

## NOTICE OF NONDISCRIMINATION

The East Allegheny School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities.

The following position has been designated to handle any inquiry regarding the nondiscrimination policies:

**Pupil Services Coordinator  
1150 Jacks Run Road  
North Versailles, PA 15137  
(412) 824-8012**

## 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 educational opportunities to achieve Individual educational success within District financial restraints.

## EAST ALLEGHENY'S VISION STATEMENT

A Great and Safe Place for Students  
Academic Excellence is the Major Focus  
Staff Goes the Extra Mile  
PSSA & Achievement Test Scores will Steadily Improve  
Reduce the Number of Disciplinary Actions  
Respected by the Academic Community  
Teachers will Improve their Instructional Skills

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## SCHOOL BOARD MEMBERS

BOARD PRESIDENT - MRS. GERRI McCULLOUGH  
BOARD VICE-PRESIDENT - MR. FRANK PEARSOL  
BOARD TREASURER – MRS. JACQUELINE GATES

MR. ALAN EICHLER  
MR. MICHAEL PARADINE  
MR. JOHN SAVINDA

MS. LISA GREEN  
MS. CONNIE ROSENBAYGER  
MR. STEPHEN VOLPE

BOARD SECRETARY - MS. TONI VALICENTI

## DISTRICT ADMINISTRATION

SUPERINTENDENT MR. DONALD Mac FANN  
ASSISTANT SUPERINTENDENT DR. BETSY D'EMIDIO  
DIRECTOR -FISCAL AFFAIRS MS. TONI VALICENTI  
FEDERAL COODINATOR MS. BETSY D'EMIDIO  
SCHOOL PSYCHOLOGIST DR. JOSEPH HOWELL  
DIRECTOR OF PUPIL PERSONNEL MR. MARK DRASKOVICH  
TECHNOLOGY COORDINATOR MR. JEFF MATHEWS  
ASSESSMENT/DATA ANALYSIS/ MR. ALEX EICHLER

## JUNIOR/SENIOR HIGH SCHOOL ADMINISTRATION

HEAD PRINCIPAL DR. BETSY D'EMIDIO  
7th & 8th GRADE PRINCIPAL MR. MARK DRASKOVICH

## PHONE NUMBERS AND WEB SITE ADDRESS

District Office Phone Number: 412-824-8012  
JR/SR High School Office Phone Number: 412-824-9700  
JR/SR High School Fax Number: 412-825-4570

## BOARD POLICIES

A complete list of board policies are located on the EASD website, [www.eawildcats.net](http://www.eawildcats.net) or upon request. In the event that policies are revised during the school year, updates can be found on the website. Policies included in this handbook are summaries.

**PLEASE NOTE: CELL PHONE AND DRESS CODE  
POLICIES ARE SUBJECT TO CHANGE BASED ON THE  
SCHOOL BOARD DISCUSSION HELD DURING  
SUMMER OF 2017.**

**East Allegheny Senior High School**  
**Departmental Organization—SUBJECT TO CHANGE**

**ENGLISH**

Ms. Lisa Gigliotti  
Mr. Paul Goldstrohm  
Ms. Alice Gaskell  
Mrs. April Crystol-Reidenbaugh  
Mrs. Kathleen Chenot

**MATHEMATICS**

Mrs. Jennifer Smith  
Mrs. Marcella Sippey  
Mrs. Jamie Rosenfeld  
Mrs. Amanda DeMedio  
Mrs. Valerie Ekis  
Mr. Brian See  
Mr. Frank Szatkowski  
Mr. Chris Morrone

**FOREIGN LANGUAGE**

Mrs. Carolyn Forsythe  
Mrs. Rebecca Woods  
Mrs. Julie Kenney

**INDUSTRIAL ARTS**

Mr. Mark Pogue

**MUSIC**

Mr. Stephen Ehrlich  
Mr. Justin Rosco  
Mrs. Amanda Rosco

**G.A.T.E./LIBRARIAN**

Mrs. Debbie Bacco-Wicker

**ATHLETIC DIRECTOR**

Mr. Timothy Cortazzo

**SOCIAL STUDIES**

Mr. Dennis Edwards  
Mr. Edward Lorenc  
Mr. Josh Miller  
Mr. Ryan Encapera  
Mr. Mark Stahurski

**SCIENCE**

Mr. James Comunale  
Mrs. Linda Ripper  
Mr. Brendan Walk  
Mrs. Holly Spallone  
Mrs. Lori Tresnan

**ARTS**

Mrs. Heather Hallick  
Mrs. Mary Cook

**GRAPHICS**

Mr. John Gutwald

**PHYS. EDUC./HEALTH**

Mrs. Janeen Badali  
Mr. Ryan Kenney  
Ms. Melinda Vogle

**NURSE**

Mrs. Darcy Yeloushan

**Senior High School Departmental Organization (cont.)**

**GUIDANCE & CHARACTER ED./CAREER CRUISING**

Mrs. Emilia Peiffer Grades 9—12

**STUDENT ASSISTANCE**

TBA

**DEAN OF STUDENTS**

**Mr. Christopher Berger**

**SPECIALTIES**

Special Education Program

Mr. Rick Yeager

Special Education Program

Ms. Jennifer Borsani

Special Education Program

Mrs. Victoria Diges

Special Education Program

Mrs. Amy Davis

Alternative Education

Mr. Brian Ferek

Alternative Education

Mr. David Loya

Life Skills Program

Mrs. Dawn Price

Speech

Mrs. Mallory Parrish

English as a Second Language

Mr. Matthew Lorenzo

**EAST ALLEGHENY SCHOOL DISTRICT**

**Senior High School 2017—2018**

**SAT, ACT and AP Testing Calendar**

**SAT dates given at EA:** October 7, 2017 and March 10, 2018

For a complete list of SAT testing dates, go to [https://  
collegereadiness.collegeboard.org/sat/register/dates-deadlines](https://collegereadiness.collegeboard.org/sat/register/dates-deadlines)

**ACT not given at EA;** List of testing dates can found at [http://  
www.act.org/content/act/en/products-and-services/the-act/  
registration.html#dates](http://www.act.org/content/act/en/products-and-services/the-act/registration.html#dates)

**PSAT:** Wednesday, October 11, 2017. Cost is \$5 (District does not pay for this test)

**AP exams:**

AP English Literature & Composition

Wednesday, May 9, 2018

AP Environmental Science

Thursday, May 10, 2018

AP U.S. History

Friday, May 11, 2018

AP Statistics

Thursday, May 17, 2018

## EAST ALLEGHENY SCHOOL DISTRICT

9/4/17 - Labor Day Holiday  
9/6517 - FIRST DAY OF SCHOOL  
10//20/17 - In-Service Day - No School for Students  
11/10/17 -Veterans' Day Holiday  
11/21/17 - Evening Parent Conferences PK—8  
11/22/17 - Act 80 Day-PK-12 Parent Conferences - No School for Students  
11/23/17 -11/27/17 - Thanksgiving Break  
12/25/17 - 12/29/17 - Christmas Break  
1/1/18 - Christmas Break  
1/2/18- SCHOOL RESUMES  
1/15/18 - Martin Luther King Day Holiday  
2/15/18 - Evening Parent Conferences PK—12  
2/16/18 - Act 80 Day - K-12 Parent Conferences- No School for Students  
2/19/18 - Presidents' Day Holiday  
3/16/18 - In-Service Day—No School for Students  
3/29/18-4/2/18 - Spring Break  
4/20/18—In-Service Day—No School for Students  
5/11/18 - ACT 80 - No School for Students  
5/26/18 - Kennywood Picnic Day  
5/28/18 - Memorial Day Holiday  
6/8/18 - LAST STUDENT DAY—GRADUATION

### 2017—2018 SCHOOL CALENDAR

<u>Interim Marking Periods</u>		<u>Snow Make-up Days In Order of Use</u>
1 <sup>st</sup> Period	10/5/12017	11/27/2017
2 <sup>nd</sup> Period	12/14/2017	2/9/2018
3 <sup>rd</sup> Period	2/27/2018	3/29/2018
4 <sup>th</sup> Period	5/8/2018	4/2/2018

**Please note: If additional snow days are needed, they will be added to the end of the school year and GRADUATION MAY BE CHANGED**

#### Report Cards Issued

11/21/2017  
2/7/2018  
4/18/2018

**Note: Last report card mailed home**

Period				
	20		7:20-7:40	Breakfast
1		46	7:40-8:26	Hold in 1st for
		5	8:26-8:31	Announce.
	4		8:31-8:35	
2		46	8:35-9:21	
	4		9:21-9:25	
3		46	9:25-10:11	
	4		10:11-10:15	
4		46	10:15-11:01	
	4		11:01-11:05	
5		46	11:05-11:51	9th-12th Lunch
	4		11:51-11:55	
6		46	11:55-12:41	9th-12th Lunch
	4		12:41-12:45	
7		46	12:45-1:31	
	4		1:31-1:35	
8		46	1:35-2:21	

**2-Hour Delay Schedule**

Period				
	20		9:20-9:40	Breakfast
1		31	9:40-10:11	Hold in 1st for
		5	10:11-10:16	Announce.
	4		10:16-10:20	
2		31	10:20-10:51	
	4		10:51-10:55	
3		31	10:55-11:26	
	4		11:26-11:30	
4		31	11:30-12:01	
	4		12:01-12:05	
5		31	12:05-12:36	9th-12th Lunch
	4		12:36-12:40	
6		31	12:40-1:11	9th-12th Lunch
	4		1:11-1:15	
7		31	1:15-1:46	
	4		1:46-1:50	
8		31	1:50-2:21	

**Activity Schedule**

Period				
	20		7:20-7:40	Breakfast
1		42	7:40-8:22	Hold in 1st for
		5	8:22-8:27	Announce.
	4		8:27-8:31	
2		42	8:31-9:13	
	4		9:13-9:17	
3		42	9:17-9:59	
	4		9:59-10:03	
4		42	10:03-10:45	
	4		10:45-10:49	
5		42	10:49-11:31	9th-12th Lunch
	4		11:31-11:35	
6		42	11:35-12:17	9th-12th Lunch
	4		12:17-12:21	
7		42	12:21-1:03	
	4		1:03-1:07	
8		42	1:07-1:49	
	4		1:49-1:53	
<b>ACTIVITY</b>		28	1:53-2:21	<b>Activity Period</b>

## **GUIDANCE SERVICES**

The Guidance Staff at East Allegheny Senior High School is interested in helping all students understand abilities, interests, and to plan their program of studies and activities.

Each year, an orientation program is planned for all in-coming ninth graders and their parents. Parents and students are urged to take advantage of this opportunity to meet the Counselor and Administrators to get acquainted and to learn more about the program of studies and educational opportunities and facilities provided by the Senior High School.

Special bulletins are issued periodically by the Senior High Counselor to inform the students of the procedures in applying for testing, for schools, and for employment. The bulletins include many essential guides for the students to aid in entering a chosen field.

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 Guidance Office and discuss it with the Counselor.

The hours for the Guidance 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 Guidance 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 announced through the office.

### **SCHEDULING**

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 have the opportunity to 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.

### **SCHEDULING APPOINTMENTS TO SEE A COUNSELOR**

During lunch periods (with a pass), before and after school, a student may request a student request form. Fill it out with your first and second choice of periods that you wish to meet with the counselor or administrator. Return the completed form to your first period teacher. Your teacher will send it to the office with the attendance, and within one day the counselor or administrator will send you a written pass to schedule your appointment. Students may also obtain these passes in the guidance office.

### **CLASS SCHEDULE**

All students are to follow their regular schedule at all times. Your absence from class is covered by a “cut slip.” You must personally notify your teacher if you have band, “GATE” or any other legitimate reason for missing class. Do not tell a friend to tell the teacher you will not be there. The teacher must be given the courtesy of hearing from you directly. Remember, your grade is affected by class cutting. Identified students will not receive academic credit for cut classes.

Students have four minutes to change classes. Do not loiter in the Pride Court or the restrooms. You must be in your seat on time, not in the doorway. If you have been delayed for a legitimate reason, get a pass from the teacher. **DO NOT GO TO THE HIGH SCHOOL OFFICE.**

### **HONORS CLASSES**

East Allegheny is proud to offer several courses that have an Honors status attached to them. For a student to enroll in an honors class, the student must have an average of 90% for the previous year in an academic class. Once in an honors class, the student must maintain an average of 80%.

### **ADVANCED PLACEMENT – AP CLASSES**

East Allegheny is proud to offer Advanced Placement Courses, which are recognized by the National College Board. These courses require the most rigor and students must assume more responsibility for their work. Students taking AP classes will have the opportunity to take the AP Exam, with the

possibility of earning a college credit with a score of “3” or higher on the AP exam, depending on which score the college will accept for credit. Students should contact prospective colleges to determine which AP Exam scores that particular college will accept.

## **GRADING POLICY**

### **PERCENTAGE GRADES:**

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

<b>100% - 90% = A</b>	Indicates that the student has done superior work for his/her category.
<b>89% - 80% = B</b>	Indicates that the student has achieved beyond normal expectations, but not to the superior degree noted above.
<b>79% - 70% = C</b>	Indicates that the student has achieved satisfactory progress and possesses knowledge in the average range for his/her ability.
<b>69% - 60% = D</b>	Indicates that the student has progressed to a somewhat slower than normal rate for his/her category. It also indicates that even though this is passing, the student may have difficulty with future tasks and achievements.
<b>59% - 40% = F</b>	Indicates unsatisfactory progress and achievement. If performance continues at this level, it would require that the student repeat this course for credit during summer school.
<b>“T”</b>	Indicates that the student did not complete all assignments during the grading period. Students will have two weeks from the end of the grading period to complete the assignments. If assignments are still incomplete after the two-week period, the grade will be a “40%.”
<b>“Q”</b>	This grade is issued to students who have failed due to an attendance violation. It is issued by the office.

### **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 by two. The quotient will then determine the semester grade. The annual grade will then be determined by an average of the two semester grades.

**PLEASE NOTE THE FOLLOWING:**

*All borderline situations will be the prerogative of the teacher (i.e. 3.5= A or B, 2.5 = B or C, 1.5 = C or D, .5 = D or F.)*

**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.

**REPORTS TO PARENTS**

The school year is divided into f (4) nine-week reporting periods. Each student will receive at least (1) formal report per nine-week period. This report is intended to be a summary of the student's achievement for that grading period.

Progress reports will be issued for all students during each nine-week grading period. These reports will be mailed to the parent or guardian during the fifth week of each grading period. The intent of this report is to make both the parents/guardians and students aware about the student's academic and behavioral development in a class. If parents/guardians have a concern about a child's grade or status in the class, the **parent/guardian should initiate contact with the teacher** of that class. The student's counselor is available as a resource person, in helping to arrive at a solution which would be acceptable to all parties. **Parents/guardians are encouraged to call** their children's teachers or Guidance Office to schedule a teacher conference.

**HONOR ROLL**

The foundation of an effective instructional system is guided by the school's philosophy and objectives. Therefore, consistent with East Allegheny's program, the honors criteria for grades 9-12 are as follows:

There are two classifications of honor roll students at East Allegheny Senior High School (grades 9-12). One is the Honor Roll and the other is High Honor Roll. Honor Roll will range from a 3.00 average to a 3.49 average. High Honor Roll will span from 3.50 to 4.00.

The selection criteria is as follows:

A "B" average for all courses that meet five days a week except for Physical Education, Art, Music, Industrial Arts, and Home Economics classes.

"D" or "F" grades in any subject disqualifies a student

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

### **UNSATISFACTORY ACADEMIC PROGRESS NOTIFICATION**

If the possibility arises that a student may receive a “D/F” grade at the end of the report period, the teacher will so inform the parents using the progress reports that are sent home at the midpoint of each marking period.

This form will be sent at the midpoint of each grading period (or as soon thereafter as the situation is recognized) and a copy will be kept on file in the Guidance Office for the remainder of the school year.

### **RETENTION POLICY FOR GRADES - 9TH—12TH**

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. 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/make-up courses for failed classes may permit advancement.**

Online Courses: 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. In other words, if a student does not like Mr. A who teaches History, the student cannot opt to take the same course online because he or she does not like the 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 a failed physical education class by taking an after school gym class.

Parent Waiver: Students and parents must sign a waiver if a student is going to take a class of a higher academic standing against the recommendations of the teacher.

### **INFORMATION FOR SENIORS**

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.

### **ACCESS OF RECORDS**

Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records, in most cases, and to have a school official explain the record, if requested. To inspect your child's records, or your own, contact the Principal of the school.

### **CHALLENGE of RECORDS**

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading, or violate student's rights, and to have a hearing if that request is refused.

### **DISCLOSURE**

Family Educational Rights and Privacy Act, (FERPA), provides that educational records cannot be released without the written consent of the parents or eligible students, except in certain specified instances.

### **RIGHTS AND PRIVACY ACT**

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act, (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and "eligible students" that if you are between the ages of 6 and 21, you have the right to a free and full education in our public schools. You may not be denied access to school because of race, religion, sex, or national origin. This right extends to migratory children and pregnant or married students.

### **ATTENDANCE GUIDELINES**

*(The complete policy can be found on the website)*

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.

### **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.

### **EXCUSAL FROM ATTENDANCE ON A DAILY BASIS**

The Board shall excuse students in the following situations from the requirements of regular attendance of the schools of the district, on a permanent basis, with the provision that if conditions change, such that the identified situation no longer exists, students may once again be subject to the compulsory attendance laws:

1. On certification by a physician, psychiatrist, or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental or physical reasons so urgent as to preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of this district shall be counted as being in attendance in this district.
3. Students tutored by a properly qualified tutor, subject to the Superintendent's approval.
4. Students fifteen (15) or sixteen (16) years of age whose enrollment in a

- private trade or business school have been approved.
5. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
  6. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certification.

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.

**BRING YOUR CHILD TO WORK: Students are not permitted to bring their children to school on such days as "Bring Your Child to Work Day". School is not a student's place of work and the student is not permitted to bring his/her child here.**

#### **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. This being said, 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 company letterhead stating the reason for the absence is required to be considered for an excused absence.

#### **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**

Excused absences will include the following:

1. 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.
2. Obtaining professional healthcare or therapy service if the following requirements are met:
  - a. The health or therapeutic services are rendered by Commonwealth licensed practitioners.
  - b. It is not practical or possible for the pupil to receive the services outside of school hours.
  - c. 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.
3. Death in the family verified by a written excuse from a parent/guardian.
4. Impassable roads verified by a written excuse from a parent/guardian.
5. Religious holidays upon written parental request.
6. 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.
7. 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.
8. 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.

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:
  - a. 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.
  - b. After the approval of the principal, the student shall go to all teachers and obtain work that is to be completed during the absence.
  - c. Upon return to school, the student shall hand in the assigned work and complete whatever other work is required.
  - d. The appropriate teachers shall certify that the work has been satisfactorily completed and the absence is so indicated as excused.
  - e. 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 particular marking period.
  - f. If the work is not satisfactorily completed as stated, the absence (s) will be considered unexcused.

#### 10. Quarantine.

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.

### **UNEXCUSED/ILLEGAL ABSENCES and TARDIES**

Unexcused/illegal absences and tardies will include absence for any reason not listed under excused absences. Absence without the required written excuse will be considered to be unexcused/illegal.

### **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 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.

### **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.

### **ABSENCE REFERRAL PROCESS**

At the start of each school term, the district's attendance policy will be sent home with each student. When a child is newly registered in the district, the district's attendance policy will be given to the parents/guardians.

The school nurse will review the attendance every (2) weeks of those students who have been absent (10) or more days cumulatively or consecutively in the current school year (excused or unexcused). During this review, he/she will examine the reasons for the absences: suspensions, medical, parental note, etc. Other appropriate personnel may also be involved in this review. The purpose of the review is to determine whether additional information is required to verify the nature of the absences. Should it be the professional opinion of the school nurse that additional information is needed, he/she will submit the names of those students to the building principal.

The building principal, within (5) working days, will confer with the school nurse and, if in agreement with the nurse's findings, will send notice to the student's parents/guardians requiring a physician's excuse for all future absences for illness or a physician's excuse for some of the past absences for illness. Absences for illness after such request, which are not accompanied by a physician's excuse or alternative excuse acceptable to the building principal, will be considered unexcused/illegal absences. The principal shall notify the appropriate personnel in writing of those students who are required to have a medical excuse and the effective date of such a requirement. The principal shall also notify the appropriate homeroom teacher and/or building secretary. At his/her discretion, the principal may also request additional verification for absences other than absences for illness in those instances where the student has been absent for more than (10) days.

If requested verification is not provided, the absences will be considered unexcused/illegal.

### **DEFINITION OF UNEXCUSED/ILLEGAL**

Students who are under the age of 17 and have no valid excuse for absences will have those absences deemed illegal and will be cited as such. Students who are 17 and over who do not have a valid excuse for absences will have those absences categorized as unexcused.

### **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 Justice. A member of the administrative staff shall represent the school district at the attendance hearing.**

### **SCHOOL PENALTIES (Grades 9-12)**

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 extra curricular activities during the remainder of the year.

An accumulation of (9) school tardies or unexcused/illegal absences will 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.

**UNEXCUSED/ILLEGAL TARDIES** It is expected that all students arrive to class on time in the morning, where attendance is taken for school during 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.

**NOTE: Student drivers may lose all driving privileges for the remainder of the school year when they accumulate (3) unexcused/illegal tardies and/or (6) excused tardies to school. When a student receives two tardy unexcused and/or five excused school tardies a warning letter will be sent home stating that if there is another tardy unexcused and/or excused school tardy, the student's privileges will be revoked. A student who violates the limit on unexcused/illegal absences as set forth above will receive his/her grades for all classes, but will not be awarded credit for grade advancement or graduation.**

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the

suspension or expulsion of the student from their regular school program.

### **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.

### **TARDINESS**

Tardies will be considered excused for the same reasons as noted for excused absences.

For purposes of this policy, tardiness shall be defined as the arrival after the designated starting time, but by 9:00 a.m.

In order to establish a full day of attendance credit at the High School, a student must officially check in by 9:00 a.m.

**Students who receive unexcused/illegal tardies to school will not receive the opportunity to make up work in those classes that they missed due to their late arrival.**

Tardies will be tallied for the year, with the punishments being assigned accordingly.

If a large group of students come to school late at the same time, without a valid excuse, the person at the security desk should not admit those students. Likewise, if a student arrives at school with the intent to disrupt classes and be rowdy as evidenced by his/her dress, items he/she has with them, or loud comments, that student is not permitted to enter the building, unless escorted

by a parent/guardian.

### **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 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 aforementioned half-day times.

### **EARLY DISMISSAL PROCEDURES**

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 will be 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 in the office 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 office for a signature of return and a pass to re-enter class.

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.

### **PHYSICAL EDUCATION-MEDICAL EXCUSE POLICY**

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 initialed 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.

### **HOMEBOUND INSTRUCTION**

Instruction at home may be requested by parents if a physician has certified that the student will be absent from school for an extended period of time. Application for instruction is made through the principal and counselors.

### **TRANSFERRING TO ANOTHER SCHOOL /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.

### **THE PLEDGE OF ALLEGIANCE**

**ONE OF THE MAIN FUNCTIONS OF PUBLIC EDUCATION IS TO INSTILL IN STUDENTS A SENSE OF PATRIOTISM AND CIVIC PRIDE. WITH THIS IN MIND, STUDENTS SHOULD STAND AT ATTENTION IN HOMEROOM DURING THE PLEDGE OF ALLEGIANCE.**

### **DISCIPLINE CODE**

*(The complete policy can be found on the website)*

In order for a discipline code to be effective in reducing behavior problems, it must structure misbehaviors into categories from minor to major and provide

which will be presented to the new school. The guidance secretary will notify the principal once all debts and school materials are accounted for. At that point, the guidance secretary will for the student's transcript/records.

### **FIELD TRIPS**

Those students, who receive **two assignments of out-of-school suspension** will **not** be permitted to go on overnight field trips.

Students who receive a ten-day out-of-school suspension are not permitted to go on overnight field trips.

The teacher that is coordinating the field trip will notify parents when a student becomes ineligible to go on the trip.

The school discipline code is in effect at all times during the duration of the field trip. No exceptions to the code will be made. Directions from chaperones must be adhered to at all times.

The field trip coordinator will provide students and parents with all pertinent information regarding the trip and will arrange meetings if necessary.

## **EAST ALLEGHENY SCHOOL DISTRICT DISCIPLINE POLICY PHILOSOPHY**

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:

1. Be preventative in nature.
2. Promote self-discipline and personal responsibility.
3. Concern itself with the welfare of the individual and the school community.
4. Promote a positive relationship among students, parents and the school staff.
5. Distinguish between minor and serious infractions as well as between first and repeated infractions.
6. Provide disciplinary responses that are appropriate to the misbehavior.



7. Be enforced by all in a fair, firm, reasonable and consistent manner.
8. Be subjective to review as required, but not less than every two years.

A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to provide direction. However, in daily activities, one basic rule is that good sound judgment must be exercised in light of the conditions of the moment.

The Board prohibits corporal punishment, but reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

### **INTRODUCTION**

The proper functioning of any social system requires some regulation of its members. This is no less true of a school system than it is of a society. For a school system to function properly the conduct of students must conform to conditions that are conducive to learning.

The procedures, including rules, by which order is maintained in a school, are referred to as discipline. In general the system of discipline in a school will reflect the system found in a broader society.

Discipline strives to seek proper conduct through learning rather than by arbitrary authority. The student is to be guided in the development of self-control and of a sense of responsibility to other students and the school. Discipline entails the organization and operation of the school in such a way that situations leading to disorder will be largely avoided, and at the same time a maximum amount of opportunity for the development of self-control is provided.

### **SELF-REPORTING SAFE HAVEN**

Among the essential goals of the East Allegheny High School's Discipline Code is the promotion of self-discipline and personal 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 in authority.

Students are expected to know and to follow school regulations governing student behavior, including the rule that students are prohibited from the possessing 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 determining what discipline, if any, that should result.

appropriate disciplinary options for these misbehaviors. Through dissemination of information, students, parents and staff will become aware of which options will be utilized for disciplinary action. With the correlation of misbehaviors with disciplinary options, the school district ensures that its disciplinary procedures are fair, firm, reasonable and consistent.

The discipline code represents a continuum of misbehaviors based on the seriousness of the act and the frequency of occurrence. In each level, examples are listed with possible disciplinary options.

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 attending or visiting the schools.**
- \* **Hazing- 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.**

**\*\*\* Examples and disciplinary options in this policy are not limited to those provided. \*\*\***

### **RESPONSIBILITIES OF THE SCHOOL COMMUNITY**

Discipline is the responsibility of the entire school community. Members of the school community expect the school environment to be safe, organized and conducive to teaching, learning and living. It is the responsibility of the students, teachers, parents, administrators and the Board of School Directors to provide and maintain such an environment.

### **STUDENT'S RESPONSIBILITIES**

Students attend school to receive a quality education. Therefore, each student should:

1. Know all the rules and regulations for student behavior.
2. Accept responsibilities for his/her actions.
3. Understand that, by law, the teacher functions in place of the parent while the student is in school.
4. Recognize that teacher and principal authority extends beyond the classroom and to all school sponsored activities.
5. Respect and protect school property and the property of others.

6. Be aware that by law it is mandatory to attend school until the age of (17) and that good attendance is essential to learning.

### **PARENT'S/GUARDIAN'S RESPONSIBILITIES**

A positive relationship between the home and the school enhances the student's achievement and development. To achieve this relationship parents are expected to:

1. Know all the rules and regulations for student behavior.
2. Be aware of the responsibilities established for their children by school personnel.
3. Teach and provide a model for self-respect, respect for the law, respect for the rules of the school, respect for school personnel and students and respect for public property.
4. Provide a home atmosphere conducive for study.
5. Support prompt and regular school attendance.

### **TEACHER'S RESPONSIBILITIES**

Teachers have the largest proportion of contact hours with students than any other school personnel. Teachers' responsibilities extend beyond content matter instruction to the support and enforcement of school rules and regulations. In order to achieve educational goals, teachers must:

1. Know all the rules and regulations for student behavior.
2. Reinforce the discipline code as it relates to the classroom.
3. Enforce all rules in all areas of the school.
4. Provide an atmosphere of mutual respect and encourage a positive self-image and sense of self-worth for each student.
5. Serve in place of the parent in matters of discipline in accordance with Pennsylvania School Law.
6. Handle minor student infractions of the discipline code. Report to the principal any student who threatens his own safety or the safety of others or who seriously interferes with the educational process.
7. Develop a cooperative relationship with parents and students.

### **PRINCIPAL'S RESPONSIBILITIES**

Principals assume total responsibility for the orderly operation of the schools. The building principal must:

1. Know all the rules and regulations for student behavior.
2. Provide a climate of mutual respect and assume responsibility for dissemination and enforcement of the discipline code.
3. Be available to teachers, parents and students in order to resolve discipline problems.
4. Provide orientation and in-service programs on student discipline.

### **CENTRAL ADMIN. & BOARD OF SCHOOL DIRECTORS RESPONSIBILITIES**

As the educational leaders and policy makers the Board of School Directors and the Central Office Administration must:

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

### **DISCIPLINE POLICY: GENERAL INFORMATION**

A complete list of board policies on discipline are located on the EASD website, [www.eawildcats.net](http://www.eawildcats.net) or upon request.

**DISCIPLINE REFERRAL** - Students are to note that their official notification of a school punishment is the discipline referral. Once a discipline code infraction punishment has been assigned, students are expected to know when the punishment is scheduled and to report to the proper location for that punishment at that time. This information will be noted on the discipline referral, which is given to the student. If there is a discrepancy or a question as to when a punishment is scheduled, students are to check in at the office, after reporting to first period to verify the type of punishment and the date of the punishment assigned. Student refusal to sign a discipline referral does not mean that the punishment has not been assigned or that the student does not have to abide by the punishment assigned. If a student loses a discipline referral, the student should check with the teacher who assigned the punishment or the office to find out what the punishment is and when it has been assigned. If a student receives a discipline referral, the student must abide by the punishment assigned to him or her on the referral.

**CITATIONS** - The School District has the responsibility/reserves the right to issue disorderly conduct citations, as defined in the Crimes Code of Pennsylvania, Chapter 55: Riot, Disorderly Conduct, and Related Offenses. The School District may issue citations in any of the following situations:

- Student Fighting
- Student Horseplay
- 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. Anyone making threats against faculty, staff, or students at East Allegheny will be subject to any and all appropriate criminal or civil penalties as well as discipline penalties, as per the discipline

policy, including expulsion.

**EMERGENCY DRILL/EVACUATION PROCEDURES** - In the event that students are evacuated from the building for an emergency or emergency drill, the students must report directly to their assigned area and must sit with their assigned teacher. During the duration of the drill, students must follow the directions and instructions of their teachers and administrators. Students who fail to report to their assigned areas or to sit with their assigned teachers will be suspended from school. Students who are defiant, insubordinate, and disruptive during these drill/evacuation procedures will also be suspended from school. Students are not permitted to leave their assigned areas until the drill/evacuation period is over or when the students are dismissed by the administration. Students are not permitted to use cell phones during the drill/evacuation procedure. Students who use cell phones during said procedure will have those phones confiscated.

**SECURITY PERSONNEL** - Security personnel and Police Officers are in the building and at school events for the safety and protection of the students and faculty. Students are required to follow all directions given to them by the Police Officers and Security Personnel. **Students who fail to follow the directions of the POLICE OFFICERS or SECURITY PERSONNEL will receive an assignment of Out-Of-School Suspension. Students who refuse to be escorted from class by a security or police officer when they are asked to leave that class by the teacher will be suspended from school for three days and may receive a citation.**

**PROFANITY** - Students who use profane language directly toward or in response to a direction or statement made by a faculty member, administrator, or staff member will be suspended out of school for a period of three (3) days. Students who are yelling profanity in the hall, indoor court, gym, library and other public areas will be suspended for (1) day and may possibly be cited. Repeat hall disturbances will result in additional days of suspension and possibly up to ten days. This will also apply to students shouting profanity and threats to each other on school grounds, after school on school grounds or at school events and functions. This policy will also apply to instances where students have written profane, obscene, threatening, or otherwise inappropriate comments about an administrator, faculty or staff member.

**HAND GESTURES** - Students who make obscene and/or profane hand gestures at or in response to a faculty member, administrator, or staff member will receive a 1 day out-of-school suspension. **Students who make any threatening or obscene hand gestures towards another student will receive 1 day out of school suspension.**

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

**METAL DETECTORS** - Metal detectors have been placed in the building to better insure the safety and security of the students. Students will be required to pass through the 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.

**Students are prohibited from bringing the following items to school:**

- \* 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
- \* Knives, Scissors, or any unusual tool/implement that could pose a risk of injury to students
- \* Pepper Spray/Mace/Extra large markers/Spray paint
- \* Balloons, Masks, Costumes
- \* Flowers, cakes, cookies, or party goods
- \* Inappropriate Magazines - Prank items
- \* CHAINS OF ANY KIND
- \* Open Containers, bottles, cartons (including water bottles)

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.

**ELECTRONIC DEVICES/CELL PHONES/PDA's**

**Students are only permitted to use** Electronic Devices/Cell Phones/PDA's/MP3/iPod, tablets and e-Readers. Electronic devices are only permitted be used during breakfast and lunch. **NO CELL PHONES ARE PERMITTED DURING ANY/ALL KEYSTONE EXAMS ASSESSMENTS OR ANY OTHER TESTING ENVIRONMENT!** **The use of cell phones or any other electronic devices during Keystone Exams will result in voidance of the exam as stated by the Pennsylvania Department of Education. These**

devices are not permitted at any other time during the school day from the point of entering the building until 2:21 p.m. Any student using one of the above named devices or any other electronic device or accessory during unauthorized times/areas will be subject to the following disciplinary actions:

1st Offense	1 Day A.B.C./B.R.R.—No school activities/ functions for a week
2nd Offense	3 Days A.B.C./B.R.R.—No school activities/ functions for 2 weeks
3rd Offense	1 Day O.S.S.—No school activities/functions for 45 consecutive school days
4th Offense	2 Days OSS—No school functions for the remainder of the school year. This constitutes all school related functions (homecoming activities, Christmas dance, prom, practices and athletics).

Students who use a camera or cell phone to take inappropriate photos or videos of another student, teacher, administrator, support staff member, security personnel or any other persons with or without that person’s knowledge and/or distribute those photos to others will receive 10 days O.S.S., notification to proper authorities and referral to the Superintendent for expulsion procedures. (School Board Code 218)

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

**MEDICATION POLICY VIOLATION** - Students who are found to be in violation of the Medication Policy and who have not registered their prescription medicine or over the counter medication or any supplements with the Nurse will receive (3) days of detention for the first offense and (1) day of out-of-school suspension for the second offense. Three days of out-of-school suspension will be assigned as a minimum penalty with the possibility of an extended out-of-school suspension if evidence is found that the student has been distributing his/her medication to other students and the drug and alcohol policy will be enforced.

**DETENTION** - Once assigned to detention, students are required to report to detention on the date on which it was assigned and on time. **Students are not permitted to miss detention because of work, extra curricular activities, practice, or things to do at home.** In the event of a doctor appointment, court appointment, inclement weather, or a funeral, a student may have his or her detention rescheduled. Students in detention are to follow all directions of the detention supervisor. Students in detention are directed to use the time to work quietly or read. All school rules apply to detention. *Students may not*

*participate in extra-curricular activities until they have served their detention. Students who are disruptive in detention will be removed from detention any may receive additional detention time or even suspension from school.*

**DETENTION – FAILURE to ATTEND**—When a student fails to attend any 1 to 3 scheduled detention day (s) the student will automatically receive (1) day of A.B.C./B.R.R. The remaining detention (s) will be dismissed.

**DETENTION BUS**— Students who serve detention will be able to ride the after school activity bus home at 3:30 p.m.

**ALTERNATIVE BEHAVIOR CLASSROOM (A.B.C.)** - The purpose of the student discipline policy is to establish a safe and secure learning environment for all students and faculty, so that time can be focused on instruction and meeting the needs of the student. In order to keep students on task and in school, while at the same time enforcing school discipline policy, the Alternative Behavior Classroom Program has been established. Students who are assigned to the Alternative Behavior Classroom Program (A.B.C.) will ride their regular bus to the East Allegheny High School. For the 2013-2014 school year. A.B.C. students will promptly report to the A.B.C. room upon entering the building. A.B.C. students will not wander the hallways or go to breakfast. A.B.C. students found wandering the halls will be suspended. Students who are in violation of the dress code policy who refuse or are unable to obtain a change of clothes will also be sent to A.B.C.

While in the A.B.C. room, students will have the opportunity to make up work for class. Students will be provided with a lunch while in A.B.C. and must follow all rules and directions of the A.B.C. supervisor. Students who are disruptive in A.B.C. will be suspended out-of-school for as many days as they were originally assigned to A.B.C.

Any student who is absent from school on the day of their A.B.C. assignment will report to A.B.C. on the day which they return to school. This is the responsibility of the student and failure to attend the make-up session will result in 1 additional day added for each day that a student failed to make-up.

Any student that deliberately fails to attend any scheduled day(s) of A.B.C. will immediately receive 1 day suspension from school and any remaining A.B.C. days will be eliminated.

**BEHAVIOR REINFORCEMENT ROOM (B.R.R.)** - Special needs students who are having behavioral difficulties and who are not complying with their I.E.P plans or responding to behavioral modification



techniques, will be assigned to the Behavior Reinforcement Room by their special needs teacher or by an administrator. While in the Behavior Reinforcement Room, the student will continue to work on school assignments and will also work to improve behavior.

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

**SUSPENSION on a SNOW DAY or on a DAY that SCHOOL is CANCELLED**—If a suspension falls on a day that school gets cancelled for some reason, such as a snow day, that day will not count as a suspension day. The suspension will be continued to the next day that school is in session. For example, if the suspension falls on a Tuesday and school is cancelled that day due to snow, the suspension will be moved to Wednesday. Thus, the suspended student should not return to school on Wednesday, but would return to school on Thursday.

When students are suspended from school, they **may not** attend any school function or activity. Students who attend a school function or event during the course of their suspension **will have their suspension extended and may receive make up schoolwork that they missed.** **Out-of-School Suspensions are considered to be suspensions, not absences.**

The Forbes Road Technical School and the East Allegheny School District observe the suspensions assigned to students from both institutions. Thus, **Students who are suspended from Forbes Road Technical School are also suspended from East Allegheny and students who are suspended from East Allegheny are also suspended from Forbes Road Technical School. This applies to Out-Of-School Suspensions.**

### **ACCUMULATION OF SUSPENSIONS AND MOVE TOWARD EXPULSION -**

After (5) assignments of out-of-school suspension, the administration may request student/parents/guardians meet with the Superintendent. After the students have been suspended (5) times, the students will be suspended from school in the following pattern unless the Discipline Policy infraction dictates a more severe punishment. The suspension pattern is as follows:

- \* (1) day of OSS for the 1st infraction
- \* (2) days of OSS for the 2nd infraction
- \* (3) days of OSS for the 3rd infraction
- \* (5) days of OSS for the 4th infraction
- \* (10) days of OSS for the 5th infraction and (10) days of OSS with a

referral to the School Board for an expulsion for the final infraction  
**Any student who accumulates 10 or more referrals may be referred for Alternative Education.**

**MAJOR OFFENSES**

**Fights/Assault** In the event that any student engages in the physical attack of any individual or becomes involved in an aggressive physical altercation with any individual while on school premises or attending a school function, or on school transportation the following discipline procedures will be followed:

- \* Any student proved to initially provoke a physical altercation or found to have thrown the first punch will be issued 2 additional days of suspension.
- \* Student involved in a second or third fight will not be permitted to participate in extra-curricular activities for the remainder of the school year.
- \* Any student who is so out of control that he/she continues to persist in fighting or trying to get to another student to fight them while being held back by an adult on the scene will be suspended for (10) days and will be automatically enrolled in alternative education. In this case, the most severe charges will be filed against the aggressive student as per law.
- \* Students who are in fights will be removed from school immediately into the care of the parents/guardians.
- \* All students engaged in a fight must attend conflict resolution/counseling sessions.
- \* Students will not be readmitted to school unless brought to school by their parents/guardians for a meeting with an administrator.
- \* In the event that a fight is pre-mediated or that a student continues to fight as an adult is trying to break up the fight the student may be suspended for 10 days and placed in alternative education for the remainder of the year.
- \* Students who gang up on another student to fight or jump a student may receive additional suspension time and additional charges.

1st Offense	5 Days OSS—Citation
2nd Of- fense	5 Days OSS—Citation—Referral to Alt. Ed. Program for one 9-week period, prohibited from participating in extra-curricular activities for the remainder of the year
3rd Offense	10 Days OSS* - Citation—Referral to Alt.Ed. Program for a minimum of two 9-week periods, possibility of referral for expulsion & proceedings; students & parent/guardians must meet with the Superintendent and principal
4th Offense	10 Days OSS* - Citation—Referral for expulsion
5th Offense	10 Days OSS* - Citation—Referral for expulsion

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

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

1 <sup>st</sup> Offense	3 Days OSS; Possible Citation
2 <sup>nd</sup> Offense	3 Days OSS; Possible Citation
3 <sup>rd</sup> Offense	5 Days OSS; Possible Citation
4 <sup>th</sup> Offense	10 days OSS, Harassment Citation, Referral to Superintendent for expulsion procedures.

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

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

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

1st Offense	1 Day OSS
2nd Offense	2 Days OSS
3rd Offense	3 Days OSS
4th Offense	4 Days OSS*
5th Offense	5 Days OSS*
6th Offense	10 Days OSS* Referral to Superintendent for possible expulsion

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

**Horseplay/Disruptive Behavior**

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

1st Offense	3 Days Detention*
2nd Offense	1 Day A.B.C.—Citation if warranted*
3rd Offense	2 Days A.B.C.—Citation if warranted*
4th Offense	3 Days A.B.C.—Citation if warranted*
5th Offense	1 Day OSS—Citation if warranted*
6th Offense	3 Days OSS—Hearing with the Superintendent and/or School Board for possible expulsion *

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

**Destruction of School Property/Vandalism**

If restitution is not made by the student for property vandalized, the situation will be turned over to the local magistrate. Notification to proper authorities is automatic in all vandalism cases.

**\*\*Cost of any item destroyed will be equal to the cost of replacement.**

1 <sup>st</sup> Offense	1 day A.B.C.*
2 <sup>nd</sup> Offense	2 days A.B.C. *
3 <sup>rd</sup> Offense	1 day OSS *
4 <sup>th</sup> Offense	3 days OSS *
5 <sup>th</sup> Offense	5 days OSS *

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

any graffiti, vandalism, or other defacement of school property.

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

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

1 <sup>st</sup> Offense	1 day A.B.C.*
2 <sup>nd</sup> Offense	2 days A.B.C. *
3 <sup>rd</sup> Offense	1 day OSS *
4 <sup>th</sup> Offense	3 days OSS *
5 <sup>th</sup> Offense	5 days OSS *

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

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

1st Offense	3 Days Detention*
2nd Offense	1 Day A.B.C.*
3rd Offense	2 Days A.B.C.*
4th Offense	1 Day OSS*
5th Offense	3 Days OSS*
6th Offense	5 Days OSS*

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

**Please Note:**

**Class Cut** is defined as when a student is ten minutes late to class or more. A student who arrives to class under ten minutes is tardy.

**Misuse of a Pass** will be defined as a student who **does not adhere to the exact locations listed on the pass. Side trips will not be permitted.** If a student reports to an area at the direction of a teacher, and the teacher is not there, they are to report directly back to the area they left. Students **may not leave** their assigned area to see another teacher unless they have their current teacher's permission and a pass requesting their presence from the requesting teacher.

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

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

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

1st Offense	1 Day OSS
2nd Offense	2 Days OSS
3rd Offense	5 Days OSS—referral to Alternative Education Program for 45 days and prohibited from participating in all extra-curricular activities for 1 full year of school
4th Offense	10 Days OSS—Referral for expulsion

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

**School Tardies** Students who are late to school must sign in at the front police desk and then report directly to the high school office. Punishments for unexcused/illegal school tardies are listed in the Attendance section of the book. School punishments for school tardies will be in addition to the student spending the day in A.B.C. School punishments will accumulate as the school tardies continue throughout the year.

**Class Tardies** Students are expected to be on time for all of their classes and to be prepared for class on a daily basis. Students must be seated in their class before the late bell rings. Teachers are instructed to close their doors and send students to the office after the final late bell has rung for a period. Students who are late to class will be admitted to class and not sent to ABC. The penalty for unexcused/illegal class tardies is as follows:

- (3) unexcused class tardies: One day of detention
- (6) unexcused class tardies: Three days of detention
- (9) unexcused class tardies: One day of A.B.C./B.R.R.
- (12) unexcused class tardies: One day of OSS

Subsequent class tardies: Additional A.B.C./B.R.R. or O.S.S, depending on number of accumulated tardies.

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

1 <sup>st</sup> Offense	1 day OSS - *
2 <sup>nd</sup> Offense	2 days OSS - *
3 <sup>rd</sup> Offense	3 days OSS - *
4 <sup>th</sup> Offense	5 days OSS - *
5 <sup>th</sup> Offense	10 days OSS - referral to Superintendent for expulsion procedures. *

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

**Bullying:** Bullying behavior includes but is not limited to: threats to students, making intimidating comments to or about students, physical contact with students. (**Anti-Bullying Policy #249**) Bullying punishments will fall into the following categories:

1st Offense	Verbal reprimand, expectations and prohibition of future bullying behavior stated in writing to student. Counseling services offered. The student must meet with a counselor to receive conflict resolution training. All parents/guardians involved will be notified and informed. Students will receive a written notice that further bullying actions on their parts will result in harassment citations being issued and further suspensions.
2nd Offense	2 Days A.B.C. No participation in extracurricular activities for a week; students will not be permitted to return to school unless accompanied by parents/guardians.
3rd Offense	3 Days OSS, Citation; students and parents/guardians must meet with the Superintendent and principal before entering <b>alternative education</b> .
4th Offense	5 days OSS, placement in <b>alternative education</b> .
5th Offense	Referral to Superintendent for Expulsion, Enrollment of student in EA Academy

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

**Bullying Retaliation** - The District will discipline any individual who retaliates against any person who reports actual or alleged bullying/harassment or who retaliates against any person who assists in an investigation or proceeding relating to a bully-harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal threats, or harassment.

1st Offense	3 Day's detention
2nd Offense	1 Day OSS
3rd Offense	2 Days OSS
4th Offense	3 Days OSS



**Selling of Items** - Students are not permitted to sell any item on school grounds or school activities without the expressed permission of the Administration. The items would include, but would not be limited to candy, powdered drink mixes, food, school supplies, CDs, cards, etc. Students who sell items on school grounds or school events who do not have permission from the Administration to sell anything will have the items confiscated and will receive the following punishments:

1st Offense	Verbal Reprimand, parent contact
2nd Offense	1 Day detention
3rd Offense	2 Days detention
4th Offense	3 Days detention
5th Offense & subsequent offenses	1 Day OSS

**Theft/Extortion/ Possession of Stolen Property**

In all theft/extortion incidents, students will have to pay restitution for the item stolen and may receive a citation. The East Allegheny School District is not responsible for any loss of items due to theft. Students who choose to bring expensive items to school do so at their own risk for loss and assume responsibility for securing that item. The District urges students to leave large sums of cash, expensive electronic devices, games, and other expensive items at home.

Major Theft shall be defined as a theft of goods valued at \$200.00 and up. Students who commit major theft may receive (10) days out-of-school suspension and charges filed with the police.

The penalty for **Theft/extortion/ possession of stolen property** is listed below:

1 <sup>st</sup> Offense	3 Days OSS *
2 <sup>nd</sup> Offense	5 Days OSS *
3 <sup>rd</sup> Offense	5 Days OSS *
4 <sup>th</sup> Offense	10 days OSS *
5 <sup>th</sup> Offense	10 days OSS - referral to the Superintendent for expulsion procedures. *

\***The principal may call the police.**

‡**Any other disciplinary action deemed necessary and appropriate by the**

**principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.**

**Falsifying Records**

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

1st Offense	1 Day OSS*
2nd Offense	2 Days OSS*
3rd Offense	3 Days OSS*
4th Offense	5 Days OSS*
5th Offense	10 Days OSS* - Referral to Superintendent for possible expulsion.

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

**GYM LOCKER ROOM POLICY**

**DO NO BRING YOUR VALUABLES TO PHYSICAL ED. CLASS**

Girls have an assigned locker. Do not give out your combination. We encourage you to bring a padlock for additional security.

Boys **do not** have assigned lockers, therefore, they **must** bring a padlock from home. It may be used during your class period but must be removed at the conclusion of class.

**Extreme Violent/Disruptive Behavior** Extreme violent behavior shall include but not be limited to the following acts:

- \* Bomb threats
- \* Arson
- \* Weapon (Weapons shall include, but not be limited to, firearm, knives, metal knuckles, straight razors, explosives, noxious/irritating/ poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff, parents, and patrons. Any loaded/unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture).

- \* Gang activity
- \* Use or possession of incendiary device
- \* Setting off Fire Alarm
- \* Making prank or phony emergency, fire or 911 calls
- \* Horseplay that results in the incidental/accident interference of the educational process
- \* Sexual misconduct, lewd behavior, indecent exposure
- \* Vandalism/Theft of property of \$200.00 or more
- \* Counterfeiting/replicating/recreating/distributing legal tender
- \* Computer data violations, hacking into the school database, sending-posting inappropriate/threatening material on or through the school web sites
- \* Students who make comments to other students concerning the killing, maiming or harming of other students or groups of students, even if that statement is not directly to the students about whom the comments are being made
- \* Students who use a camera or cell phone to take inappropriate photos **or videos** of another student or person with or without that person's knowledge and/or distribute those photos to others (Reference page 31)
- \* Extreme violent fights involving multiple students jumping others or a student continuing to violently assault another student when an adult is trying to break up the fight
- \* Unauthorized entry into the building—Breaking and Entering

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

High School
Any of the above mentioned offenses <b>may/will</b> result in (10) days OSS, notification of proper authorities and referral to the Superintendent for expulsion procedures. *

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

### **Weapons Policy**

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, is possessed under circumstances, not manifested appropriate for lawful uses which it may have. This includes firearms, which are not loaded or lack a clip or other component to render it operable. The consequences of a weapon's violation will be rendered as per the Discipline Code Policy.

- \* In situations involving weapons, the Superintendent may recommend lesser punishment.
- \* Citations are issued in disorderly conduct, harassment, threats and smoking discipline policy violations.
- \* The East Allegheny School District works with Law Enforcement and other professional organizations.

### **Illegal Use Or Possession of Drugs or Alcohol**

See student handbook pages 49—53 for Drug and Alcohol Policy. Discipline procedures follow School Board Policy #227.

**MINOR OFFENSES** - Minor offenses will be defined as, but not limited to, the following:

Minor disrespectful behavior, failure to respond to direction, improper/disrespectful language, dress code violations, possession of non-instructional items, removal of food/drink from the cafeteria, eating in class, class tardy, arguments with peers, attendance sheet violations, students deliberately missing Vo-Tech bus, inappropriate display of affection in the building, insolence, loitering (student standing around, with no apparent legal, logical reason for being in an area).

- \* Faculty members may assign after school detention.
- \* Minor offenses are items that are addressed by faculty members.
- \* Repeated minor offenses will result in either detention or OSS and administrative intervention.

1st Offense	Verbal reprimand
2nd Offense	1 Day of Detention
3rd Offense	3 Days Detention*
4th Offense	1 day A.B.C.*
5th Offense	2 Days A.B.C.*
6th Offense	3 Days A.B.C.*
7th Offense	1 Day OSS*
8th Offense	3 Days OSS*
9th Offense	5 Days OSS*

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

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

**Confiscation**

Any teacher, administrator, or faculty member has the right to confiscate any item from any student if the item is believed to be in violation of any policy found within the handbook (i.e.: discipline, safety, etc.). **IF A STUDENT FAILS TO ISSUE ITEM TO ANY TEACHER, ADMINISTRATOR, OR FACULTY MEMBER UPON REQUEST, THE STUDENT WILL BE SUSPENDED FOR A SET NUMBER OF DAYS DETERMINED BY THE PRINCIPAL/ASST. PRINCIPAL.**

**Use and/or Possession Of Tobacco**

High School - It is the intent of the high school administration to provide a safe and healthful environment for all students and employees of the district as well as to comply with state law. Smoking and/or the use of tobacco in any form by students is strictly prohibited in any district building, school vehicle, on school property, or at any school related activity on or off school property. i.e. - prom. For the purpose of this policy, tobacco use shall mean all smoking and the use of smokeless tobacco in any form. **THIS INCLUDES POSSESSION OF A LIGHTER, CIGARETTE, CIGAR, PIPE, E-CIGARETTE, VAPORIZER OR OTHER SMOKING EQUIPMENT AND/OR ANYTHING RESEMBLING TOBACCO PRODUCTS.**

Violations of this policy will be subject to BOCA code enforcement. All district administrators are BOCA Code enforcement personnel.

1st Offense	2 Days OSS
2nd Offense	3 Days OSS - Required meeting with parent/guardian.
3rd Offense	5 Days OSS - Required meeting with parent/guardian. Student must attend a tobacco cessation class and provide proof that student completed cessation class.

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

### **Bus Riders**

Since ninety-five (95%) percent of our students are transported by bus, it is imperative that all riders follow common sense rules for their safety. Students are not to throw objects out of windows or around the bus and should keep their head and arms inside the bus. There is to be no horseplay or disruptive talk, or anything to distract the driver. Fighting or disrespect to the driver will result in disciplinary action. The district is responsible from the time the student leaves his/her home until their return at the end of the school day.

Remember, riding the bus is a privilege, which can be suspended. Smoking on school buses is prohibited. Our goal will be to protect the welfare and safety of everyone on the bus; therefore, any and all reports from the bus driver will be handled in a complete and serious manner.

Students **may not** ride other student buses home for any reason and must board or get off of the bus at their designated bus stop. Failure to adhere to this procedure will result in A.B.C./B.R.R. **Jr./Sr. High School students are not permitted to ride the Logan bus and will be subject to disciplinary action if found in violation**

1st Offense	Meeting with the Principal
2nd Offense	1 Day bus suspension
3rd Offense	3 Days bus suspension
4th Offense	5 Days bus suspension

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

**Students riding the activity bus or ANY after school sponsored transportation activity, will be issued a pass from their coach, tutor, teacher, service agent, or administrator. No student without a pass will be permitted upon the activity bus for *any* reason. Any individual who would force his/herself onto the bus will prompt the immediate calling of the local law enforcement agencies to remove the individual. This is for the required safety of our students and bus personnel**

### **Bus Offenses**

Fighting on the bus and/or at the bus stop is a **MAJOR OFFENSE** and will be dealt with as per the Policy.

### **Other Bus Offenses**

After a fifth incident, a parent conference will be held to determine if the child should lose bus privileges for the remainder of the year. \*

### **Locker And Locker Search Policy**

It should be remembered that a student's locker is the property of the East Allegheny School District. District authorities and/or their agents may search a student's locker and seize any illegal materials. The search of a student's locker may be without warning if there is a reasonable suspicion to believe that the locker contains material (s), which may pose a threat to the health, safety and welfare of students, employees or visitors. Furthermore, district authorities shall conduct random canine sniffing of each locker throughout the school year, even without probable cause to do so. Any illegal items may be seized by district authorities and/or law enforcement agencies and used as evidence against the student in the proper forum. Prior to a locker search, the student shall be notified and be given the opportunity to be present. An administrator will usually request the presence of another member of the district's staff during the locker search. Students are assigned a locker and will be responsible for its contents.

***Examples and disciplinary options in this policy are not limited to those provided.***

## **Senior Policy**

The following is a set of procedures and expectations for graduating seniors during the course of the school year.

**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, slide show and baccalaureate.

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 Guidance Counselor or administrator.

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 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.

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.

Seniors who receive two "F's" 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 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.

### **Music Department Trip**

Students who go on the music department trip must have a 2.0 GPA and must not have any failing grades in any classes. Students who go on the trip must make up all work while out, and must adhere to all school rules while on the trip. All guidelines and procedures, as established by the music department for the trip, must be strictly followed by all students.

Before going on the trip, students must have any work owed to teachers turned



in to that teacher. Students must also 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. Students also must not have been suspended whether in school or out of school twice during the course of the year.

### **DRUG AND ALCOHOL POLICY**

The district will strive to educate, prevent and intervene in the use and misuse of alcohol, other drugs and substances that alter mood and/or physical performance by students through the use of a coordinated plan for 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.

All district personnel when responding to situations involving the possession, use or passing of alcohol, substances that alter mood and/or physical performance or other drugs shall use the procedures described in this policy. All district personnel who become aware of any situation described in this policy or who observe or receive information regarding such activities that operate against the health and welfare of students must report that information to an administrator and intervention team member.

**ALCOHOL AND OTHER DRUGS** - The East Allegheny School Board recognizes that the use, misuse and abuse of alcohol and other drugs have the potential to diminish the academic and personal development of students. 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 use, misuse and abuse of alcohol, substances that alter mood and/or physical performance and other drugs by students of the East Allegheny School District.

**ALCOHOL/DRUGS/MOOD-ALTERING SUBSTANCES** - shall include any alcohol or malt beverage, any drug listed in Act 64 of 1972 as a controlled substance, chemical abused substance or medication, for which a prescription is required under the law, and/or any substance, which is intended to alter mood, mental, and/or physical functions. Examples of the above include, but are not limited to beer, wine, liquor, cocaine, heroin, marijuana, hashish, chemical solvents, glue, diet pills, herbal supplements, pain killers, steroids, look-alike substances, and any over the counter capsules or pills not registered with the nurse, annotated within the student's health record, and given in accordance with the school district policy for the administration of medication to students in school.

**LOOK-ALIKE** - any non-controlled substance that in its overall finished dosage appearance is substantially similar in size, shape, color, marking or

packaging to a specific controlled substance.

**DISTRIBUTION** - to deliver, sell, pass, share or give any over the counter, alcohol, drug or mood-altering substance determined to be illegal or harmful, as defined by this policy, from one person to another; or to aid therein.

**POSSESSION** - to possess or hold on one's person or property, without any attempt to distribute, any alcohol, drug or performance/mood-altering substance determined to be illegal or harmful as defined by this policy. This also includes, but is not limited to, vehicle if on school property and school locker. A student will be considered to be in possession of a substance if residue or trace powder is found on a student or his/her property as defined by this policy.

**SCHOOL PROPERTY** - includes not only actual buildings, facilities and grounds on the school campus, but also shall include buses, school bus stops, private vehicles in parking areas, and any facility being used for a school function, including but not limited to the established Drug-Free School Zone.

**DRUG PARAPHERNALIA** - includes any utensil or item which in the school's judgment can be clearly associated with the use of alcohol, drugs or substances that alter mood and/or physical performance determined to be illegal or harmful, as defined by this policy. Examples include but are not limited to roach clips, pipes, bowls, and rolling papers.

**REFERRAL** - informing of a potentially harmful situation or informing of opportunities for assistance and support.

**ASSESSMENT** - includes psychological and/or physiological examinations by a licensed/certified provider; any costs involved are the responsibility of the student's parents/guardians.

**STUDENT ASSISTANCE TEAM** - a multi-disciplinary intervention team composed of professional district staff that may include administrators, counselors, nurse, psychologist, and teachers. A liaison/consultant (s) with expertise in the substance prevention/treatment or mental health fields may also serve on this team. Team members are recognized by East Allegheny School District as trained by the Commonwealth of Pennsylvania's recognized procedure in the referral and intervention processes of working with students at risk.

**PARENT** - refers to legal parent or guardian.

**ADMINISTRATOR** - includes the principal, assistant principal or his/her

designee.

**CONFIDENTIALITY** - efforts to maintain a student's privacy; referral and intervention information is to be shared among involved administrators, Student Assistance Team members and other school/agency personnel only as required to protect the well-being of students.

**INTERVENTION**- confrontation process intended to protect a student from harm; should include encouragement for the student/family to seek professional assistance.

**UNCOOPERATIVE** - any refusal or resistance, verbal, physical, or passive, on the part of student( s) or parent( s)/guardian( s) to comply with requests or recommendations of staff members (nurse, administrator/designee) outlined in this policy. Students who refuse to participate in the investigation/ Nurse's Protocol described in this policy will be considered to be in violation of that situation of this policy and be subject to the listed penalties. Repeat offenses in any category may also be considered uncooperative.

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

**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 secured 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.

The Superintendent or designee shall prepare rules for the identification, amelioration and control of alcohol/drug substance abuse in the schools which shall:

1. Establish procedures to deal with students suspected of possessing, being under the influence, or distributing alcohol or drugs in school, up to and including expulsion and referral for prosecution.
2. Discourage illegal use and abuse of controlled and harmful substances.
3. Establish procedures for instruction and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

### **ANABOLIC STEROIDS**

The Board prohibits the use of anabolic steroids by students involved in school-related activities and athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

the assignment.

3. Homework can provide a background for classroom activities by allowing students to preview work that is to be taken up in the near future. This goal involves searching for sources of information, formulating questions that will need to be answered and organizing tentative groups (committees) for an all-class attack on a new unit. A preview further permits the teacher to diagnose areas of academic strength and weakness.

### **HOMEWORK REQUEST POLICY**

(ILLNESSES OF 3 DAYS OR MORE) If a student is ill and is expected to be out for (3) days or more parents/guardians may call the appropriate counselor and request assignments. Please contact the Guidance Office immediately when it is known a student will be absent for several days. Within 48 hours of parental notification, homework can be picked up from the Homework Center located in the Guidance Office.

### **HOMEWORK HOTLINE**

The homework hotline is available **after** 3:30 p.m. everyday. It can be reached by dialing 412-824-9700 and following the verbal prompts. All parents and students are encouraged to use this service.

### **HOMEWORK FOR ILLNESSES OF 1 - 2 DAYS**

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject them to suspension, expulsion and/or criminal prosecution.

The following minimum penalties, in addition to disciplinary actions indicated elsewhere in this document, are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the season. Penalties outlined under each situation in this policy (including recommendations for expulsion where specified) shall be in effect for individuals who violate this policy.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following season. Penalties outlined under each situation in this policy (including recommendations for expulsion where specified) shall be in effect for individuals who violate this policy.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.

The Pennsylvania Crimes Code shall apply for underage purchase, possession, transportation or consumption of any liquor, malt or brewed beverage. Citation for Summary Offense appears under Section 6308.

The Superintendent or his/her designee, on an individualized case basis, may appeal to the Board in writing, requesting that the action called for in this policy may be changed or adjusted based on extenuating and mitigating factors of the individual case as directly related to this policy

**NURSE'S PROTOCOL** - 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 student. This examination may include an examination of a student's pupils, breathing, heart rate, pulse, skin color, odor and other tell tale physical signs that are readily observable and that the examination is proper and reasonable.

**\*\* It is the parent's responsibility to schedule a meeting with a counselor from a licensed drug and alcohol facility and the parents' responsibility to notify the SAP coordinator that such a meeting has been arranged. This meeting is mandatory and must be scheduled and take place before the student returns to school. The student will not be permitted to return to school if the parent has failed to schedule or meet with a licensed drug**

**counselor for a pre-assessment and has failed to notify the school that such a meeting has taken place. *Failure to adhere to the recommendations of the licensed drug and alcohol counselor by the student will also result in suspension.***

### **HOMEWORK POLICY**

Students at East Allegheny High School should expect to be receiving homework assignments in every cognitive, textbook oriented class for which they are registered. The amount of homework done daily or weekly will vary among various courses. However, every teacher in textbook oriented academic courses is expected to provide proper and adequate homework assignments for students. In general, students can expect to be assigned a combined total of approximately twenty minutes of homework daily from their scheduled courses. Students scheduled into several advanced placement or accelerated courses should expect to be assigned approximately sixty minutes of additional work through their assigned classes.

Teachers are instructed to use the following guidelines in homework assignments:

1. All assignments should have a definite relevance and purpose to overall objectives and student learning outcomes.
2. Teacher expectations for all assignments should be clearly explained to students regarding format, grade value, relevance to the course, and due dates.
3. All assignments should be checked and returned to students for learning reinforcement.
4. Academic homework assignments should never be assigned as a disciplinary measure.

Obviously, the administration has developed this homework policy upon a theoretical base that supports its need. The rationale for assigning the aforementioned type and amount of homework to students is based upon these principles:

1. Homework can reinforce what was learned in the classroom by providing an opportunity to assimilate, practice, and apply new concepts. It takes time for learning to crystallize in some students. After a new phase of subject is taught, homework can provide practice and a chance for the pupil to solve variations of the problem.
2. Home study allows students to complete unfinished class assignments and make up work missed during absences. One of the prime advantages of homework is to allow the student to make up work missed during absences. This is only true, however, when proper instruction precedes

These assignments are best handled by contacting your child's friends and classmates for daily assignments and class notes. The Guidance Office will do its best to honor all homework requests as soon as possible.

## **ATHLETIC ELIGIBILITY**

### **ACADEMICS**

In order to be eligible you must be passing 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.

### **ATTENDANCE**

If a student is absent for 20 days or more in a semester he will not be eligible to participate until attending school for 45 days following the 20<sup>th</sup> day of absence. Students must be present in school **for a full day** on game days in order to participate in the games.

### **SEMESTER OF ELIGIBILITY**

Beginning in the 9<sup>th</sup> grade, a student shall be eligible for 8 semesters (four years). If a student fails a grade beginning in the 9<sup>th</sup> grade, his/her eligibility shall not be extended.

### **AGE**

A student who is 19 years of age before July 1<sup>st</sup> shall not be eligible.

**ATHLETIC ELIGIBILITY REQUIREMENTS FOR ACADEMICS ARE ALIGNED WITH THE NCAA ACADEMIC ELIGIBILITY REQUIREMENTS.**

## **INSTRUCTIONAL MATERIALS CENTER POLICY AND PROCEDURES**

### **PHILOSOPHY**

The instructional materials center implements classroom activity and is an integral part of the curriculum. The IMC exists primarily for educational purposes. It offers enrichment for the students and resource for the faculty. Its materials are selected from all forms of media available for interest, vocabulary, maturity ability levels of all students and a reflection of the moral and ethical values established in the local community.

The IMC provides additional materials to attract students via reading, viewing and listening as sources of pleasure and recreation over and above subject content.

The IMC attempts to foster reading as a lifelong activity through pleasurable exposure to printed material.

### **GENERAL POLICY**

The legal responsibility for materials in the school IMC rests with the School Board of the East Allegheny School District. While primary responsibility for the final selection shall be delegated to professionally trained personnel who know the course of study, the methods of teaching, and the individual differences of the pupils in the school for which the materials are provided, there is an established procedure in this policy for any citizen of the community objecting to any specific materials.

The selection of school resource materials shall be in accordance with the following objectives (a) to enrich curriculum; (b) to further intellectual, emotional, cultural, and spiritual development; (c) to reflect the moral and ethical values established in the community.

The School Board of East Allegheny subscribes in principle to the contents and procedures of the IMC for the East Allegheny Schools. Therefore, all members of the school community are bound by the contents and procedures prescribed herein as the policy statement for the Instructional Materials Center throughout the East Allegheny School District.

### **LOST LIBRARY BOOKS**

From time to time, students do lose library books. However, it is the responsibility of the student to report a lost book immediately to the librarian. Any book that is overdue and then reported lost, will require that the student pay the overdue fines for a period not to exceed 30 school days to the time the book was reported lost, as well as pay for replacement of the book.

**LIBRARY SECURITY** Responsibility for security of the IMC rests with the librarian.

### **SELECTION**

1. Instructional materials selection shall be a cooperative continuing process in which administration, librarians, and students shall participate. The basic factors influencing selection shall be the curriculum, the reading interests, abilities, and backgrounds of the student as well as consideration of the moral and ethical values established in the local community using the IMC and the quality and accuracy of available material.
2. Recommended lists shall be consulted in the selection of materials, but selection is not limited to their listings. Current reviewing media will also be used: School Library Journal, Wilson Library Bulletin, ALA,



Booklist and the Book Review Digest.

3. Additional suggestions will come from: Exchange of materials with neighboring district school libraries, visits to book exhibits, examination of bookstore stock, publishers samples, reading lists used within the district, teachers, students and individuals of the community. All suggestions must be evaluated with special care according to the criteria set forth in paragraph 1 above.

### **PROCEDURES FOR HANDLING OBJECTIONS**

1. If a citizen of the district questions any materials in the library, he/she is requested to file a complaint on the appropriate form, in duplicate, with the building principal.
2. Review of the materials in the IMC in terms of citizen's specific objection will be made by the librarian, two teachers, and the senior president of the student council. At all buildings the principal will accept or reject in writing the recommendation of the aforementioned building committee on the citizen objection.
3. A person may appeal the principal's decision by presenting his/her appeal in writing to the Superintendent of Schools. Also, a final appeal in writing may be submitted to the School Board of East Allegheny if the person disagrees with the decision of the Superintendent of Schools. Copies of the final school board decision will be sent to the person filing the original complaint as well as to the Superintendent and building principals throughout the school year.
4. No material shall be removed from use until the board has made a final decision; the only exception is outdated or worn material.
5. The review of questioned materials shall be treated objectively and as an important matter. Every opportunity shall be afforded that person and/or groups questioning school materials to meet with the committee and to present their opinions. The school librarian and any other persons involved in the selection of the questioned materials shall have the same opportunity.

### **USE of INSTRUCTIONAL MATERIALS CENTER**

1. The primary use of the IMC area is for student learning and resources directly related to academic classroom work.
2. The IMC area is open for use by entire classes if properly scheduled with the librarian and the work done in the IMC is relevant to the objectives for the class lesson. Also, the instructor must be in the IMC with the class at all times.
3. The IMC is open to all students for recreational reading throughout the day, except when the IMC is fully scheduled for classroom resource use.
4. Teachers are encouraged to use the IMC for their professional and personal growth throughout the day.
5. While the school encourages all students to use the facilities of the IMC it

is a QUIET learning center for academic pursuits and not a student union for socializing. Those persons not making use of the IMC properly will have their IMC privileges suspended. Numerous infractions and temporary suspensions could result in complete loss of IMC privileges. Guidelines for proper IMC use referred herein can be found in the following article available in the IMC: Marian E. Karpisek, "Quiet Please," School Library Journal, February 1980, pp. 29-31.

#### **FINE FOR OVERDUE BOOKS**

1. All students may take general circulation books out of the library for a period of two weeks, before the renewal of the book is necessary.
2. Special reserve books have a time limit and must be returned when specified.
3. One notice of overdue general circulation will be sent by the librarian to any student whose book is two calendar weeks overdue. It is the student's responsibility to return the books in good condition and in a timely manner.
4. The fines for overdue books in the high school IMC are:
  - a. Overdue general circulation books - \$.05/per day
  - b. Report cards of students owing fines or books will be held each grading period. Students will be notified by the librarian in writing and a duplicate copy will be sent to the principal's office.
  - c. Report cards of students who have fines or book costs of \$5.00 or more will have a written notice sent to the parents for payment.

#### **ASSEMBLIES**

1. Assemblies and pep rallies must be attended by all students. All homeroom teachers will take roll and sit with their homeroom during assemblies, unless otherwise instructed.
2. All duty teachers are to report promptly to their designated area and take their positions.
3. All students are to be seated and remain seated. Doors are not to be opened during the performance.
4. No whistling, yelling, or disruptive behavior will be tolerated.
5. The signal for quiet is the dimming of lights, or someone approaching the microphone.
6. Violators of the above stated rules will be ejected and disciplined.

**ATTENDING EXTRA-CURRICULAR ACTIVITIES** When a student is in attendance at 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.**

**EMERGENCY CARE CARDS** In order to deal with emergency situations, a card must be completed for each student and returned to the office as soon as possible after the start of the term in September. Failure to respond will result in disciplinary action.

**EMPLOYMENT CERTIFICATES** The Pennsylvania Child Labor Laws require all workers under the age of 18 to have an employment certificate (working papers) in order to be legally employed. To obtain an application for an employment certificate, the student can obtain the application from the Guidance Office to take home for parent/guardian to complete and then return to Guidance Office with birth certificate. The certificate will be issued to the student the same day their completed application and birth certificate is returned to the Guidance Office.

**FIRE DRILLS** Fire drills will occur with regularity. They are required by law; so follow the procedures initiated by your teacher. When the building is evacuated, students must move across the driveway to allow the fire equipment access to the building should it be needed. At the end of the drill, all students are to report directly back to their classrooms. If a student is found turning in a false alarm or not leaving the building, he/she will be remanded to local authorities for prosecution and penalties.

**EMERGENCY DRILLS** Safety training and emergency drills are an important safety precaution. There will be a series of safety drills throughout the year in order to familiarize staff and students with the various procedures. Students are to participate fully. It is expected that students will take these drills seriously. It is essential that when the signal is give everyone obeys promptly. Students should avoid talking, pushing, or other disruptive behavior so that instructions, when given, may be heard by all. Students are to follow all safety procedures as communicated by teachers or other staff members.

**PHYSICAL EXAMINATIONS** In accordance with Pennsylvania School Code requirements, 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.

**DENTAL EXAMINATIONS** 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.

### **2017 School Immunization Requirements**

**The following immunizations are required for PA school students Grade K-12:**

4 doses of DTAP (diphtheria, tetanus, pertussis) One dose needs to have been given after the 4<sup>th</sup> birthday. Only 3 doses are required if the first dose administered was after the age of 7.

- 4 doses of polio
- 2 doses of MMR (measles, mumps and rubella)
- 3 doses of Hepatitis B
- 2 doses of varicella vaccine ( Students entering grades K thru 12 with a prior history of chicken pox disease reported by a parent and documented in the record before September 2008 are considered immune and require no further follow-up. Students who report a history of chicken pox after September 2008 will need to provide a written statement from their physician verifying the disease.)

#### **New Immunization requirements for students Grade 7**

- 1 dose of tdap( also may be called boostrix)
- 1 dose of meningitis vaccine ( may also be called menactra or MCV4)

#### **New Immunization requirements for students Grade 12**

- 1 dose of meningitis vaccine ( may also be called menactra or MCV4)

**These Vaccines may be obtained at the ACHD (Allegheny County Health**

Department), free of charge, for all students 18 years and younger. You can contact the ACHD at 412-578-8060.

**INJURY OR ILLNESS** All accidents should be reported to the instructor immediately. The instructor will then refer the student to the nurse and/or office for first aid. **Under no circumstances should a student leave the building for home, hospital, or doctor's office without authorization from the office.**

**LOST AND FOUND** Articles that have been lost or found in or around school should be reported to the office. Items unclaimed by the end of each month will be donated. Valuables will be stored in the office, and textbooks, clothing, etc. may be found in the lost and found in the blue box located across from the library

**PERSONAL PROPERTY** The care of personal property is your responsibility! Do not bring valuable objects to school. Give your money, wallet, rings, etc. to your teacher during physical education classes. You are not to carry money from school fundraising with you during the day. The remark that, "someone took my money and I am not responsible," is not acceptable.

**TELEPHONE USAGE** No telephone calls will be permitted on office phones unless in extreme emergencies. The office telephone is a business phone and may not be used by students except for an identified emergency. A public pay phones are located outside the District Office and may be used after school. Students coming to the office during class time without a signed pass will be assigned detention. **No student will be called to the phone except in an identified emergency, (Only parties listed on the emergency care card will be honored).**

**PUBLIC USE OF SCHOOL BUILDINGS** All school facilities are available to the public, but 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.

**RESTROOMS** Students may use restrooms before and after a class session. At all other times, a student must have a written pass going to and from the restroom. Students are encouraged to help keep the restrooms clean.  
**Smoking / Loitering is not permitted in student restrooms**

**STUDENTS COMING TO THE OFFICE** No student is to come to the office or guidance area without a pass from guidance, administration, the office, etc. or his/her teacher. Each student must have a signed return pass from

the office to gain entry into the class. Students must sign in on an office sign in sheet if they come down to see an administrator.

### **EAST ALLEGHENY SCHOOL DISTRICT PROCEDURES FOR**

**MEALS** The East Allegheny School District will continue to participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Option (CEP) for School Year 2017-2018. All enrolled students of East Allegheny School District are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2017-2018 school year. Ala carte items are not included in the free breakfast and lunch program and therefore the student is responsible for the payment of any ala carte items he/she would want. Payment is due immediately for the ala carte items. There will be no charging items to a student's account. Funds can be deposited into a student's account for the ala carte items a student may wish to purchase in addition to his/her free breakfast or lunch. Checks (payable to East Allegheny Cafeteria) may be given to the Cafeteria Manager at the High School Food Service Office or a student may simply give the money to the cashier at the end of the serving line. The money will immediately be credited to the student's account.

### **STUDENTS ARE NOT REQUIRED TO PURCHASE MEALS IN ADVANCE**

Our computerized system will notify the cashier if a student has a special dietary need, such as a milk allergy, and the cashier can make note of this before we have a problem. The system will also notify us when the student's account is low for the purchase of the ala carte items and the cashier will inform the student. Students can check their account balance at any time.

**For High School Students** Please emphasize to your child how important it is to remember his/her cafeteria number. Please feel free to call the Food Service Office at (412) 824-8012, Ext. 4164 between 8:00 a.m. and 1:00 p.m. if you have any questions or concerns about the computerized system.

**Lunches** The cafeteria is a pleasant and clean place to eat. It is your responsibility to practice proper etiquette and good manners. Cutting in line, throwing food, and leaving trash at the table will not be tolerated. Violations of cafeteria rules may result in suspension. **Students will not be permitted** in the halls during **their** lunch. When the bell rings for your lunch, you must report to the cafeteria immediately.

### **Lunch Rules**

#### *Cafeteria*

- \* All students must arrive before the late bell or be counted as late to lunch
- \* Running in the cafeteria is prohibited.

- \* Cutting line is prohibited.
- \* Taking food from other students (extortion) is prohibited.
- \* Stealing from the food service line is prohibited.
- \* Delivery of food from outside source is not permitted.
- \* Throwing food is prohibited.
- \* Yelling, whistling, sitting and standing on tables is prohibited.
- \* Students are not permitted to ask other people in line to buy them food. Students must stand in line to buy their own food.
- \* Students must be in the cafeteria on time for lunch. They have four minutes to go from their lockers to the cafeteria. If a student is late to lunch, it will be considered as being late to class.

*Court Area*

- \* Food and drinks are not permitted outside the cafeteria **or** permitted in the classrooms
- \* Running or pushing is prohibited.
- \* Standing on the planter boxes is prohibited.
- \* Leaving the court area is prohibited.

All table tops and surrounding areas must be clean.

**EAST ALLEGHENY SCHOOL DISTRICT**  
**MEDICATION POLICY**

For the welfare and safety of the students of 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 carried by the student at all times. 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.

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.

**STUDENT SCIENTIFIC SAFETY CONTRACT** 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 will be returned to the respective science teacher and be kept on file. Students must adhere to the procedures and practices listed in the contract. Failure to do so will exempt a student from participating in lab, affecting their grade. This contract must be signed each year.

#### **EAST ALLEGHENY SCHOOL DISTRICT DRESS CODE**

The School District reserves the right to establish dress and grooming guidelines that are within the parameters of generally accepted community standards. Students are required to show proper attention to personal cleanliness. Fashions and fads that constitute a health and safety hazard to oneself or others will not be permitted. Student dress and personal appearance must be of such character so as not to disrupt or distract from the education environment of the school. Any form of dress or appearance so determined to diminish instructional effectiveness or discipline control by teachers is prohibited. The School Administration has the right to designate which type of dress or appearance disrupts or detracts from the education programs. receive a zero on work assigned that day.

#### **Refer to Board Policy #221**

The following disciplinary actions will be applied for dress code violations:

- 1st Offense 1 Day Detention
- 2nd Offense 2 Days Detention



- 3rd Offense 1 A.B.C./B.R.R. No school functions for 1 week  
4th Offense 2 Days A.B.C./B.R.R. —No school functions for 2 weeks.  
5th Offense 1 Day O.S.S.— No school function for 45 consecutive school days.

### **DRIVING/PARKING REGULATIONS**

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. In order to drive to school, students must be able to verify that they are employed after school, participate in an internship, or participate in two extracurricular activities. A letter from an employer stating the hours a student works is required for a student who works to receive permission to drive, while a record of current and past participation in two or more extracurricular activities is required for a student who wishes a parking permit is issued. Payment must be received in the full amount for the parking permit to be issued. The permit must be displayed on the rearview mirror so that it is visible from the outside of the car. Students will also be assigned to a parking space in the lower parking lot. Only 60 spaces will be issued. 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 on a daily basis. Student drivers who park off school property must turn their keys in at the security desk upon entering the building. **Keys will be returned to the student after the end of the school day after the buses have left or at the time that student must leave school, (i.e.: early dismissal). 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.** Students may not leave the school grounds without permission. If students leave before the buses depart, they will be considered as “reckless drivers.”

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 warrant for any reasonable purpose.

Search of the vehicle includes 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.

**Driving privileges will be revoked permanently** if any of the following occurs:

- \* Any student has accumulated (3) unexcused tardies and/or (6) excused tardies in the school year.

The following disciplinary actions will be applied:

1st Offense	1 Day Detention
2nd Offense	1 Day ABC/BRR
3rd Offense	1 Day A.B.C./B.R.R. —No school activities for 45 consecutive school days
4th Offense	3 Days A.B.C./B.R.R. —No school activities for 90consecutive school days
5th Offense	5 Days A.B.C./B.R.R. —No school activities for the remainder of the school year

**Subsequent dress code violations may result in additional O.S.S. Or any other disciplinary action deemed appropriate by the principal, including a referral to the Superintendent. Restricted school activities include, but are not limited to, all school dances including homecoming and prom, all school athletics, band, cheerleading, senior breakfast and graduation.**

### **Gang Related Attire**

The administration and Board desire to keep the District schools and students free from threats or harmful influence of any groups or gangs which advocate drug use, violence, racism, or other harmful, disruptive behavior. The administration and Board therefore prohibit the presence of any jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group. Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership will be disciplined as per the discipline policy.

### **DRIVING/PARKING REGULATIONS**

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. In order to drive to school, students must be able to verify that they are employed after school, participate in an internship, or participate in two extracurricular activities. A letter from an employer stating the hours a student works is required for a student who works to receive permission to drive, while a record of current and past participation in two or more extracurricular activities is required for a student who wishes to drive. Permission is given on a first-come, first-serve basis. A (\$75) dol-

parking permit is issued. Payment must be received in the full amount for the parking permit to be issued. The permit must be displayed on the rearview mirror so that it is visible from the outside of the car. Students will also be assigned to a parking space in the lower parking lot. Only 60 spaces will be issued. 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 on a daily basis. Student drivers who park off school property must turn their keys in at the security desk upon entering the building. **Keys will be returned to the student after the end of the school day after the buses have left or at the time that student must leave school, (i.e.: early dismissal). 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.** Students may not leave the school grounds without permission. If students leave before the buses depart, they will be considered as “reckless drivers.”

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 warrant for any reasonable purpose.

Search of the vehicle includes 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.

The office will keep a record of driving policy infractions. When a student has three infractions the student will lose his/her driving privileges. These infractions will include failure to turn in keys, reckless driving, parking in the wrong space, transporting other students, leaving the building without permission or leaving before the buses are dismissed, accumulation of (3) unexcused/illegal tardies and/or (6) excused tardies. When a student receives (2) two tardy unexcused and/or (5) excused school tardies, or any 2 combinations of the above infractions a warning letter will be sent home stating that if there is another infraction, driving privileges will be revoked. When appropriate, the school discipline code will also be enforced.

For the 2017- 2018 school year, non-work release students who wish to drive to school must score proficient or advanced on the Keystone Exams and/or all other Standardized Tests.

- \* Any student leaves the school grounds without permission.
- \* Any student transports other students to or from school, with the exception of transporting brothers or sisters.
- \* 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.

**TEXTBOOK, SCHOOL EQUIPMENT, FUND-RAISING ITEMS, ETC**

The school district provides textbooks at no cost to the student. Lost books or damages other than that caused by normal use must be paid for by the student. All books should be protected. School fund-raising articles and cash, and school picnic tickets, etc. remain the responsibility of the student. If any such items are lost, the school cannot be held liable.

**VISITORS** All visitors must register at the security desk upon entering the building. No student from another school may visit East Allegheny High School without permission from the principal prior to the visit. All visitors are governed by the current policies of East Allegheny High School.

**EAST ALLEGHENY HIGH SCHOOL  
Grades 9—12  
RULES FOR SENIOR HIGH SCHOOL DANCES**

The School Discipline Code will be in effect at all times. **NO TICKET SALES AT THE DOOR.** All dances will end by 10:00 PM. **NO EARLY DISMISSALS** unless prior arrangements have been made with the high school administration. Anyone bringing a guest (not attending 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 who has graduated, dropped out or attends another school. Any person who does not meet the terms of this policy will not be permitted to attend.). A copy will be kept in the office and checked the night of the dance. If the photo and the actual guest do not match, they will not be admitted. Students may only take other students enrolled in high school as guests. All student guests to dances from other schools must receive a recommendation from the sending school as to the guests character. Only high school students may attend high school dances. (Prom, Christmas, and other dances) **NO ONE 21 OR OVER WILL BE PERMITTED TO ATTEND A DANCE AT EAST ALLEGHENY SENIOR HIGH SCHOOL OR ANY DANCE SPONSORED BY EAST**

ALLEGHENY. 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. Gowns that are exposing whole bellies, have only straps covering the chest, and have extremely short skirt lengths, are not permitted and those who are wearing inappropriate gowns will not be permitted at the promenade or dance, and will not be refunded their monies. The same holds for any tuxedos or suits the males might wear. All clothing must be appropriate for a formal evening. A detailed description of prom dress requirements will be included as part of the Christmas dance or Prom instructions that are distributed to all students prior to the buying tickets for said dances. This dress code applies to all dances held at the senior high school. **Any student who has accumulated 10 discipline referrals will not be eligible to attend any senior high school dance, including prom.**

### **INTERNET POLICY**

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.

### **SAFETY**

It is the District's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response. Any network user who receives threatening or unwelcome electronic communication or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mails, social networking websites, etc.

The **Internet** is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers may have access to:

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain and shareware of all types.
4. Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics.
5. Access to many university catalogs.

Excerpted from PA Title 18, Crimes and Offenses

**Unlawful use of a computer is defined as a person committing an offense if he/she:**

1. 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.
2. 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 data base or any part thereof.
3. 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 data base.

**Definitions-** as used in this section the following words and phrases shall have the meanings given to them in this subsection:

**Grading-** an offense under subsection 1 is a felony of the third degree. An offense under subsection 2 or 3 is a misdemeanor of the first degree.

**Access-** To intercept, instruct, communicate with, store data in, retrieve data from or otherwise make use of any resources of a computer, computer system, computer network or data base.

**Computer-** An electronic, magnetic, optical, hydraulic, organic, or other high speed data processing device or system, which performs logic, arithmetic or memory functions and includes all input, output, processing, storage, software or communication facilities which are connected or related to the device in a system or Network.

**Computer Network-** The interconnection of two or more computers through the usage of satellite, microwave, line, or other communication medium.

**Computer Program-** An ordered set of instructions or statements and related data that when automatically executed in actual or modified form in a computer system causes it to perform specified functions.

**Computer Software-** A set of computer programs, procedures and associated documentation concerned with the operation of a computer system.

**Computer System-** A set of related, connected or unconnected computer equipment, devices and software.

**Data Base-** A representation of information, knowledge, facts, concepts, or instruction which are being prepared or processed in a formalized manner and are intended for the use in a computer, computer system, or computer network, including but not limited to, computer printouts, magnetic storage media, punched cards or data stored internally in the memory of the computer.

**Financial Instrument-** Includes, but is not limited to, any check, draft, warrant, money order, note certificate of deposit, letter of credit, bill of exchange, credit, or debit card, transaction authorization mechanism, marketable security, or any computer system representation thereof.

**Property-** Includes, but is not limited to, financial instruments, computer software and programs in either machine or human readable form, and anything of value, tangible or intangible.

**Services-** Includes, but is not limited to, computer time, data processing, and storage functions.

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

responsible for any information that may be lost, damaged, or unavailable when using the Network or for any information that is retrieved via the Internet.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Allegheny Intermediate Unit and East Allegheny Schools have taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and controversial material that an industrious user may discover. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with educational goals.

Internet access is coordinated through a complex association of government agencies, and regional State networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided in this policy so that users are aware of the responsibilities that they are about to acquire.

In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her access will be terminated and future access could be denied. The signature (s) on the Document Review and Authorization Form is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

#### **TERMS AND CONDITIONS**

**Acceptable Use** The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research, and consistent with education objectives. Use of other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or State regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying is also prohibited.

**Privilege** The use of the Internet is a privilege, not a right; inappropriate use will result in a cancellation of those privileges. Students who receive access will receive instruction in the proper use of the network. The system administrators and teachers will deem what is inappropriate use. The District may deny, revoke, or suspend specific user access.

**Netiquette** The users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Your messages should not be abusive to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- c. Do not reveal your personal address or the phone numbers of other students or colleagues.
- d. Illegal activities are strictly forbidden.
- e. Note that electronic mail (e-mail) is not guaranteed to be private. People who

operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- f. Do not use the network in such a way that you would disrupt the use of the network by others.
- g. All communications and information accessible via the network should not be assumed to be private property.
- h. Cyber bullying or harassment is actionable under the discipline policy for harassment. Students taking part in cyber bullying will also lose internet privileges here at school.

**Security** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will, in turn, notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to login to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Vandalism** Vandalism will result in cancellation of privileges. **Vandalism** is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or their networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

**Consequences for Inappropriate Internet Use** The network user shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts. Disciplinary action will be in accordance with District Policy and the Law.

**Misuse** Using the network for financial or commercial gain. Accessing or attempting to access prohibited site, posting inappropriate messages and/or pictures, changing the school screen saver, downloading personal pictures and items onto the school computer, attempting to shop or shopping on the school computer, accessing hate sites and inappropriate solicitations of others.

**Disclaimer-**

**East Allegheny School District makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any personal costs incurred. East Allegheny School District will not be responsible for any damages suffered. This includes loss of data resulting from interruptions caused by its own negligence or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. East Allegheny School District specifically denies any responsibility for the accuracy or quality of information obtained.**