

**East Allegheny  
Junior/Senior High School**



**Student Handbook &  
Code of Conduct**

**2024 - 2025**

# Table of Contents

<b>District Information.....</b>	<b>5</b>
Mission Statement.....	5
Vision Statement.....	5
Central Office Administration and Staff.....	5
School Board of Directors.....	6
Board Policies.....	6
Disclaimer.....	6
Delays and Closings/Emergency Updates.....	6
2024-2025 District Calendar.....	7
<b>District Notices of Parent/Student Rights.....</b>	<b>8</b>
Notification of Rights Under FERPA for Elementary and Secondary Schools.....	8
Annual Notice.....	9
McKinney Vento Homeless Information.....	10
Notice of Nondiscrimination.....	11
Federal Programs.....	11
<b>Junior/Senior High School Staff &amp; Schedules.....</b>	<b>12</b>
Principals and Office Staff.....	12
School Counseling Department.....	12
High School Principal's Message.....	13
Middle School Principal's Message.....	14
Faculty & Staff List.....	15
Regular Bell Schedule.....	16
2 Hour Delay & Early Dismissal Schedules.....	17
Activity/Assembly Schedule.....	18
<b>Transportation.....</b>	<b>19</b>
Bus Expectations.....	19
Leaving the Bus Stop.....	20
<b>Enrollment in School.....</b>	<b>20</b>
Registration.....	20
Transferring or Withdrawal from School.....	20
<b>Student Records &amp; Information.....</b>	<b>20</b>
Alma (Student Information System).....	20
Updating of Contact & Health Information.....	21
Photo Release.....	21
Communicating with Teachers & Staff.....	21
<b>Safety &amp; Security.....</b>	<b>22</b>
Bullying & Cyberbullying.....	22
Fire & Emergency Drills.....	22
Metal Detectors.....	22
Prohibited Items.....	23
Safe2Say Something.....	23

Threats.....	24
Threat Assessment Team.....	24
Visitor Screening.....	24
Restricted Public Use of School Buildings.....	24
<b>Student Health.....</b>	<b>25</b>
Required Immunizations.....	25
Control of Communicable Diseases.....	26
Illness and Injury.....	26
Accident Insurance.....	26
Food Allergies.....	26
Medication Policy.....	27
School Health Exams.....	28
<b>Student Wellness (Social, Emotional, Behavioral).....</b>	<b>29</b>
Multi-Tiered Systems of Support (MTSS).....	29
Exceptional Children’s Program.....	29
School Counseling Services.....	30
Partnering Agencies.....	30
<b>Student Attendance.....</b>	<b>31</b>
Attendance Expectations.....	31
Educational Tours and Trips.....	31
Excused Absences.....	32
Written Excuses for Absences.....	33
Unexcused/Illegal Absences and Tardies.....	34
Make-Up Work.....	34
Truancy, School Code, & Citations.....	35
Consequences for Poor Attendance.....	35
Accumulated Absences.....	35
Half-Day Absences.....	36
Full-Day Absences.....	36
Early Dismissals.....	36
Take Your Child To Work Day.....	37
Field Trips & Extra-Curricular Activities.....	37
Homebound Instruction.....	37
Missing Work Requests.....	37
<b>Student Academics.....</b>	<b>38</b>
Grading Scale.....	38
Grade Averaging.....	38
Grade Classifications.....	38
Honor Roll.....	38
Retention of Students (Grades 7 - 8).....	39
Retention of Students (Grades 9 - 12).....	39
Credit Recovery.....	39

Scheduling.....	40
Parent Waivers.....	41
Honors Classes.....	41
Advanced Placement Classes.....	41
Science Safety Contracts.....	41
Physical Education Expectations.....	41
Standardized Assessments.....	43
PSSA, Keystone, and AP Testing Windows.....	43
SAT Testing.....	43
Graduation Requirements for Seniors.....	43
Act 158: Pennsylvania Pathways to Graduation.....	45
<b>Student Behavior Expectations &amp; Code of Conduct.....</b>	<b>49</b>
Student Discipline Policy.....	49
Progressive Disciplinary Consequences & Interventions.....	50
Class Attendance.....	53
Self-Reporting “Safe Haven”.....	53
Off Campus Activities.....	53
Guidelines & Jurisdiction.....	54
Citations.....	54
Drug & Alcohol Use Policy.....	54
Weapons Policy.....	55
Fighting / Physical Assault Policy.....	56
Cell Phone Policy.....	56
Use of Cell Phones and Personal Technology in School: Grades 9-12.....	56
Inappropriate photos or videos.....	57
Text Messaging.....	57
Internet Policy.....	58
Care of Chromebooks, Technology, & District Property.....	58
Unlawful Use of a Computer.....	58
Hazing Policy.....	59
Bus Offenses.....	59
Dress Code.....	59
<b>Student Athletics &amp; Activities.....</b>	<b>62</b>
Eligibility.....	62
Attending Extra-Curricular Activities.....	62
Music Department Trips.....	62
<b>Student Access and Privileges.....</b>	<b>63</b>
Office Visits.....	63
Work Permits.....	63
High School Dances.....	63
Student Parking.....	64

## District Information

### Mission Statement

The mission of the East Allegheny School District is to recognize that each student is unique and that through cooperation with parents, community, and schools, each student will have opportunities to achieve individual educational success within District financial restraints.

### Vision Statement

The East Allegheny School District, in partnership with families and the community, responsibly engages, inspires, and prepares each student for individual success, citizenship, and life in the 21<sup>st</sup> century.

### Central Office Administration and Staff

Superintendent	Mr. Joseph DiLucente
Executive Assistant to the Superintendent/HR Director	Ms. Jamie Morgan, Ext 4158
Assistant Superintendent	Mr. Alex Novickoff
Business Manager, Transportation Director	Ms. Toni Valicenti, Ext 4157
Director of Pupil Services/ Jr. High Principal	Mr. Mark Draskovich, Ext 1250
Director of Special Education	Ms. Jennifer Costello, Ext 1502
Special Education Secretary	Mrs. Deanna Holby, Ext 1502
School Psychologist	Ms. Christie Paradine, Ext 4153
Automated Systems Coordinator	Mr. Jeffrey Mathews, Ext 4167
Tech Assistant, Assessment/Data Analysis Coordinator	Mr. Alex Eichler, Ext 3504
Food Service Director	Ms. Ardela Wolfe, Ext 4164
Athletic Director	Mr. Dave Loya, Ext 1005
Maintenance Supervisor	Mr. Darryl Dukic, Ext 4181
Payroll Secretary	Ms. Amy Rohal, Ext 4160
Bookkeeper	Mrs. Andrea Rzepniak, Ext 4162
Accounts Payable/District Registrar	Mrs. Kristen Wagner, Ext 4150

## School Board of Directors

The Regular School Board of Directors meeting is held the second Monday of each month, unless otherwise indicated. The meeting begins at 7:00 p.m. in the District Office Board Room. Meetings are live-streamed and archived on the district's [YouTube](#) channel.

<b>Board President:</b>	Mr. John Savinda
<b>Board Vice President:</b>	Miss Tisha Thomas
<b>Board Treasurer:</b>	Mr. Erik Meredith
<b>Board Secretary:</b>	Ms. Toni Valicenti

### School Board Members

Ms. Shannon Basa-Sabol  
Ms. Macey Kinard  
Mr. Merle Pusey  
Mr. Robert Trout  
Mr. George Yusko  
Mr. Dan Ziober

## Board Policies

A complete list of board policies is located on the EASD website, [www.eawildcats.net](http://www.eawildcats.net) or upon request. If policies are revised during the school year, updates can be found on the website. The following policies are policies pertinent to Junior Senior High School. Other policies may be utilized as needed. Additional policies are located on the district's website.

## Disclaimer

The items listed in this handbook are subject to change. Activities, events, policies, criteria, and guidelines listed are correct, to the best of our knowledge, at the time of printing and approval.

## Delays and Closings/Emergency Updates

Updated information regarding delays/closing and emergency situations will be posted as soon as information is known on the District website, [www.eawildcats.net](http://www.eawildcats.net), posted publicly on news stations: KDKA, WTAE, and WPXI and shared via communication system directly to parents/guardians registered with the District.

***\*To receive automated updates, please be sure that an accurate phone and email is always on file with the school district.***

# 2024-2025 District Calendar

NOTES REVISE/APPROVED 5/13/2024

2024-2025							August 20, 2024 student first day																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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## **District Notices of Parent/Student Rights**

### **Notification of Rights Under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School Official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**



## Annual Notice

East Allegheny School District provides a free, appropriate public education (FAPE) to exceptional students consistent with the Individuals with Disabilities Education Act (IDEA) of 2004 (P.L.108- 446). To qualify as an exceptional student, the child must be of school-age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities: autism, deaf-blindness, emotional disturbance, hearing impairment including deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment including blindness, and in the case of a child that is of preschool age, developmental delay. Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control (CDC) website at [cdc.gov](http://cdc.gov). For additional information regarding the signs of developmental delays or other disabilities, please contact the School Psychologist on 412.824.6053 x 3150.

- Identification procedures ensure eligible students receive an appropriate program consisting of individualized special education and related services. At no cost to the parents, these services are provided in compliance with state and federal law and planned to ensure meaningful educational benefit and student progress.
- To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities may include hearing, vision, physical and speech/language screening; a review of group-based data (cumulative academic records, ability and achievement test scores, enrollment records, report cards, and health records); and a review by the building-level team. When screening results suggest that a student may need special education services, East Allegheny School District will, with parental consent, conduct an evaluation. Parents who suspect their child may need special education services may also submit a written request for an evaluation to the school principal. Services designed to meet the needs of exceptional students include: a timely evaluation and the annual development of an Individualized Education Program (IEP). Parents are an integral part of the IEP process and should be present at IEP meetings. East Allegheny School District will make every effort to ensure parent participation.
- The extent of special education services and the location for the delivery of those services are determined by the IEP team and based on student's identified needs and abilities. Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The district also provides supplementary aids and services, such as transportation, physical therapy and occupational therapy, as necessary for the student to benefit from the special education program. Parents may obtain additional information about special education services and programs and parental due process rights by contacting the child's school principal or the Special Education Office at 412-824-8012.

## McKinney Vento Homeless Information

### **Educating Children and Youth Experiencing Homelessness - Board Policy 251**

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

**Who is considered homeless**—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

**Where can students experiencing homelessness attend school?**—The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

**What supports can school districts provide to homeless students?**—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring, assistance to participate in school activities, sports, club, etc.

**Homeless Dispute Process**—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

**What if I think that I am eligible for services under McKinney Vento?**— Reach out to our Homeless Liaison, Mr. Mark Draskovich.. She can be reached at [mdraskovich@eawildcats.net](mailto:mdraskovich@eawildcats.net) or 412-824-9700 x 1250.

For more information see the [Basic Education Circular \(BEC\)](#) regarding education of homeless youth in Pennsylvania, the [general guide](#), or the [EA Student Services](#) page.

### **Notice of Nondiscrimination**

The East Allegheny School District does not discriminate based on race, color, national origin, sex, or handicap in its programs and activities. The following position has been designated to receive and review any inquiry regarding the nondiscrimination policies or Title IX:

Mark Draskovich  
Director of Pupil Services  
1150 Jacks Run Road  
North Versailles, PA 15137  
(412) 824-8012 x 1250

### **Federal Programs**

The East Allegheny School District provides educational opportunities for students through the implementation of federally funded Title I Programs. Title I funded, Parent Resources are available in each building to show parents how to help their children with reading and math skills.

Starting in 2024-2025, East Allegheny will be utilizing the Schoolwide Approach for Title I services, which expands all Title I services in reading and math to students in the district.

- [Title I LEA Parent and Family Engagement Plan III](#)

## Junior/Senior High School Staff & Schedules

### Principals and Office Staff

Principal, Grades 9-12

Principal, Grades 7-8

Assistant Principal, Grades 7-12

Jr/Sr High School/Federal Programs Secretary

Attendance Secretary

Data Secretary

Mr. R.J. Long, Ext 4182

Mr. Mark Draskovich, Ext 1250

Mr. Brian Ferek, Ext 1855

Mrs. Lisa Piccini, Ext 1000

Ms. Ruth Gibson, Ext 1001

Mrs. Kristen Keleschenyi, Ext 1008

### School Counseling Department

Sr. High School Counselor, Grades 10-12

Jr. High School Counselor, Grades 7-9

Jr/Sr High School Counselor's Secretary

Ms. Emilia Mattucci, Ext 1501

Mr. Joseph Pedulla, Ext. 1006

Mrs. Lydia Marcoz, Ext. 1500

All staff emails follow the format:

Their first initial, followed by their full last name [@eawildcats.net](mailto:jdoe@eawildcats.net)

ex: John Doe: [jdoe@eawildcats.net](mailto:jdoe@eawildcats.net)

## High School Principal's Message

Welcome to the new school year at East Allegheny High School! It is with great excitement and a deep sense of responsibility that I introduce myself as your new principal. I am honored to join a community with such a rich history of academic excellence, spirited involvement, and a commitment to nurturing the potential of every student.

At East Allegheny High School, we believe that the foundation of a successful educational experience is built on trust, strong relationships, and a relentless focus on student success. Partnership between students, parents, and the school is essential, and I look forward to working with you to support students' success. As we embark on this journey together, I want to share my vision for our school and the guiding principles that will shape our work.

- **Building Trust:** Trust is the cornerstone of any thriving community. It is essential that we foster an environment where students, parents, and staff feel safe, respected, and valued. Open communication, transparency, and consistency will be at the heart of our interactions. I encourage you to share your thoughts, concerns, and ideas with us, as your voice is vital in creating a school climate where everyone can flourish.
- **Cultivating Relationships:** Relationships are the bedrock of our school's culture. Strong connections between students, teachers, and families enhance the learning experience and contribute to a sense of belonging. We are committed to creating opportunities for meaningful engagement and collaboration. Whether through academic support, extracurricular activities, or community events, we aim to build lasting relationships that support the holistic development of our students.
- **Developing the Whole Student:** Our primary goal is to ensure that every student achieves their highest potential. We are dedicated to providing a rigorous and relevant curriculum that challenges and inspires. Our talented and caring staff will work tirelessly to support each student's academic, social, emotional, and behavioral growth. We will celebrate successes, learn from challenges, and continually strive for improvement.

As we begin this school year, I invite you to join us in creating an inclusive, supportive, and dynamic school environment. Please contact me with any questions, as I'm here to help in any way I can! Together, we can make East Allegheny High School a place where every student feels empowered to explore their interests, pursue their passions, and achieve their dreams.

Sincerely,



Mr. R.J. Long  
High School Principal

## Middle School Principal's Message

Welcome to the new school year. The middle school program is specifically designed to meet the educational, social, and emotional needs of today's young adolescents. Recognizing that every student is unique, this instructional staff is committed to providing each child with educational opportunities that are rigorous, relevant, and engaging. We will bolster our programming with academic support designed to generate successful outcomes in all subject areas. We want our students to experience activities that are supported, meaningful and meet the needs of the 21<sup>st</sup> century learner. We urge each student to strive for academic success and to take responsibility for their learning. You must develop your skill sets to realize your true capabilities. We offer activities in the arts, sports, music, and other areas of interest that can offer every child a well-rounded educational experience. We will provide an environment that is nurturing and safe for all. We ask that our parents be active and totally involved in your child's education. You are important and we value your input. Welcome to the community and we wish all an outstanding school experience.

The School Board, administration, teachers and support staff work together to ensure exemplary academic and social growth of the students in our school district. In addition, students are encouraged to participate in non-academic activities such as sports, music, art and dramatic activities that provide opportunities for personal achievement, growth of self-esteem and the development of pride in our schools. The role of the parents in the personal and educational growth of the children cannot be minimized. District personnel and parents need to work together, be proud of our schools, and support each other to meet the challenge of educating children for society today. As in any society, there are policies, procedures, and expectations for everyone to follow in order to create an atmosphere that is safe and conducive to learning. With student rights there are also student responsibilities; therefore, parents are urged to closely read this handbook and discuss the contents with their children. If additional information is needed or there is a particular concern, contact your teachers, counselors, or administrator by calling or coming to the school office.

Working together throughout the school year as "partners" will ensure achieving our goals.

Sincerely,



Mr. Mark Draskovich  
Junior High Principal

## **Faculty & Staff List**

Will be included when finalized



## Regular Bell Schedule

Bell Schedule Pride Period 1	
Junior High School Bell Schedule	
Breakfast	7:20am
Warning Bell	7:38am
Wildcat Pride	7:40am-8:04am
Period 1	8:08-8:53am
Period 2	8:57-9:42am
Period 3	9:46- 10:31am
Lunch A	10:35-11:05am
Period 4B	11:09-11:54am
Period 5C	11:58-12:43pm
Period 6	12:47 - 1:32pm
Period 7	1:36 - 2:21pm
Senior High Bell Schedule Lunch B	
Breakfast	7:20 AM
Warning Bell	7:38 AM
Wildcat Pride	7:40am-8:04am
Period 1	8:08-8:53am
Period 2	8:57-9:42am
Period 3	9:46- 10:31am
Period 4A	10:35-11:20am
Lunch B	11:24-11:54am
Period 5C	11:58-12:43pm
Period 6	12:47-1:32pm
Period 7	1:36-2:21pm
Senior High Bell Schedule - Lunch C	
Breakfast	7:20 AM
Warning Bell	7:38 AM
Wildcat Pride	7:40am-8:04am
Period 1	8:08-8:53am
Period 2	8:57-9:42am
Period 3	9:46- 10:31am
Period 4A	10:35-11:20am
Period 5B	11:24-12:09am
Lunch C	12:13-12:43pm
Period 6	12:47-1:32pm
Period 7	1:36-2:21pm

## 2 Hour Delay & Early Dismissal Schedules

**\*\*No Pride Period with Early Dismissal or 2-Hour Delay Schedules\*\***

Early Dismissal Schedule		2-hour Delay Schedule	
Junior High Bell Schedule - Lunch A		Junior High Bell Schedule - Lunch A	
Breakfast	7:20am	Breakfast	9:20 AM
Warning Bell	7:38am	Warning Bell	9:38 AM
Period 1	7:40-8:12am	Period 1	9:40-10:12am
Period 2	8:16-8:48am	Period 2	10:16-10:48am
Period 3	8:52- 9:24am	Period 3	10:52- 11:24am
Lunch A	9:28-9:59am	Lunch A	11:28-11:59am
Period 4B	10:03-10:34am	Period 4B	12:03-12:34pm
Period 5C	10:38-11:09am	Period 5C	12:38-1:09pm
Period 6	11:13-11:45pm	Period 6	1:13-1:45pm
Period 7	11:49-12:21pm	Period 7	1:49-2:21pm
Senior High Bell Schedule - Lunch B		Senior High Bell Schedule - Lunch B	
Breakfast	7:20am	Breakfast	9:20 AM
Warning Bell	7:38am	Warning Bell	9:38 AM
Period 1	7:40-8:12am	Period 1	9:40-10:12am
Period 2	8:16-8:48am	Period 2	10:16-10:48am
Period 3	8:52- 9:24am	Period 3	10:52- 11:24am
Period 4A	9:28-9:59am	Period 4A	11:28-11:59am
Lunch B	10:03-10:34am	Lunch B	12:03-12:34pm
Period 5C	10:38-11:09am	Period 5C	12:38-1:09pm
Period 6	11:13-11:45pm	Period 6	1:13-1:45pm
Period 7	11:49-12:21pm	Period 7	1:49-2:21pm
Senior High Bell Schedule - Lunch C		Senior High Bell Schedule - Lunch C	
Breakfast	7:20am	Breakfast	9:20 AM
Warning Bell	7:38am	Warning Bell	9:38 AM
Period 1	7:40-8:12am	Period 1	9:40-10:12am
Period 2	8:16-8:48am	Period 2	10:16-10:48am
Period 3	8:52- 9:24am	Period 3	10:52- 11:24am
Period 4A	9:28-9:59am	Period 4A	11:28-11:59am
Period 5B	10:03-10:34am	Period 5B	12:03-12:34pm
Lunch C	10:38-11:09am	Lunch C	12:38-1:09pm
Period 6	11:13-11:45pm	Period 6	1:13-1:45pm
Period 7	11:49-12:21pm	Period 7	1:49-2:21pm

## Activity/Assembly Schedule

**\*\*No Pride Period with Early Dismissal or 2-Hour Delay Schedules\*\***

<b>Activity/Assembly Schedule</b>	
<b>Junior High Bell Schedule - Lunch A</b>	
Breakfast	7:20am
Warning Bell	7:38am
Period 1	7:40-8:22am
Period 2	8:26-9:08am
Period 3	9:12- 9:54am
Lunch A	9:58-10:28am
Period 4B	10:32-11:14am
Period 5C	11:18-12:00pm
Period 6	12:04-12:46pm
Period 7	12:50-1:32pm
ACTIVITY	1:36-2:21pm
<b>Senior High Bell Schedule - Lunch B</b>	
Breakfast	7:20am
Warning Bell	7:38am
Period 1	7:40-8:22am
Period 2	8:26-9:08am
Period 3	9:12- 9:54am
Period 4A	9:58-10:40am
Lunch B	10:44-11:14am
Period 5C	11:18-12:00pm
Period 6	12:04-12:46pm
Period 7	12:50-1:32pm
ACTIVITY	1:36-2:21pm
<b>Senior High Bell Schedule - Lunch C</b>	
Breakfast	7:20am
Warning Bell	7:38am
Period 1	7:40-8:22am
Period 2	8:26-9:08am
Period 3	9:12- 9:54am
Period 4A	9:58-10:40am
Period 5B	10:44-11:26am
Lunch C	11:30-12:00pm
Period 6	12:04-12:46pm
Period 7	12:50-1:32pm
ACTIVITY	1:36-2:21pm

## Transportation

East Allegheny School District has a contract with Allegheny Transportation Services (ATS) for student transportation. Please, contact the ATS directly for transportation needs/questions at 412-349-8737. [Bus schedules are posted on our website's transportation page.](#)

- Manager: Mrs. Vicky McClain [vmmclain@alleghenytransport.net](mailto:vmmclain@alleghenytransport.net)
- Dispatcher: Ms. Lisa Patella [lpatella@alleghenytransport.net](mailto:lpatella@alleghenytransport.net)

All students will be transported to and from school by bus unless the district is adequately notified otherwise. Students are to ride on the bus assigned to them by ATS and get on and off the bus at their designated stop. If you would like your child to be a walker, please send a letter to the school giving this permission. Students are not permitted to ride an unassigned school bus on a temporary basis unless an emergency exists and the school has granted approval. Students are not permitted to change buses without permission from the District Office.

### Bus Expectations

Safety is the prime concern of everyone. It is important that you and your child review the bus regulations as prescribed by the Bureau of Traffic Safety and the East Allegheny School District. 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, all reports from the bus driver will be handled in a complete and serious manner.

1. Bus riders are to be at their scheduled bus stop five minutes before the bus is due.
2. Bus riders **MUST** follow the driver's directions the first time given.
3. Bus seats are assigned by the driver and must be occupied until permission is given by the driver or school personnel to make any changes.
4. Bus riders must remain in their seats facing forward while the bus is in motion.
5. Bus riders must use appropriate voices, language and gestures,
6. Bus riders must treat others and their property with kindness and courtesy.
7. Any person willfully damaging a bus will be held responsible for any such actions.
8. Bus behavior infractions carry the same penalties as school infractions.
9. Students are only permitted to ride their assigned buses home and get off at his/her designated stop. Failure to adhere to this procedure will result in consequences as per the District Discipline Policy 218.

\*Failure to adhere to these procedures will result in disciplinary action. \*Fighting on the bus and/or at the bus stop is a major offense & will be addressed as per the Discipline Policy.

## **Leaving the Bus Stop**

If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the pupil is expected to wait for the bus at least one-half (1/2) hour in inclement weather and one (1) hour in fair weather. If the pupil leaves the bus stop, the pupil is to return to his/her home so that he/she can be contacted by the school if need be. Failure to be at home will result in an unexcused absence.

## **Enrollment in School**

### **Registration**

New student registration will take place via the Alma student information system. Registration will be managed centrally at the District Office.

- Please contact Ms. Kristin Wagner, 412.824.8012 Ext 4150 to make a registration appointment.
- Registration of new students requires documentation of residency within the district.
- Students attending charter, private or parochial schools requesting transportation must complete and submit a hardcopy "Transportation Registration Packet" also attainable on our website.

### **Transferring or Withdrawal from School**

Transfer requests may be enacted by the parent/guardian only. Once approved, the parent/guardian must sign an official withdrawal form. The student will then obtain the signatures of his/her teachers and must return all books/locks/calculators and pay any fines that may be due. When the withdrawal form is completed, the student will return it to his/her counselor and receive a transfer.

## **Student Records & Information**

### **Alma (Student Information System)**

- The district will be utilizing Alma as our student information system. Through Alma, students and parents will have access to grades and report cards, student attendance, schedule, school calendar, staff directory, fees, complete district forms, get important district notifications and more.
- Parents will be able to view information for all their students in one account without needing to log out of one student and in for another student in a different building. Alma can be accessed through any web browser as well as a smartphone app. Parents/Guardians MUST have an email on file in order to have access to their student(s) accounts.



## **Updating of Contact & Health Information**

- Your child's building office must be notified immediately when there is a change in their contact information. Please be sure if there are changes throughout the year, that those are communicated to their school, via a phone call, email, or Alma update. Everyone permitted to pick up your child from the school must be listed in your child's Alma account as a contact. Early dismissal notes, and phone calls will be verified by a building secretary to ensure their authenticity. Your child's health, safety, and welfare are our highest priority. It is for that reason that we take such precautions.
- Health information must also be updated with the school nurse each year in case of an emergency.
- Nearly all communication from the school is through electronic means; please be vigilant in maintaining their accuracy.

## **Photo Release**

- Students enrolled in the East Allegheny School District may be photographed from time to time by members of the press, and/or District staff. Photos may be shared on the District Facebook page or Instagram. They may also be shared via classroom communication apps and used in the yearbook or school newspaper.
- Images will not be used in any form of paid advertising. Should you wish not to have your child photographed, please contact your child's school building secretary to make this request.

## **Communicating with Teachers & Staff**

If parents wish to speak with a teacher personally, they are encouraged to call the school office and arrange for the teacher to return the call. A note or e-mail is also a convenient way to communicate with your child's teacher. Teachers are expected to return calls within 24 hours. Teacher contact information is also listed on our website.

## **Safety & Security**

### **Bullying & Cyberbullying**

District Policy 249: Bullying/Cyberbullying can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).

Bullying, in any form, will not be tolerated. Violations will be addressed as per The Code of Conduct.

- Treat other students with kindness and respect.
- Don't engage in verbal, relational, physical, or cyberbullying.
- Be aware of and abide by, the school's anti-bullying policies and procedures.
- Support students who have been targeted and encourage them to report the behavior.
- Advocate for a safe space free from harassment and bullying.
- Notify a parent, teacher, or school administrator if you become aware of concerning situations.
- Be a good role model for other students.

### **Fire & Emergency Drills**

Fire and Emergency drills are held to ensure the safety of all children. Pennsylvania State Law requires drills to be conducted in every school building on an average of once a month.

### **Metal Detectors**

Metal detectors have been placed in the buildings to better ensure the safety and security of the students and staff. Students will be required to pass through metal detectors. Any contraband or illegal items that the students may have will be confiscated and the student will be disciplined through the discipline code. If illegal contraband is found in a student's book bag or person, the police and that student's parents will be notified, and appropriate disciplinary action will be taken. Students may or may not receive prior notification that they may have to walk through the metal detectors on a given day.



## Prohibited Items

- Vapes, tobacco, lighters, matches, rolling papers, cigarettes, cigars, pipes
- Marijuana, illegal substances, drug paraphernalia
- Alcohol
- Pills
- Dietary supplements. Dietary powders of any form, Power Drinks
- Laser Pointers
- Weapons of any kind: knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury (see additional Weapons information per policy 218.1)
- Pepper Spray/Mace/Extra-large markers/Spray paint
- Balloons, Masks, Costumes
- Flowers, cakes, cookies, or party goods (without administrative approval)
- Inappropriate Magazines - Prank items
- Chains
- Open Containers, bottles, cartons (including water bottles) – water and other beverages with the manufacturer's seal intact are permitted.
- Empty water bottles are permitted and may be filled at water stations.

Should a student bring any of these items to school, the items will be confiscated and held in the high school until the end of the school day. The police will receive notification of any illegal items that have been brought to school and legal action may be brought against the student for being in possession of the illegal item. Inappropriate, illegal, and/or dangerous prank items will not be returned to the student.

## Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.



Students and/or parents can submit an anonymous tip report through the Safe2SaySomething system <https://www.safe2saypa.org/tip/> or by calling 1-844-SAF2SAY

## Threats

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 all appropriate criminal or civil penalties as well as discipline.

## Threat Assessment Team

Threats made to a student or staff member must be reported immediately to a district administrator. The district now uses a Threat Assessment Team made up of the District Psychologist, Counselor, Administration and other staff as appropriate to properly address and investigate threats.

## Visitor Screening

All visitors to our buildings must sign in at the front office before going anywhere else in the building. Visitors must present a valid ID to be scanned by the RAPTOR system. Visitor passes will be given to visitors and must be always visible. Passes and lanyards are returned when visitors check out. Only the main access door is open from the outside during the day. All doors open from the inside but may not be unlocked from the outside. Periodically, the metal detectors at the entrances will be activated and those entering at that time will be screened.

The security of our students is, mutually, our first concern. However, legitimate visitors are always welcome in our schools. We warmly invite you to visit for conferences, PTO activities, class performances, or other such events.

Should you desire to speak personally with a teacher, please schedule an appointment. Appointments are also suggested to meet with Administrators. A visitor can request a meeting with an administrator upon arrival at the school, but without an appointment, the administrator may not be able to meet at that time and the visitor will be asked to leave.

Schools are public facilities but are not public property with complete open access under Pennsylvania law. The no trespassing signs are clearly posted on all district property. Any person on school property without proper authority and/or in defiance of administrative directive and Board policy may be subject to criminal action under the proper sections of the Pennsylvania School Code as well as the Pennsylvania Crimes Code.

## Restricted Public Use of School Buildings

All school facilities are available to the public **outside of school hours**. Permission must be granted by the Superintendent and School Board in accordance with policy. Any group desiring to use part of a building should request an application from the Superintendent's office.

# Student Health

## Required Immunizations

As per Allegheny County Health Department Regulations, a complete list can be found on our website [www.eawildcats.net](http://www.eawildcats.net) under Departments – Health Service and is shared below:

### FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:



- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)\*\*
- 2 doses of measles, mumps, rubella\*\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*\*Usually given as DTP or DTaP or if medically advisable, DT or Td*

*\*\* A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

*\*\*\*Usually given as MMR*



**ON THE FIRST DAY OF SCHOOL**, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

### FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

**ON THE FIRST DAY OF 7TH GRADE**, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

### FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

**ON THE FIRST DAY OF 12TH GRADE**, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

**The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.**

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

## Control of Communicable Diseases

There are many current communicable diseases or conditions for which children must be excluded from school, and for which the school should be notified.

These include:

- Streptococcal Infections
- Ringworm
- Scarlet Fever
- Scabies
- Chicken Pox
- Head Lice (\*Exclusion lasts until the child is totally free from all nits.
- Impetigo
- MRSA
- Pink Eye
- H1N1
- COVID

## Illness and Injury

- Students who become ill or injured at school should report immediately to the teacher in charge who will refer the child to the nurse. When children become ill at school, it is the parents' responsibility to provide transportation from school to home.
- Emergency information is to be updated by the parents annually. This information enables the school nurse to see that children receive the best possible aid in the event of an emergency.

## Accident Insurance

A limited student insurance policy is offered to each child. This insurance basically covers medical and hospital expenses resulting from accidental injury that might occur during school hours and on the way to and from school. A twenty-four (24) hour insurance coverage is also available. Both are available at the parents' expense. Parents may request these from the school office.

## Food Allergies

**District Policy 210.2: Food Allergies** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net)

- Any student enrolling with a food allergy will be required to have a Food Allergy Action Plan completed by their physician/parent/guardian and on file in the nurse's office.
- A list of all food allergies and food intolerances will be compiled by the school nurse for each building at the beginning of each school year and updated as needed. Lists will be distributed to each building principal and staff in each building.

## Medication Policy

**District Policy 210: Medications** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net)

For the welfare and safety of the students at the East Allegheny School District, the following medication procedures will be followed:

1. ALL medications will be locked in the Nurse's Office and dispensed from there by the certified school nurse or designated person (Substitute Nurse, Nurse's Aide, Building Principal).
2. NO medication will be administered by the school nurse unless the following requirements are met:
  - a. Medication has been prescribed by the physician to be given during school hours. [Medications ordered once or twice a day are not given during school hours unless specifically ordered.]
  - b. Medication is in a properly labeled container with the student's name, dosage, time to be administered and directions for administration.
  - c. Parent's written permission, including a waiver releasing the school district and school personnel from all liability, has been obtained.
3. ABSOLUTELY NO over-the-counter medications should be brought to school. This includes pain medication, cough drops, cough syrup, eye drops, medicated throat spray, caffeine stimulants, appetite suppressants, herbal food supplements, etc.
  - a. If an over-the-counter medication is to be taken on a regular schedule, it must be accompanied by a written doctor's order and must be kept in the nurse's office and administered by the school nurse or designated person.
4. Inhalers for sudden respiratory problems may/should be always carried by the student. The school nurse must be notified if the student is carrying an inhaler.
5. Any student enrolling with a food allergy will be required to have a Food Allergy Action Plan completed by their physician/parent/guardian and on file in the nurse's office.
6. A list of all food allergies and food intolerances will be compiled by the school nurse for each building at the beginning of each school year and updated as needed. Lists will be distributed to each building principal and staff in each building.
7. Medications given by injection and the necessary equipment will also be kept in the nurse's office and administered only by the school nurse, or the child if he/she has been properly instructed and under the supervision of the school nurse or designated person.

## School Health Exams

- The Pennsylvania Public School Code Section 1402. Health Services (e) requires that students upon entry, sixth grade and 11<sup>th</sup> grade be given a “comprehensive appraisal” of their health. The physical is to be completed within 4 months prior to the start of the school year. In addition, Section 1402 © requires the completion of medical questionnaires which are to become part of the student’s health record.
- This requirement may be completed by the student’s primary care provider or by the school provider.
- Children receive a medical examination in kindergarten or first year of school, grade 6 and in grade 11. Examinations are conducted by the school physician at the school. Parents may elect to have their children examined by the family physician. A special form for recording results is supplied to parents by the nurse. Physical defects discovered or suspected during the examination are reported to the parents in writing by the school nurse. Parents are expected to consult with the family physician concerning the correction of defects reported. Please notify the school nurse of any corrections made.
- School health regulations require that a dental examination be performed on children in kindergarten, 3<sup>rd</sup> and 7<sup>th</sup> grades. Examinations are conducted by the school dentist at the school facilities. Parents may elect to have their children examined by the family dentist. A special form for recording results is supplied by the school nurse. Dental defects discovered or suspected during the examinations are reported to the parents by the school nurse. Please notify the school nurse of any corrections made.

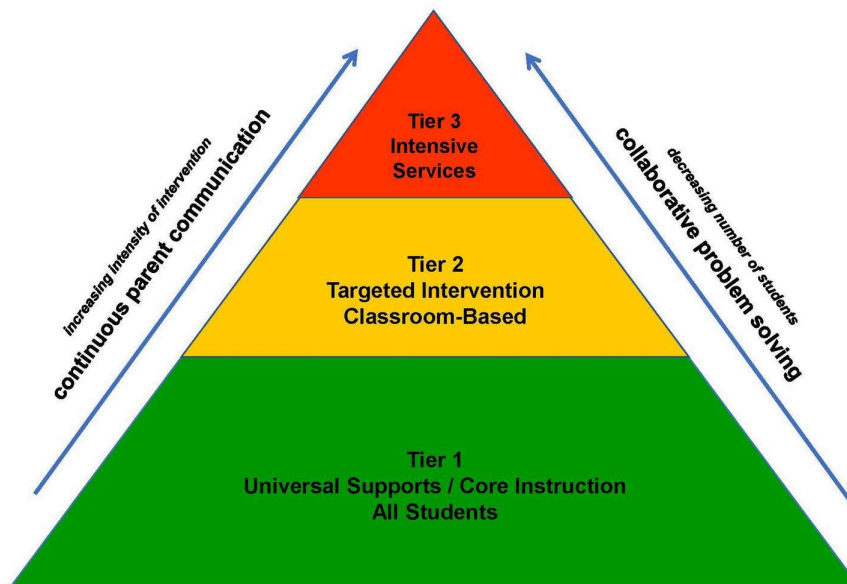


# Student Wellness (Social, Emotional, Behavioral)

## Multi-Tiered Systems of Support (MTSS)

MTSS is designed to help schools identify struggling students early and intervene quickly. It focuses on academic growth, behavior, social and emotional needs, and truancy. The three-tiered model is applied across each area of focus.

- Tier 1: The Whole Class –Interventions and support that are given to all students.
- Tier 2: Small Group Intervention--Students in Tier 2 get more targeted support. A student who isn't making progress may stay in Tier 2 or move to Tier 3.
- Tier 3: Intensive Individualized Support



## Exceptional Children's Program

- The East Allegheny School District provides a wide variety of services for exceptional children including Learning Support, Gifted Support, Emotional Support, Hearing Support, Vision Services, Autistic Support, Speech and Language Support and Life Skills Support. Additionally, the East Allegheny School District provides a free and appropriate public education to all students with disabilities through either service provided within District schools or through partnerships with other providers of educational services.
- The district supports including students with disabilities in the regular education environment as much as possible based upon the needs of the student. The district is committed to providing all services for students with disabilities within the least restrictive environment.



## School Counseling Services

Our 7 - 12 school counseling department is actively involved in helping students adjust to school life in order to prepare for academic success, develop values necessary for becoming responsible and productive students and citizens, cope with internal and external conflict and provide added support to students in need. We have numerous programs and services, including:

- Individual counseling sessions
- Small group meetings
- Classroom sessions
- Career explorations
- Special interest group activities

School counselors utilize the “appointment pass” system on E-hall Pass to request students come to their office. It is important that students check for appointment passes so important information is not missed.

## Partnering Agencies

The East Allegheny School District is fortunate to be partnering with two outstanding community service agencies. Personnel from these organizations will be working together with our teachers and administrators to assist students and families in the formidable task of reintegrating students into the traditional school systems of learning.

The two leading agencies that will be working with the district are Turtle Creek Valley Community Services (TCV) and Pittsburgh Area Community Schools (PACS). TCV will provide a full-time Trauma Based Intervention Specialist at each building. These specialists will be available to work with individual students and families who are experiencing difficulties transitioning back into a full-time face to face school schedule.

PACS will be providing a full-time Family and Community Engagement Specialist at each school. The task of these individuals will be to create opportunities for students and families to re-engage in the life of the school community. They will be charged with assisting East Allegheny staff in creating a variety of planned functions and events that will help parents and guardians gain access to the support and interventions that will be available to our families.

Other partners include Gwen’s Girls, Emerging Leaders Program, Duquesne University Partnerships, **Coaching Boys into Men, and Creating Peace.**

## Student Attendance

### Attendance Expectations

**District Policy 204-Attendance** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net)

- Information listed here is specific to students in grades 7-12. The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws.
- The Board also believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. The school cannot teach students who are not present. Poor attendance limits accomplishments and reinforces a habit, which will handicap the individual in future education or employment.
- Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of mental, physical, or other urgent reasons which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.
- A student will be considered to be in attendance if present at any place where school is in session by authority of the Board; at the place where the student is receiving approved tutorial instruction, or health or therapeutic services; at the place where the student is engaged in an approved and properly supervised work-study or career education, cooperative or community exploration program; or at home when the student is receiving approved homebound instruction.
- All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

### Educational Tours and Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

## Excused Absences

**Illness** verified by a written excuse from a parent/guardian. A written excuse from a parent/guardian is acceptable to excuse up to (5) consecutive and/or (10) cumulative days of absence for illness in (1) school year.

After (5) consecutive or (10) cumulative days of absence for illness, the school nurse will review the information regarding the absences. At that time, the nurse, in conjunction with the building principal, may request a physician's excuse for prior absences or for future absences. If a physician's excuse is requested and not provided, all additional absences will be deemed unexcused.

1. **Obtaining professional healthcare or therapy service** if the following requirements are met:
  - The health or therapeutic services are rendered by Commonwealth licensed practitioners.
  - It is not practical or possible for the pupil to receive the services outside of school hours.
  - The time of necessary absence from school involves a minimum of interference with the pupil's regular program of studies. Such services must be verified in writing by the parent/guardian. The administration may ask for additional verification from the service provider.
2. **Death in the family** verified by a written excuse from a parent/guardian.
3. **Impassable roads** verified by a written excuse from a parent/guardian.
4. **Religious holidays** upon written parental request.
5. **Religious instruction** for up to a total of (36) hours per school year.
  - This shall require submission of a written request from the parents/guardians of the student, prior to release of the student to attend and/or participate in religious instructional programs. An identification of the dates and hours for which the absence is requested and a statement following such instruction from the organizers of the instructional program that the student did in fact attend the instruction and the dates and hours upon which such attendance took place must be provided. The school district will not provide transportation to and/or from religious instruction. A penalty shall not be attached to an absence for religious instruction.
6. **Administrative Reasons** - This includes, but is not limited to, school-sponsored trips or activities or school approved trips or activities. Teachers must prepare lists of those students attending such trips or activities at least (2) days in advance.
7. **College Visitations** - Seniors shall be permitted (4) college visitation days while juniors shall be permitted (2) days plus attendance at the National College Fair. Upon return to school and within (2) days of the visit, the student must submit to the office a note from their parents/guardians stating they were on a college visitation and a note on letterhead from the college that they spent the day visiting that

- institution. Upon receipt of the (2) documents, the student will not be marked absent from school. Their attendance record will indicate they were on a college visitation.
8. **Quarantine**
  9. **Vacation** – Parents/Guardians may seek permission to have a student excused from school to travel or vacation away from the district for a period of up to (5) days. This absence will be considered excused provided:
    - The appropriate principal receives a written request from the parents/ guardians prior to the student's absence requesting to have the student excused for the purpose of vacation and travel. This request shall be made at least (1) week before the absence.
    - After the approval of the principal the student is responsible for obtaining any assignments, they may miss.
    - Upon return to school, the student shall hand in the assigned work and complete whatever other work is required.
    - The appropriate teachers shall certify that the work has been satisfactorily completed and the absence is so indicated as excused.
    - Any student who fails to submit completed assignments within (5) school days upon his/her return to school will receive a zero for each incomplete assignment. This grade will be factored into the student's overall grade for that marking period.
    - If the work is not satisfactorily completed as stated, the absence (s) will be considered unexcused.
  10. The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

## Written Excuses for Absences

Written excuses are due at the time of the student's return to school.

A grace period of (3) days to submit the excuse will be extended to parents/ guardians and students with no extension of the grace period. The (3) days begin from the day the student returns to school, regardless of if the student is then absent the next day after returning. If an excuse is not received **within (3)** days after the student's return to school, the absence will be deemed unexcused/illegal.

## **Unexcused/Illegal Absences and Tardies**

- Students who are under the age of 18 and have no valid excuse for absences will have those absences deemed illegal and will be cited as such. Students who are 18 and over who do not have a valid excuse for absences will have those absences categorized as unexcused.
- Unexcused/illegal absences and tardies will include absence for any reason not listed under excused absences. Absence without the required written excuse will be unexcused/illegal.

It is expected that all students will arrive at class on time in the morning, where attendance is taken for school during the first period. The designation of a tardy as being excused or not comes from the Pennsylvania Department of Education and is outlined above. Students who accumulate unexcused/illegal tardies will receive the following penalties:

- (3 or more) unexcused school tardies- one night of detention, and the student is not permitted to participate in school activities: sports, dances, band, field trips, for one week from the time the third unexcused tardy occurred. Thus, if there is a band competition on a Saturday or a football game, or a dance/prom on a Friday night, the student who received the third unexcused school tardy would not be permitted to attend that event that week.
- (6 or more) unexcused school tardies- two nights of detention, and the student is not permitted to participate in school activities: sports, dances, band, field trips, for two weeks from the time the sixth unexcused school tardy occurs.
- (9 or more) unexcused school tardies- one day of A.B.C. and the student is not permitted to participate in school activities as listed above for the remainder of the semester in which the unexcused school tardies occurred. This includes all weekend events, including banquets, parades, dances, prom, field trips for the day. This also includes removal from all athletic teams for the remainder of the semester.
- (12 or more) unexcused school tardies - one day OSS, and the student is not permitted to participate in school activities listed above for the remainder of the current school year. This also includes the participation in the music department trip, as well as the weekend events. This also includes removal from all athletic teams for the remainder of the year.
- (15) unexcused school tardies—two days OSS. Subsequent tardies will result in the inability for the student to receive academic credit for the school year.

## **Make-Up Work**

Students who are absent for (1) of the excused reasons are responsible for making up missed work. Teachers should give a student who is tardy the ability to turn in classroom work. Students are required to take the initiative and responsibility to seek out teachers and obtain all work missed during their absences.

## **Truancy, School Code, & Citations**

Following the third day of an unexcused/illegal absence, a first offense/warning notice will be issued to the parents/guardians. The first offense notice will be sent by regular mail.

If the student should have an unexcused/illegal absence at any time after the first offense/warning notice is sent to the parents/guardians, the appropriate personnel will complete a citation on the 6<sup>th</sup> unexcused/illegal absence as provided for in the Public-School Code, 24 P.S. 13-1333, and the principal will sign off on the citation. When a student has accumulated (7) unexcused/illegal absences for the year, a warning notice will be sent to the parents/guardians by certified mail, notifying them of the absenteeism and the potential loss of credit. The completed citation will be forwarded to the District Magistrate. A member of the administrative staff or their designee shall represent the school district at the attendance hearing.

## **Consequences for Poor Attendance**

Eligibility for receiving credit shall require the student to have no more than ten (10) unexcused/illegal absences, twenty (20) excused absences or a total of 20 absences, excused and/or unexcused combined for the year. Parents/guardians will be notified of all unexcused/illegal absences. When a student has accumulated (4) /unexcused/illegal absences, the student will be cited. When a student has accumulated (7) unexcused/illegal absences for the year, a warning notice will be sent to the parents/guardians by certified mail, notifying them of the absenteeism and the potential loss of credit. A parent/guardian conference is also recommended. Students who accumulate (10) unexcused/illegal absences and/or (20) absences total, excluding medically excused absences will not receive academic credit for the school year. For seniors, this means that the students will not be permitted to graduate because they have not met the attendance requirement for graduation. Students who accumulate (10) unexcused/illegal absences during the school year will not be permitted to participate in extracurricular activities during the remainder of the year.

An accumulation of (9) school tardies or unexcused/illegal absences may result in the student's ineligibility to be excused from class to go to competitions, student government activities, art projects, graphic projects, field days/trips, The Future is Mine and other activities that otherwise require the student to miss class for the semester being recognized.

## **Accumulated Absences**

Students who accumulate (10) consecutive unexcused/illegal absences will be dropped from the roster. Any student who wishes to return to school will have to formally re-enroll in school. Students who have (10) unexcused/illegal absences and/or (20) excused absences will not receive academic credit for the school year and may not be permitted to participate in any school activities for the remainder of the school year. including senior activities. Students who accumulate (15) unexcused/illegal school tardies will not receive academic credit for the year

and will not be permitted to participate in any school activities for the remainder of the school year, including senior activities. (POSSIBLE APPEAL PROCESS MAY OCCUR AT THE END OF THE YEAR. A COLLABORATIVE REVIEW INVOLVING ADMINISTRATION, COUNSELORS AND POSSIBLY OTHER FACULTY MEMBERS WILL DETERMINE THE STUDENT'S ELIGIBILITY TO RECEIVE ACADEMIC CREDIT OR GRADUATE)

Forbes Road students must be in attendance in school for (3) periods to receive full-day attendance credit. They must be in attendance for (2) periods to receive a half-day credit. This applies to students who are attending a.m. and p.m. tech school. This does not apply to work release students.

### **Half-Day Absences**

Students shall be charged with a half-day absence when they arrive after the first hour and twenty minutes of the school day (9:01 a.m. and before 11:15 a.m.)

### **Full-Day Absences**

Secondary students who arrive after 11:15 a.m. will be charged with a full day of absence.

### **Early Dismissals**

- No absence shall be charged for secondary students whose early dismissal is after 1:20 p.m.
- One-half of a day's absence shall be charged to secondary students who leave school between 11:15 a.m. and 1:20 p.m., or if the dismissal occurs after the first hour and twenty minutes start but before the half-day times.
- No student will be excused from school unless a written note or phone call is received by the school office from a parent/guardian. All early dismissal notes must be received by the front door registering teacher or the high school office before the start of first period. Your home phone number and the name of the person picking up the student must be on the excuse. All early dismissal notes will be verified before a student is permitted to leave the building. Students must be picked up in the office by an adult listed on the early dismissal, without exception. The note must include the date, dismissal time, purpose, parent/guardian signature, student's full name, work or home telephone number and the return time, if applicable. Students will then be issued the early dismissal form to be signed by the teacher at the time of dismissal. (Teachers are to keep the pink copy.). The white "Parent's Copy" and the yellow "Office Copy" are brought to the office at the time of dismissal.
- A parent/guardian/adult representative must be present at the front security desk for dismissals to be authorized. This must be done without exception. If it is applicable for the student to return on the same day of the early dismissal, the student must return to the front security desk for the security officers to sign the student back in on.
- Early releases in the p.m. hours should take place prior to 2:00 p.m. Failure to depart by 2:00 p.m. may result in the vehicle being detained because of busing arrangements.



- Finally, all early dismissal requests will be subject to scrutiny to determine authenticity. Bogus requests will be subject to appropriate disciplinary measures.
- All students who have early releases for doctor, dentist, legal appointments, or other urgent reasons must bring a note from the doctor, etc. stating the date, time of visit and the time of leaving the office.

## **Take Your Child To Work Day**

The East Allegheny School District understands that “Take Your Child to Work Day” has evolved into a nationwide program and has many benefits. The EASD is still held accountable for student attendance as per the Pennsylvania Department of Education attendance guidelines. If your child is absent from school, written notification on the company letterhead stating the reason for the absence is required to be considered for an excused absence.

A copy of the district's attendance policy is available for parents to review online or upon request.

Additionally, if applicable, students are not permitted to bring his/her child to school at any time, including “Take your child to work” Day. School is not a student’s place of work and therefore, the student is not permitted to bring his/her child here.

## **Field Trips & Extra-Curricular Activities**

Starting a month prior to a particular field trip or activity, students must demonstrate eligibility which include, but not limited to, the following: proper attendance, appropriate behavior (including the following: no suspensions, discipline referrals, detention, bus, bullying), no outstanding classroom assignments (homework and any missed class work) and no outstanding balances (cafeteria money, outstanding library books, Chromebook repair/replacement, etc.)

## **Homebound Instruction**

Instruction in the home may be requested by parents if a physician has certified that the student will be absent from school for an extended period of ten (10) or more days. Application for instruction is made through the principal and counselors.

## **Missing Work Requests**

### **Illnesses Lasting 1-2 Days**

- These assignments are best handled by contacting your child’s friends and classmates for daily assignments and class notes or referring to their Google Classroom for that class.

### **Illnesses Lasting 3+ Days**

- If a student is ill and is expected to be out for (3) days or more parents/guardians may call the appropriate teacher and request assignments. Teachers can make assignments available on Google Classroom or via email for students to complete.

## Student Academics

### Grading Scale

Percentage grades will be assigned based on the following performance and interpretation. This change was brought about through the efforts of the Academic Committee.

100% - 90% = A

89% - 80% = B

79% - 70% = C

69% - 60% = D

59% - 40% = F

Incomplete = I\*

Medically Excused = M

\*If assignments are still incomplete after the two-week period, the grade will be a “40%.”

### Grade Averaging

All grade averages will be arrived at by adding the percentage grades together and then dividing the sum by the appropriate number. Semester grades will be determined by adding the percentage grade over the two-nine weeks span. That sum then will be divided in two. The quotient will then determine the semester grade. The annual grade will then be determined by an average of the two semester grades.

### Grade Classifications

Each subject in the curriculum is assigned a credit value determined by the length of the course. A passing grade is required before the student can receive credit in any subject.

### Honor Roll

There are two classifications of honor roll students at East Allegheny Senior High School (grades 9-12). One is the High Honor Roll and the other is the Honor Roll.

**High Honor Roll: 3.50 - 4.00**

**Honor Roll: 3.00 - 3.49**

\*Any grade under 70% will disqualify a student for an honor roll for that quarter.

*\*Class Rank will continue to be weighted as per program.*

### **Retention of Students (Grades 7 - 8)**

- Seventh and eighth grade students are required to pass four (4) academic classes in order to attain full status in the next grade level.
- Failure in three (3) academic classes is automatic retention. Students who fail two (2) academic classes (English, science, math, social studies, and reading), will be required to attend summer school and to pass those two (2) classes successfully in order to advance to the next grade level.
- If the student is unsuccessful in this attempt or fails to attend, s/he will be retained entirely. If the seventh (7<sup>th</sup>) or eighth (8<sup>th</sup>) grade student fails only one (1) academic class, s/he will be recommended to attend summer school and to pass the one (1) class successfully.

### **Retention of Students (Grades 9 - 12)**

- The required earned credits for promotion are:
  - 10th grade: 5 credits
  - 11th grade: 12 credits
  - 12th grade: 17 credits
- Students in grades 9-12 who fail two academic classes will have the option to attend summer school to make up the credits or may be able to repeat the class for the upcoming school year. If a student fails an academic class in a year, the student has one calendar year to make it up in the regular schedule. In other words, the student can only double up on an English or a Math class in the regular schedule to make up a credit immediately the next school year.
- If the student has failed a class for the second time, the student will not be permitted to make that class up again instead of a credit and must attend a summer school credit recovery program and cannot continue to make up courses failed in successive years, such as taking a freshman English class during the junior year of high school. Students who need to make up an academic credit in their regular schedule must use an elective option to repeat the class. If the student, however, needs to make up more classes than are available during the school year as electives, that student must attend summer school.

### **Credit Recovery**

- Online courses do not count toward a student's grade point average. The online course will count as a credit earned toward graduation and can count as a prerequisite course requirement for succeeding courses. A student cannot take an online course instead of taking the same course with a teacher. A student can take an additional online course in a topic that a student failed as a credit recovery course.
- Students who wish to take a summer online course in order to meet a prerequisite requirement must have earned a 90% as a final grade for the year in the course that he or

she just finished and must maintain the 90% grade point average as a final grade for the online course taken in order to be moved to the next class and be deemed as having met the prerequisite course requirements.

- If a student fails a physical education class, the student must attend summer school to make up the course credit. Students may not make up for a failed physical education class by taking an after-school gym class.

## **Scheduling**

During the school year, admissions officers from vocational, trade, technical and business schools, as well as colleges, hold conferences in the Senior High School. Students are encouraged to take advantage of these opportunities in planning their careers following graduation from high school.

Any student who has an educational, vocational or personal problem is encouraged to visit the School Counseling Office and discuss it with the Counselor.

The hours for the School Counselor are 7:40 a.m. to 2:51 p.m.

The students will be assisted in:

- Scheduling
- School or College Selection
- Vocational Choice
- Personal Problems

Information concerning vocations, professions, colleges, nurse's training schools, etc., may be obtained from the School Counselor. Also, group-counseling sessions will be held by the counselor on various student concerns and problems throughout the school year. Notice of these sessions will be on the announcements or via the counselor's Google Classroom.

Scheduling information which includes graduation requirements, course descriptions, college programs, and career information is provided to each student via large group instruction, small group sessions, meetings with teachers, and individual conferences with the guidance counselor.

Every student should exercise care in the selection of his/her courses. He/she should also take advantage of every source of assistance and guidance. Students can change their schedule for the next year up to three business days after the last day of school. After that, schedule changes can only occur through the recommendation of the teacher. Teacher initiated changes can occur up to the last day of the first marking period. After the mid-term of the first quarter, students are no longer able to change classes.

Throughout the scheduling process natural conflicts develop and will require administrative decisions. Most schedule adjustments will be made in the spring and summer before the school year begins.

## **Parent Waivers**

Students are expected to challenge themselves. At the beginning of the scheduling process, teachers make academic recommendations for the upcoming year based on local assessments, grades, and other data points. Should you and your child wish to register for an alternate class against the professional educational recommendation, a waiver must be signed by both the student and parent/guardian.

## **Honors Classes**

Students enrolling in honors classes should have an average of 90% for the previous year in an academic class. Once in an honors class, the student should maintain an average of 80%. Exceptions will be made on a case-by-case basis.

## **Advanced Placement Classes**

Students taking AP classes will have the opportunity to take the AP Exam. A score of “3” or higher may earn college credit for a student. Some colleges and universities have varied policies regarding credit awards based on AP Exam scores. Students should contact prospective colleges to determine which AP Exam scores that college will accept.

## **Science Safety Contracts**

All students will receive a safety contract in their science classes when applicable. Students and parents are required to read and sign this contract. These contracts should be returned to their respective science teachers and will be kept on file. Students must adhere to the procedures and practices listed in the contract. Students may not be permitted to participate in activities or labs where safety is a concern.

## **Physical Education Expectations**

### **Course Description**

This class has been designed to educate the student physically, mentally, socially and emotionally through participation in various activities. Students are expected to participate in a variety of sports, fitness activities, cooperative games, and wellness activities. In addition, students are expected to demonstrate their content knowledge through written assignments and written evaluations.

### **Medical Excuse Procedure**

- If, for any reason, you cannot participate in the full gym program, a note must be brought from home stating the reason you cannot participate. If this disability extends

for more than a week, a doctor's excuse must be submitted, indicating the length of time you are to be excused.

- The note should be recorded and initiated by the gym instructor and brought to the school nurse for recording and filing. The student is then to report to his or her gym period unless otherwise instructed.
- Under no circumstances are students with medical excuses to be allowed to participate in gym activities. Students must remain where assigned unless excused by the teacher in charge.

### **Grading**

Students can earn a maximum of 5 points per day based on participation, safety, effort, sportsmanship, and behavior. Grades will be determined based on the total points earned divided by the total points possible, i.e.,  $44/50 = 88\%$ . Students earning grades of 90% or better will receive a grade of "E" (Excellent). Students earning grades of 70% -89% will receive a grade of "S" (Satisfactory). Students earning a grade of 69% and below will receive a grade of "N" (Needs Improvement).

### **Expectations**

- Be dressed and ready to participate (For the safety of the students, shoes must be tied not have their laces tucked in. This rule will be enforced)
- Remove necklaces, large earrings, and large rings prior to the beginning of class.
- Be in their exercise spot when class begins.
- Respect teachers, peers, self, equipment, and facility
- Listen at appropriate times, i.e., when teachers are talking, peers asking appropriate questions.
- Actively and safely participate.
- Display good sportsmanship.
- Put forth an honest effort and try their best.
- Follow all school rules.

### **Personal Property**

Students are responsible for their personal property. Please, do not bring valuable objects to school. Your teacher can lock up any valuables you may have. It should not be assumed that your items are safe in a backpack or other accessible area.

### **Restrooms**

Students will have access to the locker room restrooms before and after a class session. At all other times, a student must have a pass going to and from the restroom. Students are encouraged to help keep the restrooms clean.

## Standardized Assessments

- State mandated testing is conducted at various grade levels. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. Teachers use them to diagnose individual strengths and areas for improvement and to drive future instruction.
- Test scores are maintained in the student's school records if they attend schools in this district. Should the child transfer to another school district, copies of his/her records will be transferred to the new district.
- Proficiency on Keystone exams is more important than ever as it impacts a student's qualification for graduation as per Act 158, The Pathways to Graduation. Please see the section on Paths to Graduation and Senior Requirements.

## PSSA, Keystone, and AP Testing Windows

<b>Keystone Exams</b> (Biology, Literature, Algebra I)	<b>PSSA Exams</b> (Grade 7: ELA, Math) (Grade 8: ELA, Math, Science)	<b>AP Exams</b>
Winter: January 6 - 17, 2025	ELA: April 21 - 25, 2025	US Literature: May 7, 2025
		AP US History: May 9, 2025
Spring: May 12 - 23, 2025	Math & Science: April 28 - May 2, 2025	AP Envi Science: May 13, 2025
		AP Comp Science: May 15, 2025

## SAT Testing

For a complete list of SAT testing dates, go to:

<https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

## Graduation Requirements for Seniors

### Attendance

Seniors are expected to be in attendance and be active participants every day of their senior year. Seniors who accumulate (10) unexcused/illegal or (20) total absences for the school year will not receive academic credit for the year and will not be permitted to participate in commencement or all other school related activities. Seniors who accumulate (12) unexcused/illegal school tardies will not be able to participate in commencement and all year-end senior activities, such as the senior breakfast, slideshow and baccalaureate.

### Financial Obligation Payment



Seniors who owe outstanding debts to the cafeteria, athletic department, band, library or other school organizations must pay all debts by the morning of senior breakfast. Seniors who have lost/damaged textbooks, lock or calculators must pay for the items on their last day of finals. Seniors who have outstanding debts and have not returned equipment, instruments, or books/lock/calculator will not be allowed to participate in senior breakfast and/or commencement. All outstanding debts and obligations must be fulfilled and paid up in full before a student will be allowed to participate in commencement, baccalaureate, or senior breakfast.

### **Portfolios**

Seniors must complete their senior portfolios according to the calendar established at the beginning of the year. If seniors do not turn in portions of the senior portfolio on the established due date, they will be prohibited from attending extracurricular activities until that portion of the portfolio is turned in and approved by the School Counselor or administrator.

### **Senior Exit Interviews**

Seniors are required to participate in the Senior Exit Interviews in order to graduate. Students who have an unexcused/illegal absence on the day of the Senior Exit Interviews, and do not attend the interview as a result, will not be permitted to participate in commencement, baccalaureate, or the senior breakfast. Seniors who have an excused absence or who arrive at the Senior Exit Interviews inappropriately dressed will have to interview at another time and will have an additional essay assignment to complete in order to graduate.

### **Disciplinary Infractions**

- Seniors who receive a ten-day suspension within the last month of school will not be permitted to participate in commencement, senior breakfast or baccalaureate.
- Seniors who act out in school on their last days and cause a tumultuous and disruptive environment will not be permitted to attend the senior breakfast and baccalaureate. They may not be permitted to participate in commencement and may receive a citation for disorderly conduct.

### **Academic Progress**

- Seniors who receive two failures in a subject during the last two marking periods, after passing the first two marking periods, may still fail the course for the year. Colleges may rescind early acceptances for Seniors who stop working in school the last six months of the high school career.
- If it is determined that a senior has failed a class and not met the academic and attendance requirements for graduation prior to commencement, that Senior will not be permitted to participate in the senior breakfast and will not participate in commencement. If the Senior shows up on school grounds for no legitimate purpose, the Senior will be escorted off school grounds.
- Seniors will take their finals prior to their last day of school. All missing work for seniors must be turned in prior to the seniors last day of school. If a senior is determined to have not met the requirements for graduation, that senior is not permitted to participate in senior activities, such as senior breakfast.

## Act 158: Pennsylvania Pathways to Graduation

- Act 158 of 2018 (Act 158), signed into law by Governor Tom Wolf on October 24, 2018, provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) for a student to achieve statewide graduation requirements.
- Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams to meet the statewide graduation requirement, students must take the Keystone Exams for purposes of federal accountability. Failure to do so will affect the Local Education Agency (LEA) and the school's participation rate.

### The five different graduation pathways offered by Act 158 include:

#### 1. Keystone Proficiency

A student must get a score of Proficient on all three Keystones.



#### 2. Keystone Composite

A student must get a composite score of at least 4,452 out of 5,400 across all three Keystones, score Proficient or Advanced on at least one, and can't score Below Basic on any of the exams.



#### 3. CTE Concentrator

A student must take a Career and Technical Education course, and obtain a CTE competency-based certification, or, by the first semester of 12th grade, show that they have a high likelihood of success on the CTE assessment.



#### 4. Alternative Assessment

A student must get pre-established scores on tests which include the AP exams, the SAT, the ACT, International Baccalaureate Exams or others. A student can also complete a concurrent enrollment course that aligns with the subjects of the Keystone test, complete an apprenticeship program or get accepted into an accredited four-year institution.



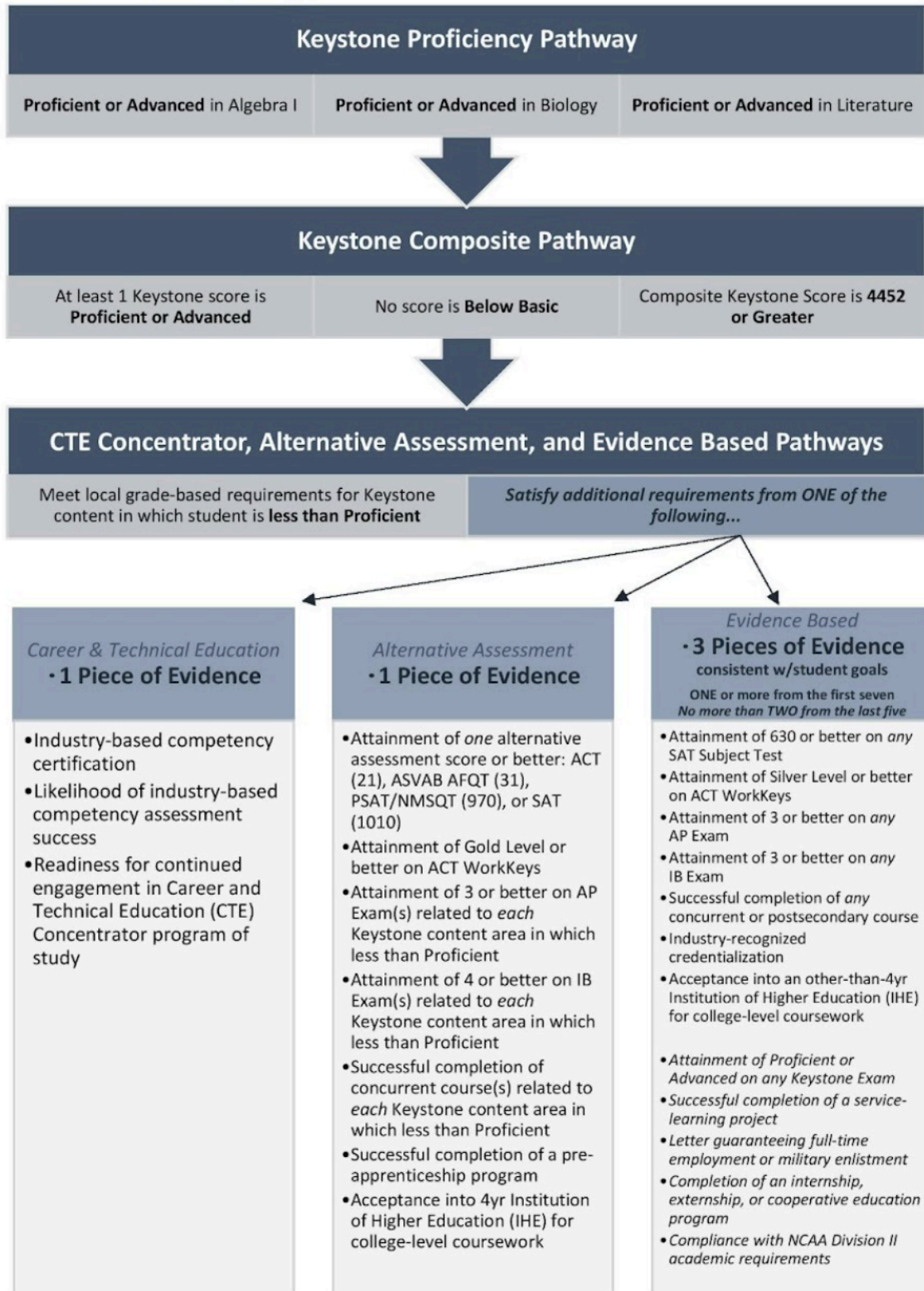
#### 5. Evidence Based

A student must complete three different evidence-based requirements, which can include having proof of full-time employment after high school or completion of a dual-enrollment course.



- The school counselor will meet with students to help them determine the pathway that best fits their plan. The two infographics that follow simplify the understanding of the pathway options. Please reach out to your school counselor with any questions.

## Act 158 Pathway Graphic





# Student Behavior Expectations & Code of Conduct

## Student Discipline Policy

**District Policy 218-Student Discipline** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).

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. 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:

- Be preventative in nature.
- Promote self-discipline and personal responsibility.
- Concern itself with the welfare of the individual and the school community.
- Promote a positive relationship among students, parents/guardians and the school staff.
- Distinguish between minor and serious infractions as well as between first and repeated infractions.
- Be reasonable and consistent.

A set of rules does not replace the administrator's judgment in the review of discipline incidents. Discretion may be exercised considering disclosed circumstances regarding exclusionary discipline; however, students will be held accountable for their behavior appropriately.

Students cannot learn unless they feel safe. The health, safety, and welfare of our students is in the highest regard.

The Discipline Policy can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).



## Progressive Disciplinary Consequences & Interventions

Although the consequences and interventions listed below are available for discipline, the specific discipline will be determined by an investigation of the incident by the building principals and/or assistant principal and consistent with board policy.

Level 1 Student Behaviors		Level 1 Interventions & Consequences
<ul style="list-style-type: none"> <li>Level 1 actions do not necessarily pose a threat to the health, safety, or property of others.</li> <li>Students are not referred to an administrator for Level 1 actions unless they continue after appropriate intervention &amp; support. In such cases, staff members should create a minor referral in ALMA to help the administrator &amp; support team identify the most appropriate interventions available for the student.</li> </ul>		(the consequences listed below are possible options)
<b>Preparation</b> Students remain prepared & focused on their academic, social & behavioral, goals.	<ul style="list-style-type: none"> <li>Students are choosing to not engage in learning activities.</li> <li>Students are talking with other classmates during instruction.</li> <li>Students do not arrive to class on time.</li> <li>Students do not appropriately take ownership of their academic responsibilities during class, advisory, or focus period.</li> </ul>	<ul style="list-style-type: none"> <li>Restorative Practices (after school session, restorative questions, circles, etc.)</li> <li>Reteach/Model PRIDE Expectations</li> <li>Student/Teacher Conference</li> <li>Student/Administrator Conference</li> <li>Parent/Guardian Phone Call</li> <li>Intervention by Counselor or Staff Member</li> <li>Develop Student Behavior Plan</li> <li>Referral to Support Systems <ul style="list-style-type: none"> <li>Student Assistance Program (SAP)</li> <li>Multi-Tiered Systems of Support (MTSS)</li> </ul> </li> </ul>
<b>Respect</b> Students demonstrate respect for themselves, others, school property & school expectations in safe, positive ways.	<ul style="list-style-type: none"> <li>Students do not follow directions from the teacher.</li> <li>Students are not contributing members of a collaborative group.</li> <li>Students demonstrate disrespect toward teachers or classmates.</li> <li>Students do not keep their hands to themselves.</li> <li>Students are running in the hallway, classroom, cafeteria.</li> <li>Students have food outside of the cafeteria or lobby.</li> <li>Backpacks &amp; coats are not kept properly locked in lockers.</li> <li>Students are wearing hoods in the hallways and in the classrooms.</li> </ul>	
<b>Integrity</b> Students are accountable for their choices.	<ul style="list-style-type: none"> <li>Students have phones out during class instead of being kept in a backpack or locker.</li> <li>Students have earbuds in their ears in the classroom or hallway.</li> <li>Students use school issued Chromebook for non-educational or inappropriate purposes.</li> </ul>	
<b>Dedicated</b> Students set goals & make decisions in order to achieve success.	<ul style="list-style-type: none"> <li>Students are not using time appropriately in the classroom.</li> <li>Students are not putting forth appropriate effort into the class work.</li> </ul>	
<b>Excellence</b> Students go above and beyond to create a positive school culture.	<ul style="list-style-type: none"> <li>Students' actions disrupt the learning environment for other students.</li> <li>Students use inappropriate language not directed at a teacher or student.</li> </ul>	



<b>Level 2 Student Behaviors</b> <ul style="list-style-type: none"> <li>Level 2 actions are more serious in nature than a Level 1 action &amp; may pose a threat to the health, safety, or property of any person.</li> <li>An administrator is notified when a Level 2 action occurs. <b>Staff members should create a major referral in ALMA when documenting Level 2 actions.</b> Students in Grades 6-12 may be suspended for Level 2 actions.</li> </ul>		<b>Level 2 Interventions &amp; Consequences</b> (the consequences listed below are possible options)
<b>P</b> reparation Students remain prepared & focused on their academic, social & behavioral, goals.	<ul style="list-style-type: none"> <li>Students are consistently and intentionally talking with other classmates over the teacher.</li> <li>Students consistently and intentionally talk out of turn.</li> <li>Students are consistently more than 5 minutes late to class without an E-Hall Pass.</li> <li>Students choose to cut class, not report to their assigned class or location, or wander the halls.</li> </ul>	<ul style="list-style-type: none"> <li>Saturday Detention</li> <li>Conference with student, parent/guardian, administrator, or counselor</li> <li>1-3 Days In School Suspension &amp; parent or guardian contacted by letter &amp; phone</li> <li>1-3 Days Out of School Suspension &amp; parent or guardian contacted by letter &amp; phone</li> <li>Informal Hearing with parent/guardian, student, &amp; administrator following 3 or more days of Out of School Suspension</li> <li>Restriction of Privileges:               <ul style="list-style-type: none"> <li>Technology (Chromebook, Earbuds/AirPods, Cell Phone, etc.)</li> <li>Cafeteria Use / Seating</li> <li>E-Hall Pass Usage</li> <li>Personalized, specific dress code (devised with parental collaboration)</li> <li>Suspension from attending or participating in athletics or school events &amp; activities</li> </ul> </li> <li>Referral to Support Systems               <ul style="list-style-type: none"> <li>Student Assistance Program (SAP)</li> <li>Multi-Tiered Systems of Support (MTSS)</li> <li>School Based Therapy</li> <li>Functional Behavioral Assessment (FBAA)</li> <li>Threat Assessment Team Referral</li> </ul> </li> </ul>
<b>R</b> espect Students demonstrate respect for themselves, others, school property & school expectations in safe, positive ways.	<ul style="list-style-type: none"> <li>Students yelling, arguing, talking back, to the teacher.</li> <li>Students harass another student or staff member in school verbally or via social media / technology.</li> <li>Students continually demonstrate disrespect toward teachers or classmates.</li> <li>Students continually not meeting PRIDE expectations regarding hoods, cell phones, coats, food, running</li> </ul>	
<b>I</b> ntegrity Students are accountable for their choices.	<ul style="list-style-type: none"> <li>Students continually have phones out during class instead of being kept in a backpack or locker.</li> <li>Students continually have earbuds in their ears in the classroom or hallway.</li> <li>Students continually use school issued Chromebook for non-educational or inappropriate purposes.</li> <li>Students continually demonstrate behaviors that are extremely disruptive to the educational process</li> <li>Students making threats toward individual people or verbal arguments between students</li> <li>Students engage in a physical altercation with another student.</li> <li>Students possess any tobacco substance or vaping device.</li> </ul>	
<b>D</b> edicated Students set goals & make decisions in order to achieve success.	<ul style="list-style-type: none"> <li>Students are continually not using time appropriately in the classroom.</li> <li>Students are continually not putting forth appropriate effort into the class work.</li> </ul>	
<b>E</b> xcellence Students go above and beyond to create a positive school culture.	<ul style="list-style-type: none"> <li>Students' actions continually disrupt the learning environment of other students.</li> <li>Students use aggressive or foul language directed at a teacher or student.</li> <li>Students engage in vandalism or destruction of property.</li> </ul>	

### Level 3 Student Behaviors

- Level 3 actions pose a serious or imminent threat to the health, safety, or property of any person.
- An administrator is notified when a Level 3 action occurs. **Staff members should create a major referral in ALMA when documenting Level 2 actions and/or call for immediate support from the office or school security when necessary.** Students in Grades 6-12 may be suspended for Level 2 actions. Notifications to Law Enforcement and other appropriate agencies may correspond with Level 3 actions.

### Level 3 Interventions & Consequences

(the consequences listed below are possible options)

#### Preparation

Students remain prepared & focused on their academic, social & behavioral, goals.

- Students are engaged in verbal or physical actions in the classroom that create a significant disruption to the learning of others and the students need to be immediately removed from the classroom.

#### Respect

Students demonstrate respect for themselves, others, school property & school expectations in safe, positive ways.

- Students are engaged in verbal or physical actions in the classroom that create a significant disruption to the learning of others and the students need to be immediately removed from the classroom.
- Students initiate a physical altercation with another student.
- Students possess any controlled, illegal substance or are under the influence of an illegal substance.
- Students possess a weapon.
- Students making specific verbal or written threats toward specific people or the school that create an unsafe environment.

#### Integrity

Students are accountable for their choices.

- Students' inappropriate use of technology accessing inappropriate, unsafe, or illegal materials requires the student to be removed from the classroom and the device confiscated and turned over to law enforcement if necessary.

#### Dedicated

Students set goals & make decisions in order to achieve success.

- Students' lack of effort is causing the student to risk failing the class.

#### Excellence

Students go above and beyond to create a positive school culture.

- Students are engaged in verbal or physical actions in the classroom that create a significant disruption to the learning of others and the students need to be immediately removed from the classroom.

- 3-5 Days In School Suspension & parent or guardian contacted by letter & phone
- 3-5 Days Out of School Suspension & parent or guardian contacted by letter & phone
- 10 Days Out of School Suspension & parent or guardian contacted by letter & phone
- Informal Hearing with parent/guardian, student, & administrator following 3 or more days of Out of School Suspension
- Referral to the appropriate law enforcement agency in accordance with PA School Code & District Policies
- Citation to the magistrate
- Confiscation of technology device by school administration
- Suspension from attending or participating in athletics or school events & activities
- Mandatory enrollment in the East Allegheny Online Learning Academy
- Placement in alternative public school
- Expulsion Hearing with possible Expulsion from the School District
- Referral to Support Systems
  - Student Assistance Program (SAP)
  - Multi-Tiered Systems of Support (MTSS)
  - School Based Therapy
  - Functional Behavioral Assessment (FBAA)
  - Threat Assessment Team Referral

## **Class Attendance**

- Students are to follow their regular schedule daily. Initial unexcused absences from assigned classes/areas will be recorded and managed by the classroom teacher. Habitual unexcused class absences will be referred to the office.
- Students have four minutes to change classes. Students are to walk safely with intention via the shortest distance to their next class.

## **Self-Reporting “Safe Haven”**

- 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.
- 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.

## **Off Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

- 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.
- The student is a member of an extracurricular activity and has been notified that off-campus conduct could result in exclusion from such activities.
- 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.
- 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.
- The conduct involves the theft or vandalism of school property.

## Guidelines & Jurisdiction

- 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. When a violation of the Code of Student Conduct involves student expression, Policy 220 shall be followed. Suspensions and expulsions shall be carried out in accordance with Policy 233.
- 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.
- Any of the foregoing policy consequences as applied to exceptional children shall be subject to compliance with IDEA.
- 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.

## Citations

The school district reserves the right to issue a citation to any student aged 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:

- Fighting.
- Student harassment and/or threats.
- Student disruptive behavior, including the use of obscene and profane language and gestures.
- Vandalism.
- Violation of the BOCA Code - smoking and possession of tobacco products and smoking apparatus.
- Threats - All threats will be taken seriously by the East Allegheny School District, even those made in jest.

## Drug & Alcohol Use Policy

**District Policy 227- Alcohol and Other Drugs** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).

- The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. This policy, including its regulations and guidelines, is a coordinated effort to openly and effectively respond to the potential and current uses and abuse of alcohol, other drugs, and mood-altering substances by students at the East Allegheny School District.
- The district will strive to educate, prevent and intervene in the use and misuse of alcohol, drugs and mood-altering substances by district students. A drug and alcohol prevention curriculum, school and community projects, classroom activities, community support

and resources, a strong and consistent administrative and faculty effort, and intervention and disciplinary procedures will be utilized.

- The Board prohibits students from using, possessing, distributing, and being under the influence of any drug/alcohol substances during school hours, on school property, and at any school-sponsored event.
- The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program.
- The privileged confidentiality between students and school counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent/guardian, unless the best interests of the student can be served only by such release.
- For the safety and security of the student, the nurse provides a preliminary examination of any student who is suspected of possible drug use as evidenced by the physical appearance, behavior, and smell of the student. This examination may include an examination of a student's pupils, breathing, heart rate, pulse, skin color, odor and other telltale physical signs that are readily observable and that the examination is proper and reasonable.
- Complete Drug and Alcohol Screening – The NIDA (National Institute on Drug Abuse) Urine Drug Screen, which includes a 10-drug panel and confirmation by a NIDA Certified Lab. The collection must include NIDA protocol and a secure chain-of-custody. A breath alcohol testing may be required if determined appropriate. All screening and testing required by this policy will be completed at the expense of the district.

## **Weapons Policy**

**District Policy 218.1-Weapons** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).

- 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 weapon 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 violation will be rendered as per the Discipline Code policy.
- The East Allegheny School District works with law enforcement and other professional organizations.

## **Fighting / Physical Assault Policy**

**District Policy 218-Student Discipline** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).

Any form of physical aggression or fighting by any students is not tolerated at East Allegheny. Any incident resulting in OSS requires a parental conference before the child is readmitted. Students involved in physical altercations are subject to the following:

## **Cell Phone Policy**

**District Policy 237-Personal Electronic Devices** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).

## **Use of Cell Phones and Personal Technology in School: Grades 9-12**

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for East Allegheny Junior/Senior High School. The expectation is:

### **Student Responsibilities with Cell Phones & Other Personal Technology Devices**

- Cell phones are prohibited from use in classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher. Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Science Labs, Restrooms, all Physical Education Areas and all School Office Areas.
- Ear buds/headphones must be removed during class time and hallway passing.
- Cell phones and other devices are not permitted to be charged in the school.
- Once inside the school, students must store their cell phones/electronic devices in a location that is not visible to the teacher or other students, even though they are on SILENT. It is YOUR responsibility to keep your things secure.
- If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.
- Under no circumstance is photographing or video recording allowed anywhere on the school premise.



- Texting and cell phone use is permitted in halls during passing and during the lunch period in the cafeteria
- All cell phone use must be respectful and non-disruptive to students and staff.
- Phones must remain on silent at all times throughout the school day. Parents / Guardians, please note you can contact your child via their cell phone during the lunch period. In the event of an immediate emergency, please call the school's main office at 412-824-8012.
- The staff of East Allegheny Junior/Senior High School requests your FULL cooperation with our policy.
- It should be noted that, the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

Acceptable Use: The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and any other school area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration). Ear buds/headphones must be removed.

#### Consequences for Violating the Student Responsibilities

- Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to local law enforcement.
- Refusal to surrender a cell phone or other electronic device when directed to do so by a teacher or administrator is a violation of our school's Code of Conduct. Insubordinate behavior results in a major disciplinary referral based on the Code of Conduct.
- First Offense ~ the device will be held in the Administration office until the end of the day. Students may pick up their phone following a behavioral contract review of this policy at the end of the period in the main office, room 310.



- Second Offense ~ An Administrator will establish parent contact and the confiscated device will remain in the main office until it is picked up by a parent or guardian.
- Third Offense ~ An Administrator will establish parent contact and the confiscated device will remain in the main office for one week. Student will be required to drop the phone off in the office at the start of the day and pick it up at the end of the day.

Classroom	Hallways	Cafeteria
<ul style="list-style-type: none"> <li>• Cell phones and air pods should not be out during class.</li> <li>• These items should be kept in a student's backpack, bag, or locked in the student's locker during classes.</li> <li>• If a student has a cell phone or airpods are out in class, the teacher will remind the student to put the devices away. If the student chooses not to comply with the direction, the teacher will document the behavior as a Level 2 major behavior infraction and consequences will be issued in accordance with the Code of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• In the hallway during the change of class, students can access and use their cell phones to access messages, but should not be making phone calls, taking photos, or recording videos in the hallways during the change of classes.</li> <li>• Students should not be walking down the hallway looking at their phones, as this presents a safety concern.</li> <li>• Airpods and earbuds should not be worn in the hallways during the changes of class. This presents a safety issue in the event that emergency directions need to be given to students during the change of classes.</li> <li>• Teachers and administrators will be present in the hallways to consistently monitor and enforce these expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are permitted to have their cell phones and airpods out at lunch for personal use, but must not take photos or videos during that time.</li> <li>• If students are using phones inappropriately, the adults supervising the cafeteria will remind the student to put the devices away. If the student chooses not to comply with the direction, the teacher will document the behavior as a Level 2 major behavior infraction and consequences will be issued in accordance with the Code of Conduct.</li> </ul>

### **Inappropriate photos or videos**

- 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 the administration has a reasonable suspicion that a violation has occurred. Failure to abide by these guidelines will result in discipline as per school policy.

- 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.

## **Text Messaging**

- 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.
- Cell phones 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.
- Laptop computers and other personal electronic items 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 their educational use.
- 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 when use is indicated in a student's individualized education program.

## **Internet Policy**

**District Policy 815: Acceptable Use of Internet, Computers and Network Resources** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).

The Board's goal in providing this service to teachers and students is to promote educational excellence in the East Allegheny School District by facilitating resource sharing, innovation, and communication.

## Care of Chromebooks, Technology, & District Property

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Students are obligated to pay for damaged or lost books, and/or Chromebook at the current replacement cost. The title of the book in question will be sent to the office and the student will be informed of the amount due. A receipt for the debt will be given to the student. Upon presentation of the lost book and student's copy of the receipt, the money will be refunded. Students who do not pay for damaged or lost books/Chromebook will not receive their report cards at the end of the school year. Senior diplomas will not be issued until all debts have been resolved.

**\*\*Add the updated care of chromebooks procedure and policy from Jamie\*\***

## Unlawful Use of a Computer

PA Title 18, Crimes and Offenses. Unlawful use of a computer is defined as a person committing an offense if he/she:

- Accesses, alters, damages, destroys any computer, computer system, computer network, computer software, computer program, or data base or any part thereof, with the intent to interrupt the normal functioning of an organization or to devise or execute any scheme or artifice to defraud or deceive or control property or services by means of false or fraudulent pretenses, representations or promises.
- Intentionally and without authorization accesses, alters, interferes with the operation of, damages, or destroys any computer, computer system computer network, computer software, computer program or computer database or any part thereof.
- Intentionally or knowingly and without authorization gives or publishes a password, identifying code, personal identification number or other confidential information about a computer, computer system, computer network or database.

If a user violates any of these provisions, his/her access may be terminated, and future access could be denied. The signature (s) on the Document Review and Authorization Form regarding Internet Use Policy #815 is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance. Depending on the nature of the infraction, local law enforcement may be notified.

## Hazing Policy

**District Policy 247-Hazing** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).

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.



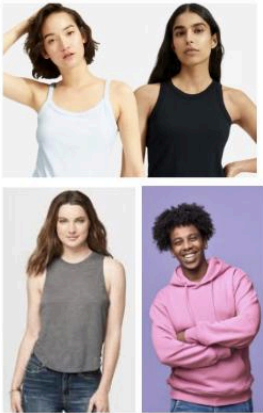
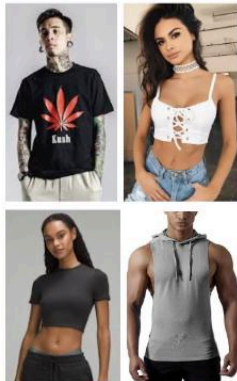




## **Bus Offenses**

1. First offense - meeting with the principal and/or detention assigned
2. Second offense - 1 day bus suspension
3. Third offense - 3 days bus suspension; parent conference will be held.
4. Fourth offense - 5 days bus suspension; parents placed on notice.
5. \*After a fifth incident, a parent conference will be held to determine if the child should lose bus privileges for the rest of the year.

## **Dress Code**

**District Policy 221: Dress and Grooming** can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net)

- The purpose for implementing this student dress code policy for all students in grades Kindergarten through 12 is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; prevent distraction to students, staff and the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the community. While requiring a specific type of clothing, it is not the district's purpose to interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objective of the district. This dress code policy shall be in effect during the regular school year.

East Allegheny Jr/Sr High School Visual Dress Code		Acceptable	Not Acceptable
Headwear	<ul style="list-style-type: none"> <li>Baseball hats, beanies, bonnets, or religious / cultural head coverings are acceptable to be worn inside the building.</li> <li>Messaging or visuals on headwear should not promote drugs, alcohol, weapons, gang affiliation or is offensive either by racial, cultural, or sexual references.</li> <li>Hoods and bandanas are not acceptable to be worn inside the building.</li> <li>Combs, rakes, or picks should not be worn in the hair.</li> </ul>		
Upper Garments	<ul style="list-style-type: none"> <li>Undergarments should not be visible.</li> <li>Sleeveless attire or spaghetti straps cannot reveal undergarments. Straps must be wide enough to cover undergarments.</li> <li>Clothing must cover the midsection &amp; abdomen. Shirts/tops should be long enough to cover the stomach.</li> <li>Clothing should appropriately cover the chest area.</li> <li>Clothing that promotes drugs, alcohol, weapons, gang affiliation or is offensive either by racial, cultural, or sexual reference is not acceptable.</li> </ul>		
Lower Garments	<ul style="list-style-type: none"> <li>Undergarments should not be visible.</li> <li>Shorts and skirts should be of a reasonable length, while covering all undergarments and private areas that are covered by undergarments.</li> <li>Jeans are appropriate. Jeans should contain no holes in the areas that should be covered by undergarments.</li> <li>Leggings, yoga pants, or bottoms that are form fitting must have a top garment that covers the buttocks area.</li> <li>No pajama pants or sleepwear is acceptable.</li> </ul>		
Footwear & Accessories	<ul style="list-style-type: none"> <li>Bedroom shoes or slippers are not acceptable to be worn in the building.</li> <li>Sneakers, Boots, Crocs, slides, and flip-flops are acceptable to be worn in the building.</li> <li>Blankets are not acceptable to be worn or carried with students while inside the building.</li> <li>Sunglasses are not acceptable to be worn inside the building.</li> <li>Jewelry or accessories that may be used as weapons are not acceptable.</li> </ul>		

**\*Hooded sweatshirts may be worn inside the building, but the hood must be kept down at all times.**

### **Clothing Items Not Permitted**

- Outerwear/Outdoor clothing is not permitted once classes begin.
- Draping articles of clothing, towels, or blankets are not acceptable inside the building.
- Tops which expose undergarments, navel or abdomen are strictly prohibited.
- Fishnet or ripped-up stockings are not permitted.
- Combs, rakes, or picks should not be worn in the hair.
- Any symbols, signs, tattoos, hairstyles, or other evidence of membership in, or affiliation with, recruitment of, or desire to be affiliated with any gang is prohibited.

### **Jewelry & Accessories Not Permitted**

- Jewelry or accessories that may be used as weapons are not to be worn to school. This includes but is not limited to jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, two (2) or three (3) finger rings that are connected, and bulky chains worn around the neck or waist.
- Chains and sharp objects such as spikes are not allowed on clothing or book bags.
- Students may not wear tinted glasses or sunglasses in school.
- Mouth appliances not specifically prescribed by a dental care provider are prohibited.

### **Exemptions**

- 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. This may be determined by the building principal.
- Requests for exemptions from the dress code based upon one's religion or religious beliefs must be made in advance in writing to the principal. Other exceptions will require approval from the Building Principal. Such exception requests include a reason/explanation for the request. Exceptions may also be permitted pursuant to an approved Act 504 Service Plan.

### **Kind Reminders**

- All clothing is to be clean and neat.
- Attire that is not in compliance with this dress code policy is not permitted.
- In addition to the clothing items expressly prohibited under this policy, Principals and District Administration have discretion to address any attire/body art that is offensive, degrading, vulgar, contrary to the educational mission of the school, disrupting the learning environment, or infringing upon the rights of others.
- Repercussions for dress code violations will be determined by the building principals. Infractions could result in: Notification to parents, Detentions, In-school suspensions, and/or Out-of-school suspensions.



## Student Athletics & Activities

### Eligibility

#### 7<sup>th</sup>/8<sup>th</sup> Grade Athletic Eligibility

- In order to be eligible to participate in athletics, students must be passing five core academic classes, which meet daily. These classes are in the content areas, of Math, English, Social Studies, Science, and Reading. Students must maintain a minimum 2.0 GPA in these classes to be academically eligible to participate in athletics.
- The following sports are offered at the middle school level:

Girls Soccer	Boys Soccer
Girls Volleyball	Boys Football
Girls Basketball	Boys Basketball
Girls Softball	Boys Track and Field

#### High School Athletic Eligibility

- In order to be eligible for athletics students must pass 4 core academic classes, which meet on a daily basis. These classes are in the content areas of Math, English, Social Studies, and Science. Students must maintain a 2.0 GPA in these classes to be academically eligible to participate in athletics.

### Attending Extra-Curricular Activities

- When a student attends an athletic contest, play, concert, etc., on school premises, he/she is under the control of the supervisory personnel of the school. You are expected to behave in a positive manner. If you are directed to do something by school personnel, your status is that of a student, no matter what the time of day.
- We would expect that you would conduct yourself in a manner that would bring honor to your school and your family.
- The penalties for violation of school rules extend to extra-curricular activity participation for all students including those participating in the activity.

### Music Department Trips

- Students participating in the music department trip must have a 2.0 GPA and no failing grades in any classes. Students are expected to complete missed class assignments before their return. All policies, guidelines and procedures of the school, and as established by the music department for the trip, must be strictly followed by all students.
- Students may not have (10) unexcused/illegal absences or (15) excused absences total in order to attend the trip and have no more than (12) unexcused/illegal tardies. Disciplinary infractions can affect a student's ability to participate in this opportunity.



## Student Access and Privileges

### Office Visits

The Main Office, Counseling Office, and Nurse's Office are all accessible in the morning before the warning bell for first period. Students may drop off completed forms, excuses, and other items at that time. Except in the case of an emergency, if a student needs to go to an office during the day, they must have an E-Hall Pass from their classroom teacher.

### Work Permits

- The Pennsylvania Child Labor Laws require all workers under the age of 18 to have an employment certificate (work permit) in order to be legally employed.
- Work permit applications are available in the School Counseling Office. Parents/guardians are to complete the application. The completed application and a copy of the student's birth certificate is required for the issuance of a work permit. The certificate will be issued to the student the same day their completed materials are received in the Counseling Office.

### High School Dances

- Tickets for dances are sold in advance as students out of compliance with attendance and disciplinary policies are not permitted to attend.
- The School Discipline Code is in effect at all school-sponsored events whether they are on or off campus. Dances end at 10:00 pm unless otherwise noted.
- Students who are not in attendance on the day of the dance are not permitted to attend. Guests from outside of East Allegheny High School must complete the application no later than a week prior to the dance.
- Any non-student wishing to attend an East Allegheny Dance must produce a photo identification (The principal has the right to deny attendance to any non-student). A copy will be kept in the office and analyzed the night of the dance. If the photo and the actual guest do not match, they will not be admitted.
- All student guests to dances from other schools must receive a recommendation from the sending school as to the guests' character. Individuals over the age of 21 are not permitted to attend East Allegheny dances. Any student serving an out-of-school suspension will not be permitted to attend a dance.
- Students attending proms and other formal dances must adhere to the East Allegheny dress code policy. All clothing must be appropriate for a formal evening. A detailed description of dress requirements will be included as part of the dance instructions that are distributed to all students prior to buying tickets. Any student who has accumulated 10 discipline referrals will not be eligible to attend any senior high school dance, including prom.

## Student Parking

Students who wish to drive to school must apply for a driving/parking permit in the high school office. Only seniors and juniors will be given permission to drive to school. Payment must be received in the full amount for the parking permit to be issued. The permit must be displayed in the rearview mirror so that it is visible from the outside of the car.

- Student parking will take place in the lower lot. Parking spaces will be made available to students with priority given to Seniors first, then Juniors, and then students who have legitimate work obligations after school and students who are involved in extracurricular activities and do not meet the requirements of being a Senior or Junior. Any remaining spots will be assigned by grade level seniority.
- Administration will identify up to 10 parking spaces in the faculty/staff lot that will be made available on an as needed basis for students with short- or long-term disabilities, students with a medical condition and any other situations where such a parking space can be legitimately justified.
- The district reserves the right to search a student vehicle with probable cause. Searches of the vehicle include all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

## Parking Requirements

- Students will be assessed a fee of \$5.00 for the academic year. Parking privileges extend from the first day of classes until the last except for seniors who may need to access parking at the end of the school year. Parking fees will be used to pay the costs of printing parking tags.
- Parking privileges do not extend past the end of the school day or past the end of practice if applicable. Parking is not reserved for special events (games, special events, ceremonies etc.) Parking is also not reserved on weekends and scheduled school holidays.
- Students must provide a valid operator's license, current registration, proof of insurance and parental consent in order to receive a parking permit. Parking permits are non-transferable. Any student who loses access to a vehicle must surrender his/her parking pass to security or to the main office.
- All drivers are subject to the laws, regulations and ordinances of the Commonwealth of PA and the Township of North Versailles.
- By receiving a parking permit a student acknowledges that his/her vehicle is subject to search at any time by an administrator or designee of the School District.
- Students may not transport other students (except for siblings) without the express written permission of the parents/guardians of the students being transported.
- Students will also be assigned to a parking space in the lower parking lot.
- The parking space number will match the parking tag number.
- No one else will be permitted to park in that space.
- Students who do not park in their assigned spaces will be asked to move their cars.
- Students who drive to school must sign in and turn keys in at the security desk daily.
- Students may not leave the school grounds without permission.
- Students who persist in driving to school without a permit may have their vehicles towed at their expense.
- The school reserves the right to have any unauthorized vehicles towed.

- ANY vehicle entering the school parking lot is subject to search by school authorities and law enforcement personnel working with them.
- Such a search may be conducted without a warrant for any reasonable purpose.

### **Reasons for Suspension or Revocation of Parking Privileges**

- Failure to report to the security desk for screening upon arrival in the morning.
- Students who refuse to turn in their keys at the security desk will not be permitted to drive to school and may be subject to disciplinary actions.
- Leaving school early without a valid excuse or parent or administrator consent.
- Two or more out of school suspensions for acts of violence as defined in the Code of Conduct
- Expulsion from School for any reason
- Failure to abide by posted speed limits or failure to observe other traffic laws (Stop signs, pedestrians in crosswalks, yielding, school buses displaying red lights etc.) while on school grounds.
- Two or more warnings for parking in unauthorized or prohibited spaces.
- Leaving before school buses depart unless excused to or otherwise authorized by administration or security.
- Any student has accumulated (3) unexcused tardies and/or (6) excused tardies in the school year.
- Any student leaves the school grounds without permission.
- Any student transports other students to or from school, except for transporting siblings.
- Any student who does not adhere to the posted speed limits or traffic laws.
- Any student who fails to check in at the security desk in the morning and / or turn in their keys.
- Any student who is deemed a reckless driver.
- Any student who parks in someone else's spot.
- Any student who attempts to leave before the buses depart.

1st violation:	one day suspension of driving privileges
2nd violation:	one week suspension of driving privileges
3rd violation:	one semester suspension of driving privileges
4th violation:	one year suspension of driving privileges