

# **East Allegheny School District**

## Student Handbook

2019-2020



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## General Information:

### Our Mission and Vision

#### East Allegheny Mission:

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

#### Our Vision

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

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### 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 receive and review any inquiry regarding the nondiscrimination policies or Title IX:

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

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### Disclaimer

The items listed in this handbook are subject to change. Activities, events, policies, criteria and guidelines listed are correct, to the best of our knowledge, at the time of printing and approval. The building Principals and/or Superintendent of Schools has the right and final say in order to implement actions and decisions as he/she feels necessary.

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

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

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

The name and address of the Office that administers FERPA are:

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

# District Calendar

## 2019-2020

(Calendar subject to change; updates and more detailed information available in real time on the District Website: [www.eawildcats.net](http://www.eawildcats.net))

8/20/19-8/21/19 - In-Service Days - No School for Students

**8/22/19 - FIRST DAY OF SCHOOL**

9/2/19 - Labor Day Holiday-No School

9/20/19- Act 80 Day- No School for students

10/25/19 – Act 80 Day - No School for students

11/7/19 – 2 hour early dismissal

11/8/19 - Act 80 Day- No School for students

11/11/19 - Veterans' Day Holiday- No School

11/28/19-12/2/19 - Thanksgiving Break No School (12/2-Snow day)

12/23/19-1/1/2020 - Winter Break- No School

1/2/20- School Resumes

1/17/20-In-Service Day- No School for students

1/20/20 - Martin Luther King Holiday- No School

2/13/20 – 2 hour early dismissal

2/14/20 – In-service Day-No School for students

2/17/20 - Presidents' Day Holiday- No School (Snow Day)

3/13/20 – 2 hour early dismissal

3/27/20- In-Service Day- No School for students

4/9/20-4/13/20 - Spring Break - No School (4/9 & 4/13: snow days)

5/15/20: 2 hour early dismissal

5/23/2020 - Kennywood Picnic Day

5/25/2020 - Memorial Day Holiday- No School

**6/3/20-2 hour early dismissal-Last day of school for students-Graduation of Seniors**

Snow Make-up days will be utilized as needed in the following order: 12/2/2019; 2/17/20; 4/9/20; 4/13/20. If additional days are needed, they will be added to the end of the school year. \*Graduation may be changed if necessary.

### Delays and Closings/Emergency Updates

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

To receive automated updates, please be sure that an accurate phone and email is on file with the school at all times.

## School Board of Directors

The Regular School Board of Directors meeting is held the second Monday of each month, unless otherwise indicated. The meeting begins at 7:00 p.m. in the District Office Board Room.

<b>Board President</b> .....Mr. John Savinda	<b>Board Vice President</b> .....Mr. Frank Pearsol	
<b>Board Treasurer</b> .....Mr. Stephen Volpe	<b>Board Secretary</b> .....Ms. Toni Valicenti	
<b>School Board Members:</b>		
Mr. Alan Eichler	Mrs. Lisa Green	Dr. Richard King
Mrs. Gerri McCullough	Mr. Michael Paradine	Ms. Connie Rosenbayger

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## District Administration

<b>Superintendent</b> .....	Mr. Don L. Mac Fann, Ext. 4151
<b>Confidential Secretary to the Superintendent</b> .....	Ms. Jamie Griesbaum, Ext 4158
<b>Assistant Superintendent, Federal Programs Coordinator</b> .....	Dr. Betsy D’Emidio, Ext 1855
<b>Director of Fiscal Affairs, Transportation Director</b> .....	Ms. Toni Valicenti, Ext 4157
<b>Director of Pupil Services</b> .....	Mr. Mark Draskovich, Ext 1250
<b>Coordinator of Special Education</b> .....	Dr. Joseph Howell, Ext 1502
<b>Special Education Secretary</b> .....	Mrs. Deanna Holby, Ext 1502
<b>Automated Systems Coordinator</b> .....	Mr. Jeffrey Mathews, Ext 4167
<b>Technology Assistant, Assessment/Data Analysis Coordinator</b> .....	Mr. Alex Eichler, Ext 3875
<b>Food Service Director</b> .....	Mr. Trevor Mauk, Ext 4164
<b>Athletic Director</b> .....	Mr. Dave Loya, Ext 1005

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## Building Administration

<b>Sr High School Head Principal, Gr. 9-12</b> .....	Dr. Betsy D’Emidio, Ext 1855
<b>Jr. High School Principal, Gr. 7-8</b> .....	Mr. Mark Draskovich, Ext. 1250
<b>Jr/Sr High School Secretary</b> .....	Mrs. Lisa Piccini, Ext 1000
<b>Sr. High School Dean of Students</b> .....	Mr. Christopher Berger, Ext. 1911
<b>Logan Elementary School Principal, Gr. K-6</b> .....	Mr. Sean Gildea, Ext 3850
<b>Logan Elementary Dean of Students</b> .....	Mr. Ryan Encapera, Ext. 3504

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## School Counseling Department

<b>Sr High School Counselor, Gr. 9-12</b> .....	Mrs. Emilia Peiffer, Ext 1501
<b>Jr. High and Elementary School Counselor, Gr. 4-8</b> .....	Mrs. Cheryl Ihnat, Ext. 1006
<b>Elementary School Counselor, Gr. K-3</b> .....	Mrs. Leslie Hawkins, Ext. 3150
<b>Jr/Sr High School Counselor’s Secretary</b> .....	Ms. Susan Litzenger, Ext. 1500

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## AKS Transportation (Bus Company)

The East Allegheny School District contracts with AKS Transportation for student transportation. Contact the bus company directly for bussing needs/questions. 412-349-8737

<b>Manager</b> .....Mrs. Amy Daw	<b>Dispatcher</b> .....Ms. Lisa Patella
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## Parent/Guardian Contact Information

It is imperative that your child's building office be notified immediately when a change in his/her parent/guardian has a change in address or phone number. Parents must provide clear instructions to the school on how they can be contacted during the school day. This is for the safety of your child. EMERGENCY INFORMATION AND INSTRUCTIONS MUST BE KEPT CURRENT THROUGHOUT THE SCHOOL YEAR. Emergency care cards are required to be on file for ALL students and must be updated with changes.

Important District information is also often shared via robocalls. Parents/guardians are encouraged to keep a valid phone number and email on file with the school in order to receive such notifications. Additionally, a valid parent/guardian email is required in order to set up your child's Edu-Link account, the program used to share grades.

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## Parent Communications

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

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## New Student Registration

New student registration information should be obtained from our website, [www.eawildcats.net](http://www.eawildcats.net). Complete registration packet fully and attain all documents as required. Registration will be managed at the building in which the student will attend. Once paperwork has been completed, please contact Logan Elementary secretaries (412.824.6053) to make a registration appointment for students entering grades K-6; contact the Jr/Sr High School (412.824.9700) for grades 7-12.

Students attending charter, private or parochial schools requesting transportation must complete and submit a "Transportation Registration Packet" also attainable on our website.

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## 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.

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## 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.

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## SAFETY AND SECURITY

### Bullying

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

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying — or any combination of these); it involves an imbalance of power, and is often repeated over a period of time. The bullying can consist of one child bullying another, a group of children ganging up against one lone child, or one group of kids targeting another group.

Common behaviors attributed to bullying include put-downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

I believe that no student deserves to be bullied and that every student regardless of race, color, religion, nationality, size, gender, popularity, athletic, academic, or social ability, or intelligence has the right to feel safe, secure, and respected.

- Treat other students with kindness and respect.
- Not engage in verbal, relational, or physical bullying or cyber bullying.
- Be aware of the school's anti-bullying policies and procedures.
- Abide by the school's anti-bullying policies and procedures.
- Support students who have been victimized by bullies.
- Speak out against verbal, relational, and physical bullying and cyber bullying.
- Notify a parent, teacher, or school administrator when bullying does occur.
- Be a good role model for other students.

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## Fire and Emergency Drills

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

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## Metal detectors

Metal detectors have been placed in the building to better ensure 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
- \* Weapons of any kind: knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury (see additional Weapons information per policy 218.1 below)
- \* 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.

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## Safe2Say Something

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

Here's how it works:

- Students and/or parents can submit an anonymous tip report through the Safe2SaySomething system <https://www.safe2saypa.org/tip/> or by calling 1-844-SAF2SAY
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

## 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.

### **Threat Assessment Team**

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

***REFERRALS MAY BE MADE DIRECTLY TO THE DISTRICT'S ANONYMOUS TIPLINE BY  
CALLING 412-223-0394***

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## Visitors

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

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

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

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

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## Weapons

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

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

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## STUDENT LIFE

### Bus policy

All students will be transported to and from school by bus unless the District is adequately notified otherwise. Safety is the prime concern of everyone. It is important that you and your child review the bus regulations as prescribed by the Bureau of Traffic Safety and the East Allegheny School District. Students are to ride on the bus assigned to them by ATS, and get on and off the bus at their designated stop. **If you would like your child to be a walker, please send a letter to school giving this permission.**

**RIDING THE SCHOOL BUS IS A PRIVILEGE.** Students are not permitted to ride an unassigned school bus on a temporary basis unless an emergency situation exists and the school has granted approval. Students are not permitted to change buses without permission from the District Office.

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 students' bus home to or from school for any reason and must board or get off of the bus at their designated bus stop. Failure to adhere to this procedure will result in consequences as per the District Discipline Policy 218.

## Leaving the bus stop

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

## Bus behavior

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

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

### **Bus offenses:**

1. First offense - meeting with the principal and/or detention assigned
2. Second offense - 1 day bus suspension
3. Third offense - 3 days bus suspension; parent conference will be held.
4. Fourth offense - 5 days bus suspension; parent placed on notice.

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

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## Drug and Alcohol Use

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

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. This policy, including its regulations and guidelines, is a coordinated effort to openly and effectively respond to the potential and current uses and abuse of alcohol; other drugs, and mood-altering substances by students of the East Allegheny School District.

The District will strive to educate, prevent and intervene in the use and misuse of alcohol, drugs and mood-altering substances by district students. A drug and alcohol prevention curriculum, school and community projects, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and intervention and disciplinary procedures will be utilized.

The Board prohibits students from using, possessing, distributing, and being under the influence of any drug/alcohol substances during school hours, on school property, and at any school-sponsored event.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program.

The privileged confidentiality between students and school counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent/guardian, unless the best interests of the student can be served only by such release.

For the safety and security of the student, the nurse provides a preliminary examination of any student who is suspected of possible drug use as evidenced by the physical appearance, behavior, and smell of 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.

**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.

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## Exceptional Children's Program

The East Allegheny School District provides a wide variety of services for exceptional children including Learning Support, Gifted Support, Emotional Support, Hearing Support, Vision Services, Autistic Support, Speech and Language Support and Life Skills Support. Additionally, the East Allegheny School District provides a free and appropriate public education to all students with disabilities through either services provided within District schools or through partnerships with other providers of educational services.

The district supports including students with disabilities in the regular education environment as much as possible based upon the needs of the student. The district is committed to provide all services for students with disabilities within the least restrictive environment.

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## Field trip / extra-curricular activities

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

## 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 of ten (10) or more days. Application for instruction is made through the principal and counselors.

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## School Counseling Services

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

1. Individual counseling sessions
2. Small group meetings
3. Classroom sessions
4. Career explorations
5. Special interest group activities

Students may be called down to the guidance office via a pass sent to their home room teacher or they can make arrangements to see their guidance counselor by requesting a pass from their homeroom teacher.

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## Standardized Testing

State mandated testing is conducted at various grade levels. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. Teachers use them to diagnose individual strengths and weaknesses and to provide instruction. Children's scores on all tests are reviewed carefully and maintained in the school records as long as the child attends schools in this district. Should the child transfer to another school district, copies of his/her records will be transferred to the new district. The district's standardized testing program and schedule is as follows:

### PSSA Test Administration Dates

English/Language Arts, gr. 3-8.....	April 20-24, 2020
Math, gr 3-8.....	April 27-May 8, 2020
Science, gr. 4, 8.....	April 27-May 8, 2020
Make-ups.....	April 27-May 8, 2020

### Keystone Exams Testing Windows

Winter Wave 1.....	December 2-13, 2019
Winter Wave 2.....	January 6-17, 2020
Spring.....	May 11-22, 2020
Summer.....	July 27-31, 2020

### Advanced Placement (AP) Testing Dates

AP English Literature.....	May 6, 2020
AP US History.....	May 8, 2020
AP Environmental Science.....	May 11, 2020
AP Statistics.....	May 15, 2020
AP Computer Science.....	May 15, 2020

### SAT

Saturday, October 5, 2019  
Saturday, March 14, 2020

### PSAT

Saturday, October 16, 2019  
\*\*\$5.00 fee required

For a complete list of SAT testing dates, go to <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

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## Policy 218: Student Discipline

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/guardians 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 (2) 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 (1) basic rule is that good sound judgment must be exercised in light of the conditions of the moment.

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 School District's student disciplinary code is the promotion of self-discipline and responsibility among students. Consistent with this goal, the discipline of any student is designed to seek proper conduct through learning rather than as an arbitrary exercise of authority.

Students are expected to know and to follow school regulations governing student behavior, including the rule that students are prohibited from the possession of weapons, alcohol, tobacco and drugs on school grounds. As a responsible member of the school community, a student who has unintentionally brought to school or while in school has come into the possession of such items should immediately bring the situation to the attention of a teacher or principal. In so doing, the student would be demonstrating the principles of self-discipline and accountability that the student disciplinary code promotes. In such circumstances, the student's self-reporting of the situation will be considered as a mitigating factor in determining the discipline, if any, which should result.[1][2]

### Authority

The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school.

The Board shall adopt a Code of Student Conduct to govern student behavior in school.

Each student must adhere to Board policies and the Code of Student Conduct governing school discipline.

### Off-Campus Activities

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

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

### Guidelines

Any student disciplined by a district employee shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined, and may appeal the discipline determination to the Superintendent.

When a violation of the Code of Student Conduct involves student expression, Policy 220 shall be followed.

Suspensions and expulsions shall be carried out in accordance with Policy 233.

### Discipline Code

The discipline code is applicable on school grounds, in school buildings, on school buses, during school activities, field trips and excursions and from the time of departure for school until arrival at home.

Any of the foregoing policy consequences as applied to exceptional children shall be subject to compliance with IDEA.

The East Allegheny School District works with law enforcement and other professional organizations to provide a safe and secure learning environment for all students, faculty, staff and parents/guardians attending or visiting the schools.

**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.

### Definitions

**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.

**BEHAVIOR REINFORCEMENT ROOM (B.R.R.) (EA JSHS 7-12)** - 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 (10) 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.

### Corporal Punishment

Corporal punishment may not be imposed upon a student.

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

### Discipline Responsibilities

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.

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

It is the responsibility of the students, teachers, parents/guardians, administrators, and the Board to provide and maintain such an environment.

### Citations

The school district reserves the right to issue a citation to any student age ten (10) or over as defined in the Pennsylvania Crimes Code as defined for the following reasons: riot, disorderly conduct, and related offenses. The school district may issue citations in any of the following situations:

1. Fighting.
2. Student harassment and/or threats.
3. Student disruptive behavior, including the use of obscene and profane language and gestures.
4. Vandalism.
5. 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

### Major Offenses

- Any incident resulting in OSS requires a parental conference before the child is readmitted.

**Fights/Assault** -Any form of physical aggression or fighting by any students is not tolerated at East Allegheny. In the event that any student engages in the physical attack of any individual, becomes involved in an aggressive physical altercation with any individual, or puts their hands on a student in any way, while on school premises or attending a school function, or on school transportation, regardless of who starts the fight, the student will receive the following punishment:

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

#### JSHS 7-12 –

- Any student proved to initially provoke a physical altercation or found to have thrown the first punch will be issued two (2) additional days of suspension.
- In the event that a fight is premeditated, gang or student group related, or that a student tries to continue the fight when an adult is attempting to break up that fight, the student will be suspended for ten (10) days and placed in alternative education for the remainder of the school year. That student will no longer be permitted to participate in extracurricular activities. For special needs students, days of suspension will be assigned to comply with all IEP plans and state and federal regulations.
- Students involved in a second or third fight will not be permitted to participate in extracurricular activities for the remainder of the school year.
- Any student who is so out of control that s/he continues to persist in fighting or trying to get to another student to fight them while being held back by an adult on the scene will be suspended for ten (10) days and will be automatically enrolled in alternative education. In this case, the most severe charges will be filed against the aggressive student as per law.
- Students who are in fights will be removed from school immediately into the care of the parents/guardians.
- All students engaged in a fight must attend conflict resolution/counseling sessions.

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

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

\*\*Citation and meeting with parents/guardians, principal and Superintendent.

Re: possible expulsion.

**Racial Slurs -**

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

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

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

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

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

**Conspiracy -**

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

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

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

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

**Horseplay/Disruptive Behavior-**

	<b>Logan PK-6</b>	<b>JSHS 7 &amp; 8</b>	<b>HJSHS 7-12</b>
1 <sup>st</sup> Offense	Conference with the principal	1 day Detention*	3 days Detention *
2 <sup>nd</sup> Offense	1 day Detention *	2 days Detention*	1 day ABC -*
3 <sup>rd</sup> Offense	1 day ABC *	1 day ABC	2 days ABC -*
4 <sup>th</sup> Offense	2 days ABC *	2 days ABC*	3 days ABC -*
5 <sup>th</sup> Offense	1 day OSS *	1 day OSS*	1 day OSS - Citation if warranted *
6 <sup>th</sup> Offense	5 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal.	5 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal	6 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal.

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



**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 of proper authorities is automatic in all vandalism cases.

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

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

Any graffiti, vandalism, or other defacement of school property is strictly prohibited.

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

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

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

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

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

**Cutting Class/in Unauthorized Area/Leaving Room Without Permission/Forgery/Misuse of a Pass –**

	<b>Logan PK-6</b>	<b>JSHS 7-12</b>
1 <sup>st</sup> Offense	3 days Detention *	3 days Detention *
2 <sup>nd</sup> Offense	1 day ABC *	1 day ABC -*
3 <sup>rd</sup> Offense	2 days ABC *	2 days ABC -*
4 <sup>th</sup> Offense	1 day OSS *	1 day OSS *

5 <sup>th</sup> Offense	3 days OSS *	3 days OSS *
6 <sup>th</sup> Offense	5 days OSS *	5 days OSS *

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

**Please Note:**

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

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

**JSHS 7-12** – Students who are either wandering the halls unsupervised or who are failing to report to their after-school activity by 2:30 p.m. will be considered as being in an unauthorized area and subject to the penalty for being in an unauthorized area as stated in the Discipline Policy in the Student Handbook and may be considered to be criminally trespassing depending upon their reason for being in the building. All students found in the school building without a valid pass (coach, teacher, administrator, tutor, service agent) following 2:30 p.m. will be disciplined in the following manner:

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

<b>JSHS 7-12</b>	
1st Offense	1 day OSS
2nd Offense	2 days OSS
3rd Offense	5 days OSS - Referral to Alternative Education Program for forty-five (45) days and prohibited from participating in all extracurricular activities for one (1) full year of school
4th Offense	10 days OSS - Referral for expulsion

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

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

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

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

**JSHS 7-12 -**

- 3 class unexcused tardies – 1 day Detention
- 6 unexcused tardies – 3 days Detention
- 9 unexcused tardies – 1 day ABC/B.R.R
- 12 unexcused tardies – 1 day OSS
- Subsequent class tardies: Additional ABC/B.R.R. or OSS, depending on number of accumulated tardies.

**Logan Elementary School –**

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

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

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

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

**Bullying**

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

**Theft/Extortion-**

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

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

	<b>Logan PK-6</b>	<b>JSHS 7-12</b>
1 <sup>st</sup> Offense	Conference with the school counselor	3 days OSS *
2 <sup>nd</sup> Offense	3 days Detention *	5 days OSS *
3 <sup>rd</sup> Offense	1 day OSS *	5 days OSS *
4 <sup>th</sup> Offense	3 days OSS *	10 days OSS*
5 <sup>th</sup> Offense	5 days OSS *	10 days OSS - Referral to the Supt. for expulsion procedures.*

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

**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:

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

**Falsifying Records -**

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

	<b>Logan PK-6</b>	<b>JSHS 7-12</b>
1 <sup>st</sup> Offense	1 day OSS *	1 day OSS *
2 <sup>nd</sup> Offense	2 days OSS *	2 days OSS *
3 <sup>rd</sup> Offense	3 days OSS *	3 days OSS *
4 <sup>th</sup> Offense	5 days OSS *	5 days OSS *

5 <sup>th</sup> Offense	10 days OSS * - Referral to the Superintendent for possible expulsion.	10 days OSS * - Referral to the Superintendent for possible expulsion.
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\*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Extreme Violent/Disruptive Behavior-**

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

- Bomb threats.[18]
- Arson.[1]
- **Weapon** (*Weapons shall include, but not be limited to, firearm; knives; metal knuckles; straight razors; any instrument that resembles a weapon; explosives; noxious, irritating or poisonous gases; poisons; drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff, parents/guardians, and patrons. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.*)
- Gang activity.
- Use or possession of incendiary device.
- Setting off fire alarm.
- Threats to faculty (referred to proper authorities).
- Making prank or phony emergency, fire or 911 calls.
- Sexual misconduct, lewd behavior, indecent exposure.
- Vandalism of property of \$200.00 or more.
- Theft of property of \$200.00 or more.
- Computer data violations, hacking into the school database, sending-posting inappropriate/threatening material on or through the school web sites.[20]
- Students who make comments to other students, teachers, administrators, support staff members, security personnel or any other persons concerning the killing, maiming or harming of other students or groups of students, even if that statement is not directly to the students about whom the comments are being made.
- Students who use a camera or cell phone to take inappropriate photos and/or videos of another student, teacher, administrator, support staff member, security personnel or any other persons with or without that person’s knowledge and/or distribute those photos to others.
- Unauthorized entry into the building – Breaking and entering.

**Logan Elementary Schools –**

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

**JSHS 7-12 –**

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

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

Logan PK-6	JSHS 7-12
Any of the above offenses will result in 10 days OSS, notification of proper authorities and referral to the Superintendent for expulsion procedures. *	Any of the above mentioned offenses result in 10 days OSS, notification of proper authorities and referral to the Superintendent for expulsion procedures. *

\*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances. The district reserves the right to seek restitution for all costs associated with any of the above actions through either civil or criminal proceedings.

**PLEASE NOTE:** The intentional spraying of perfumes, colognes and other airborne fragrances in hallways, classrooms, all common areas and on school buses is strictly prohibit

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, and is possessed under circumstances not manifested appropriate for lawful uses which it may have. This includes firearms, which are not loaded or lack a clip or other component to render it operable. The consequences of a weapon’s violation will be rendered as per the Discipline Code policy.[1]

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.[14]

**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 noninstructional items, removal of food/drink from the cafeteria, eating in class, arguments with peers, attendance sheet violations, students deliberately missing Vo-Tech bus, inappropriate display of affection in the building, insolence, loitering (student standing around, with no apparent legal, logical reason for being in an area).

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

Minor offenses are items that are addressed by faculty members.

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

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

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

<b>DRESS CODE VIOLATIONS</b>		
	<b>LOGAN K-6</b>	<b>JSHS 7-12</b>
1st Offense	Loss of Classroom Privileges	1 Dy Detention
2nd Offense	2 Days Detention	1 Day ABC/BRR

3rd Offense	3 Days Detention	1 Day OSS and no school activities for 45 consecutive days.
4th Offense	1 Day OSS	3 Days OSS and no school activities for 90 consecutive school days.
5th Offense	3 Days OSS	5 Days OSS and no school activities for the remainder of the school year.
6th Offense	5 Days OSS	Subsequent dress code violations may result in additional OSS 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.
7th Offense	10 Days OSS	

### Spitting

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

### Confiscation

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

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

All prank, obscene and potentially harmful items will not be returned.

### Illegal Use or Possession of Drugs or Alcohol

Discipline procedures: Follow School Board policy #227.

### Use and/or Possession of Tobacco

Elementary - The use of tobacco products in public schools is against the law and Goals 2000, and it is illegal for minors to use or possess tobacco products. In the event that a student is caught using or possessing any tobacco product, a citation will be issued and the proper authorities will be notified.

JSHS 7-12 - 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 CIGARETTE, CIGAR, PIPE OR OTHER SMOKING EQUIPMENT. Violations of this policy will be subject to BOCA code enforcement. All district administrators are BOCA Code enforcement personnel.

	<b>Logan PK-6</b>	<b>JSHS 7-8</b>	<b>JSHS 7-12</b>
1 <sup>st</sup> Offense	1 day OSS - Citation *	3 days OSS - Citation *	5 days OSS & Citation
2 <sup>nd</sup> Offense	3 days OSS - Citation *	3 days OSS - Citation *	10 days OSS – Citation *
3 <sup>rd</sup> Offense	5 days OSS - Citation *	5 days OSS - Citation *	2 month expulsion; reduced to 1 month if a student attends a tobacco cessation class.
4 <sup>th</sup> Offense	10 days OSS - Citation *	10 days OSS - Citation *	Expulsion for the remainder of the year; placement in alternative education.

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

### Bus Riders

Since ninety-five percent (95%) of our students are transported by bus, it is imperative that all riders follow common sense rules for their safety. Students are not to throw objects out of windows or around the bus and should keep their head and arms inside the bus. There is to be no horseplay or disruptive talk, or anything to distract the driver. Fighting or disrespect to the driver will result in disciplinary action. The district is responsible from the time the student leaves his/her home until their return at the end of the school day. Remember, riding the bus is a privilege, which can be suspended. Smoking on school buses is prohibited. Our goal will be to protect the welfare and safety of everyone on the bus; therefore, any and all reports from the bus driver will be handled in a complete and serious manner.

Students may not ride other students' bus home to or from school for any reason and must board or get off of the bus at their designated bus stop. Failure to adhere to this procedure will result in consequences as per the bus policy (outlined in student handbooks).

### 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

1. First Offense - Meeting with the principal \*
2. Second Offense - 1 day bus suspension \*
3. Third Offense - 3 days bus suspension \*
4. Fourth Offense - 5 days bus suspension \*

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

### JSHS 7-12 –

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.

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

### 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.

### Delegation of Responsibility

#### Student 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/guardian 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 seventeen (17) and that good attendance is essential to learning.

### Parent/Guardian Responsibilities

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

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 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/guardian in matters of discipline in accordance with Pennsylvania School Law.
6. Handle minor student infractions of the discipline code.
7. Report to the principal any student who threatens his/her own safety or the safety of others or who seriously interferes with the educational process.
8. Develop a cooperative relationship with parents/guardians and students.

### Principal 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/guardians and students in order to resolve discipline problems.
4. Provide orientation and in-service programs on student discipline.

### Central Administration and Board Responsibilities

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

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

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

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

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

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

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### Electronic Devices

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

The Board prohibits possession of laser pointers and attachments by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

Student possession and use of any device that provides for a wireless, unfiltered connection to the Internet during instructional periods and according to other guidelines provided in the remainder of this policy, is also prohibited.

Additionally the Board prohibits the use by students of any portable device for the purpose of capturing, storing and/or transmitting information, including text, audio, or video data, unless expressly authorized by the building administrator or teacher. Cellular telephones that have the capability of taking photographs or recording audio or video data, shall not be used for such purposes while on district property, on buses or other vehicles provided by the district, or while a student is engaged in school sponsored activities, unless expressly authorized in advance by the building principal or teacher.

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device for an extended period of time. If a violation of this policy causes/creates a violation of any other East Allegheny Policies, additional consequences may result. The district reserves the right to monitor, inspect, copy, and review an electronic device when administration has a reasonable suspicion that a violation has occurred.

Except where noted further in this policy, the confiscated item shall not be returned until a conference has been held with a parent/guardian.

#### Inappropriate photos/videos

The use of the electronic device to record a video or take a picture of anyone is prohibited in the school, on the bus or at the bus stop as well as the time it takes for a student to walk to and from their home to the bus stop. The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred. Failure to abide by these guidelines will result in discipline as per school policy.

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

#### Text messaging

Students who are found to be using cell phones to text message threats or obscene material to other students during the school day will be suspended for five (5) days and the police will be notified.

Cellular telephones that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee.

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program

### **LOGAN ELEMENTARY SCHOOL –**

Students are permitted to bring electronic devices to school upon approval by the building principal. The District shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school. All electronic devices must be kept concealed and off throughout the day. The use of the electronic device to record a video or take a picture of anyone is prohibited in the school, on the bus or at the bus stop as well as during the time it takes for a student to walk to and from their home to the bus stop. The District reserves the right to monitor, inspect, copy and review a personally owned device

or file when administration has a reasonable suspicion that a violation has occurred. Failure to abide by these guidelines will result in discipline as per school policy (Policy #218 – Minor Offenses – Possession of Non-Instructional Items).

### **JUNIOR/SENIOR HIGH SCHOOL ONLY –**

*Electronic devices/cell phones/PDAs –*

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

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

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## Homework policy

Students 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, Jr/Sr High 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. Elementary students suggested homework time allotment may be roughly determined by multiplying the child's grade by 10. This indicates the minutes recommended for homework assignments.

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 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.
5. Home assignments allow teachers to adjust class instruction to individual differences in ability

and interest.

6. The material studied in class sometimes needs to be supplemented by projects that cannot be done in class. Homework allows worthwhile projects such as reviewing materials, watching special TV programs or writing themes, reports.

The following four homework advantages serve to enhance and enrich the learning process in general:

1. Home study gives the pupil the experience of working by himself. This experience will help him develop initiative, self-discipline, responsibility and independence.
2. Homework can help the student develop the study skills needed for obtaining knowledge independently. Permanent leisure interests in learning may be developed by homework that calls for a questioning and searching attitude.

Many homework assignments enrich the classroom experience by relating what has been learned in school to everyday problem solving situations in the home, the community, and the nation.

When a student is absent, it is his/her responsibility to make up all missed work. A 24 hour notice should be provided when requesting work due to student absence.

#### 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

These assignments are best handled by contacting your child's friends and classmates for daily assignments and class notes.

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### Internet policy

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

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

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

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.

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

*Privileges* - The use of the Internet is a privilege, not a right; inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use. The district may deny, revoke, or suspend specific user access.

*Consequences for Inappropriate 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/or the law.

Should a parent wish for his/her child to not have internet access, a written request stating such must be provided to the building principal.

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## Photo Release

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

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## Title I programs available

The East Allegheny School District provides educational opportunities for students through the implementation of federally funded Title I Programs. Also through the Title I program is a Parent Resource Room in each building, which contains reference material to help the children with their reading and math skills.

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## Tobacco/Nicotine Use

District Policy 222-Tobacco/Nicotine can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net).

Per state law, school district grounds are tobacco and nicotine free at all times.

Possession, use or sale of tobacco, nicotine and nicotine delivery products, including vaping or juuling, by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district and at any school sponsored function, on or off school property is strictly prohibited.

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.

## MISCELLANEOUS

### “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.

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

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

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### Care of books and materials

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

# Student Health Information

## Required immunizations

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

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



- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after the 4th birthday)
  - 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)\*\*
  - 2 doses of measles, mumps, rubella\*\*\*
  - 3 doses of hepatitis B
  - 2 doses of varicella (chickenpox) or evidence of immunity
- \*Usually given as DTP or DTaP or if medically advisable, DT or Td*  
*\*\* A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*  
*\*\*\*Usually given as MMR*



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

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

### **FOR ATTENDANCE IN 7TH GRADE:**

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

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

### **FOR ATTENDANCE IN 12TH GRADE:**

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

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

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

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

## Control of communicable diseases

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

Streptococcal Infections	Ringworm	Scarlet Fever	Scabies
Chicken Pox	Pediculosis (lice)*	Impetigo Contagiosa	MRSA
Contagious Conjunctivitis (pink eye)		H1N1	

\*Exclusion lasts until child is totally free from all nits.

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## Sickness and injury

Students who become ill or injured at school should report immediately to the teacher in charge who will refer the child to the nurse. When children become ill at school, it is the parents' responsibility to provide transportation from school to home.

Emergency care cards are completed by the parents annually. These cards enable the school nurse to see that children receive the best possible aid in the event of an emergency.

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## Accident insurance

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

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## Medication Policy

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

For the welfare and safety of the students 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.

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## Food Allergies

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

Any student enrolling with a food allergy, will be required to have a Food Allergy Action Plan completed by their physician/parent/guardian and on file in the nurse's office.

A list of all food allergies and food intolerances will be compiled by the school nurse for each building at the beginning of each school year, and update as needed. Lists will be distributed to each building principal and staff in each building.

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## School Health Exams

The Pennsylvania Public School Code Section 1402. Health Services (e) requires that students upon entry, sixth grade and 11<sup>th</sup> grade be given a "comprehensive appraisal" of their health. The physical is to be completed within 4 months prior to the start of the school year. In addition, Section 1402 © requires the completion of medical questionnaires which are to become part of the student's health record.

This requirement may be completed by the student's primary care provider or by the school provider.

Children receive a medical examination in Kindergarten or first year of school, grade 6 and in grade 11. Examinations are conducted by the school physician at the school. Parents may elect to have their children examined by the family physician. A special form for recording results is supplied to parents by the nurse. Physical defects discovered or suspected during the examination are reported to the parents in writing by the school nurse. Parents are expected to consult with the family physician concerning the

correction of defects reported. Please notify the school nurse of any corrections made.

School health regulations require that a dental examination be performed on children in Kindergarten, 3<sup>rd</sup> and 7<sup>th</sup> grades. Examinations are conducted by the school dentist at the school facilities. Parents may elect to have their children examined by the family dentist. A special form for recording results is supplied by the school nurse. Dental defects discovered or suspected during the examinations are reported to the parents by the school nurse. Please notify the school nurse of any corrections made.

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### **Elementary speech and hearing correction**

The Speech and Hearing Correction Program operates under the guidance of the East Allegheny School District with possible support through the Allegheny Intermediate Unit. Speech therapists screen all kindergarten children, those referred by classroom teachers and children who are newly enrolled in district schools.

The program includes individual and group sessions that focus on the child's particular area of difficulty.

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# Student Policies and Procedures

## Junior/Senior High School, Grades 7-12



## Head Principal's Message to all Parents/Guardians and Students

As the Head Principal of East Allegheny Jr./Sr. High School, I am looking forward to the start of the 2019-2020 school year. I ask that all parents/guardians review the attached pages and become familiar with the goals which surround our current mission and vision. The East Allegheny Jr./Sr. High School will continue to incorporate methods and practices designed to meet these goals and help your children, our students, become life-long learners, preparing them for post-secondary education and the 21st century work force.

We will continue to incorporate academic instruction that is directly related to individual student readiness and interest prescribed by assessment measures aligned with the **PA Core Standards**. During the 2019-2020 school year, your children will be required to demonstrate academic proficiency in curricular areas involving English, Math and Science. Students in grades 9-12 will have their skill level and knowledge competency measured by individualized curricular exams that are referred to as the **Keystone Exams**. Keystone Exams are end of course assessments that are designed to assess proficiency in various subjects, and act as a guide toward meeting state standards. The Keystone Exams are as equally important as the SAT, ACT, or any other college, vocational, or armed forces entrance examination. Students in grades 7 and 8 will continue to have their skill level and knowledge competency measured by the **PSSA Exams**. As always, our goal is to have all students attain a level of proficiency in order to meet the growth standards for each content area.

Once again, I ask all parents/guardians to set high expectations for your children and his/her teachers. Become involved with your child's academic performance, all daily school related routines and the **PA Core Standards**. Please continue to adopt methods and practices at home that will encourage your children to perform to the best of their academic abilities. By making the following implementations a common practice, you will help improve your child's expectations of his/her academic performance:

1. Call your child's teachers often and discuss your child's performance with ALL teachers. Demand that they keep you informed throughout the school year. Academic development occurs when students make connections between their own needs, interests, feelings and new ideas. Please help our teachers understand your child. Make certain that they understand past and present life experiences that may hinder or improve academic and social performance.
2. Become involved with your child's school related activities. You must collaborate with faculty members and be persistent to make certain that your child is getting the most appropriate education possible. Make it a common practice to look at your child's homework, textbooks and class work every evening.
3. Make your child's education a major portion of your family's daily life and always stress the importance of performing to the best of one's ability. Discuss your child's education with friends, family members and other parents. Use this form of collaboration to learn and understand the standards, anchors and areas of eligible content that are important to your child's academic future, college acceptance and working role in the 21st century.

It is the professional responsibility of every teacher and administrator in the East Allegheny Jr./Sr. High School to deliver instruction toward the **PA Core Standards**, raise academic expectations and improve all



curricular areas along with those measured by the **Keystone and PSSA Exams**. You, the **parents/guardians, are the first and most important teachers**. We must have your help to succeed in our mission!

I give you my word, as the Head Principal, that I will do everything within my power that is permitted by school policy to ensure that your child is receiving the most appropriate education possible. The East Allegheny Jr./Sr. High School administration will continue to assist every teacher in gaining the ability to understand the **PA Core Standards** and connect socially with all students that attend East Allegheny Jr./Sr. High School. We will continue to work at creating a sound learning environment designed to inspire education as the one item that will permit each individual to achieve fulfillment, happiness and future success.

Thank you,

A handwritten signature in blue ink that reads "Dr. Betsy D'Emidio". The signature is written in a cursive style.

Dr. Betsy D'Emidio

Head Principal/Assistant Superintendent

## Junior High Principals' message to Students and parents

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

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

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

Sincerely,



Mr. Mark Draskovich  
Junior High Principal

## Board Policies

A complete list of board policies is 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. The following policies are policies pertinent to Junior Senior High School. Other policies may be utilized as needed. Additional policies are located on the District’s website.

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## SCHEDULES

### Junior Senior High School Schedule

Period		Time in minutes		
	20		7:20-7:40	<b>Breakfast</b>
<b>1</b>		46	7:40-8:26	
		5	8:26-8:31	Hold in 1st for Announcements
Pass	4		8:31-8:35	
<b>2</b>		46	8:35-9:21	
Pass	4		9:21-9:25	
<b>3</b>		46	9:25-10:11	
Pass	4		10:11-10:15	
<b>4</b>		46	<b>10:15-11:01</b>	<b>7/8 Grade Lunch</b>
Pass	4		11:01-11:05	
<b>5</b>		46	<b>11:05-11:51</b>	<b>9th – 12th Lunch</b>
Pass	4		11:51-11:55	
<b>6</b>		46	<b>11:55-12:41</b>	<b>9th – 12th Lunch</b>
Pass	4		12:41-12:45	
<b>7</b>		46	12:45-1:31	
Pass	4		1:31-1:35	
<b>8</b>		46	1:35-2:21	

## 2-Hour Delay Schedule/Activity Schedule

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

## 2 Hour Early Dismissal Schedule

Period	Minutes	Time	
1	31	7:40 – 8:11	
	5	8:11 – 8:16	Announcements
	4	8:16 – 8:20	
2	31	8:20 – 8:51	
	4	8:51 – 8:55	
3	31	8:55 – 9:26	
	4	9:26 – 9:30	
7	31	9:30 – 10:01	
	4	10:01 – 10:05	
8	31	10:05 – 10:36	
	4	10:36 – 10:40	
4	31	10:40 – 11:11	7 <sup>th</sup> -8 <sup>th</sup> Lunch
	4	11:11 – 11:15	
5	31	11:15 – 11:46	9 <sup>th</sup> -12 <sup>th</sup> Lunch
	4	11:46 – 11:50	
6	31	11:50 – 12:21	9 <sup>th</sup> -12 <sup>th</sup> Lunch

## Junior High Staff Grades 7-8

<b>7/8 GRADE SPECIALS</b>	<b>SUBJECT</b>	<b>ROOM</b>
Mr. Brian Ferek	Alternative Education	B25
Ms. Julie Kenney	Spanish	110
Ms. Rebecca Woods	French	114
Ms. Mary Cook	Art	128
Mr. Frank Szatkowski	Computer Science	119
<b>7TH GRADE</b>	<b>SUBJECT</b>	<b>ROOM</b>
Ms. Alana Donnelly	English	202
Mrs. Rebecca Anselmo	Reading	203
Ms. Stephanie Lyman	Social Studies	205
Ms. Candice Tedesco	Math	201
Mrs. Maria Zarod	Science	214
Mr. James Kulha	Special Education	207
<b>8TH GRADE</b>	<b>SUBJECT</b>	<b>ROOM</b>
Ms. Elisa Greb-Link	English	212
Ms. Amanda Snyder	Reading	206
Mrs. Diane McNeill	Social Studies	208
Mr. Christopher Morrone	Math	209
Mrs. Eileen Joll	Science	213
Mrs. Kelly Wolesslagle	Special Education	210
Mrs. Dawn Price	Life Skills	133
Additional Staff: Mrs. Darcy Yeloushan, School Nurse; Mrs. Cheryl Ihnat, School Counselor; Ms. Mallory Parrish, Speech; Mr. Matthew Lorenzo, ESL; Mr. Stephen Ehrlich, Orchestra; Mrs. Amanda Rosco, Chorus; Mr. Justin Rosco, Band; Ms. Janeen Badali, Ms. Melinda Vogle and Mr. Ryan Kenney, Physical Education		

## Senior High Staff- Grades 9-12

**DEAN OF STUDENTS:** Mr. Christopher Berger

### ENGLISH

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

### SOCIAL STUDIES

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

### MATHEMATICS

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

### SCIENCE

Mrs. Natalie Hilbert  
Mrs. Linda Ripper  
Mr. Brendan Walk  
Mrs. Holly Spallone  
Mrs. Lori Tresnan

### FOREIGN LANGUAGE

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

### ARTS

Mrs. Heather Hallick  
Mrs. Mary Cook

### INDUSTRIAL ARTS

Mr. Mark Pogue

### GRAPHICS

Mr. John Gutwald

### MUSIC

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

### PHYS. EDUC./HEALTH

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

### G.A.T.E./LIBRARIAN

Mrs. Debbie Bacco-Wicker

### NURSE

Mrs. Darcy Yeloushan, RN

### SCHOOL COUNSELOR & CHARACTER ED./CAREER CRUISING

Mrs. Emilia Peiffer Grades 9—12

### SPECIALTIES

#### **Special Education Program:**

Mr. Rick Yeager; Ms. Jennifer Borsani; Mrs. Victoria Diges; Mrs. Amy Davis

#### **Alternative Education**

Mr. Brian Ferek; Mr. David Loya

**Life Skills Program:** Mrs. Dawn Price

**Speech:** Mrs. Mallory Parrish

**English as a Second Language:** Mr. Matthew Lorenzo

## Dress Code

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

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

This dress code policy shall be in effect during the regular school year.

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

	JSHS 7-12
1 <sup>st</sup> Offense	1 Day Detention
2 <sup>nd</sup> Offense	1 day of ABC/BRR
3 <sup>rd</sup> Offense	1 Day OSS and no school activities for 45 consecutive school days.
4 <sup>th</sup> Offense	3 Days OSS and no school activities for 90 consecutive school days.
5 <sup>th</sup> Offense	5 Days OSS and no school activities for the remainder of the school year.
6 <sup>th</sup> Offense	Subsequent Dress Code violations may result in additional OSS or other disciplinary action deemed appropriate by the principal, including a referral to the Superintendent.
7 <sup>th</sup> Offense	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.



## Athletics

### 7<sup>th</sup>/8<sup>th</sup> Grade Athletics:

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

The following sports are offered at the middle school level:

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

### 9-12 Grade Athletics:

In order to be eligible for athletics students 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.

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## 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.

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## Attendance

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

Information listed here is specific to students in grades 7-12

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws.

The Board also believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. The school cannot teach students who are not present. Poor attendance limits accomplishments and reinforces a habit, which will handicap the individual in future education or employment.

Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of mental, physical, or other urgent reasons which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

### **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.

### **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.**

### **EXCUSSED 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.
8. 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.

### **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.

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## 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 bacculaureate.

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 bacculaureate.

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, bacculaureate, 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 bacculaureate. 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.

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.

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### 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.

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### 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.

- 100% - 90% = A** Indicates that the student has done superior work for his/her category.
- 89% - 80% = B** Indicates that the student has achieved beyond normal expectations, but not to the superior degree noted above.
- 79% - 70% = C** Indicates that the student has achieved satisfactory progress and possesses knowledge in the average range for his/her ability.
- 69% - 60% = D** 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.
- 59% - 40% = F** Indicates unsatisfactory progress and achievement. If performance continues at this level, it would require
- "I"** 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%."
- "Q"** 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.

### 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.***

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## Retention grades 7-8

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

## Retention 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.

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## **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.

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## **Scheduling and Classes**

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.

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### 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.

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## Junior Senior High School Physical Education Physical Education-Medical Excuse Procedure

If, for any reason, you cannot participate in the full gym program, a note must be brought from home stating the reason you cannot participate. If this disability extends for more than a week, a doctor’s excuse must be submitted, indicating the length of time you are to be excused. The note should be recorded and 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.

### Course Description

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

### Grading

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

### Classroom Expectations

### Students are expected to:

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

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### 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.

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### 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***

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### 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.

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### 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.

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## 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 extra-curricular 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

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.
- \* 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.

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## 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.**

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Student Policies and Procedures

Logan Elementary School, Grades K-6





## Principal's message to students and parents

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

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



Mr. Sean Gildea  
Logan Elementary Principal

## Logan Elementary School schedule

8:30 a.m. – Bus arrival and admission

9:00 a.m. Tardy Bell

3:15 – Walker Dismissal begins

3:20 – Bus Dismissal begins

**OFFICE HOURS ARE 7:30 AM to 4:00 PM**

8:24 – Teachers Report

4:00 – Teachers Dismissal

### LOGAN ELEMENTARY SCHOOL STAFF

#### **OFFICE SECRETARIES**

412-824-6053 Ext. 3000 and 3855

#### **Kindergarten**

Mrs. Jennifer Kolodychak	Room 101
Mrs. Tracy Socci	Room 102
Mrs. Cathy Maloney	Room 103
Mrs. Crystal Flebotte	Room 104
Mrs. Kristina Fennell	Room 105
Mrs. Brenna Mac Fann	Room 106

#### **First Grade**

Mrs. Kristen Farabaugh	Room 113
Mrs. Stacey Mayer	Room 114
Mrs. Heather Maurizio	Room 115
Mr. Zach Reed	Room 116
Mrs. Anissa Comunale	Room 117

#### **Second Grade**

Miss Rachel Dellefemine	Room 107
Ms. Ashley Schmidt	Room 108
Mrs. Ashley Humberston	Room 109
Mr. Wade Brown	Room 110
Mrs. Susan Hensley	Room 111
Mrs. Debbie Hlavach	Room 112

#### **Third Grade**

Mrs. Kathy Reigh	Room 118
Mrs. Kristina Miller	Room 119
Mrs. Natalie Ciccanti	Room 120
Mr. Chris Liptak	Room 121
Mrs. Kathy Weaver	Room 122

**LOGAN ELEMENTARY SCHOOL STAFF**

**continued**

**Fourth Grade**

Mrs. Tracy Yusko      Room 207  
Mrs. Deniece Lenart      Room 208  
Mrs. Karen Humeston      Room 211  
Mrs. Delcie Schweitzer      Room 212  
Mrs. Denise Snyder      Room 213

**Fifth Grade**

Mr. James Catone      Room 214  
Mr. Peter Drakulic      Room 215  
Mrs. Jessica Pierce      Room 216  
Mr. Lou Gerbi      Room 217  
Mr. Frank Cortazzo      Room 218

**Sixth Grade**

Mr. David Janusek      Room 201  
Mrs. Kim Palermo      Room 202  
Mrs. Jennifer Blasko      Room 203  
Mrs. Kelly Lindke      Room 204  
Mrs. Hope Gerbi      Room 205

**Special Education Teachers**

Mrs. Lynn Palmieri	Room 150	Mrs. Susan Simko	Room 132
Mrs. Stephanie Goldstein	Room 131	Mr. Charles Bandurski	Room 126
Mrs. Chemen Callaway	Room 307	Mrs. Mallory Parrish	Room 226
Ms. Robin Highlands	Room 222	Mrs. Jennifer Costello	Room 206
Mrs. Brittany Hultberg	Room 220	Ms. Stacy Rizza	Room 228
Mrs. Christie Bacco	Room 129	Ms. Kaitlyn Gida	Room 132
Mr. Matt Lorenzo	Room 310 (ESL) TBD	Mr. Jeffrey Merlo	Room 127
Mrs. Lauren Dempsey	Room 209		

**Special Area Teachers**

Library - Mrs. Linda Carlson

PE - Mr. Bryan Dull / Mrs. Jessica Lukes      Health - Mr. Dan Lorigan

Music - Mr. Fred Moyes - Room 318 / Mrs. Cheryl King - Room 320 / Mr. Stephen Ehrlich - Stage  
Art - Mrs. Mary Cook and Ms. Amanda Ansell - Room 221

**School Nurse**

Mrs. Jennifer Stark

## LOGAN ELEMENTARY SCHOOL STAFF

### Continued

#### Title I Teachers

Ms. Janine Montgomery	Room 123	Ms. Donna Grzyb	Room 124
Mrs. Angela Turkowski	Room 125		

#### School Counselors

Grades K-3		Grades 4-6	
Mrs. Leslie Hawkins	Room 100	Mrs. Cheryl Ihnat	Room 303

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## Board Policies

A complete list of board policies is 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. The following policies are policies pertinent to Logan Elementary School. Other policies may be utilized as needed. Additional policies are located on the District's website.

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## Attendance

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

Information listed here is specific to students in grades K-6

State law requires all enrolled children who attend an approved educational institution to have consistent attendance. Legal excuses for absence are:

Illness / Death in the immediate family / Personal religious holidays / other urgent reasons (which the principal must approve)

A written excuse to the child's homeroom teacher within three days of returning from an absence is required. The note must have the date of the absence, the reason for it, and the signature of a parent or guardian. If no excuse, is turned in within the required time period the absence is considered illegal.

After three days of illegal absence, parents will be sent a warning letter. The school is required by law to institute legal action for any subsequent illegal absences.

When a student accumulates ten excused days of absence during the school year, each absence thereafter is subject to review by school authorities to determine whether such an absence represents

chronic irregular attendance. At that point, authorities may request a physician's statement verifying the absence.

### Attendance Guidelines

#### Late Arrivals

*TARDY*: arrival between 9:00 a.m. - 10:00 a.m.

Please note: If a student is tardy 4 times he/she will be charged with a half day absence.

*1/2 DAY ABSENCE*: arrival between 10:00 a.m. - 12:00 p.m.

*FULL DAY ABSENCE* arrival 12:00 p.m. or later

#### Early Release/Dismissal

*ABSENCE FULL DAY* – Dismissed before 11:00 a.m.

*ABSENCE 1/2 DAY* - Dismissed between 11:00 a.m. -1:00 p.m.

*NO PENALTY* - Dismissed after 1:00 p.m.

### Early dismissals

Children will NOT be excused during the time school is in session except for reasons approved by the principal. If possible, medical and dental appointments should be arranged after school hours. All shopping and social engagements should also be scheduled after school hours. Requests for early dismissal must be made in writing and signed by the parent. Telephone requests are not preferred.

No child will be excused at any time, other than regular dismissal times, without permission from the parent or guardian. When a home emergency arises and a request for a child to leave school is made, the person making the request must be personally identified as the parent /guardian or as one bearing the written request of a parent or guardian. Parents who request such dismissals are to call for the child at the office. **Students may never leave the building without permission.**

If it is necessary for a child to leave school for health reasons, the nurse or school office will make arrangements with the parents or person designated on the Emergency Care Card. Every child must go directly home from school unless accompanied by their parent or guardian. If other arrangements are scheduled, a written request signed by the parent or guardian must be presented at the

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### Dress Code

District Policy 221: Dress and Grooming can be viewed in its entirety at [www.eawildcats.net](http://www.eawildcats.net)  
The purpose for implementing this student dress code policy for all students in grades Kindergarten through 12 is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; prevent distraction to students, staff and the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the community. While requiring a specific type of clothing, it is not the district's purpose to interfere with

student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objective of the district.

This dress code policy shall be in effect during the regular school year.

### Dress Code for Grades K to 6

#### ***Males: Acceptable attire***

1. Tops - Shirts with a collar and sleeve, in solids, stripes, or plaids, are required. Pictures or wording on the shirt are prohibited. Solid color, striped or patterned sweaters including crew neck, v-neck, full length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit with a collared shirt or turtleneck. Button down dress shirts, with a collar and long or short sleeves, which have patterns.

No more than the top two (2) buttons may be unbuttoned on any style of a collared shirt.

A manufacturer's logo/emblem is permitted on the upper front corner of the shirt or on the sleeve.

All shirts must have finished seams, including sleeves, collars, and shirt sides.

Clothing that is torn, revealing, or tight is inappropriate school attire. Clothing that promotes drugs, alcohol, weapons or is offensive either by racial or sexual reference is prohibited.

2. Bottoms - Bottoms are permitted in the following colors: shades of **black, blue, and brown/tan** and must be solid in color. Jeans-denim-are permitted, **without holes**. Pants can be pleated or unpleated. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor. The width of the pant bottom should be no larger than the shoe size. Shorts that are near the knee are permitted.

It is recommended that students wear a belt with bottoms. **All** bottoms must be worn at the waist. *The waist is defined as the area between the bottom of the rib cage and top of the hip bone.*

All bottoms must have a finished hem.

3. Shoes - Dress shoes, boots, sneakers, and sandals are permitted. Slippers, flip-flops, and sneakers with wheels are not permitted.

4. All clothing must be sized appropriately; therefore clothing must be no more than one (1) regular size larger or smaller than the student actually measures.

#### ***Females: Acceptable attire:***

1. Tops - Shirts with a collar and sleeve, in solids, stripes, or plaids, are required. Pictures or wording on the shirt are prohibited. Solid color, striped or patterned sweaters including crew neck, v-neck, full length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit with a collared shirt or turtleneck. Button down dress shirts, with a collar and long or short sleeves, which have patterns.

No more than the top two (2) buttons may be unbuttoned on any style of a collared shirt.

A manufacturer's logo/emblem is permitted on the upper front corner of the shirt or on the sleeve.

All shirts must have finished seams, including sleeves, collars, and shirt sides.

Clothing that is torn, revealing, or tight is considered to be inappropriate school attire. Clothing that promotes drugs, alcohol, weapons, or is offensive either by racial or sexual reference is prohibited.

2. Bottoms - Bottoms are permitted in the following colors: shades of **black, blue, and brown/tan** and must be solid in color. Jeans-denim-are permitted, **without holes**. Pants can be pleated or unpleated. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor. The width of the pant bottom should be no larger than the shoe size. In addition to these choices, capri pants, jumpers, skirts, shorts, and skorts are also permitted but limited in colors to those outlined above. The hemline must be near the knee.

It is recommended that students wear a belt with bottoms. **All** bottoms must be worn at the waist. *The waist is defined as the area between the bottom of the rib cage and top of the hip bone.*

All bottoms must have a finished hem.

3. Dresses - All dresses must have a collar and sleeves. All jumpers must be worn with an approved collared top. Dresses and jumpers must be a solid color, the appropriate length and have a finished hem. Dresses with collar and long or short sleeves, with patterns or plaids.

4. Socks - Any color sock is permitted. Leggings, tights, leotards, etc. are recommended under dresses, skirts, and skorts and must be in a solid color.

5. Shoes - Dress shoes, boots, sneakers, and sandals are permitted. Slippers, flip-flops, and sneakers with wheels are not permitted.

6. All clothing must be sized appropriately; therefore clothing must be no more than one (1) regular size larger or smaller than the student actually measures.

#### **PROHIBITED ATTIRE**

Hooded tops or “hoodies” are prohibited. Hooded tops or “hoodies” may be worn as outerwear but must be placed in lockers upon arrival to school.

Outerwear/Outdoor clothing is not permitted once classes begin.

Wearing an oversize/draping shirt hanging at the knee area, touching the knee, or below the knee is strictly prohibited.

Draping articles of clothing, towels, or other objects out of pant pockets are not permitted.

Tops which expose cleavage, undergarments, or waist/belly button /stomach area are strictly prohibited. Cut-offs or holes of any kind are not permitted in bottoms. Students are not permitted to wear leggings/jeggings as pants, pajama bottoms, yoga pants, athletic style pants and shorts, or sweat pants/jogging pants and sweat shorts, which includes fleece, stretch knits, cotton, nylon, spandex and velour.

Wearing bottoms which expose skin or undergarments or wearing oversized, draping baggy style pants to create a “sag” look is strictly prohibited.

Fishnet or ripped-up stockings are not permitted.

No head coverings are permitted. This includes but is not limited to caps, hats, hoods, bandanas, wave caps, sweatbands, skull caps, sunglasses, headsets, or any other head covering. Combs, rakes, or picks should not be worn in the hair

Any gang attire, symbols, signs, tattoos, hairstyles, or other evidence of membership in, or affiliation with, recruitment of, or desire to be affiliated with any gang is prohibited.

### **JEWELRY AND ACCESSORIES**

Jewelry or accessories that may be used as weapons are not to be worn to school. This includes but is not limited to jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, two (2) or three (3) finger rings that are connected, and bulky chains worn around the neck or waist.

Chains and sharp objects such as spikes are not allowed on clothing or book bags.

Students may not wear tinted glasses or sunglasses. Gold teeth or grills of any type are strictly prohibited.

### **RELIGIOUS/OTHER EXEMPTIONS**

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student. This may be determined by the building principal.

Requests for exemptions from the dress code based upon one's religion or religious beliefs must be made at least seventy-two (72) hours in advance in writing to the Principal. The letter must include an explanation of why the religion/religious belief prevents compliance with the dress code.

Other exceptions will require approval from the Building Principal. Such exception requests must be made in writing at least twenty-four (24) hours in advance and must include a reason/explanation for the request.

### **GENERAL**

All clothing is to be clean and neat.

Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items expressly prohibited under this policy, Principals and District Administration have discretion to address any attire/body art that is offensive, degrading, vulgar, contrary to the educational mission of the school, disrupting the learning environment, or infringing upon the rights of others.

### **Discipline: Dress Code Violations**

	Logan PK-6
1 <sup>st</sup> Offense	Loss of classroom privileges
2 <sup>nd</sup> Offense	2 days Detention *
3 <sup>rd</sup> Offense	3 days Detention *
4 <sup>th</sup> Offense	1 day OSS *
5 <sup>th</sup> Offense	3 days OSS *
6 <sup>th</sup> Offense	5 days OSS *
7 <sup>th</sup> Offense	10 days OSS *



## Report cards

Every nine (9) weeks students in grades kindergarten through sixth will receive a report card informing parents and students of his/her performance in each subject area. The following symbols are used to indicate academic progress in grades K-6:

A 90%-100% = Superior

B 80%-89% = Above Average

C 70%-79% = Average

D 60%-69% = Need for Improvement

F Below 59% = Failing

E = Excellent

S = Satisfactory Progress

N = Needs Improvement

The following criteria should be met to obtain Honor Roll status based on the core academic classes. In addition to be eligible, students cannot receive unsatisfactory marks from the special area subjects or a "C" in any academic course.

High Honor: Receive a 3.75-4.00

Honor Roll: Receive a 3.50-3.74

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## Interim reports

Grades can be viewed at any time via Edustar. Please review them with your child. Students then have sufficient time to improve their performance before the end of the marking period when a grade is recorded. In addition, teachers will contact parents by phone if a student is experiencing difficulty in specific subject areas. Students should be encouraged to take advantage of after school tutoring.

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## Tutoring

Tutoring programs provide students with extra help in academic subject areas. Tutoring is the approach many teachers and parents take when they see a child struggling with reading, mathematics, or other specific subjects. Students are encouraged to take advantage of after school tutoring. Please contact your child's teacher to discuss tutoring opportunities.

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## Cafeteria

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced meal is offered. Students may bring their lunch. Free meals are offered to all students in the EASD school district.

Students are expected to:

1. Behave in a courteous manner while they are in the lunchroom.
2. Deposit all lunch litter in the wastebaskets.

3. Pick up all their debris.
  4. Leave the table and floor around their place in a clean condition for others.
  5. Not take any food from the cafeteria area.
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## PARENT-TEACHER ORGANIZATION

The education of a child requires a cooperative effort between the home and school. Each school has a Parent-Teacher Organization. All parents are urged to become active members of this group. The Logan PTO meets the second Tuesday of every month in the Library. All volunteers must have current clearances, TB Testing and be Board approved PRIOR to volunteering. Any parent wishing to volunteer must obtain required paperwork and submit to the District Office by October 31. It is requested that all parent volunteers refrain from posting pictures on social media while volunteering at the school.

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## EAST ALLEGHENY PHYSICAL EDUCATION

### **GRADES K-6**

#### Course Description

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

#### Class Participation

Elementary parents should be aware of their child's gym day. This is extremely important so that your child comes dressed appropriately for activity. Elementary students will report directly to the gym area from their classrooms so they are to wear their gym clothes to school on gym days. Appropriate gym attire is:

- Students may change if necessary, but not required.
- Crew Neck T-shirts (no button Blouses, V Neck, or scoop neck shirts)
- Shorts, sweatpants, wind-pants (as per school policy, shorts/sweatpants must remain at waist, and be of appropriate length as per EASD dress code.)
- Non-skid tennis shoes with full back and laces which must be tied.

#### Grading

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

## Classroom Expectations

Students are expected to:

Be dressed and ready to participate (For the safety of the students, shoes must be tied not have their laces tucked in. This rule will be enforced)

- Remove necklaces, large earrings, large rings prior to the beginning of class.
- Be in their exercise spot when class begins.
- Respect teachers, peers, self, equipment, and facility
- Listen at appropriate times, i.e. when teachers are talking, peers asking appropriate questions.
- Safely play at all times.
- Have good sportsmanship.
- Put forth an honest effort and try their best.
- Follow all school rules.

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## Lost and found

Logan Elementary School has a system for handling lost and found articles. We recommend that parents place names on boots, gym shoes, lunch boxes, sweaters, gloves, etc. and envelopes containing letters and money. Unclaimed items are donated to charitable organizations after the last day of school.

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## Who owns Logan Elementary School?

**YOU DO!** Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses, or books must be paid with your own family's money! While you may not engage in this type of behavior, which increases the cost to your parents, neighbors as well as yourself, it is not enough! You must help protect the school by discouraging such activity by others. We should not do anything that would detract from our own reputation or that of our school. Please help us to keep our building clean and safe as an example of our pride in ourselves and our school. Thank you.



# EAST ALLEGHENY SCHOOL DISTRICT

Document Review and Authorization Form  
2019/2020 School Year

Parents / Guardians,

In order to continue our efforts to help the environment, the EASD has posted a copy of the District’s handbook, as well as other important documents, online at [www.eawildcats.net](http://www.eawildcats.net). A copy of any document may be obtained by contacting your child’s school office. Please review, initial each appropriate section and sign below.

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### HANDBOOK

\_\_\_\_\_ **YES**, My child and I understand the rules and procedures located in the EASD handbook. A family plan has been discussed in the event of an unexpected school closure. (Review section on School Closing and Delay.) I understand that the handbook is available online at [www.eawildcats.net](http://www.eawildcats.net).

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### INTERNET USE

\_\_\_\_\_ **YES**, as the parent/guardian of this student, I have read Policy #815, Acceptable Use of Internet, Computers and Network Resources and the Internet Use Agreement located on the EASD website. I understand that this access is designed for educational purposes. I also recognize it is impossible for East Allegheny School District to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission for my child to use the Internet via an EASD account and certify that the information contained on this form is correct. \*\*I also understand that if I do not wish for my child to have access to the internet while in school, I must submit this request in writing to the building principal.

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### PHOTO RELEASE

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

\_\_\_\_\_ **YES**, My child has my permission to be photographed and I understand that if I do not wish for my child to be photographed, I will submit this request in writing to the building principal.

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Student Name: \_\_\_\_\_ School Child Attends: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***(If you are under the age of eighteen (18), a parent/guardian must read and sign this agreement.)***