avoidance</li> <li>○ Substance abuse</li> <li>○ Family issues</li> <li>○ Coping with stress</li> <li>○ Social development</li> <li>○ Suicide awareness/prevention</li> <li>○ Divorce and family issues</li> <li>○ Legal issues (probation, arrest, incarceration)</li> <li>○ Child abuse and related issues</li> <li>○ Referral plan</li> <li>○ Contact and develop relationships with community resources</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>○ Skills and competencies related to student success for the world of work</li> <li>○ Development of post-secondary plan</li> </ul>	
<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ School counseling curriculum implementation</li> <li>○ Classroom or structured groups</li> <li>○ Consultation and collaboration</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ Individual counseling</li> <li>○ Group counseling</li> <li>○ Class meetings</li> <li>○ Referral</li> <li>○ Consultation/Collaboration</li> <li>○ Student Support Services</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ Assessment</li> <li>○ Planning</li> <li>○ Consultation/Collaboration</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ Develop and manage program</li> <li>○ Coordination</li> <li>○ Develop relationships and partnerships</li> <li>○ Consultation/Collaboration</li> </ul>
<p>Recommended Time 25%-35%</p>	<p>Recommended Time 30%-40%</p>	<p>Recommended Time 15%-25%</p>	<p>Recommended Time 10%-15%</p>

□ High School Level

<p><u>School Counseling Curriculum</u> Provides developmental, comprehensive guidance program content in a systematic way to all students K-12.</p>	<p><u>Responsive Services</u> Addresses students' immediate concerns</p>	<p><u>Individual Student Planning</u> Assists students in development of academic and career plans</p>	<p><u>System Support</u> Includes program, staff and school support activities and services</p>
<p><i>Purpose</i></p> <ul style="list-style-type: none"> <li>○ Student awareness, skill development and application of skills needed in everyday life.</li> </ul>	<p><i>Purpose</i></p> <ul style="list-style-type: none"> <li>○ Prevention and intervention</li> </ul>	<p><i>Purpose</i></p> <ul style="list-style-type: none"> <li>○ Individual student academic and career planning, decision making, goal setting and preparing for academic transitions.</li> </ul>	<p><i>Purpose</i></p> <ul style="list-style-type: none"> <li>○ Program delivery and support</li> </ul>
<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>○ Effective learning in school and across the life span</li> <li>○ Academic preparation for post-secondary options</li> <li>○ Relationship of academics, work, family and community</li> </ul>	<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>○ Address immediate academic concerns</li> <li>○ Address school-related concerns including attendance, discipline, drop-out prevention, etc.</li> <li>○ Application of academics to real-world situations</li> </ul>	<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>○ Facilitation and/or interpretation of assessment data</li> <li>○ Academic preparation essential for post-secondary options</li> <li>○ Understanding academic strengths related to careers</li> <li>○ Appropriate course selection, including program offerings at local CTC (Forbes Road CTC)</li> <li>○ Development of an graduation plan</li> <li>○ Development of a career portfolio</li> <li>○ Development of a post-secondary plan</li> </ul>	<p><b>Total Program</b></p> <ul style="list-style-type: none"> <li>○ School counselor professional development</li> <li>○ Advocacy and public relations for comprehensive school counseling programs</li> <li>○ Advisory committee</li> <li>○ Program planning and development</li> <li>○ Evaluation and assessment of comprehensive school counseling program and student results</li> <li>○ Participation in district strategic planning</li> <li>○ Integration of ASCA and CEW standards across curriculum</li> <li>○ Encourage and develop increased parent involvement in education</li> <li>○ Collaboration and instructing on age-appropriate issues with administration, staff and community agencies</li> </ul>
<p><b>Career</b></p> <ul style="list-style-type: none"> <li>○ Investigate the world of work to make informed decisions and to achieve future goals</li> <li>○ Identify relationship between personal qualities, education, training and work</li> <li>○ Investigate the world of work through career explorations, including program offerings at our local CTC (Forbes Road CTC)</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>○ Meet interests for career exploration through job shadowing, career speakers, post-secondary representatives, etc.</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>○ Utilize career information resources in school and community</li> <li>○ Explore career clusters</li> <li>○ Complete interest and skill inventories</li> <li>○ Complete career searches</li> <li>○ Explore self-knowledge related to career choices</li> <li>○ Select appropriate courses and programs of study, which may include attending the CTC (Forbes Road CTC)</li> <li>○ Explore careers through job shadowing and/or internships</li> <li>○ Develop career portfolio</li> </ul>	<ul style="list-style-type: none"> <li>○ Practices based on research</li> <li>○ Community outreach and involvement</li> <li>○ Partner with local CTC (Forbes Road CTC) to provide career awareness and education</li> <li>○ Implement bullying prevention program and strategies</li> <li>○ Maintenance of school counseling calendar of events and department website</li> <li>○ Data analysis and related action plans</li> </ul>

<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>○ Interpersonal skills to respect self and others</li> <li>○ Decision making, setting goals and taking action to achieve goals</li> <li>○ Understanding everyday coping skills</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>○ Relationship concerns</li> <li>○ Crisis response</li> <li>○ Bullying prevention and preventing/addressing unlawful harassment</li> <li>○ Grief, loss and death</li> <li>○ Substance abuse</li> <li>○ School refusal/avoidance</li> <li>○ Family issues</li> <li>○ Coping with stress</li> <li>○ Suicide awareness/prevention</li> <li>○ Divorce and family changes</li> <li>○ Legal issues (probation, arrest, incarceration)</li> <li>○ Child abuse and related issues</li> <li>○ Referral plan</li> <li>○ Contact and develop relationships with community resources</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>○ Skills and competencies related to student success</li> </ul>	
<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ School counseling curriculum implementation</li> <li>○ Classroom or structured groups</li> <li>○ Consultation and collaboration</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ Individual counseling</li> <li>○ Group counseling</li> <li>○ Class meetings</li> <li>○ Referral</li> <li>○ Consultation/Collaboration</li> <li>○ SAP team</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ Assessment</li> <li>○ Planning</li> <li>○ Placement</li> <li>○ Consultation/Collaboration</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>○ Develop and manage program</li> <li>○ Coordination</li> <li>○ Develop relationships and partnerships</li> <li>○ Consultation/Collaboration</li> </ul>
<p>Recommended Time 15%-25%</p>	<p>Recommended Time 25%-35%</p>	<p>Recommended Time 25%-35%</p>	<p>Recommended Time 15%-20%</p>

## VIII. JOB DESCRIPTIONS

### ➤ School Counselor Job Description

**Qualifications:** Valid Pennsylvania Teaching Certificate-Education Specialist, Elementary and Secondary School Counselor.  
Knowledge and skills in communicating with and counseling students in academic, career, and personal/social matters.

**Primary Functions/General Description:**

Provide counseling services and developmental programs/instruction to students in three areas: academic, career, and personal/social, according to recognized standards for counseling programs.

**Major Responsibilities and Duties:**

1. Implement a kindergarten through twelfth grade elementary school counseling and guidance program curriculum.
2. Deliver counseling and instruction to students in an effective, efficient, and professional manner according to recognized national and state counseling standards.
3. Conducts counseling and guidance learning activities in the classroom.
4. Consults with and is a resource to teachers.
5. Implements an orientation program for incoming students and parents.
6. Conducts structured, goal-oriented counseling sessions to meet the identified needs of individual and groups of students.
7. Set and maintain high standards of achievement for students.
8. Make every appropriate and reasonable effort to initiate, maintain, and enhance communication with parents regarding their child's academic and personal/social development.
9. Participate in ongoing professional development programs to ensure that best practices are utilized.
10. Complete necessary forms and reports and perform necessary clerical tasks related to student progress and welfare.
11. Accurately and thoroughly maintain all records as required by school district policy and state law.
12. Serve on school, staff and community committees as requested.
13. Participates in and facilitates student support services (SAP, SST, and RtIIA).
14. Create master schedule for grades 4-12 and complete scheduling process for individual students.
15. Referral of students and/or families to appropriate community agencies and collaborate with the agencies to provide student support.
16. Perform other related duties as requested by administration.

# EAST ALLEGHENY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: July 10, 2000

REVISED: September 2, 2014

<p>1. Purpose</p>	<p style="text-align: center;">218. STUDENT DISCIPLINE</p> <p>The East Allegheny School District believes it is the responsibility of the school, home and community to provide an atmosphere of purpose and concern for education and the individual.</p> <p>Everyone in the school community must assume a role in providing an orderly school environment. An orderly school environment requires a code of discipline that defines responsibilities, categorizes unacceptable behaviors and provides for appropriate disciplinary responses and options. A discipline code must:</p> <ol style="list-style-type: none"> <li>1. Be preventative in nature.</li> <li>2. Promote self-discipline and personal responsibility.</li> <li>3. Concern itself with the welfare of the individual and the school community.</li> <li>4. Promote a positive relationship among students, parents/guardians and the school staff.</li> <li>5. Distinguish between minor and serious infractions as well as between first and repeated infractions.</li> <li>6. Provide disciplinary responses that are appropriate to the misbehavior.</li> <li>7. Be enforced by all in a fair, firm, reasonable and consistent manner.</li> <li>8. Be subjective to review as required, but not less than every two (2) years.</li> </ol> <p>A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to provide direction. However, in daily activities, one (1) basic rule is that good sound judgment must be exercised in light of the conditions of the moment.</p>
-------------------	--

<p>Pol. 218.1, 227</p> <p>2. Authority SC 510 Title 22 Sec. 12.3, 12.4</p> <p>Title 22 Sec. 12.3, 12.4 Pol. 103</p>	<p>The proper functioning of any social system requires some regulation of its members. This is no less true of a school system than it is of a society. For a school system to function properly the conduct of students must conform to conditions that are conducive to learning.</p> <p>The procedures, including rules, by which order is maintained in a school, are referred to as discipline. In general, the system of discipline in a school will reflect the system found in a broader society.</p> <p>Discipline strives to seek proper conduct through learning rather than by arbitrary authority. The student is to be guided in the development of self-control and of a sense of responsibility to other students and the school. Discipline entails the organization and operation of the school in such a way that situations leading to disorder will be largely avoided, and at the same time a maximum amount of opportunity for the development of self-control is provided.</p> <p><u>Self-Reporting “Safe Haven”</u></p> <p>Among the essential goals of the East Allegheny School District’s student disciplinary code is the promotion of self-discipline and responsibility among students. Consistent with this goal, the discipline of any student is designed to seek proper conduct through learning rather than as an arbitrary exercise of authority.</p> <p>Students are expected to know and to follow school regulations governing student behavior, including the rule that students are prohibited from the possession of weapons, alcohol, tobacco and drugs on school grounds. As a responsible member of the school community, a student who has unintentionally brought to school or while in school has come into the possession of such items should immediately bring the situation to the attention of a teacher or principal. In so doing, the student would be demonstrating the principles of self-discipline and accountability that the student disciplinary code promotes. In such circumstances, the student’s self-reporting of the situation will be considered as a mitigating factor in determining the discipline, if any, which should result.</p> <p>The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school.</p> <p>The Board shall adopt a Code of Student Conduct to govern student behavior in school.</p>
---	---



<p>Title 22 Sec. 12.2 Pol. 235</p> <p>Pol. 122, 123</p>	<p>Each student must adhere to Board policies and the Code of Student Conduct governing school discipline.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:</p> <ol style="list-style-type: none"> <li>1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> <li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> </ol>
<p>3. Guidelines Pol. 233</p>	<p>Any student disciplined by a district employee shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined, and may appeal the discipline determination to the Superintendent.</p>
<p>Pol. 220</p>	<p>When a violation of the Code of Student Conduct involves student expression, Policy 220 shall be followed.</p>
<p>Pol. 233</p>	<p>Suspensions and expulsions shall be carried out in accordance with Policy 233.</p> <p><u>Discipline Code</u></p>
<p>20 U.S.C. Sec. 1400 et seq</p>	<p>The discipline code is applicable on school grounds, in school buildings, on school buses, during school activities, field trips and excursions and from the time of departure for school until arrival at home.</p> <p>Any of the foregoing policy consequences as applied to exceptional children shall be subject to compliance with IDEA.</p>

<p>Pol. 225</p>	<p>The East Allegheny School District works with law enforcement and other professional organizations to provide a safe and secure learning environment for all students, faculty, staff and parents/guardians attending or visiting the schools.</p>
<p>Pol. 247</p>	<p><b>Hazing</b> - The East Allegheny School District does not condone hazing practices by any student against any other student. Students who engage in such practices will be removed from the teams or organizations in which they are participating and will be subject to the school discipline policy and possible legal penalties.</p>
<p>4. Definitions</p>	<p><b><u>ALTERNATIVE BEHAVIOR CLASSROOM (A.B.C.)</u></b> - The purpose of the student discipline policy is to establish a safe and secure learning environment for all students and faculty, so that time can be focused on instruction and meeting the needs of the student. In order to keep students on task and in school, while at the same time enforcing school discipline policy, the Alternative Behavior Classroom Program has been established.</p> <p><b><u>BEHAVIOR REINFORCEMENT ROOM (B.R.R.) (EA High School JSHS 7-12)</u></b> - Special needs students who are having behavioral difficulties and who are not complying with their I.E.P plans or responding to behavioral modification techniques, will be assigned to the Behavior Reinforcement Room by their special needs teacher or by an administrator. While in the Behavior Reinforcement Room, the student will continue to work on school assignments and will also work to improve behavior.</p> <p><b><u>OUT-OF-SCHOOL SUSPENSION</u></b> - Students may be suspended from school for a period of one to ten days, depending on the severity of the infraction. Students who show up to school on days they are suspended will receive additional days of suspension and may be cited for trespassing.</p> <p><u>Corporal Punishment</u></p>
<p>Title 22 Sec. 12.5</p>	<p>Corporal punishment may not be imposed upon a student.</p>
<p>Title 25 Sec. 12.5</p>	<p>The Board prohibits corporal punishment, but reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.</p>
	<p><u>Discipline Responsibilities</u></p> <p>Discipline is the responsibility of the entire school community. Members of the school community expect the school environment to be safe, organized and conducive to teaching, learning and living.</p>

<p>Title 22 Sec. 12.3</p>	<p>The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules for student behavior contained in the Code of Student Conduct and the sanctions that may be imposed for violations of those rules. A copy of the Code of Student Conduct shall be available in each school library and school office.</p>
	<p>It is the responsibility of the students, teachers, parents/guardians, administrators, and the Board to provide and maintain such an environment.</p>
	<p><u>Citations</u></p>
	<p>The school district reserves the right to issue a citation to any student age ten (10) or over as defined in the Pennsylvania Crimes Code as defined for the following reasons: riot, disorderly conduct, and related offenses. The school district may issue citations in any of the following situations:</p>
	<ol style="list-style-type: none"> <li>1. Fighting.</li> <li>2. Student harassment and/or threats.</li> <li>3. Student disruptive behavior, including the use of obscene and profane language and gestures.</li> <li>4. Vandalism.</li> <li>5. Violation of the BOCA Code - smoking and possession of tobacco products and smoking apparatus.</li> </ol>
<p>Pol. 222</p>	
<p>Pol. 218.2</p>	<p><b>Threats</b> - All threats will be taken seriously by the East Allegheny School District, even those made in jest. Anyone making threats against faculty, staff, or students at East Allegheny will be subject to any and all appropriate criminal or civil penalties as well as discipline penalties, as per the discipline policy, including expulsion.</p>
	<p><u>Major Offenses</u></p>
	<p><b>Fights/Assault -</b></p>
	<p>Any form of physical aggression or fighting by any students is not tolerated at East Allegheny. In the event that any student engages in the physical attack of any individual, becomes involved in an aggressive physical altercation with any individual, or puts their hands on a student in any way, while on school premises or attending a school function, or on school transportation, regardless of who starts the fight, the student will receive the following punishment:</p>

218. STUDENT DISCIPLINE - Pg. 6

	<b>Green Valley</b>	<b>Logan—Grades 4-6</b> <b>Logan PK-6</b>	<b>Logan—JSHS</b> <b>Grades-7 &amp; 8</b>	<b>High School</b> <b>JSHS 9-12</b>
1 <sup>st</sup> Offense	<del>1</del> day OSS *	1 day OSS *	3 days OSS* - Citation	5 days OSS * - Citation; referral to mandatory counseling and conflict resolution training; students will not be permitted to return to school unless accompanied by parents/guardians.
	<b>Green Valley</b>	<b>Logan PK-6</b> <b>Logan—Grades 4-6</b>	<b>Logan—JSHS</b> <b>Grades-7 &amp; 8</b>	<b>High School</b> <b>JSHS 9-12</b>
2 <sup>nd</sup> Offense	<del>2</del> days OSS *	2 days OSS *	3 days OSS*- Citation; referral to alternative education for a minimum of one 9 week period	5 days OSS * - Citation; referral to alternative education for no less than one 9-week marking period, prohibited from participating in extracurricular activities; students will not be permitted to return to school unless accompanied by parents/guardians.
3 <sup>rd</sup> Offense	<del>3</del> days OSS *	3 days OSS *	3 days OSS* - referral for expulsion	10 days OSS * - Citation; referral to alternative education for a minimum of two 9-week periods with the possibility of referral for expulsion proceedings; students and parents/guardians must meet with the Superintendent & principal.

4 <sup>th</sup> Offense	<del>5 days</del> <del>OSS*</del>	5 days OSS *	5 days OSS*- referral for expulsion	10 days OSS * - Citation; referral for expulsion proceedings; students and parents/guardians must meet with the Superintendent & principal.
5 Offense	<del>10 days</del> <del>OSS*</del> <del>Citation</del>	10 days OSS *	10 days OSS* - referral for expulsion	10 days OSS * - Citation; referral for expulsion proceedings; students and parents/guardians must meet with the Superintendent & principal.
<ul style="list-style-type: none"> <li>Any incident resulting in OSS requires a parental conference before the child is readmitted.</li> </ul> <p><b>HIGH SCHOOL JSHS 7-12</b> –</p> <ul style="list-style-type: none"> <li>Any student proved to initially provoke a physical altercation or found to have thrown the first punch will be issued two (2) additional days of suspension.</li> <li>In the event that a fight is premeditated, gang or student group related, or that a student tries to continue the fight when an adult is attempting to break up that fight, the student will be suspended for ten (10) days and placed in alternative education for the remainder of the school year. That student will no longer be permitted to participate in extracurricular activities. For special needs students, days of suspension will be assigned to comply with all IEP plans and state and federal regulations.</li> <li>Students involved in a second or third fight will not be permitted to participate in extracurricular activities for the remainder of the school year.</li> <li>Any student who is so out of control that s/he continues to persist in fighting or trying to get to another student to fight them while being held back by an adult on the scene will be suspended for ten (10) days and will be automatically enrolled in alternative education. In this case, the most severe charges will be filed against the aggressive student as per law.</li> </ul>				

- Students who are in fights will be removed from school immediately into the care of the parents/guardians.
- All students engaged in a fight must attend conflict resolution/counseling sessions.
- Students will not be readmitted to school unless brought to school by their parents/guardians for a meeting with an administrator.
- In the event that a fight is pre-mediated or that a student continues to fight as an adult is trying to break the fight up, the student will be suspended for ten (10) days and placed in alternative education for the remainder of the year.
- Students who gang up on another student to fight or jump a student may receive additional suspension time and additional charges.

\* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

\*\* Citation and meeting with parents/guardians, principal and Superintendent.  
Re: possible expulsion.

**Racial Slurs -**

Students who make racial slurs towards another student or group of students because of their race, ethnicity, or religion will receive the following punishments and may receive citations:

	<b>Green Valley, Logan Middle-PK-6 &amp; High School JSHS 7-12</b>
1 <sup>st</sup> Offense	3 days OSS; Possible Citation
2 <sup>nd</sup> Offense	3 days OSS; Possible Citation
3 <sup>rd</sup> Offense	5 days OSS; Possible Citation
4 <sup>th</sup> Offense	10 days OSS - Harassment citation; referral to Superintendent for expulsion procedures.

Those students found in violation of this policy will be required to attend two (2) counseling sessions with the school counselor.

Pol. 218.2, 218.3

**Racial Intimidation/Terroristic Threats Involving Race or Ethnicity -**

- Refer to Policy # 218.2 – Terroristic Threats and Policy #218.3 – Racial and Ethnic Intimidation.
- Immediate ten (10) day suspension.
- Continued investigation by the administration and police.
- Recommendation by the Superintendent for expulsion.

**Conspiracy -**

When two (2) or more students form a plan or work together to hurt, injure, or otherwise cause damage to property, reputation, or body to other students/persons or the school. Students who conspire to cause harm to other students, persons, or the school may be viewed as accomplices to an incident and may receive a citation in addition to the school punishment. Students who carry messages between other students or repeat threats involving other students will also be disciplined.

	High School JSHS 7-12 and Logan PK-6
1 <sup>st</sup> Offense	1 day OSS *
2 <sup>nd</sup> Offense	2 days OSS *
3 <sup>rd</sup> Offense	3 days OSS *
4 <sup>th</sup> Offense	4 days OSS *
5 <sup>th</sup> Offense	5 days OSS *
6 <sup>th</sup> Offense	10 days OSS * - Referral to the Superintendent for possible expulsion.

\* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Horseplay/  
Disruptive  
Behavior -**

Any action which interferes with the flow of education in the classroom is disruptive behavior. These include, but are not limited to, actions such as abusive language, throwing objects, physical actions, insubordination and insolence and forgery.

	Green Valley	Logan – Grades 4-6 PK-6	Logan – Grades JSHS 7 & 8	High School JSHS 7-12
1 <sup>st</sup> Offense	Principal/Teacher contact parent/guardian *	Conference with the Principal	1 day Detention*	3 days Detention *
2 <sup>nd</sup> Offense	1-day Detention *	1 day Detention *	2 days Detention*	1 day ABC - *

3 <sup>rd</sup> Offense	<del>3 days Detention *</del>	1 day ABC *	1 day ABC	2 days ABC - *
4 <sup>th</sup> Offense	<del>1 day OSS *</del>	2 days ABC *	2 days ABC*	3 days ABC - *
5 <sup>th</sup> Offense	<del>3 days OSS *</del>	1 day OSS *	1 day OSS*	1 day OSS - Citation if warranted *
6 <sup>th</sup> Offense	<del>5 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal.</del>	5 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal.	5 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal	6 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal.
<p>* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.</p> <p><b>Destruction of School Property/ Vandalism -</b> If restitution is not made by the student for property vandalized, the situation will be turned over to the local magistrate. Notification of proper authorities is automatic in all vandalism cases.</p> <ul style="list-style-type: none"> <li>• Cost of any item destroyed will be equal to the cost of replacement.</li> </ul>				
	<b>Green Valley Logan Grades PK-3</b>	<b>Logan Grades 4-6</b>	<b>High School JSHS 7-12</b>	
1 <sup>st</sup> Offense	1 day Detention *	1 day OSS *	1 day ABC - *	
2 <sup>nd</sup> Offense	3 days Detention *	2 days OSS *	2 days ABC - *	
3 <sup>rd</sup> Offense	3 days OSS *	3 days OSS *	1 day OSS *	
4 <sup>th</sup> Offense	5 days OSS *	5 days OSS *	3 days OSS *	
5 <sup>th</sup> Offense	10 days OSS *	10 days OSS *	5 days OSS *	



Any graffiti, vandalism, or other defacement of school property is strictly prohibited. Students can face suspension, expulsion and/or criminal charges for any graffiti, vandalism, or other defacement of school property.

\* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Leaving the Building Without Permission/Illegally Not Attending School -**

	<del>Green Valley/</del>	<b>Logan PK-6</b>	<b>High School JSHS 7-12</b>
1 <sup>st</sup> Offense	<del>1 day OSS *</del>	1 day OSS *	1 day ABC - *
2 <sup>nd</sup> Offense	<del>2 days OSS *</del>	2 days OSS *	2 days ABC - *
3 <sup>rd</sup> Offense	<del>3 days OSS *</del>	3 days OSS *	1 day OSS *
4 <sup>th</sup> Offense	<del>5 days OSS *</del>	5 days OSS *	2 days OSS *
5 <sup>th</sup> Offense	<del>10 days OSS *</del>	10 days OSS *	3 days OSS *

\* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Cutting Class/In Unauthorized Area/Leaving Room Without Permission/ Forgery/Misuse of a Pass -**

	<del>Green Valley</del>	<b>Logan PK-6</b>	<b>High School JSHS 7-12</b>
1 <sup>st</sup> Offense	<del>3 days Detention *</del>	3 days Detention *	3 days Detention *
2 <sup>nd</sup> Offense	<del>1 day OSS *</del>	1 day ABC *	1 day ABC - *
3 <sup>rd</sup> Offense	<del>2 days OSS *</del>	2 days ABC *	2 days ABC - *
4 <sup>th</sup> Offense	<del>3 days OSS *</del>	1 day OSS *	1 day OSS *
5 <sup>th</sup> Offense	<del>5 days OSS *</del>	3 days OSS *	3 days OSS *
6 <sup>th</sup> Offense	<del>10 days OSS *</del>	5 days OSS *	5 days OSS *

\* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Please Note:**

**GREEN VALLEY/LOGAN MIDDLE ELEMENTARY SCHOOL -**

Students who are either wandering the halls unsupervised or who are failing to report to their after-school activity will be considered as being in an unauthorized area and subject to the penalty for being in an unauthorized area as stated in the Discipline Policy in the Student Handbook.

An **unauthorized area** will be defined as any part of the building or grounds that a student has not been granted permission, by a faculty member, to enter. This will include, but not be limited to: using lavatories that are not on the same floor or area as a student's classroom, being in the gym area without permission, or being in the cafeteria or cafeteria lavatory when it is not that particular student's lunch period. This will apply to those students who roam the halls without a pass before homeroom.

**HIGH SCHOOL JSHS 7-12 –**

Students who are either wandering the halls unsupervised or who are failing to report to their after-school activity by 2:30 p.m. will be considered as being in an unauthorized area and subject to the penalty for being in an unauthorized area as stated in the Discipline Policy in the Student Handbook and may be considered to be criminally trespassing depending upon their reason for being in the building. All students found in the school building without a valid pass (coach, teacher, administrator, tutor, service agent) following 2:30 p.m. will be disciplined in the following manner:

\*It is the responsibility of the student to ask his/her coach, teacher, administrator, tutor, or service agent for a valid pass listing the location and time of departure from the assigned area. Failure to receive a valid pass will not be recognized as a valid excuse and the below criteria will be enforced!

	<b>High School JSHS 7-12</b>
1st Offense	1 day OSS
2nd Offense	2 days OSS

3rd Offense	5 days OSS - Referral to Alternative Education Program for forty-five (45) days and prohibited from participating in all extracurricular activities for one (1) full year of school
4th Offense	10 days OSS - Referral for expulsion

If a student enters the lavatory of the opposite sex, that student will receive three (3) days OSS.

The term **misuse of a pass** will be defined as a student who does not adhere to the exact locations listed on the pass or as directed by a faculty member. Side trips will not be permitted. If a student reports to an area at the direction of a teacher, and the teacher is not there, they are to report directly back to the area they left.

Students may not leave their assigned area to see another teacher unless they have their current teacher's permission and a pass requesting their presence from the requesting teacher.

**Class Tardies** – Students are expected to be in class on time and to be prepared for class daily. Students who come late to class will receive the following punishments on the stated number of lates to class and/or school:

**High School JSHS 7-12 -**

- 3 class unexcused tardies – 1 day Detention
- 6 unexcused tardies – 3 days Detention
- 9 unexcused tardies – 1 day ABC / B.R.R
- 12 unexcused tardies – 1 day OSS

Subsequent class tardies: Additional ABC/B.R.R. or OSS, depending on number of accumulated tardies.

**Green Valley/Logan Middle-Elementary School –**

The student is tardy if arrival to class occurs after the bell has rung. The office will not issue passes for tardiness unless held by the office for some reason. If a student is late to class they must provide an excuse from their previous teacher or the tardy will be considered unexcused. Students are encouraged to refrain from loitering on the way to class. Students are responsible for avoiding tardiness to class.

**Number of tardies**

**Action**

- 1-2 \* Verbal warning, parent notified by teacher, office notified
- 3-5 \* Assignment of after school detention per each tardy
- 6-9 Assignment to ABC room \*\* Parent conference
- 10 OSS

\*\* Students may be removed from field trips, dances, and special activities for the remainder of the school year

**Threats to Students/Harassment/Comments Meant to Cause Alarm -**

	<del>Green Valley</del>	<b>Logan PK-6</b>	<b>High School JSHS 7-12</b>
1 <sup>st</sup> Offense	<del>1 day OSS *</del>	1 day OSS *	1 day OSS *
2 <sup>nd</sup> Offense	<del>2 days OSS *</del>	2 days OSS *	2 days OSS *
3 <sup>rd</sup> Offense	<del>3 days OSS *</del>	3 days OSS *	3 days OSS *
4 <sup>th</sup> Offense	<del>5 days OSS *</del>	5 days OSS *	5 days OSS *
5 <sup>th</sup> Offense	<del>10 days OSS *</del> Referral to Superintendent for expulsion procedures.	10 days OSS * - Referral to Superintendent for expulsion procedures.	10 days OSS - Referral to Superintendent for expulsion procedures. *

\* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Bullying -**

Pol. 249

**Bullying** shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. Alternately, this power could be provided by a group of individuals. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Please refer to Anti-Bullying Policy #249 for further explanation and consequences. Also included in Policy #249 is Bullying Retaliation consequences.

**Theft/Extortion -** In all theft/extortion incidents, students will have to pay restitution for the item stolen and may receive a citation.

**Major theft** shall be defined as a theft of goods valued at \$200.00 and up. Students who commit major theft will receive an automatic ten (10) day out-of-school suspension and charges filed with the police.

	<del>Green Valley</del>	<b>Logan PK-6</b>	<b>High School JSHS 7-12</b>
1 <sup>st</sup> Offense	<del>3 days Detention *</del>	3 days Detention *	3 days OSS *

2 <sup>nd</sup> Offense	<del>1 day OSS *</del>	1 day OSS *	5 days OSS *
3 <sup>rd</sup> Offense	<del>3 days OSS *</del>	3 days OSS *	5 days OSS *
4 <sup>th</sup> Offense	<del>5 days OSS *</del>	5 days OSS *	10 days OSS *
5 <sup>th</sup> Offense	<del>10 days OSS *</del>	10 days OSS *	10 days OSS - Referral to the Supt. for expulsion procedures. *
<p><del>• The principal may call the police.</del></p>			

\* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Selling of Items -**

Students are not permitted to sell any item on school grounds or school activities without the expressed permission of the Administration. The items would include, but would not be limited to candy, powdered drink mixes, food, school supplies,

CDs, cards, etc. Students who sell items on school grounds or school events who do not have permission from the administration to sell anything will have the items confiscated and will receive the following punishments:

	<del>High School</del> <b>JSHS 7-12</b>
1st Offense	Verbal Reprimand, parent contact
2nd Offense	1 day Detention
3rd Offense	2 days Detention
4th Offense	3 days Detention
5th Offense and subsequent offenses	1 day OSS

**Falsifying Records -**

Definition: Any student who attempts to misrepresent data, manipulate or tamper with school records that include but are not limited to attendance, academic, and

discipline records.

	<b>Logan PK-6</b>	<b>High School JSHS 7-12</b>
1 <sup>st</sup> Offense	1 day OSS *	1 day OSS *
2 <sup>nd</sup> Offense	2 days OSS *	2 days OSS *
3 <sup>rd</sup> Offense	3 days OSS *	3 days OSS *
4 <sup>th</sup> Offense	5 days OSS *	5 days OSS *
5 <sup>th</sup> Offense	10 days OSS * - Referral to the Superintendent for possible expulsion.	10 days OSS * - Referral to the Superintendent for possible expulsion.

\* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Extreme Violent/  
Disruptive  
Behavior -**

Extreme violent behavior shall include but not be limited to the following acts:

Pol. 218.2

Pol. 218.1

- Bomb threats.
- Arson.
- **Weapon** (*Weapons shall include, but not be limited to, firearm; knives; metal knuckles; straight razors; any instrument that resembles a weapon; explosives; noxious, irritating or poisonous gases; poisons; drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff, parents/guardians, and patrons. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.*)
- Gang activity.
- Use or possession of incendiary device.
- Setting off fire alarm.
- Threats to faculty (referred to proper authorities).
- Making prank or phony emergency, fire or 911 calls.
- Sexual misconduct, lewd behavior, indecent exposure.
- Vandalism of property of \$200.00 or more.
- Theft of property of \$200.00 or more.
- Computer data violations, hacking into the school database, sending-posting inappropriate/threatening material on or through the school web sites.
- Students who make comments to other students, teachers,

Pol. 815

administrators, support staff members, security personnel or any other persons concerning the killing, maiming or harming of other students or groups of students, even if that statement is not directly to the students about whom the comments are being made.

- Students who use a camera or cell phone to take inappropriate photos and/or videos of another student, teacher, administrator, support staff member, security personnel or any other persons with or without that person’s knowledge and/or distribute those photos to others.
- Unauthorized entry into the building – Breaking and entering.

**Green Valley & Logan Middle Elementary Schools –**

FOOD FIGHTS/PRANKS: Students who engage in a food fight, or who bring in prank items, such as silly string, beach balls, air horns, balloons, etc., will be suspended for ten (10) days and will have charges filed against them.

**High School JSHS 7-12 –**

FOOD FIGHTS/SENIOR PRANKS: Students who engage in a food fight or a senior prank, or who bring in prank items to be part of a senior prank, such as silly string, beach balls, air horns, balloons, etc., will be suspended for ten (10) days and will have charges filed against them. If the senior prank/food fight occurs on the last day of a senior’s enrollment, the senior will not be permitted to participate in graduation ceremonies or other year end activities such as Baccalaureate and senior breakfast. Diplomas of seniors who are not permitted to participate in commencement will be available at the High School JSHS 7-12 office on the day after graduation and may be picked up by the senior and/or members of his/her family.

\* Students who deliberately physically assault, push or trip a teacher, security officer, or district staff member will be suspended from school for ten (10) days and charges will be filed against that student. Students who physically interfere with a teacher who is attempting to break up a fight will also be suspended from school for ten (10) days and will have charges filed against him/her.

<b>Green Valley</b>	<b>Logan PK-6</b>	<b>High School JSHS 7-12</b>
Any of the above offenses will result in 10 days OSS, notification of proper authorities and referral to the Superintendent for	Any of the above offenses will result in 10 days OSS, notification of proper authorities and referral to the Superintendent for	Any of the above mentioned offenses result in 10 days OSS, notification of proper authorities and referral to the Superintendent for

	<u>expulsion procedures.*</u>	expulsion procedures. *	expulsion procedures. *
<p>Pol. 218.1</p>	<p>* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances. The district reserves the right to seek restitution for all costs associated with any of the above actions through either civil or criminal proceedings.</p> <p><b>PLEASE NOTE:</b> The intentional spraying of perfumes, colognes and other airborne fragrances in hallways, classrooms, all common areas and on school buses is strictly prohibit</p> <p><u>Weapons Policy</u></p> <p>No weapons, or instrument which resembles a weapon, may be brought onto school property, including, but not limited to, the school building, outdoor facilities or buses; or to any school-related activity sponsored by the East Allegheny School District. A <b>weapon</b> shall include, but not be limited to, any knife, cutting instrument, or implement capable of inflicting bodily injury, or instrument, which resembles a weapon, which, if real, would inflict bodily injury, and is possessed under circumstances not manifested appropriate for lawful uses which it may have. This includes firearms, which are not loaded or lack a clip or other component to render it operable. The consequences of a weapon’s violation will be rendered as per the Discipline Code policy.</p> <p>In situations involving weapons, the Superintendent may recommend lesser punishment.</p> <p>Citations are issued in disorderly conduct, harassment, threats and smoking discipline policy violations.</p>		
<p>Pol. 225</p>	<p>The East Allegheny School District works with law enforcement and other professional organizations.</p> <p><u>Minor Offenses</u></p> <p><b>Minor offenses</b> will be defined as, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Minor disrespectful behavior, failure to respond to direction, improper/disrespectful language, dress code violations, possession of noninstructional items, removal of food/drink from the cafeteria, eating in class, arguments with peers, attendance sheet violations, students deliberately missing Vo-Tech bus, inappropriate display of affection in the building, insolence,</li> </ul>		



loitering (student standing around, with no apparent legal, logical reason for being in an area).

Faculty members may assign before school, after school or Saturday detention, if available.

Minor offenses are items that are addressed by faculty members.

Repeated minor offenses will result in either detention or OSS and administrative intervention.

	<b>Green Valley</b>	<b>Logan PK-6</b>	<b>High School JSHS 7-12</b>
1 <sup>st</sup> Offense	<del>Loss of classroom privileges from 1-3 days as per teacher *</del>	Loss of classroom privileges from 1-3 days as per teacher *	Verbal reprimand
2 <sup>nd</sup> Offense	<del>2 days Detention *</del>	2 days Detention *	1 day of Detention
3 <sup>rd</sup> Offense	<del>3 days Detention *</del>	3 days Detention *	3 days Detention *
4 <sup>th</sup> Offense	<del>1 day OSS *</del>	1 day OSS *	1 days ABC *
5 <sup>th</sup> Offense	<del>3 days OSS *</del>	3 days OSS *	2 days ABC *
6 <sup>th</sup> Offense	<del>5 days OSS *</del>	5 days OSS *	3 days ABC *
7 <sup>th</sup> Offense	<del>10 days OSS *</del>	10 days OSS *	1 day OSS *
8 <sup>th</sup> Offense			3 days OSS *
9 <sup>th</sup> Offense			5 days OSS *

\* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Spitting

Students who spit on other students or people will be suspended from school for three (3) days. Students who spit on teachers, custodians, bus drivers or other adults will be suspended for five (5) days.

Confiscation

**High School JSHS 7-12 and Logan Elementary**- All noninstructional items will be confiscated from students. The student, for a fee of \$3.00, may pick up items such as hats, Gameboys and walkmans in the office at the end of the school day. An adult family member must pick up beepers at the end of the day, also for a fee of \$3.00.

**Elementary** - All noninstructional items will be confiscated from students and must be picked up by an adult family member.

Pol. 227	All prank, obscene and potentially harmful items will not be returned.																									
	<u>Illegal Use Or Possession Of Drugs Or Alcohol</u>																									
	Discipline procedures: Follow School Board policy #227.																									
	<u>Use And/Or Possession Of Tobacco</u>																									
Pol. 222	<b>Elementary</b> - The use of tobacco products in public schools is against the law and Goals 2000, and it is illegal for minors to use or possess tobacco products. In the event that a student is caught using or possessing any tobacco product, a citation will be issued and the proper authorities will be notified.																									
Pol. 222	<b>High School JSHS 7-12</b> - It is the intent of the high school administration to provide a safe and healthful environment for all students and employees of the district, as well as to comply with state law. Smoking and/or the use of tobacco in any form by students is strictly prohibited in any district building, school vehicle, on school property, or at any school-related activity on or off school property (i.e., prom).																									
	For the purpose of this policy, <b>tobacco use</b> shall mean all smoking and the use of smokeless tobacco in any form. <b>THIS INCLUDES POSSESSION OF A CIGARETTE, CIGAR, PIPE OR OTHER SMOKING EQUIPMENT.</b> Violations of this policy will be subject to BOCA code enforcement. All district administrators are BOCA Code enforcement personnel.																									
	<table border="1"> <thead> <tr> <th></th> <th data-bbox="586 1241 784 1346"><b>Green Valley/ ELC</b></th> <th data-bbox="784 1241 987 1346"><b>Logan (4, 5, 6) PK-6</b></th> <th data-bbox="987 1241 1190 1346"><b>Logan JSHS 7-8 (7, 8)</b></th> <th data-bbox="1190 1241 1536 1346"><b>High School JSHS 7-12</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="453 1346 586 1419">1<sup>st</sup> Offense</td> <td data-bbox="586 1346 784 1419">Citation *</td> <td data-bbox="784 1346 987 1419">1 day OSS - Citation *</td> <td data-bbox="987 1346 1190 1419">3 days OSS - Citation *</td> <td data-bbox="1190 1346 1536 1419">5 days OSS &amp; Citation</td> </tr> <tr> <td data-bbox="453 1419 586 1482">2<sup>nd</sup> Offense</td> <td data-bbox="586 1419 784 1482"><del>3 days OSS - Citation *</del></td> <td data-bbox="784 1419 987 1482">3 days OSS - Citation *</td> <td data-bbox="987 1419 1190 1482">3 days OSS - Citation *</td> <td data-bbox="1190 1419 1536 1482">10 days OSS – Citation *</td> </tr> <tr> <td data-bbox="453 1482 586 1619">3<sup>rd</sup> Offense</td> <td data-bbox="586 1482 784 1619"><del>5 days OSS - Citation *</del></td> <td data-bbox="784 1482 987 1619">5 days OSS - Citation *</td> <td data-bbox="987 1482 1190 1619">5 days OSS - Citation *</td> <td data-bbox="1190 1482 1536 1619">2 month expulsion; reduced to 1 month if a student attends a tobacco cessation class.</td> </tr> <tr> <td data-bbox="453 1619 586 1755">4<sup>th</sup> Offense</td> <td data-bbox="586 1619 784 1755"><del>10 days OSS - Citation *</del></td> <td data-bbox="784 1619 987 1755">10 days OSS - Citation *</td> <td data-bbox="987 1619 1190 1755">10 days OSS - Citation *</td> <td data-bbox="1190 1619 1536 1755">Expulsion for the remainder of the year; placement in alternative education.</td> </tr> </tbody> </table>		<b>Green Valley/ ELC</b>	<b>Logan (4, 5, 6) PK-6</b>	<b>Logan JSHS 7-8 (7, 8)</b>	<b>High School JSHS 7-12</b>	1 <sup>st</sup> Offense	Citation *	1 day OSS - Citation *	3 days OSS - Citation *	5 days OSS & Citation	2 <sup>nd</sup> Offense	<del>3 days OSS - Citation *</del>	3 days OSS - Citation *	3 days OSS - Citation *	10 days OSS – Citation *	3 <sup>rd</sup> Offense	<del>5 days OSS - Citation *</del>	5 days OSS - Citation *	5 days OSS - Citation *	2 month expulsion; reduced to 1 month if a student attends a tobacco cessation class.	4 <sup>th</sup> Offense	<del>10 days OSS - Citation *</del>	10 days OSS - Citation *	10 days OSS - Citation *	Expulsion for the remainder of the year; placement in alternative education.
	<b>Green Valley/ ELC</b>	<b>Logan (4, 5, 6) PK-6</b>	<b>Logan JSHS 7-8 (7, 8)</b>	<b>High School JSHS 7-12</b>																						
1 <sup>st</sup> Offense	Citation *	1 day OSS - Citation *	3 days OSS - Citation *	5 days OSS & Citation																						
2 <sup>nd</sup> Offense	<del>3 days OSS - Citation *</del>	3 days OSS - Citation *	3 days OSS - Citation *	10 days OSS – Citation *																						
3 <sup>rd</sup> Offense	<del>5 days OSS - Citation *</del>	5 days OSS - Citation *	5 days OSS - Citation *	2 month expulsion; reduced to 1 month if a student attends a tobacco cessation class.																						
4 <sup>th</sup> Offense	<del>10 days OSS - Citation *</del>	10 days OSS - Citation *	10 days OSS - Citation *	Expulsion for the remainder of the year; placement in alternative education.																						
	* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating																									

<p>Pol. 810</p>	<p>circumstances.</p> <p><u>Kindergarten</u></p> <p><del>Recognizing that young children must learn appropriate behavior and that the school will take the time to teach it, there are some classes of incidences that are unacceptable under any or all conditions. Additionally, since kindergarten students are at school for only half day per session and given that consequences must be as immediate to the infraction as possible, should a major offense occur, the kindergarten child will immediately be sent home for the duration of that day. In lieu of the detentions mentioned in this policy, should kindergarten students commit a major offense the detentions will be translated as follows:</del></p> <p><del>— 1 day Detention = 1 day suspension</del>  <del>— 3 days Detention = 2 days suspension</del></p> <p><del>Parents/Guardians are to be notified prior to any disciplinary consequences being implemented.</del></p> <p><u>Bus Riders</u></p> <p>Since ninety-five percent (95%) of our students are transported by bus, it is imperative that all riders follow common sense rules for their safety. Students are not to throw objects out of windows or around the bus and should keep their head and arms inside the bus. There is to be no horseplay or disruptive talk, or anything to distract the driver. Fighting or disrespect to the driver will result in disciplinary action. The district is responsible from the time the student leaves his/her home until their return at the end of the school day. Remember, riding the bus is a privilege, which can be suspended. Smoking on school buses is prohibited. Our goal will be to protect the welfare and safety of everyone on the bus; therefore, any and all reports from the bus driver will be handled in a complete and serious manner.</p> <p>Students may not ride other students' bus home to or from school for any reason and must board or get off of the bus at their designated bus stop. Failure to adhere to this procedure will result in consequences as per the bus policy (outlined in student handbooks).</p> <p><u>Bus Offenses</u></p> <p>Fighting on the bus and/or at the bus stop is a <u>MAJOR OFFENSE</u> and will be dealt with as per the policy.</p> <p><u>Other Bus Offenses</u></p>
-----------------	---

<p>Pol. 226</p>          <p>Title 22 Sec. 12.14</p>	<ol style="list-style-type: none"><li>1. First Offense - Meeting with the principal *</li><li>2. Second Offense - 1 day bus suspension *</li><li>3. Third Offense - 3 days bus suspension *</li><li>4. Fourth Offense - 5 days bus suspension *</li></ol> <p>After a fifth incident, a parental conference will be held to determine if the child should lose bus privileges for the remainder of the year. *</p> <p><b>High School JSHS 7-12 –</b></p> <p>Students riding the activity bus or ANY after school-sponsored transportation activity, will be issued a pass from their coach, tutor, teacher, service agent, or administrator. No student without a pass will be permitted upon the activity bus for <i>any</i> reason. Any individual who would force his/herself onto the bus will prompt the immediate calling of the local law enforcement agencies to remove the individual. This is for the required safety of our students and bus personnel.</p> <p>* And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.</p> <p><u>Locker And Locker Search Policy</u></p> <p>It should be remembered that a student's locker is the property of the East Allegheny School District. District authorities and/or their agents may search a student's locker and seize any illegal materials. The search of a student's locker may be without warning if there is a reasonable suspicion to believe that the locker contains material(s) which may pose a threat to the health, safety and welfare of students, employees or visitors. Furthermore, district authorities shall conduct random canine sniffing of each locker throughout the school year, even without probable cause to do so. Any illegal items may be seized by district authorities and/or law enforcement agencies and used as evidence against the student in the proper forum.</p> <p>Prior to a locker search, the student shall be notified and be given the opportunity to be present. An administrator will usually request the presence of another member of the district's staff during the locker search. Students are assigned a locker and will be responsible for its contents.</p> <p>Examples and disciplinary options in this policy are not limited to those provided.</p>
---	--

<p>5. Delegation of Responsibility</p> <p>SC 1317</p> <p>SC 1327</p>	<p><u>Student Responsibilities</u></p> <p>Students attend school to receive a quality education. Therefore, each student should:</p> <ol style="list-style-type: none"> <li>1. Know all the rules and regulations for student behavior.</li> <li>2. Accept responsibilities for his/her actions.</li> <li>3. Understand that, by law, the teacher functions in place of the parent/guardian while the student is in school.</li> <li>4. Recognize that teacher and principal authority extends beyond the classroom and to all school-sponsored activities.</li> <li>5. Respect and protect school property and the property of others.</li> <li>6. Be aware that by law it is mandatory to attend school until the age of seventeen (17) and that good attendance is essential to learning.</li> </ol> <p><u>Parent/Guardian Responsibilities</u></p> <p>A positive relationship between the home and the school enhances the student's achievement and development. To achieve this relationship, parents/guardians are expected to:</p> <ol style="list-style-type: none"> <li>1. Know all the rules and regulations for student behavior.</li> <li>2. Be aware of the responsibilities established for their children by school personnel.</li> <li>3. Teach and provide a model for self-respect, respect for the law, respect for the rules of the school, respect for school personnel and students and respect for public property.</li> <li>4. Provide a home atmosphere conducive for study.</li> <li>5. Support prompt and regular school attendance.</li> </ol> <p><u>Teacher Responsibilities</u></p>
--	--

SC 1317	<p>Teachers have the largest proportion of contact hours with students than any other school personnel. Teachers' responsibilities extend beyond content matter instruction to the support and enforcement of school rules and regulations.</p> <p>In order to achieve educational goals, teachers must:</p> <ol style="list-style-type: none"><li>1. Know all the rules and regulations for student behavior.</li><li>2. Reinforce the discipline code as it relates to the classroom.</li><li>3. Enforce all rules in all areas of the school.</li><li>4. Provide an atmosphere of mutual respect and encourage a positive self-image and sense of self-worth for each student.</li><li>5. Serve in place of the parent/guardian in matters of discipline in accordance with Pennsylvania School Law.</li><li>6. Handle minor student infractions of the discipline code.</li><li>7. Report to the principal any student who threatens his/her own safety or the safety of others or who seriously interferes with the educational process.</li><li>8. Develop a cooperative relationship with parents/guardians and students.</li></ol> <p><u>Principal Responsibilities</u></p> <p>Principals assume total responsibility for the orderly operation of the schools. The building principal must:</p> <ol style="list-style-type: none"><li>1. Know all the rules and regulations for student behavior.</li><li>2. Provide a climate of mutual respect and assume responsibility for dissemination and enforcement of the discipline code.</li><li>3. Be available to teachers, parents/guardians and students in order to resolve discipline problems.</li><li>4. Provide orientation and in-service programs on student discipline.</li></ol> <p><u>Central Administration And Board Responsibilities</u></p>
---------	--

As the educational leaders and policy makers, the Board and the Central Office Administration must:

1. Maintain an atmosphere of openness and mutual respect.
2. Develop, implement and maintain an appropriate discipline code.
3. Provide a safe and secure environment for all members of the school community.

The Superintendent shall promulgate rules and regulations to implement Board policy for student conduct.

The Superintendent or designee shall publish and provide to all staff, students and parents/guardians the rules for student behavior contained in the Code of Student Conduct and the sanctions, which may be imposed for violations of those rules. A copy of the Code shall be made available in each school.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff members and other employees of this Board having authority over students shall have the authority to take reasonable actions necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

References:

School Code – 24 P.S. Sec. 510, 1317, 1318

State Board of Education Regulations – 22 PA Code Sec. 12.1 et seq., 12.3, 403.1

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 7114

Board Policy – 103, 122, 123, 218.1, 218.2, 218.3, 220, 222, 225, 226, 227, 233, 235, 247, 810, 815

# EAST ALLEGHENY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: October 9, 2000

REVISED: September 2, 2014

221. DRESS AND GROOMING	
1. Purpose	The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.
2. Authority SC 1317.3 Title 22 Sec. 12.11	The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices affect the educational program of the schools or the health and safety of others.
SC 1317.3	The Board has the authority to impose limitations on students' dress in school.
Title 22 Sec. 12.11	Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
3. Delegation of Responsibility	The Board authorizes the administration to designate which types of dress or appearance disrupt or detract from the educational programs.
Pol. 325, 425, 525	Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.
Title 22 Sec. 12.11	The Superintendent shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.
4. Guidelines	Student dress and personal appearance must be of such character so as not to disrupt or distract from the education environment of the school. Any form of dress or appearance so determined to diminish instructional effectiveness or discipline control by teachers is prohibited.



The following guidelines shall apply to student dress and grooming:

1. The district shall require the wearing of shoes. Slippers, flip flops or any type of rubber shoes, which do not offer sanitary or safety protection, are not permitted. The administration has the right to define when the apparel is not appropriate and disrupts the educational setting. Students are not permitted to wear various styles of shoes or sandals, including flip flops and sandals, in certain classes, such as industrial arts, ~~or physical education or during a science lab,~~ where there is a chance for injury. Students who insist on wearing flip flops or sandals to a class in which they are not permitted, will not be permitted to participate in the class and will receive a zero on work assigned that day. **The administration may prohibit any footwear at their discretion.** Parents and students take full responsibility for any injury occurred as a result of an improper shoe or sandal. Slippers are not permitted. ~~High School Only – In some cases, flip-flops~~ Flip-flops are ~~may be~~ permitted.
2. Pants with belt loops shall be worn with a belt that is properly fastened. Pants shall be worn so that the waistband is worn at the waist and not below the waist. Sagging pants are not permitted.
3. Undergarments shall not be exposed under any attire. Midriff or upper chest ~~should~~ **shall** not be exposed.
4. The district prohibits the use of cane/cane-like items unless approved by the nurse for medical reasons.
5. The district prohibits the wearing of any apparel that may constitute a threat to the health, safety or welfare of students.
6. All shirts and tops ~~must~~ **shall** have a sleeve. Blouses and shirts must be buttoned. Bare midriffs and bare backs are not permitted. Tank tops, spaghetti string tops and sleeveless shirts are not permitted. ~~The administration has the right to define when the apparel is not appropriate~~ **if they are deemed inappropriate by the administration and** disrupts the educational setting. Unacceptable shirts include but are not limited to undershirts (white tank tops), tube tops, mesh shirts, see-through shirts and halter tops. The administration may prohibit any clothing at their discretion.
7. All shorts, culottes, skirts and dresses ~~must~~ **shall** be finger-tip length or no more than 4" above the knee. The administration may prohibit any clothing at their discretion. Any school approved sports uniform may be permitted.

8. Spandex or skin tight outfits (i.e. leggings or similar) of any type or material are not permitted if they are deemed inappropriate by the administration or disrupts the educational setting. The administration may prohibit any clothing at their discretion. The Administration has the right to define when the apparel is not appropriate and disrupts the educational setting.
9. Coats, jackets, or garments designed for protection from outdoor weather are not to be worn in school during the school day.
10. The district prohibits the wearing of hats, caps, hoods or other head coverings inside the building. The carrying of hats or caps in the building is not permitted. They must be placed in a locker upon arrival. Sunglasses are not permitted indoors. If a student enters the building wearing a hat, the student will be asked to remove the hat. This will be documented and repeat offenses of wearing the hat will result in the hat being confiscated.
11. The wearing of bandannas or handkerchiefs on heads, around necks, hanging out of pockets or tied to any part of the body is prohibited.
12. The district prohibits the display of slogans or advertising on clothing which by their controversial or obscene nature disrupts the educational setting or is sexual in nature and offensive. Clothing advertising alcohol, tobacco, or drugs may not be worn. Clothing with suggestive, double-meaning, or derogatory pictures or phrases will not be permitted (ex. the frowning snowman).
13. The wearing of torn, ripped or frayed clothing above the knee is prohibited if skin is **showing 4" above the knee**. This applies to clothes that are designed to have holes and rips above the knee, as well as clothes that are ripped and worn through age and use. **Undergarments should not be visible**. The administration may prohibit any clothing at their discretion.
14. All shirts must be so long as to come to the waist and all pants must be worn up to the waist. **Bare midriffs are not permitted**.
15. Jewelry and chains that constitute a hazard are to be removed or they will be confiscated. Jewelry, chains, belts or bracelets with metal spikes, and dog collars cannot be worn. If these items are worn, they will be confiscated.
16. Pajamas, pajama pants, and other forms of sleepwear are not permitted to be worn to school.
17. Any part of a student's dress that is disruptive to the educational environment

will not be permitted.

Discipline – Minor Offenses - Dress Code Violations

	Green Valley	Logan PK-6	JSHS 7-12 High School
1 <sup>st</sup> Offense	<del>Loss of classroom privileges from 1-3 days as per teacher *</del>	Loss of classroom privileges from 1-3 days as per teacher *	Verbal reprimand
2 <sup>nd</sup> Offense	<del>2 days Detention *</del>	2 days Detention *	1 day of Detention
3 <sup>rd</sup> Offense	<del>3 days Detention *</del>	3 days Detention *	3 days Detention *
4 <sup>th</sup> Offense	<del>1 day OSS *</del>	1 day OSS *	1 days ABC *
5 <sup>th</sup> Offense	<del>3 days OSS *</del>	3 days OSS *	2 days ABC *
6 <sup>th</sup> Offense	<del>5 days OSS *</del>	5 days OSS *	3 days ABC *
7 <sup>th</sup> Offense	<del>10 days OSS *</del>	10 days OSS *	1 day OSS *
8 <sup>th</sup> Offense			3 days OSS *
9 <sup>th</sup> Offense			5 days OSS *

Gang-Related Attire

The administration and Board desires to keep the district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use or disruptive behavior. The administration and Board therefore prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group.

The East Allegheny School District has a zero tolerance on gangs and gang attire. The East Allegheny School District also has a zero tolerance for student-initiated groups or cliques that intimidate others and advertise said groups on shirts, hats, book bags or other clothes. Any student group that wishes to wear shirts for a student event, such as the Powder Puff game, Homecoming, Band, or other activities, must have permission from the administration to wear such shirts to school. Students may not wear shirts, hats or bring book bags that have self-made writing on them that promotes student cliques, outside personal events of students, or memorializes students. Students who wear such shirts, hats, sweats, book bags, and other clothing to school will be sent to the office. The students will be made to change the outfit, and the offending article of clothing will be confiscated. Parents/Guardians will be notified.

<p>Pol. 233</p>	<p>Student refusal to adhere to the dress code policy will result in suspension from school. Students may not return to school from said suspension unless accompanied by a parent/guardian.</p> <p>These guidelines shall be applied at the principal's discretion as the need for it arises at individual school sites.</p> <p>Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the principal(s) or his/her designee.</p> <p>Disciplinary problems shall be handled as individual problems and not labeled as gang problems.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1317.3</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.11</p> <p>Board Policy – 325, 425, 525</p>
-----------------	---

# EAST ALLEGHENY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELECTRONIC DEVICES

ADOPTED: October 9, 2000

REVISED: September 2, 2014

237. ELECTRONIC DEVICES	
<p>1. Authority SC 1317.1</p> <p>Pol. 815</p>	<p>The Board prohibits <b>possession of</b> laser pointers and attachments by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.</p> <p>In addition, the Board prohibits <b>possession and use</b> by students of any device that provides for a wireless, unfiltered connection to the Internet <b>during instructional periods and according to other guidelines provided in the remainder of this policy.</b></p> <p><b>The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.</b></p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.</p>
<p>3. Guidelines Pol. 218, 233</p>	<p>Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.</p> <p>Except where noted further in this policy, the confiscated item shall not be returned until a conference has been held with a parent/guardian.</p> <p><u>Exceptions</u></p>
<p>SC 1317.1</p>	<p>With prior administrative approval, the electronic devices prohibition shall not apply in the following cases:</p> <ol style="list-style-type: none"> <li>1. A student who is a member of a volunteer fire company, ambulance or rescue squad.</li> <li>2. A student who has a need for such a device due to the medical condition of an immediate family member.</li> <li>3. Other reasons determined appropriate by the building principal such as a student planning to attend an after school-sponsored activity.</li> </ol>

Other Provisions

~~GREEN VALLEY PRIMARY SCHOOL:~~

~~The following are **NEVER PERMITTED IN SCHOOL, ON THE BUS OR IN A STUDENT BACK PACK:** CD players, Walkmans, i pods or MP3 player, CELL PHONES, radios, electronic games of any type (including hand-held), dolls, toys, ANY TYPE OF TRADING CARDS, cameras, or non-educational items. Parents are encouraged to help students understand the necessity of these regulations (please see page 29 under Minor Offenses). Any non-instructional items brought to school will be confiscated and a parent will need to pick them up from the office.~~

~~\*Headphones are not permitted in school. The wearing of headphones/earphones worn around the neck, ears, or head area will constitute a violation of this school rule. All electronic devices are banned from Green Valley as per Policy.~~

LOGAN ~~MIDDLE~~ ELEMENTARY SCHOOL –

Students are permitted to bring electronic devices to school upon approval by the building principal. The District shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school. All electronic devices must be kept concealed and off throughout the day. The use of the electronic device to record a video or take a picture of anyone is prohibited in the school, on the bus or at the bus stop as well as during the time it takes for a student to walk to and from their home to the bus stop. The District reserves the right to monitor, inspect, copy and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred. Failure to abide by these guidelines will result in discipline as per school policy (Policy #218, Minor Offenses – Possession of Non-Instructional Items).

JUNIOR/SENIOR HIGH SCHOOL ONLY –

*Electronic devices/cell phones/PDAs –*

**Students are only permitted to use** Electronic Devices/Cell Phones/PDA's/MP3/iPod, tablets and e-Readers during breakfast and lunch. These devices are not permitted at any other time during the school day from the point of entering the building until 2:21 p.m. NO CELL PHONES ARE PERMITTED DURING ANY/ALL KEYSTONE EXAMS ASSESSMENTS OR ANY OTHER TESTING ENVIRONMENT! Any student using one of the above-named devices **or any other electronic device or accessory other than the areas/times listed above will have a referral written up and turned into the office.** The following disciplinary actions will be applied:

**Administration/Principals/Teachers have the discretion as to where, when and if any electronic device may be used.**

	<b>JSHS High School</b> Consequences
1st Offense	1 day ABC./B.R.R. – No school activities/functions for 1 week.
2nd Offense	3 days ABC/B.R.R. – No school activities/functions for 2 weeks.
3rd Offense	1 day OSS – No school functions for 45 consecutive school days.
4th Offense	2 days OSS – No school functions for the remainder of the school year. This constitutes all school related functions (homecoming activities, Christmas dance, prom, practices and athletics).

**\* Headphones are not permitted in the East Allegheny JSHS High School. The wearing of headphones/earphones worn around the neck, ears, or head area will constitute a violation of this school rule. All electronic devices are banned from East Allegheny High School per policy.**

**ALTERNATIVE BEHAVIOR CLASSROOM (A.B.C.)** - In order to keep students on task and in school, while at the same time enforcing school discipline policy, the Alternative Behavior Classroom Program has been established.

**BEHAVIOR REINFORCEMENT ROOM (B.R.R.)** -EA High JSHS School- Special needs students who are having behavioral difficulties and who are not complying with their I.E.P plans or responding to behavioral modification techniques, will be assigned to the Behavior Reinforcement Room by their special needs teacher or by an administrator. While in the Behavior Reinforcement Room, the student will continue to work on school assignments and will also work to improve behavior.

**OUT-OF-SCHOOL SUSPENSION**—Students may be suspended from school for a period of one to ten days, depending on the severity of the infraction. Students who show up to school on days they are suspended will receive additional days of suspension and may be cited for trespassing.

<p>Pol. 113</p>	<p><b><u>JSHS AND LOGAN ELEMENTARY:</u></b></p> <p><b>INAPPROPRIATE PHOTOS/VIDEOS</b></p> <p>The use of the electronic device to record a video or take a picture of anyone is prohibited in the school, on the bus or at the bus stop as well as the time it takes for a student to walk to and from their home to the bus stop. The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred. Failure to abide by these guidelines will result in discipline as per school policy.</p> <p>Students who use a camera or cell phone to take inappropriate photos or videos of another student, teacher, administrator, support staff member, security personnel or any other persons with or without that person's knowledge and/or distribute those photos to others will receive 10 days O.S.S., notification to proper authorities and referral to the Superintendent for expulsion procedures. (School Board Code 218)</p> <p><b>TEXT MESSAGING</b> - Students who are found to be using cell phones to text message threats or obscene material to other students during the school day will be suspended for five (5) days and the police will be notified.</p> <p>Cellular telephones that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee.</p> <p>Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.</p> <p>Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317.1</p> <p>Board Policy – 113, 122, 123, 218, 233, 815</p>
-----------------	---