

2018-2019 STUDENT/PARENT HANDBOOK

North Allegheny Senior High School

A MESSAGE TO YOU

Dear Student:

Welcome to North Allegheny Senior High! You are now enrolled in one of our nation's most respected high schools. NASH's National and State recognition is the result of excellent educational opportunities and the diligent efforts of students and staff. High academic standards and clearly stated policies that are consistently enforced are critically linked to our successful tradition here at NASH. Thus, together, we are inextricably responsible for maintaining these standards.

More specifically, you are expected to demonstrate the following behaviors on a daily basis: regular school attendance, punctuality to class and rigorous effort in all subject areas. The District's Code of Conduct can be found online and is printed as part of the NA Activities Calendar. Since the NASD Code of Conduct was designed to promote the most appropriate learning climate for you and will be strictly enforced, we urge you to review it thoroughly.

In addition, The Bill of Rights and Responsibilities that appears in the Conduct Information section of this handbook was adopted to help students and staff members better understand their roles in creating a positive learning climate that will enable each person at North Allegheny Senior High School to live his/her life to its fullest.

Once again, welcome—we eagerly await your arrival and contribution! We wish everyone a very positive and successful year.

Good Luck!

The NASH Administrative Team

GENERAL INFORMATION **Items and information that you should know!**

DISTRICT ADMINISTRATION 412-366-2100

Robert J. Scherrer, Ed. D., District Superintendent
David Christopher, Assistant Superintendent for Secondary Education/Deputy Superintendent
James Bradley, Ed. D., Assistant Superintendent for Elementary Education
Joseph Sciullo, Ed. D., Director of Special Education and Pupil Services
Jillian Bichsel, Ed. D., Director of Curriculum, Assessment, and Professional Development
Roger Sechler, Director of Transportation and Operations
Rob F. Gaertner, P.E., Director of Facilities
Mary Hawley, Director of Human Resources
Michael T. Hopkins, Director of Finance

NASH BUILDING ADMINISTRATION 724-934-7200

John Kreider, Ed. D., Principal
William McGahee, Assistant Principal
Angela McEwen, Assistant Principal

SCHOOL COUNSELING 724-934-7221

Kevin Thompson
Jennifer Rosato
Michelle Buettner
Jerad Smith
Rhonda Bielawski
Jeff Longo, Student Assistance

NURSE'S OFFICE 724-934-7239

Nikki Scrabis, School Nurse

ATHLETIC OFFICE 724-934-7238

Bob Bozzuto, Athletic Director
Patti McClure, Secretary to Athletic Director
Sara Ricci, Secretary to Athletic Director

FOOD SERVICE 724-934-7201

Jay West, Director of Dining Services, Metz Culinary Management
Jenna Ossler, Assistant Director/Dietician, Metz Culinary Management
Ann Weller, Catering Director
Kim Dischinger, Food Service Office Manager

OFFICE PERSONNEL 724-934-7200

Mary Ann Foglio, Secretary to Principal
Kathleen Leech, Secretary to Assistant Principals
Sue Testa, Bookkeeper Secretary
Donna Liberto, Switchboard Secretary
Helen Schwerin, School Counseling Secretary
Christine Galbraith, School Counseling Secretary
Sharon Smith, Library Secretary

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ATTENDANCE OFFICE 724-934-7228
Peggy Kozej, Attendance Secretary

SCHOOL SECURITY- 724-934-7116
Bill Stoops, Security
Melvin Harris, Security
Ken Jenkins, Security
Todd Ray, School Resource Officer

BEGINNING THE SCHOOL DAY

Period 1 will start at the 7:25 bell. Homeroom will start at the end of Period 1 with morning announcements and The Pledge of Allegiance.

BELL SCHEDULE

School Year – August 23, 2018 through June 6, 2019

NASH Starting Time: 7:25 am

NASH Dismissal Time: 2:15 pm

5th Period Lunch	7th Period Lunch	9th Period Lunch	Two Hour Delay
1 7:25 – 8:07	1 7:25 – 8:07	1 7:25 – 8:07	1 9:25 – 9:53
HR 8:07 – 8:23	HR 8:07 – 8:23	HR 8:07 – 8:23	HR 9:53 – 9:59
2 8:27 – 9:09	2 8:27 – 9:09	2 8:27 – 9:09	2 9:53 – 9:59
3 9:13 – 9:45	3 9:13 – 9:45	3 9:13 – 9:45	3 10:35 – 11:03
4 9:59 – 10:41	4 9:59 – 10:41	4 9:59 – 10:41	4 11:07 – 11:35
5 10:41 – 11:11 Lunch	5/6 10:45 – 11:27	5/6 10:45 – 11:27	5 or 5/6 11:39 – 12:07
6/7 11:15 – 11:57	7 11:27 – 11:57 Lunch	7/8 11:31 – 12:13	7 or 6/7 12:11 – 12:39
8/9 12:01 – 12:43	8/9 12:01 – 12:43	9 12:13 – 12:43 Lunch	9 or 8/9 12:43 – 1:11
10 12:47 – 1:29	10 12:47 – 1:29	10 12:47 – 1:29	10 1:15 – 1:43
11 1:33 – 2:15	11 1:33 – 2:15	11 1:33 – 2:15	11 1:47 – 2:15

* All classes at NASH are 42 minutes in length with a four-minute passing time. Lunch periods are 30 minutes in length. During a two-hour delay schedule, all classes including lunch are 28 minutes.

*A.W. Beattie bus leaves NASH at 12:05 pm.

EMERGENCY CLOSING OR DELAY OF SCHOOL

In the event of an emergency closing or delay, parents will be notified via SchoolMessenger. Information will also be available on The North Allegheny School District’s website at www.northallegheny.org, and announced over KDKA 1020 AM.

SCHOOL SPIRIT

NA students have a long established tradition of demonstrating their school spirit in a multitude of ways. They are not only recognized in the community for academic achievements but also for their active participation and noteworthy accomplishments in athletics, theatre productions, community involvement and a broad range of extra-curricular activities. Students are friendly, enthusiastic and cooperative whether they are involved in North Allegheny Senior High School as leaders, performers, participants or spectators. Faculty and administration are confident that present and future NA students will not only continue the spirit of NA but will also contribute to its growth and expansion.

SCHOOL MASCOT - Tiger

SCHOOL COLORS - Black and Gold

ALMA MATER

We hail our Alma Mater, its colors black and gold.
Its modern beauty fills us with a joy that’s yet untold.
We hail our Alma Mater, and pledge our loyalty.
We hail North Allegheny, undying love for thee.
We hail North Allegheny, and pledge our loyalty.

ACCIDENTS

If a student is injured in an accident at school, the appropriate school personnel will administer first aid to the student as prescribed by written standing orders. Parents will be notified as the case warrants.

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ACTIVITIES & ORGANIZATIONS – For an updated list of available activities, please visit NASH’s website at: <http://www.northallegheny.org/domain/2190>

ATHLETIC ELIGIBILITY

The rules and regulations governing North Allegheny sports coincide with those of the Pennsylvania Interscholastic Athletic Association (PIAA). Contact the Athletic Director for specific questions concerning sports eligibility. A student may not participate in a sports event while in suspension, at any time, including weekends.

For an updated list of available sports, please visit the North Allegheny Sports Network website at: <http://athletics.northallegheny.org/>

BULLETIN BOARDS & ANNOUNCEMENTS

Students may use the bulletin boards in each classroom for announcements after receiving permission from the classroom teacher. Any signs or flyers must be approved by a principal before being displayed or posted in hallways. Announcements are made every morning during homeroom. Both the sponsoring teacher and the principal must approve all announcements. All announcements must be emailed to “NASH AM Announcements” with the necessary electronic signatures by 7:20 am the morning they are to be announced. Morning Announcements can be found on the NASH website.

CAFETERIA

North Allegheny Senior High School lunch pricing for the 2018-2019 school year is as follows:

- **Breakfast - \$1.25 - Breakfast served at 6:45 am.**
- **Lunch - \$2.85**
- **Premium Lunch - \$3.85**

Parents are permitted to place money in their student’s lunch accounts, monitor student balances, and request student activity reports on-line through www.payschoolscentral.com. PaySchools contact number: 1-877-393-6628.

Lunch is served daily in the NASH cafeteria. During the lunch periods, the following procedures are to be observed:

1. Students are to report to lunch at their designated lunch time only.
2. Students must assume their own place in lines; no line cutting is permitted.
3. The use of appropriate etiquette is expected while eating.
4. Trays are to be returned to the dish room area. No glass containers of any type are allowed in the cafeteria.
5. Students are to eat in the cafeteria. No food or beverage is to be taken beyond the cafeteria. Bottled water in classrooms is acceptable.
6. Students are to remain in the cafeteria for the entirety of their lunch period. Leaving the cafeteria before the end of the period is not permitted.
7. Students who are found beyond the cafeteria area during their designated lunch period will be considered to be cutting class. They are not to be in the locker rooms, hallways, outside the building, in the parking lot, behind or at the north or south end of the building or off school property.
8. Eating cafeteria prepared food before it is paid for is considered theft. Theft of cafeteria food will result in disciplinary consequences and possible criminal charges.
9. Students may not order food to be delivered to school at any time. The delivered items will be confiscated by school security and the student will be referred to the office for disciplinary consequences.

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CUSTODY/COURT ORDERS

At times, there are legal papers in the form of custody agreements or court order documents that pertain to students and their specific circumstances. A copy of any of these forms must be presented to the school office annually. Even if the paperwork isn't modified or canceled, parents/guardians are required to submit copies at the start of each school year to assure that any necessary paperwork is up-to-date.

ELECTRONIC DEVICES

The North Allegheny School District recognizes that the appropriate use of electronic devices can provide great potential for enhanced learning opportunities for all students. However, there are many other uses of electronic devices which can distract from the learning process or otherwise violate the rights of students; thus the use of electronic devices for legitimate educational purposes is permitted, only under the direction of the classroom teacher with approval from the building administration and in accordance with North Allegheny School District's Code of Conduct.

Electronic devices shall include all devices that can take photographs, record audio or video data, store, transmit or receive messages, data, or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, iPods, MP3 players, DVD players, handheld game consoles, cellular phones, smart phones, laptops or other student-owned computers, radios, as well as any new technology developed with similar capabilities of data storage or transmission.

The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student.

Appropriate use of electronic devices shall include any use of such devices for educational purposes only, such as educational research, which is specifically authorized by a classroom teacher with approval from the NASH Administrative Team. Any use of electronic devices that leads to the disruption of the educational process or violates the rights of individual students, is a violation of the NASD's Code of Conduct and will result in the appropriate disciplinary consequence, loss of privileges, and confiscation of the electronic device. Inappropriate use of these devices includes, but is not limited to the following examples:

- Placing a call, text message, or other communication during the school day.
- The use of electronic devices in locker rooms or restrooms.
- Using any application on an electronic device which is not directly relevant to the instruction in the classroom and authorized by the classroom teacher.
- Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd, inappropriate, unauthorized, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
- Using any electronic device for purposes which are in direct violation of other provisions within NASD's Code of Conduct, such as bullying, cyber-bullying, cheating or otherwise violating academic integrity, or harassing or intimidating students or staff members.

The District shall enforce these provisions of the NASD's Code of Conduct regarding electronic devices on school grounds, District-operated school buses and other conveyances, and during any District-sponsored activities, whether or not occurring on school grounds. Such prohibited activity shall also apply to student conduct that occurs off school property if the prohibited conduct is (a) directed at another student or students, is (b) severe, persistent, or pervasive, and (c) interferes with a student's education, creates a threatening environment, or substantially disrupts orderly operations of school. Such activities are in direct violation of the North Allegheny School Board Policy #237 will result in violators being disciplined accordingly. For additional information concerning the use of electronic devices, please reference the North Allegheny School District Code of Conduct.

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CRISIS AND EMERGENCY COMMUNICATIONS

In the event that a need to disseminate emergency or crisis communications to parents and/or students should arise, the North Allegheny School District has a number of communication venues to facilitate this process. These include:

- www.northallegheny.org
- NATV Cable (Armstrong 50, Comcast 98, Consolidated 406, Verizon 33)
- Contacts with the local television and radio stations
- SchoolMessenger

SchoolMessenger is a telephone notification system that will deliver a personalized message to parents and employees in minutes. Since this automated service is web-based, its reliability and availability will not be affected by local power or equipment failures.

In addition, parents will be able to access the Contact Manager feature of this system via the North Allegheny School District website or the internet and establish their own account. This will allow parents to determine which, if any, phone numbers(s) they would like to have messages sent to and/or opt for an email or text alert when they have a new phone message. Parents may choose not to receive SchoolMessenger alerts, if they so desire. SchoolMessenger will be used exclusively to broadcast weather-related cancellation or delay information, as well as other emergency or crisis-related messages.

DANCE RULES

1. Student behavioral expectations apply to school activities as they do during the school day.
2. Students suspected to be under the influence of drugs and/or alcohol will be addressed according to NASD's Board Policy #227.
3. No student will be permitted to re-enter a dance after leaving.
4. No smoking, nicotine, or tobacco possession, or use of any kind. Electronic smoking devices or any type of nicotine delivering device (real or simulated) will not be permitted at school dances.
5. Dances are for North Allegheny students and are not public dances. Guests may attend dances only if a North Allegheny student escorts them and prior approval has been granted by the NASH Administrative Team.
6. Students must be in attendance at school on the day of the social affair in order to attend.
7. A student may not attend a school-sponsored dance while serving an in-school or out-of-school suspension.

DRESS

All students are to be properly groomed and dressed in a neat and clean fashion. Students and their parents are relied upon to use good judgment regarding proper attire for school.

GUIDELINES: The following types of clothing are not permitted:

- Articles which are soiled with grease, oil, paint or dirt.
- Articles that cause damage to other students or property.
- Attire that is torn or ragged.
- Attire that is disruptive to the educational process.
- Attire that is a safety hazard.
- Attire that is overly revealing (no bare midriffs, short skirts, or shorts).
- Attire displaying indecent writing or pictures, allusions to drugs or alcohol.
- Inappropriate footwear.
- Undergarments should be worn and not visible.
- Hoods are not permitted to be worn in the school building.

EMERGENCY DRILLS/CRISIS SITUATIONS

Emergency drills are conducted for the students' safety and are held periodically. Classroom teachers will issue special instructions that must be followed exactly. Each classroom teacher will instruct students on fire drill procedures for each particular room. Students must report to designated areas and attendance will be taken. In the event of a crisis situation, all students are required to follow instructions provided by the NASH Administrative Team. Students may not go to their cars unless permission is granted. In an evacuation, they must proceed as a student body to the location designated by the NASH Administrative Team. False alarms are a violation of the Pennsylvania New Crimes Code specifically covered in Chapter 27 - Section 2705 and are addressed accordingly.

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EMERGENCY FORMS

Emergency health care forms are distributed to each student at the beginning of each school year. These are to be completed by the parents and must contain the names and current telephone numbers of the persons responsible for granting permission for emergency treatment of the student in case of accident or illness. Each student is required to have their emergency form on file.

State Mandated Services for Senior High Students:

- Pennsylvania School Health Law requires a physical exam in Grade 11. A physical exam completed in Grade 10 does meet this requirement.
- Height, weight, and vision screening is done annually for all students.
- Hearing screening is conducted in Grade 11 and annually for all special education students.
- Health screening information can be viewed via the Tyler Parent Portal.

Parent/guardian may obtain exemption from these services for moral or religious beliefs by contacting the certified school nurse.

Immunization Requirements:

Immunizations must be complete for students to start school. Provisional status will be provided for students in the process of completing multi-dose vaccine requirements, as long as there is a written plan from the physician on file. A child may be exempt from these requirements for medical reasons with written documentation from their physician. They may be exempt for religious or moral beliefs with a written statement from the parent or guardian.

All students in the state of Pennsylvania must show proof of immunization prior to enrollment. Students in ALL grades (K-12) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after 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 and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Seventh through 12th Grade ADDITIONAL immunization requirements for attendance:

- 2 doses meningococcal conjugate vaccine (MCV)
 - First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade.
 - If the dose was given at 16 years of age or older, only one dose is required.
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
 - *Usually given as DTaP or DTP or DT or Td
 - ** Usually given as MMR

Disease Control:

Students should remain at home when they are ill, or have a temperature of 100 degrees or greater. The following schedule is followed for readmission to school following a communicable disease or nuisance conditions:

- Chicken Pox - after all vesicles are crusted.
- Conjunctivitis (Pink eye) - 24 hours after treatment has begun.
- Impetigo - After medical treatment has begun, sores must be covered while in school.
- Ringworm - After medical treatment has begun.
- Scarlet Fever and Strep Throat - At least 24 hours after treatment has begun and temperature has been normal for 24 hours.
- Scabies - 24 hours after completing medical treatment.
- Pediculosis (Head lice) - Readmit when proof of pediculicidal treatment (packaging) is provided.

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Health Room Protocol:

Students with emergency needs should report immediately to the health office. All other students will be admitted to the health office by the following procedure:

- Obtain a pass from the classroom teacher and report directly to the nurse's office. If a student feels ill at the close of a class period, he/she should report to the next class and ask for a pass from that teacher. Failure to receive this written permission from the classroom teacher will be considered class cutting.
- The student will be permitted to stay in the health office no longer than one period. If the illness is prolonged or the temperature is 100 degrees or more, the student will be sent home.
- When a student is evaluated in the health office and it is determined they should go home, the health office personnel will notify the parent/guardian. A parent/guardian must give permission for a student to drive home, or make arrangements for pick up.
- Students who notify their parents for pick up on their own (cell phone or text message) must be dismissed via an early dismissal by the parent. They will not be dismissed from the health office.

Medication:

Every effort should be made to give medication at home. The parent or guardian will assume full responsibility for any medication sent into school.

- A parent/guardian must complete a "Parental Medicine Permission Form" for each medication to be taken in school. [Forms are available online.](#)
- All medication must have written authorization from the Licensed Prescriber.
- All medication is to be in its original labeled container.
- When someone other than the parent delivers medication to school: container is to be placed in a sealed envelope; medication is to be delivered to the health office upon the student's arrival at school.
- Acceptable amounts of medication to be stored at school: 1-week supply for acute (short-term) illness; 2-4 week supply for chronic (long-term) conditions.

Students are not permitted to carry prescription and non-prescription medication while at school unless written documentation from parent and physician is on file in the health office. This policy has been adopted to curtail indiscriminate self-medication, sharing of medication between students, and general control of all drugs in the student population.

HAZING

The purpose of North Allegheny School Board Policy #247 is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

For purposes of this policy, hazing is defined by the North Allegheny School Board as any activity that recklessly or intentionally endangers mental health, physical health or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization.

This policy prohibits any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in any hazing activity.

This policy directs that no administrator, coach, sponsor, volunteer or District employee shall permit, condone or tolerate any form of hazing. Infractions of this policy can result in progressive discipline.

INSURANCE

At the beginning of each school year, students may purchase a student accident insurance policy for a nominal fee. Any student wishing to participate in any varsity sport must file proof that he/she is currently enrolled in the student accident insurance program before being permitted to participate in formal practice sessions.

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LIBRARY

The library will be open between the hours of 7:00 am and 3:30 pm. Students may work in the library and borrow materials between these hours. Students must have a study hall or a research pass to come to the library during the school day.

- When entering the library, a student is expected to “stamp in” his/her pass and leave it on the counter. The pass must be “stamped out” when leaving the library at the end of the period.
- Students may visit the library from study hall, from class, or from lunch. Any teacher the student has for class may issue a research pass when library work has been assigned. Study hall passes are issued by the library staff only.
- Library materials may be borrowed for two weeks.
- Individual instruction how to use library equipment, on-line databases, indexes, and reference sources will be provided upon request.

LOCKERS

Each student is assigned a school locker and may only use their assigned locker.

Students are provided a combination for their locker. This combination is confidential to provide security. Additional locks are not to be attached to lockers.

Students must provide their own locks for gym lockers. NASD is not responsible for lost or stolen items.

Student lockers are owned by NASD and loaned to students for their convenience. The school exercises exclusive control over lockers and a student should not expect privacy regarding items placed in a locker because lockers are subject to search at any time by school officials.

The school will not be responsible for any article left in the locker after the last day of school.

LOST AND FOUND

Anyone finding personal or school items should take them to the counseling office. Unclaimed personal belongings will be displayed in the cafeteria. Remaining items at the end of the school year will be donated to worthwhile causes or discarded.

NORTH ALLEGHENY SCHOLARSHIPS

North Allegheny scholarships are awarded each year to seniors who are in good standing scholastically, have participated in various activities and have a financial need. The amount of these pre-tuition scholarships is one thousand dollars, payable directly to the recipient and parent/guardian. The number of scholarships awarded is dependent upon the amount of funds collected each year. Community members, parents, NASD employees, friends, families, local organizations, and businesses may contribute to this scholarship fund. Their support is greatly appreciated. Information on other scholarships and financial aid can be obtained from the School Counseling Office.

OBLIGATION TO THE SCHOOL FOR LOST OR DAMAGED ITEMS / STUDENT DEBTS

Students are responsible for all items assigned to them and will be required to make payment for anything lost; texts, library books, laptop computers, other school materials, and fund raising items. Students are also responsible for book repairs, book rebinding, or any damages of school property resulting from misuse or vandalism. Students must also pay all outstanding cafeteria debts. Failure to pay any debts or obligations will result in social probation, loss of parking/driving privileges and holding the student’s report card until such debts or obligations are paid. Seniors with unpaid obligations will not be permitted to participate in the graduation ceremony or receive their diploma.

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PARKING, DRIVING, RIDING REGULATIONS

The NASH Administrative Team expects all parents and students to read and comply with all rules and regulations if they choose not to use district provided transportation.

NASD will revoke driving/riding privileges for any irresponsible behavior.

NASD is not responsible for accidents or vandalism in the parking lot. There are no warnings given for infractions.

PROCEDURES FOR OBTAINING A PERMIT

Students must be accompanied by a parent/guardian when applying for a permit and must bring a current driver's license and registration card for each vehicle to be registered.

Cost of parking permit: \$100.00/Full Year, \$50.00/Semester, \$10.00/Replacement if lost.

REGULATIONS:

1. All student vehicles must be registered. The permit must be clearly displayed on the rear view mirror while entering and while parked on school grounds.
2. Interchanging permits with other students is prohibited.
3. Permission for riders will be the responsibility of the drivers' and riders' parents. Each rider must be properly seat-belted.
4. Students may not exit around the back of the building.
5. Students must drive safely (a 15 mph speed limit sign is posted on school grounds) and must obey all traffic signs. No students are permitted to enter or exit parking lots by rear of school roadway or immediately in front of the school from 6:30 am to 2:45 pm during a regular school day.
6. Students must park their cars between white lines in the parking lot at the south end of the building, or in the tennis court parking lot. Regardless of circumstances (inclement weather, etc.), students may not park their cars in irregular parking patterns, in the red zones, or in handicap spaces.
7. Students are not allowed to be in the parking lot at any time during the school day. Hall passes may not be used for the parking lot.
8. Traffic congestion or car trouble that results in tardiness or absenteeism is not a valid excuse.
9. Any behavior involving student drivers or riders that threaten the security or safety of students and vehicles will be addressed by an administrator.
10. Students' cars may not be moved from one parking spot to another during the school day without authorization.
11. Students are requested not to drive during inclement weather.
12. Driving privileges can be revoked at the discretion of the NASH Administrative Team at any time.
13. Daily permits are available (at a cost of \$1.00) with written permission from a parent/guardian, and by reporting to the office to record name, date, license #, and make of car. A one-day permit will be issued and must be displayed on the rear view mirror of the vehicle. Students are still required to be in first period class on time.
14. Any unauthorized/unregistered vehicles can/will be towed or detained at the owner's expense.
15. Student drivers must yield to the right of way to school buses and pedestrians.
16. Students may only drive vehicles that are registered by the school under their name. Students may not drive another student's vehicle on school property.
17. Student drivers or passengers smoking in vehicles on school property is prohibited, and will be considered a violation of school policy.
18. Any student turning left into the tennis court entrance from Route 19, or turning left from the tennis court entrance onto Route 19 will lose their driving privilege for 90 days. This major safety violation will afford no opportunity to pay a fine in lieu of losing driving privileges for 90 days.

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Minor Offenses - Parking in red zones; parking in yellow zones; parking in the roadway; parking in handicap spaces; parking in teacher/staff designated spots; careless moving violations; # of riders exceeding # of seat belts; driving another student's registered vehicle or allowing another student to drive own vehicle on school property; not displaying permit.

- 1st Offense - \$15 fine or loss of permit for 30 days.
- 2nd Offense - Permit must be turned in; driving privilege is suspended for 60 days. There is a \$10 fee to have permit returned.
- Any earned discipline as a result of repeated unexcused tardiness will result in the student's driving permit being turned in and a 30 day driving suspension. There is a \$10 charge to have permit returned.

Major Offenses - Speeding or driving recklessly; any moving offense endangering the health, safety and welfare of students and staff; failure to come to a complete stop at stop sign and failure to yield the right of way to school buses and pedestrians crossing the road ways; leaving school grounds or driving the car for any reason during the school day (after arriving at school until 2:15 pm or Beattie or co-op dismissal time) without authorization; leaving or entering the school parking lot at the rear of the school; interchanging permits with other students; repeated minor offenses; any safety violation involving a school bus either on or off school property; being in the parking lot without proper authorization; smoking in vehicles on school property; going the wrong way on designated one way roadway. Making a left hand turn from Route 19 into the tennis court entrance or making a left hand turn onto Route 19 from the tennis court entrance will result in a loss of permit for 90 days.

- 1st Offense : \$25 fine or loss of permit for 60 days. There is a \$10 charge to have permit returned.
- 2nd Offense: Loss of permit for 90 days. There is a \$10 charge to have permit returned.

If a student drives during a driving suspension, he/she will earn a three day in-school suspension, loss of driving privileges for the remainder of the year, and possible towing expenses. All subsequent attempts to drive to school during the time of driving suspension will result in further suspension. Infractions of NASD policies associated with the privilege of driving will result in the revocation of driving privileges.

According to the North Allegheny School District Code of Conduct and school policy, school officials may conduct a reasonable search of a student's vehicle in the interest of the welfare and safety of our students. Students should not expect privacy of items placed in their vehicles as random searches of the parking lot may be conducted by school officials.

In the event of a crisis situation, all students are required to follow instructions provided by the NASH Administrative Team. Students may not go to their cars unless permission is granted by a principal. In an evacuation, they must proceed as a student body to the location designated by the NASH Administrative Team.

PETS/OTHER ANIMALS

Students are not permitted to bring pets or other animals to school at any time.

SCHOOL COUNSELING AND STUDENT ASSISTANCE SERVICES

The services of the school counselors and Student Assistance Coordinator are available to all students at NASH.

The school counselors are available to help students in a number of areas:

1. Academic Development
2. Personal or Social Development
3. Career Development
4. Community Resources
5. Financial Aid Resources

Email appointment confirmations or hand written appointment passes from the School Counseling Office must be presented to and approved by the teacher prior to any visit to the School Counseling Office. Students who wish to schedule an appointment with their counselors can do so online by visiting:

<https://www.northallegheny.org/Page/21898>

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SCHOOL COUNSELING STUDENT SOFTWARE

North Allegheny is pleased to introduce Family Connection from Naviance, a web-based service designed especially for students and parents. Family Connection is a comprehensive website that students can use to help make decisions about colleges and careers. Through Family Connection, students can search and explore colleges and careers that match their areas of interest. Through Naviance's eDocs, students can request transcripts, school reports, and letters of recommendation while organizing their documents and staying on top of due dates. Finally, students can search for local and national scholarships and sign up to meet college admissions representatives who are visiting NASH.

NASH STUDENT ASSISTANCE

The Student Assistance Program provides additional support resources to students. The Student Assistance Team is comprised of teachers, counselors, nurses, and building administrators to assist students who are experiencing problems which may be interfering with their learning. Students can refer themselves for help, or they can be referred by parents, teachers, or other school personnel.

VISITORS

Under no conditions are students able to bring visitors to school during the school day.

WORK PERMITS

Employment certificates for minors (person under 18 years of age and not having graduated from high school) are issued at the North Allegheny Senior High School.

The applicant must present his/her birth certificate, passport, baptismal certificate or other certified evidence of age when applying for an employment certificate. Other information concerning employment certificates is available by visiting the main office reception desk at the senior high school, Monday through Friday, between the hours of 8:00 am and 3:00 pm.

ACADEMIC INFORMATION

Our Major Focus!

A.W. BEATTIE CAREER CENTER

North Allegheny students attend A.W. Beattie Career Center in the afternoon only. The bus leaves outside the main lobby at 12:05 pm.

COMMUNICATION WITH PARENTS OR GUARDIANS

Student progress data is available to parents and guardians 24 hours a day, 7 days a week through the Tyler Parent Portal. Other forms of communicating student progress data can occur through telephone calls, conferences, emails, and written communications.

CREDIT RECOVERY AND GRADE REPLACEMENT

The North Allegheny School District does not maintain its own summer school. However, students who failed a core academic course may wish to recover the credit using a summer school program approved by the District. Credit recovery is only for the purpose of replacing the failing grade with the letter grade "D" on the transcript. In some cases, students may wish to repeat an entire course for the purpose of improving their grade. Grade replacement can only be provided if the student is able to schedule the exact same course the following year. Credit is only earned once for the course. Students must receive approval from their counselor for this option prior to the student scheduling the course.

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DETERMINATION OF CLASS RANK

Class rank is defined as a numerical calculation of a student's scholastic achievement in relation to their classmates'. Students are ranked from highest to lowest according to a student's cumulative weighted Quality Point Average (Q.P.A.). All courses taken from the beginning of Grade 9 to the end of the current term are included. Class rank is listed as two numerals. For example, 383/650 indicates that the student ranks 383rd from the top in a class of 650 students. Class rank is not reported on student transcripts and is not disclosed by the District to any outside agency; however, students are able to self-report class rank in their college essays and/or other document submissions if they believe disclosure will benefit their potential selection. The District generates class rank internally. This provides school counselors with the information necessary to confirm scholarship applications, military academy applications, etc., that may require class rank.

Overall Q.P.A. is calculated by the following method:

A. Calculate the cumulative Q.P.A.:

1. For each course taken since beginning Grade 9, multiply the credit value of the course by the appropriate letter-grade value (A=4,B=3,C=2,D=1,E=0) to obtain the number of quality points for each course.
2. Total the quality points for all courses taken, and total the number of credits for all courses taken.
3. Divide the quality point total by the total number of credits to obtain the basic Q.P.A.

B. Calculate the weight value for AP and Honors courses:

1. Multiply the total number of Honors credits by .125, per full credit course.
2. Multiply the total number of AP Credits by .25, per full credit course.
3. Add these two numbers together.
4. Divide by the number of semesters completed. This number will increase each semester until it reaches eight semesters upon graduation.
5. This number is the weight value.

C. Add the basic Q.P.A. and the weight value. This is the overall cumulative Q.P.A.

To determine the academic Q.P.A., follow the exact same procedure used to calculate the overall Q.P.A., but consider only English, mathematics, science, social studies, and world languages.

GRADING PROCEDURES

1. Philosophy

The evaluation process of North Allegheny School District is characterized by the staff's belief in the worth and dignity of each student. Our evaluation procedure is committed to encouraging student academic responsibility and the role of the learner in a school of excellence.

The evaluation of student performance and the means of reporting performance serve to monitor and assess academic progress and success. Students perceive success when standards set are challenging, consistent, and attainable. A grading policy provides them with these standards.

2. Grade Percentage Range

A = 100%-90%	D = 69%-60%
B = 89%-80%	E = 59%- 0%
C = 79%-70%	

The number of points within rating periods may vary; therefore, a final grade may not necessarily be an average of all other grades.

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Any grading variation from the above must be approved by the NASH Administrative Team and shared with the students in writing at the beginning of the course. A copy will be on file in the Principal's Office.

3. Mid-term and Final Exams

Mid-term and final exams will be valued at no more than 20%.

4. Make-up Work

Work that is missed during an absence that is considered to be excused may be made up according to arrangements made between the student and the teacher. The responsibility of completing academic work due to excused absences lies entirely with the student and should be completed in a timely fashion. Students do not have the privilege of making up missed work due to unexcused absences and will receive zero credit.

5. Incomplete Grades

Incomplete grades are assigned in cases where students have had a prolonged absence and were unable to complete work required by the close of the report period.

6. Students in Special Education Programs

Class activities, exams, etc. may be adapted or accommodations made in order for students to meet course objectives. The classroom grading procedure will still apply.

GRADUATION REQUIREMENTS

Chapter 4 of the Pennsylvania Department of Education Regulations, 22 Pa. Code §4.1 et. seq., require at §4.24 that each school district specify requirements for graduation from High School in the strategic plan as mandated under §4.13(c)(4) of the regulations.

The graduation requirements for North Allegheny High School are detailed in Board Policy #217. The Board requires that each candidate for graduation shall have earned twenty-four (24) credits:

English	4.0 credits
Social Studies	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Physical Ed (.5 credit per year)	2.0 credits
Health Education	.5 credit
STEM Electives (Science, Technology, Engineering and Math)	1.0 credit
Electives	6.5 credits
Total Credits	24 credits

In order to be eligible for graduation, a student must demonstrate mastery of the Pennsylvania Academic Standards on the state-required Keystone Exams. If a student does not reach at least the "Proficient" level on a Keystone re-test in a particular subject, he or she must demonstrate mastery through another method in order to meet the graduation requirement. If a student's Performance Level is "Basic," the student will be provided one of the following forms of remediation: Students who score in the top half of the basic range, as noted by the scaled score, will be provided an Individualized Learning Plan (ILP). The student may also elect to voluntarily enroll in the appropriate Practicum course. Students who score in the bottom half of the basic range, as noted by the scaled score, will be required to enroll in the appropriate practicum course during the next scheduling window. If the student's Performance Level is "Below Basic," the student is required to enroll in the semester practicum course during the school day in the following school year for supplemental instruction. Students with Individualized Education Programs (IEPs) can participate in the re-test option and participate in other supplemental instruction, as determined by the IEP Team.

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INDEPENDENT STUDY

Independent Study is one possible way for students to satisfy their academic needs if they have encountered a scheduling conflict. When a requested course does not fit in a student's schedule due to a conflict, Independent Study may be available provided a teacher agrees to teach the course and principal has approved this method. Students may contract for no more than 1/2 credit of Independent Study per semester. AP courses are not eligible for independent study. Further information about Independent Study is available at the School Counseling Office or from the appropriate department chairperson.

INTERIM REPORTS

At the approximate midpoint of each nine weeks grading period, teachers may utilize an Interim Report. This is a numerically coded message from the teacher to the parent and student indicating the current status of certain behaviors or grades, or any significant change in the class performance, participation, or attendance of a student. Interims will also be sent if a student has an "E," or if the student has dropped two letter grades or upon student request. Interim reports are available and accessed via the Tyler Parent Portal.

NATIONAL HONOR SOCIETY

North Allegheny Senior High School includes a chapter of the National Honor Society. Students qualify for membership in the National Honor Society by displaying outstanding qualities in scholarship, leadership, character and service. A minimum Q.P.A. of an overall 3.95 is required for consideration for membership in addition to a minimum of 10 hours of community service outside of the school environment and demonstration of good character and leadership.

PROGRAM OF STUDIES

Detailed descriptions of all courses are contained in the Program of Studies for Grades 9-12. This online document is available to all high school students and can be found on the NA District Website.

SCHEDULE CHANGES

All students have an opportunity in the spring of each year to select courses appropriate to their needs. Students are also permitted to adjust their course selections prior to March 30, 2019. Following this date, all course selections will be considered final, and schedule change requests will only be considered for the following reasons:

- Mechanical error. Example: Course left off schedule.
- Level Changes. Example: Recommended and scheduled for Honors English 3 but unable to handle the course; needs to be rescheduled into Academic English 3 if seats are available in the class. Level changes can only occur within the first 40 days of school. After day 40, level changes will not be permitted.
- Schedule a course to meet graduation requirements. Example: Failed a required course and there is a need to drop an elective or study hall to reschedule the failed required course.
- Fill study hall. Example: Replace a study hall with an elective course. This is only permitted without adjusting any other parts of the schedule and there are available seats within the class. This must occur within the first five school days of the year/semester.

SENIOR STATUS

No student is considered to have senior status unless he/she is able to plan a schedule that will enable him/her to complete all graduation requirements within the academic year.

STUDENT RECORDS

A permanent record folder is maintained for every student from first through twelfth grades. The information contained in this folder includes name, date of birth, schools attended, final grades, and standardized test scores.

The North Allegheny School Board has approved a policy on student records based on federal and state guidelines. In this policy, information concerning students is classified into two categories.

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Category A -Information, which is contained on the student's cumulative folder such as, grades, dates of attendance, standardized test scores, etc.

Category B -Information that is not in the student's permanent folder such as discipline, health and psychological records and special education file.

Generally, only information in Category A is released to prospective employers and/or college admissions counselors. Information is released only with the student's written consent.

The student records policy includes a hearing procedure, which states the right of the parents, guardians or the student to challenge any of the items contained in the student's records. The policy also stipulates to whom information can be disseminated with or without the consent of parents, guardians or students. Copies of the complete student record policy are available in the school library, school counseling office and the administrative offices.

WITHDRAWALS

Any student who plans to withdraw from North Allegheny Senior High School must return any district own materials to their teachers or the school counseling office. A parent signed withdrawal form is required to be submitted before a student may withdraw.

ATTENDANCE INFORMATION

Inextricably linked to success!

GENERAL ATTENDANCE INFORMATION

North Allegheny School Board Policy #204 clearly explains the District's policy regarding attendance and compliance with Pennsylvania state law. School age students enrolled in District schools are required to attend school on a regular basis in accordance with state law. Academic success depends on regular attendance and requires a continuity of instruction and classroom participation in order for students to meet required academic standards and to make consistent educational progress.

Attendance shall be required of all enrolled students in District schools during the days and hours that school is in session. Temporary absences may be excused by the building principal when receiving satisfactory evidence that the absence was necessary and acceptable according to state law.

The North Allegheny School Board considers the following conditions to constitute reasonable cause of absence from school:

1. Personal Illness – (Parental/guardian or medical note required on return.)
2. Medical - (Note from medical provider required.)
3. Funeral of Relative – (Parental/guardian note stating relationship of relative and date and time of funeral required on return.)
4. Family Educational Trip – (The parent/guardian must submit a written request for excusal at least five school days prior to the absence and the absence must be for 10 or less school days) See Page 19.
5. College Visit – (A maximum of five days annually unless approved by the principal. Requests will not be approved during the Keystone testing window.)
6. Religious Holidays - (Parental/guardian or clergy note required on return.)
7. Religious Instruction – (Pre-approval required, and no more than a total of thirty six hours of religious instruction will be approved annually.)

Any absence for reasons other than those listed above are considered unexcused. Students do not earn credit for assignments due or assigned on the day of an unexcused absence.

For other conditions and requirements that may constitute reasonable cause of absence from school not covered in the above list, please refer to Board Policy #204.

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ABSENCES

When students return to school after an absence, they must present a written excuse from their parent/guardian to their homeroom teacher within three days. Students with excessive absenteeism will be required to submit a medical excuse. Upon 18 days absent from school, a letter will be sent home informing the student and parents that medical documentation is required for any future absences or instances of tardiness during the school year. The excuse must state the reason and date(s) of absence. This excuse is required of all students, regardless of age. Failure to present a valid medical excuse will result in the absence being deemed unexcused and possible truancy.

Pennsylvania Truancy Law, Act 138, imposes mandatory requirements on school districts to take additional steps to improve the attendance of students. A School Attendance Improvement Conference will be scheduled if a student acquires three unexcused absences from school. The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services by developing an Attendance Improvement Plan. A copy of the Attendance Improvement Plan will be placed in the student's permanent file. If a student records additional unexcused absences beyond the three days, the student will be referred to a school-based or community-based attendance improvement program. In some cases, the District may file a citation with the Magisterial District Judge. A student whose absence is excused has the opportunity to make up work assigned during the period of his/her absence. It is primarily the responsibility of the student to arrange to make up work missed during their absence. This must be done on the day the student returns to school. The student will earn zero credit for assignments not completed.

CLASS ATTENDANCE

Students are expected to attend all of their classes. Students must receive permission from each classroom teacher for school-related class absences. Students missing classes are responsible for classwork.

Classroom teachers may limit the number of classes missed by a student from the same class for activities. When a class absence is requested by the student, the teacher will make a decision based on the student's present academic standing in class. The final decision rests with the principal.

Students must have prior permission from their content area teacher to be absent from study hall to take a test in a content area class. A school counseling visit or being in another class without prior clearance constitutes a class cut.

Class cuts indicate a poor attitude on the part of the student toward the class and will jeopardize the successful completion of the course. Pupils are expected to follow their class schedule and/or program established by the building principal. Unexcused tardiness to class of five minutes or longer is considered a class cut. Disciplinary consequences for class and study hall cuts are as follow:

1. *First Offense* – Student will earn a three hour Saturday detention for each class cut, zero credit for assigned work missed, and parents will be notified (See Board Policy 3210 3.d).
2. *Second Offense* – Student will earn progressive discipline, zero credit for assigned work missed, and parents will be notified by the principal.
3. *Third Offense* – Students will earn progressive discipline, possible social probation, and revocation of driving privileges. Parents will be notified by the principal.

Four or more class cuts on the same day will be viewed as an unexcused absence or truancy.

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CLOSED CAMPUS

NASH is a closed campus. Students must be in areas assigned to them in their schedules. This includes the cafeteria or defined recreation area during lunch. Students found out of these areas will earn in-school suspension.

Areas off limits to students include, but not limited to:

- Physical Education locker rooms or stairwells leading to locker rooms, if the student is not scheduled for physical education.
- Student parking lot, without permission from a principal.
- Faculty parking lot.
- Outside the school either on the north, south, or west side of the building.
- Anywhere off school property, without permission from a principal.

Parents and students are reminded that students should not be on school property unless involved in authorized and supervised activities. All sleepovers are strictly prohibited.

DAILY ATTENDANCE AND ELIGIBILITY FOR AN EXTRA-CURRICULAR ACTIVITY

Students must be in attendance for at least four full instructional periods during the school day in order to participate in a school sponsored extra-curricular activity. This would apply to all school sponsored extra-curricular activities, practices, games, competitions, and performances. Failure to be in attendance for at least four full instructional periods will result in the student being ineligible to participate in any extra-curricular activity for that school day. Emergency situations or extenuating circumstances leading to absences greater than four full instructional periods must be reported to the school sponsor/coach and approved by the NASH Administrative Team prior to the absence in order for an exception to be considered.

EARLY DISMISSAL

All early dismissal requests must include student identification numbers and must be made in advance of the early dismissal.

Students may be dismissed early for valid reasons such as appointments, which cannot be made at any other time, or personal emergency. If a student wishes to be dismissed early from school, they are required to submit a request for early dismissal signed by a parent/guardian. This request is to be presented by the student at the attendance office by the end of homeroom period, 8:23 am, to be recorded. Students will receive an early dismissal pass to present to teachers upon request. Any student who leaves school early without following the early dismissal procedures will be held accountable for leaving school without permission. No notes will be accepted after the fact.

All early dismissal requests will be verified by the attendance secretary via telephone communication with the student's parent/guardian. A valid working telephone number should be included on all written early dismissal requests for parent/guardian contact to be made prior to the student's early dismissal time.

Students who become ill or injured during the school day should report to the school nurse. If the nurse deems necessary, the student will be dismissed after parent contact is made. Students may not excuse themselves from school due to illness.

No student is permitted to leave school grounds without authorization from an administrator. This includes firefighters; if an emergency situation occurs in the community and student firefighters are needed, a certified supervisor must contact the school and clear any dismissal with an administrator.

EXCESSIVE ABSENCES FROM SCHOOL WILL RESULT IN SOCIAL PROBATION

Students who are absent from school more than 20 days during a semester, or 40 days during the full school year will be placed on social probation. The student will be prohibited from attending any school sponsored activities other than attending school during the course of the academic day 7:25 am to 2:15 pm. Any extenuating circumstances resulting in excessive absence must be reported to the high school administration. Social probation may be appealed to the NASH Administrative Team if such extenuating circumstances exist.

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EDUCATIONAL TOUR, TRIP OR EXTENDED FAMILY VACATION – PLEASE REFER TO SCHOOL BOARD POLICY #204

1. Request for Excuse

The parents or guardians of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the principal of the school in which the student is enrolled. Except for emergency situations, which must be fully explained, this request must be submitted at least five (5) calendar days prior to the date on which the student seeks to be excused for compulsory attendance. If a student will be absent for more than ten (10) school days, the student will be removed as a full-time student. The District will attempt to provide support to the student during the extended absence so that he/she is able to make successful reentry into the school upon their return. The family will need to reenroll the child upon return.

2. Administrator’s Discretion

The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of the North Allegheny School District to discourage excused absences for educational tours or trips during the final two weeks of any school term. However, if permission is granted for an educational tour or trip, any part of which will cause the student to be absent during the final 14 calendar days of any school term, the building principal shall permit the student to make up examinations administered during the last two weeks of the term if, in the judgment of the building principal, the facts of the case so merit. 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. Educational Tours and Trips will not be approved during Keystone and/or PSSA testing windows if the student is scheduled to take the assessment. College Visits – maximum five (5) days annually unless otherwise approved by the principal.

3. Assignments

Upon request by a parent, guardian, or student, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved educational tour or trip. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments/responsibilities which are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time as designated by the teacher(s).

4. Return to School

The students shall return to school by the first scheduled school day after the excused absence or date previously specified by the building principal.

5. Failure to Comply

A student, who, after being denied an excused absence, persists in unexcused absence from school, shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended, and shall earn a failing grade for the assignments/responsibilities made during the period of absence. A student, who, after being granted an excuse, fails to complete the assignments/responsibilities within a reasonable period of time as designated by the teacher, shall earn a failing grade for the incomplete assignments/responsibilities.

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6. Athletic Eligibility

The Pennsylvania Interscholastic Athletic Association (P.I.A.A.) Constitution stipulates that:

A pupil who has been absent from school during a semester for a total of 20 or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of 60 school days following his 20th day of absence, except that where there is a consecutive absence of five or more school days, due to confining illness, injury, or quarantine, such absence may be waived from the application of this rule by the district committee, if thorough and complete investigation warrants such waiver. Attendance at summer schools does not count toward the 60 days required.

Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

7. Implementation

This policy is designed for implementation at the building level. Frequent recurrence of requests for educational tours or trips during a school year shall result in disapproval, although the requested trip may be meritorious. This policy is designed to foster better school/student relationships rather than excessive absence.

FIELD TRIPS

Learning is not confined to a classroom, and the Greater Pittsburgh community offers many exciting and worthwhile learning experiences outside of the classroom. As a result, teachers sometimes take advantage of these opportunities by planning meaningful and relevant educational field trip experiences for our students. It is important for both parents and students to understand that student eligibility for a field trip is not automatic. Students must meet eligibility requirements and follow certain procedures before they will be permitted to participate. In order to be eligible for a field trip, students must complete a field trip form in which the following steps are involved:

1. The student's name, student number, and the date and times of the field trip are recorded.
2. The student must acquire permission from his/her parents to participate with a preliminary signature.
3. The student must acquire permission from each of his/her other subject area teachers in the form of signatures.
4. The form is then checked and approved by the teacher sponsoring the field trip.
5. The finalized form is turned into the sponsoring teacher.
6. Students will not be permitted to participate if the above field trip procedure/form is not completed. Any of the student's subject area teachers can deny the student permission to attend a field trip if one of the following reasons pertains to the student:
 - The student is attaining failing grades in that teacher's class.
 - A student has accrued 18 days of absence in that teacher's class (excused or unexcused). Extenuating circumstances may be reviewed by the building principal.
 - A student has been disruptive in that teacher's class.
 - The classroom activity in that teacher's class on the day of the field trip is of a specific type that cannot be made up.
 - Students who violate the North Allegheny School District's Drug and Alcohol Policy will not be permitted to attend any field trips or overnight school sponsored trips. Students who are suspended at the time of a field trip or school sponsored overnight trip will not be permitted to attend the field trip or the overnight trip.

PERFECT ATTENDANCE POLICY

Regular attendance to school is vitally important for success in school. Each student should strive for a perfect attendance record. The District recognizes students having perfect attendance records by awarding activity passes; however, more than a combined total of four excused tardies and/or early dismissals will void a perfect attendance record.

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STUDY HALL ATTENDANCE

Students are expected to attend and use all study hall time productively.

Students wishing to be excused from study hall for a particular purpose must follow this procedure:

- Obtain a note from the teacher who will be supervising the student.
- Obtain a note from the subject area teacher requesting the student to be excused from the study hall to the library for research.
- Present the note to the study hall teacher at the beginning of each study hall period.
- The study hall teacher may then grant permission for the student to see another teacher or visit the library. Students will not be excused to be in an area that is unsupervised.
- Any student who wishes to be assigned into an area other than the room assigned for their study hall period must make a request for a schedule change in the School Counseling Office. If the request is approved, the assignment will be made permanent and the student will be added to the roster of the assigned teacher. The student must report to that teacher daily throughout the semester.

TARDINESS TO SCHOOL/TARDINESS TO CLASS

Students are expected to be in the building and in their homeroom by the tardy bell at 7:25 am. Any student reporting after the tardy bell is required to report immediately to the Attendance Office to obtain a tardy slip in order to be admitted to class.

Tardiness is excused in cases of illness, doctor appointment, bus delays, or extreme emergencies as determined by the building principal, and should be accompanied by a note from a parent or guardian. Failure to submit a tardy excuse signed by a parent/guardian within three days of the tardy will be considered an unexcused tardy.

Students with excessive tardiness will be requested to submit a medical excuse for any tardiness to be deemed excused. Upon 18 instances of tardiness to school, students and parents/guardians will receive a letter detailing this medical excuse requirement.

Students who arrive late to class or school shall be documented by the classroom teacher and referred to the office based on the chart below. A student who arrives five minutes (or longer) late to class with no reasonable excuse should be referred immediately to the office. A student who is tardy to class or school and deemed unexcused by the teacher or principal shall earn the following disciplinary sanctions:

4th offense per semester	–	Saturday 1	(8:00 A.M. — 9:00 A.M.) *
8th offense per semester	–	Saturday 2	(8:00 A.M. — 10:00 A.M.)
12th offense per semester	–	Saturday 3	(8:00 A.M. — 11:00 A.M.)
16th offense per semester	–	3 days ISS and driving privileges revoked for the semester	
20th offense per semester	–	Progressive discipline as deemed appropriate by the principal	

***Students who fail to serve an assigned 1 or 2 hour detention will automatically be assigned a 3 hour detention.**

TRUANCY/UNEXCUSED ABSENCES

Truancy is defined as absence from school without the permission of the parent and school officials. Written excuses must be received within three school days for any absence to be deemed excused. A student who is truant or absent from school without valid excuse shall earn the following disciplinary sanctions:

3rd offense per year	–	Saturday 3	(8:00 A.M. — 11:00 A.M.) *
6th offense per year	–	3 days ISS and driving privileges revoked for the semester	
9th offense per year	–	5 days ISS and social probation	
12th offense per year	–	Progressive discipline as deemed appropriate by the principal	

***An attendance conference will be scheduled with the student and parent.**

Students and parents will receive notice of unexcused absences by mail. The student shall receive zero credit for any work due or assigned on the day of an unexcused absence.

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CONDUCT INFORMATION
North Allegheny School District Code of Conduct

The North Allegheny School District Code of Conduct can be found on the District's website and is printed as a part of the District's Activities Calendar:

http://www.northallegheny.org/cms/lib9/PA01001119/Centricity/Shared/documents/code_of_conduct.pdf

Information about student conduct presented in this handbook is intended to expand upon some aspects of student conduct stated in the code. Other information in our handbook is specific to this particular building.

All students are expected to conduct themselves in a proper manner at all times. The student's individual dress, personal appearance and behavior must indicate both self-respect and respect for others. Any conduct, which is inappropriate or disrupts the learning process, will be considered unacceptable and appropriate disciplinary action will be taken. Students are expected to behave with respect, kindness, and consideration toward one another and also toward all members of NASD including substitute teachers. Violation of school policies and procedures will result in appropriate disciplinary action. This may include detention, suspensions and/or removal from school.

To instruct is an easy matter; but to educate requires ingenuity, energy and perseverance without end.
- Frances Ward

BILL OF RIGHTS AND RESPONSIBILITY

PREAMBLE: Students, teachers, educational assistants, administrators, paraprofessionals, custodians, other staff members and parents are all members of the school community. Each has a role in creating and promoting a positive school climate. This Bill of Rights and Responsibilities was created to ensure every student and every adult that his/her basic interests will be protected by all others. It applies equally to adults and students. Thus, all school/classroom rules and procedures/practices are generated considering the following:

ALL PEOPLE AT NORTH ALLEGHENY HAVE...

1. **The Right** to function in a positive learning and working environment. Students have the right to expect good teaching free from disturbances. Teachers and staff members have the right to expect students to apply themselves and to behave in a way that is supportive for a good learning climate.
The Responsibility to understand and accept that student learning is the primary purpose of our school, and to behave in a manner that promotes opportunities for optimal learning and teaching.
2. **The Right** to have a safe school environment. Learning and/or good teaching cannot occur if people feel threatened or endangered physically or psychologically.
The Responsibility to respect the right of others to have a safe school environment.
3. **The Right** to have their individual beliefs, ideas, cultural or religious practices and differences respected. Every student has the right to be free of gender discrimination and sexual harassment. In a free society, diversity is strength and should be encouraged.
The Responsibility to be tolerant of the uniqueness of others.
4. **The Right** to be treated with courtesy, fairness, and respect.
The Responsibility to treat others with the same courtesy, fairness, and respect that he/she expects to receive.
5. **The Right** to have their property respected. The right to enjoy that, which is ours, is contingent on the extent that we respect the rights of others to enjoy that, which is theirs.
The Responsibility to respect both the public and private property of others.
6. **The Right** to participate fully in school life regardless of their race, gender, religion, economic and social backgrounds, provided that they have met all established requirements.
The Responsibility to assure that participation in any aspect of school life is open to all.
7. **The Right** to have clear understanding of what is expected of them as students or staff members.
The Responsibility to know his/her role in the school community and to help others to understand their roles.

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8. The Right to have a fair hearing (which means that time is made available-not necessarily immediately-for the person to ask questions, give his/her side of the story, and be told reasons for a decision or outcome). If consequences seem unfair, everyone has the right to appeal the decision through additional due process methodology.
The Responsibility to understand and utilize the school's procedures for resolving concerns, conflicts and disagreements.
9. The Right to communicate discontent with actions affecting them and to seek a change in rules through established procedures.
The Responsibility to thoroughly investigate the nature of a concern without injuring innocent people.
10. The Right to expect that the idea of good citizenship in a democracy will be respected and promoted.
The Responsibility to be good school citizens. This involves participation in democratic procedures, service to others, and promoting pride in the school, community, and nation.

SUMMARY: All people at North Allegheny have the right to expect that these rights and responsibilities will be protected. Rules and procedures are necessary to protect the rights of everyone. It is everyone's responsibility to respect and follow school rules and procedures.

ATHLETIC COURTESY (P.I.A.A.)

Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in their own actions and earnestly advocate them before others. The spectators at the event or contest are as much a part of sports as the athletes and they are to adhere to all rules, standards, and by-laws.

- No advantages are to be sought over others except those in which the game is understood to show superiority.
- Unsportsmanlike or unfair means are not to be used even when they are used by opponents.
- Visiting teams are to be honored guests of the home team and should be treated as such.
- No action should be taken nor course of conduct pursued, which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
- Remember that a student spectator represents his school as does the athlete and he or she is responsible for adhering to these rules and regulations.
- Any spectator who evidences poor sportsmanship or behaviors that endangers others will be requested to leave and may not attend future contests.
- Objects are not to be thrown in or from the spectator stands.
- Spectators are to remain in the stands while the game is in session-which includes time-outs and between quarters.
- Decisions of the officials are to be abided by.
- Officers and opponents are to be regarded and treated as honest in intentions.
- Good points in others should be appreciated and suitable recognition given.
- The practice of "booing" or any other types of derogatory cheer towards the opponents or the officials is regarded as discourteous and unsportsmanlike and is not acceptable.
- No sirens, whistles, portable stereos, or any other noise makers will be permitted. No banners or signs of any type shall be displayed. The game manager will confiscate such articles.

BEHAVIOR OF STUDENTS AT EXTRA-CURRICULAR ACTIVITIES

North Allegheny School District and Western Pennsylvania Inter-Scholastic Athletic League accepts and expects exemplary standards for students at extra-curricular activities, both in their participation and as spectators. Any behavior that is a violation of the North Allegheny Code of Conduct, WPIAL, and/or student handbook or school rules will earn school issued progressive discipline.

Minor Misbehavior: Will result in a range of responses from correction to removal from the activity and/or possible disciplinary consequences.

Behavior which endangers the health, safety, and welfare of students and/or others: Will result in school discipline and social probation.

Behavior which is not only a violation of school policy or endangers the health, safety, and welfare of others, but also violates the law: Will result in school discipline, social probation, and the involvement of police and/or magistrate.

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BUS TRANSPORTATION

A complete set of rules is posted in each bus. Please cooperate in helping to maintain safety on our buses.

Students riding a school bus are subject to the direction and control of the school bus driver. The following behavioral infractions could result in the loss of bus riding privileges to and from school, during field trips, while riding to and from class and sporting events, and could result in other forms of progressive school discipline:

- Changing seats while the bus is in motion.
- Distracting the bus driver.
- Excessive noise.
- Extending body parts outside of the school bus window.
- Jeopardizing the safety and welfare of one's self or others.
- Throwing objects.

Students should leave home early enough to meet the bus at their scheduled stop. Weather or traffic conditions may occasionally prohibit the buses from maintaining their schedules. In good weather students are expected to wait 30 minutes for the bus. If a student misses the bus, parents are responsible for transportation to school. The bus driver shares the mutual interest of parent and teacher for the safety of the student.

The Motor Vehicle Code of Pennsylvania determines load limits for buses. Therefore, it is imperative that students do not transfer to other buses except in emergencies.

Each student is assigned to a particular bus stop and a specific bus. No change relating to the stop or the bus is to be made unless it is an emergency and then only if the proper procedure is followed. That consists of a written request by the parent or guardian indicating the student's name, school reason for the request and details of change. Please specify bus stop and/or bus number that the student will use. This request should be given to the principal. After the principal's approval, it must then be forwarded to the Coordinator of Transportation for approval. Only after this procedure is followed, and approval given, will a student be permitted to change bus stops and/or buses. If a written request is not feasible, a telephone call to the transportation office may be sufficient.

COMPUTER, TELECOMMUNICATIONS AND INFORMATION TECHNOLOGY USAGE (STUDENTS)

This policy establishes the philosophy, governing rules, training requirements and parental approval requirements related to the District's computer technology. Please refer to the NASD Code of Conduct for the complete Acceptable Use Policy (AUP) and the Anti-Bullying Policy.

SATURDAY DETENTION

Saturday detention is time a student is required to spend at school for disciplinary reasons. Saturday detention will be held in the Multi-Purpose Room (MPR) of the school library. Students assigned to Saturday detention must report before 8:00 am, as students reporting after 8:00 AM will not be permitted entrance. Transportation to and from Saturday detention is the responsibility of the student. Failure to serve scheduled Saturday detention periods will result in progressive student discipline.

GENERAL SATURDAY DETENTION RULES

1. Students must report to the detention room on time.
2. Students must bring constructive academic work to complete while in detention.
3. Sleeping is not permitted in detention.
4. Disruptive behavior will not be tolerated in detention.
5. Failure to follow the above detention rules will result in the student being asked to leave with no credit for a detention served.

UNSERVED DISCIPLINE

Juniors who have not served all discipline by the end of last school year will have their amount of discipline doubled. Failure to have served outstanding discipline over the summer months will result in a three (3) day In-School Suspension and social probation at the beginning of this school year. Additionally, students will not be permitted to purchase a parking permit until all overdue discipline is served.

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PHYSICAL EDUCATION REGULATIONS

Dress Policy: Every student scheduled to take Physical Education class will dress properly for every class. Students are to wear athletic shirt and shorts/pants and athletic footwear appropriate for activity.

Not Dressed for Class: If a student is not dressed properly for class, they will earn zero credit and be ineligible for make-up opportunities. The second time a student is not dressed for class; they will again earn zero credit, be ineligible for make-up opportunities, and assigned a Saturday detention. Subsequent failures to dress for class will result in zero earned credit, ineligibility for make-up opportunities, and progressive school discipline.

Medical Excuses: Student presenting a medical excuse signed by a doctor is excused from participation in Physical Education class. The doctor is asked to specify the dates excused and any permissible activities. When the medical excuse terminates, the student is expected to make up any missed assessments.

Late: Students must report to assigned teacher by the 2nd (dress) bell.

Swimming: Required to pass Physical Education. Acceptable swimsuit is to be worn to class.

Make-ups: Any time that a student has not attended class or not participated in class, he or she is expected to make up what was missed in class (activity/assessment etc.). It is the responsibility of the student to make the necessary arrangements. All missed classes are expected to be made up within two weeks of the class missed.

Exit: All students must exit the locker room floor by utilizing the stairway closest to the Independent Learning Center.

Gym Lockers: All students are expected, for security purposes, to provide locks for their gym locker. Lockers are not to be used outside of the Physical Education class period. Students are responsible for their personal belongings. Lockers in the swimming area can only be used during their swim unit and cannot be used overnight.

ACADEMIC DISHONESTY AND PLAGIARISM

Plagiarism means presenting work done in whole or in part by someone else as if it were one's own. Academic dishonesty includes, but is not limited to reproducing information from the internet, written text without proper citation, illegal use of copyrighted materials, falsification of data, any form of cheating on exams, tests, quizzes, laboratories, essays, or homework. Students who allow others to copy their work to be submitted are also engaging in academic dishonesty and are subject to the same penalties. Students who are found to have engaged in academic dishonesty or plagiarism will receive a zero for the assignment with no make-up privileges. Discipline will be issued on a case-by-case basis.

Student owned technology such as cell phones, smart phones, laptops or other computers, as well as any new technology developed with similar capabilities of data storage or transmissions are strictly forbidden during any type of class assessment. These devices are to be turned off during any test, quiz, or assessment. Photographing test items is strictly prohibited and is considered academic dishonesty.

USE OF TOBACCO AND TOBACCO-LIKE PRODUCTS (STUDENTS) (Policy #222)

Students may not use or be in possession of any type of tobacco product or electronic smoking device, nicotine delivering device (real or simulated) on school property during the school day or at any school sponsored event either on or off school property. Violations will result in a one-day suspension for possession or a three-day suspension for the use of such products or devices. Subsequent violations will result in progressive discipline. Possession or usage of electronic smoking or vaping devices is considered a violation of Board Policy #227.1, and will be addressed differently than a tobacco violation.

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RESPONSIBILITY OF STUDENT TO REMAIN IN DESIGNATED AREAS

As a matter of safety and welfare, students must report to and remain in areas assigned to them by their schedule. It is especially important that students avoid areas that are off limits.

Areas that are off limits during the school day:

- Cafeteria (Unless scheduled for lunch)
- Leaving school property without authorization
- Parking Lots
- Physical Education Locker Areas (Unless scheduled for PE)
- Stairwells
- Elevator (Unless permission is granted from a principal or school nurse)
- Restroom Stalls (Only one student is permitted in a stall at one time)

Students are expected to be at locations designated by their assigned schedule. Failure to follow these guidelines will result in progressive school discipline.

USE OF ELECTRONIC SURVEILLANCE SYSTEMS

In order to promote a safe school environment, the North Allegheny School District has installed electronic surveillance systems to monitor activity on school property and in school vehicles as one measure of prevention and protection. The use of video recordings obtained by surveillance equipment is subject to District policies addressing the confidentiality of student and staff records.

Information obtained from electronic surveillance systems may be used by the administration to assist in an investigation to determine whether a student has committed an unlawful or an unsafe act. Violations of the Code of Conduct will result in appropriate disciplinary consequences.

Any activity detected through the use of surveillance cameras that might constitute a violation of the law will be reported to the appropriate law enforcement agency.

Parents and students do not have the privilege of viewing recorded electronic surveillance footage unless approved by central level administration.

STUDENT SEARCHES

Board Policy #226 & #226.1

The North Allegheny School District strictly prohibits the possession, conveyance, use or storage of contraband including drugs, alcohol, weapons or other materials possessed by a student in violation of Federal or State law or school policy. The North Allegheny School District believes that the elimination of drugs, alcohol and weapons in public schools is important to the welfare and safety of students. School officials may conduct a reasonable search of a student and their personal belongings. Student lockers and student parking lots are owned by the North Allegheny School District. Therefore, the school exercises exclusive control over lockers and student vehicles in the parking lot. Students should not expect privacy regarding items placed in their lockers or in their vehicles as random searches of lockers and the student parking lot may be conducted by school officials. All students and their parent/guardian are required to sign a written acknowledgment of receipt of this notification. No additional notice to students is required prior to a random or comprehensive search of students' lockers or vehicles. Any contraband found in a locker or vehicle will be considered in the possession of the student assigned to the locker or owner of the vehicle. In conjunction with law enforcement officials, locker and parking lot searches may occur through the use of trained dogs.

WHAT HAPPENS IF THE POLICY IS VIOLATED?

Students found to possess, convey, use or store contraband including drugs, alcohol, weapons or other materials in violation of Federal or State law or school policy will be subject to a Level IV violation of the Code of Conduct. Students will be disciplined according to the appropriate provision of the substance abuse guidelines. Illegal material confiscated will be turned over immediately to the appropriate law enforcement agency for further investigation and for the institution of possible juvenile or criminal proceedings.

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SOCIAL PROBATION

Social probation limits or restricts student attendance and/or participation in school related activities. Students who engage in a serious violation of the Code of Conduct, frequently disregard procedural policies, or demonstrate a threat to the health, safety and welfare of the student body, staff, or general public may be placed on social probation at the discretion of the administration.

Social probation includes the following:

- Student is not permitted on any North Allegheny School District property outside of normal school hours.
- Student is prohibited from attending sporting events (home or away), plays, concerts, dances (Junior/Senior Prom, Senior Dinner Dance), etc.
- Student is prohibited from participating in extra-curricular (team sports, academic competitions) or co-curricular (band, chorus, orchestra) activities.
- Students will lose parking/driving privileges.
- Students may not attend school sponsored field trips or overnight trips.
- The administration will review the circumstances on a case-by-case basis before imposing social probation. The degree and length of social probation will be clearly delineated to the student and the student's parent/guardian.

SUSPENSIONS

Students may be suspended from school for violating the District's Code of Conduct.

Independent Learning Center (ILC): ILC is NASH's in-school suspension placement where students are expected to complete all assignments under the supervision of school staff. Students should report to the ILC (Room 169) prior to 7:25 am and follow all rules and expectations set by the ILC staff. Students assigned to the ILC may not participate in any school activities or compete in athletic contests from 7:25 am on their first day of ILC through 2:15 pm on their last day of ILC. Coaches/sponsors will determine if students in ILC may participate in practice sessions.

Out of school suspension (OSS): Students on OSS have lost their privilege of attending school on the days determined by the NASH Administrative Team. On days of OSS, students are not permitted on school district property until the following school day following a suspension.

NARCOTICS, DRUGS AND ALCOHOL

The principal or assistant principal of any school in the North Allegheny School District shall immediately suspend a student who on school grounds sells, is under the influence of, uses, possesses or aids in the procurement of narcotics, restricted drugs (including marijuana or any materials purported to be such) and alcohol during a time school is in session, or any time during a school activity. "Narcotics" includes opiates, hallucinogenic substances, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent-containing substances and those substances listed by schedule in the controlled substance, Drug, Device and Cosmetic Act. The procedure will be in accordance with School Board Policy #227

When such action is taken, the student's parent or guardian will be notified immediately by a telephone call. A letter will follow stating the reason for the suspension and establish a time for an informal hearing in the principal's office.

The principal, after proper notification to police authorities and positive identification of the material involved in the case as a narcotic or restricted drug, including marijuana, may then proceed with the necessary steps provided in the School Laws of Pennsylvania for extending the suspension or expelling the student from the school system for this act.

Any student who violates the North Allegheny Drug and Alcohol policy will be placed on Social Probation and not be permitted to attend any school sponsored field trips or overnight trips for the duration of the school year. Any pre-paid fees will be forfeited. All NASH Drug and Alcohol policy violations will result in a ten day out of school suspension. All second offense Drug and Alcohol Policy violations will result in an expulsion from school.

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WEAPONS/ASSAULTS ON SCHOOL PROPERTY (ACT 167)

If a student possesses a weapon on school property or on a school bus, it is a misdemeanor of the first degree. A weapon is defined as any knife, cutting instrument, nunchaku, firearm, shotgun, rifle, or any other tool, instrument, or look-alike capable of inflicting serious bodily injury or fear of injury.

Aggravated assault includes intentionally or knowingly causing or attempting to cause bodily injury to any student or employee of the school. A first offense is classified as a misdemeanor of the first degree, and a second offense, as a felony of the third degree.

Any weapon or tool desired to be used as part of a classroom demonstration must have preapproval from the NASH Administrative Team. If approved, the instrument must be turned in to the Main Office by a parent/guardian prior to the demonstration and afterward picked up by a parent/guardian. The classroom teacher is responsible for taking the item to and from the classroom.

Any weapons violation must be reported to the Superintendent of Schools and could result in an expulsion from school.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act provides guidelines for school districts to assist students and families who find themselves in a situation where they are homeless. The act requires that students who qualify as homeless are able to remain at their current school or enables them to immediately register to attend school.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship, or a similar reason
- Children and youth living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

If you or someone you know is in a situation meeting these definitions, please contact the North Allegheny Homeless Liaison (Dr. James Bradley, Assistant Superintendent of Elementary Education at 412-369-5896 or Jbradley@northallegheny.org) so that the District can assist and provide resources to assist the situation.