

2020-2021 STUDENT/PARENT HANDBOOK

North Allegheny Cyber Academy

Program Overview

The North Allegheny Cyber Academy gives students in grades K-12 the opportunity to complete school-work using online curricula at home, while allowing Cyber Academy students the opportunity to participate in extra-curricular activities sponsored by the District.

North Allegheny School District's Cyber Academy supports the needs of all children through:

- North Allegheny School District approved curriculum
- Participation in School Sponsored and Extra-Curricular Activities
- Highly Qualified, North Allegheny School District Teachers
- Flexibility in Program Design
- Individualized Instruction
- Synchronous and Asynchronous Instruction
- Progress Monitoring
- Strong Partnership Between NASD and Families
- Providing Appropriate Educational Technology

GENERAL INFORMATION

DISTRICT ADMINISTRATION 412-366-2100

Patrick O'Toole, Ed. D., Acting Superintendent
Melissa Friez, Assistant Superintendent for Secondary Education
James Bradley, Ed. D., Assistant Superintendent for Elementary Education
Joseph Sciuillo, Ph. D., Director of Special Education and Pupil Services
Jillian Bichsel, Ed. D., Director of Curriculum, Assessment, and Professional Development
Roger Sechler, Director of Business Operations
Marijane Treacy, Director of Human Resources
Richard Platts, Director of Technology and Innovation

NA CYBER ACADEMY ADMINISTRATION

Erin Crimone, Ed. D., Principal
William McGahee, Ed. D., Assistant Principal Grades K-12
Jason Harding, Ph. D., Assistant Principal Grades 6-8
Carla Hudson, Assistant Principal Grades K-5

SCHOOL COUNSELING

Kelly Kevan – Grades K-5
Katie Wisniewski – Grades K-5

Counselors for students grades 6-12 will be working with their current caseloads. Students enrolled in NACA will have the same counselors they would if they were attending in-person classes:

Carson Middle School:

Chance Petro - A-L
Courtney Vadnais – M-Z

Ingomar Middle School:

Christa Klein – A-L
Lynne Early – M-Z

Marshall Middle School:

Jeff Smalley – A-L
Shannon Salpek – M-Z

NAI:

Bryan Kiggins – A-Dn
Madison Lewis – Do-J
Meghan Mayhew – K-M
Matt Butler – N-Sh
Rianna Liebenguth – Si-Z
Doug Brinkley – SAP and IMPACT Coordinator

NASH:

Jennifer Rosato - A-Dn
Rhonda Bielawski - Do-J
Mary Ramon - K-M
Kevin Thompson - N-Sh
Michelle Buettner - Si-Z
Jeff Longo - SAP Coordinator

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ATHLETIC OFFICE

Bob Bozzuto, Athletic Director
Patti McClure, Secretary to Athletic Director
Erika Cooper, Secretary to Athletic Director

FOOD SERVICE

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

Barbara Gaertner, Secretary to Principal
Sharon Wetzel, Secretary to Assistant Principals

SCHOOL MASCOT - Tiger

SCHOOL COLORS - Black and Gold

EMERGENCY CLOSING OR DELAY OF SCHOOL

Students enrolled in NA Cyber Academy are not expected to be affected by school closures or delays. The virtual school day will proceed as scheduled unless families are informed otherwise. 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.

ACTIVITIES & ORGANIZATIONS – Students enrolled in NA Cyber Academy may participate in activities and organizations sponsored by their home school when academically and behaviorally eligible. An updated list of available activities based upon grade level and home school are accessible below:

[Bradford Woods Elementary School](#)
[Franklin Elementary School](#)
[Hosack Elementary School](#)
[Ingomar Elementary School](#)
[Marshall Elementary School](#)
[McKnight Elementary School](#)
[Peebles Elementary School](#)
[Carson Middle School](#)
[Ingomar Elementary School](#)
[Marshall Middle School](#)
[North Allegheny Intermediate High School](#)
[North Allegheny Senior High School](#)

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 [here](#).

Various interscholastic programs are available for boys and girls in grades 7 and 8. Parents/guardians are responsible for transportation to and from the appropriate NASD school. NA Cyber Academy students choosing to participate in any interscholastic program are only eligible to play on their "school of residence" team. School of residence is defined as the student's home school based upon NASD residency boundaries.

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

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- 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.

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.

DRESS

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

EDUCATIONAL TECHNOLOGY

Students enrolled in NA Cyber Academy will depend upon educational technology on a daily basis to complete their educational programming. All students are expected to adhere to the North Allegheny School District's Code of Conduct and Technology Acceptable Use Policy when utilizing electronic devices. Specific information related these expectations can be found [here](#).

Parents can learn more about the District's educational technology, Blackboard, online textbooks, and more, by clicking [here](#).

FOOD SERVICE

Students enrolled in the NA Cyber Academy have the option to pick up a take home lunch from NASH or MES on Wednesdays from 11:00 to 1:30. Lunch orders must be submitted weekly via the provided Google Form by Monday to pick up on Wednesday. Parents/guardians will need to provide the student name(s) and student ID(s) when picking up lunches in order to be charged appropriately. At the conclusion of pick up, the cashier will manually enter the transactions for the appropriate number of meals distributed for each student.

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, even in a virtual learning environment. 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.

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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 in public schools:

- 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

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.

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 NASH School Counseling Office. Seniors enrolled in NA Cyber Academy are encouraged to explore the scholarship opportunities.

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 or damaged. Failure to pay any debts or obligations will result in social probation 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.

SCHOOL COUNSELING AND STUDENT ASSISTANCE SERVICES

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

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

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Parent and students can schedule virtual appointments with school counselors directly by email.

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.

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.

SCHOOL SAFETY AND SECURITY

The North Allegheny School District views school safety and security issues as top priority. Any type of school safety issue should be reported immediately to any adult. Administration and School Resource Officers hastily address all issues regarding the safety and well-being of our school community.

Students, staff, and community members are encouraged to report unsafe, potentially harmful, dangerous, violent, or criminal activities and threats related to our school entity. The District currently supports two means of reporting safety and security issues anonymously, via the North Allegheny TIPSLine, 724-933-TIPS (8477), or [Safe2Say Something website](#), mobile app, or their 24/7 phone line, 1-844-SAF2SAY (1-844-723-2729).

WEEKLY BUILDING-LEVEL EMAILS

The North Allegheny School District strives to improve the efficiency of communication with and access to information for parents/guardians. The District will send a building-specific email newsletter every Friday evening (except scheduled holiday breaks) to parents/guardians. This email will highlight the top happenings at each building, upcoming important dates, District information, and links to community flyers. Parents/guardians will only receive emails from their student's building. An archive of emails will be available on the District website and updated with the latest newsletters each Monday morning.

Parent/guardian email addresses are collected at the time of registration and are used to share District and building-level communications, and to provide updates from the District's online gradebook and student information system. It is important for parents/guardians to update any changes in their email address by contacting the building secretary.

WORK PERMITS

Employment certificates for minors (person under 18 years of age and not having graduated from high school) are issued at 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.

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ACADEMIC INFORMATION

ACADEMIC INTEGRITY POLICY

The educational focus of the North Allegheny School District is to continue to maintain and preserve the highest expectations and academic standards for its students.

Plagiarism/Cheating

The District views academic integrity to be of the utmost importance. Students should not take others work and attempt to pass it off as their own, or cheat on assignments, quizzes, or exams.

Student Responsibility

Students have the responsibility to respect the intellectual and academic property of self and others.

Parent Responsibility

Parents have the responsibility to require their children to maintain high personal standards of academic involvement by producing original quality work.

Teacher Responsibility

Teachers have the responsibility to teach, monitor, and maintain academic integrity by requiring quality original work by each student. To that end, professional staff members should provide written and oral notification of the evaluation procedures and actively provide a positive, safe learning environment.

Violations

The following practices are considered to be violations of the District's *Code of Conduct* in the area of academic integrity. "Any attempt to receive and/or give unauthorized assistance from either printed or recorded aids or material from any person or another's work." This includes, but is not limited to, improper use of District or personal technology, such as computers, calculators and other electronic devices that apply to North Allegheny School Board Policy #224 - Responsibility of School Property and/or Policy #224.1 - Responsible Computer, Telecommunications, Information Technology Use - Pupils. In addition, students re-submitting work to different classes and academic areas verbatim and without modifications, editing or other appropriate changes is also considered to be a violation.

Reporting Procedures Relating to Violations

I. Administration and Teachers:

- A. Inform students and parents orally and in writing yearly of the Academic Integrity Policy and its applications.
- B. Inform parents and students that this infraction is a Level II in the Code of Conduct.

II. Teacher's Responsibility:

- A. Inform the student immediately.
- B. Notify parents and building administration.
- C. Administer a penalty of zero or no credit on the contaminated activity.

ACADEMIC STANDARDS

Pennsylvania Academic Standards define what students should know and be able to do as a result of instruction. All of North Allegheny School District Cyber Academy's curricula are aligned to the Pennsylvania Academic Standards. Course content at North Allegheny extends beyond state standards to challenge all learners to interact with course content through authentic activities and performance based projects.

A.W. BEATTIE CAREER CENTER

Students enrolled in NA Cyber Academy grades 10-12 have the opportunity to be enrolled in educational programming at A.W. Beattie Career Center. Students from North Allegheny attend career center courses in the afternoon only. Transportation is provided from NAI and NASH to Beattie on days of attendance at 12:05 PM. Transportation to NAI and NASH on those days to take advantage of this transportation is the student's own responsibility.

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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.

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.

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GIFTED PROGRAMMING

The gifted education program in the NA Cyber Academy will provide enrichment and a broad spectrum of educational opportunities while encouraging individual learners to develop personal responsibility, task commitment, self-discipline, independent learning skills, respectful conduct, and social/emotional balance. Enrichment and educational opportunities will be made available to students through NA GOAL teachers.

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.

Any grading variation from the above must be approved by the NA Cyber Academy 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. Elementary

- ***Formative assignments*** are used to guide instruction and determine if students are understanding concepts taught. Teachers can use the formative assignments and assessments to determine if concepts need to be retaught or if students already know the material. Formative assignments can be redone to increase learning opportunities.
 - Will account for 40% of the grade and may include:
 - Classwork, Homework, Exit Tickets, Student Engagement, etc.
- ***Summative assessments*** are used to determine mastery of learning at the end of a unit, quarter, or semester.
 - Will account for 60% of the grade and may include:
 - Writing Assignments, Projects, Assessments, Quizzes, etc.

4. Secondary

- ***Formative assignments/assessments*** are used to guide instruction and determine if students are understanding concepts taught. Teachers can use the formative assignments and assessments to determine if concepts need to be retaught or if students already know the material. Formative assignments can be redone to increase learning opportunities.
 - Will account for 30% of the grade and may include:
 - Classwork, Homework, Exit Tickets, Student Engagement
- ***Summative assessments*** are used to determine mastery of learning at the end of a unit, quarter, or semester.
 - Will account for 70% of the grade and may include:
 - Writing Assignments, Projects, Assessments, Quizzes

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***Extra credit will be limited across every grade level.**

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. 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 earn zero credit.

7. Students in Special Education Programs or with 504 Plans

Our NA Cyber Academy special education program includes support and services for students who have educational disabilities. Qualified NA staff will deliver specially designed instruction to meet the individual needs of students through an Individual Education Program (IEP). Students with disabilities will be provided with the strategies, tools, instruction, and services that will allow them to maximize their learning. After enrolling in the NA Cyber Academy, an IEP meeting will be scheduled to review the students' needs arising from the transition into the Cyber Academy while considering whether or not a student has experienced a regression of skills and/or lack of progress. If regression and/or a lack of progress is present, the IEP team will identify opportunities for recovery, including additional, new, or different services and accommodations.

The NA Cyber Academy School Guidance Department will ensure student support through Section 504 of the Rehabilitation Act of 1973. This act was established to provide accommodations for students who have been determined to have a disability which substantially limits a major life activity.

8. ESL Program

The North Allegheny School District provides a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and all academic standards. The family of each student who enrolls in the District is asked to complete a Home Language Survey. If a student's home language is not English, an English proficiency assessment is given. Students who do not demonstrate English proficiency are scheduled for appropriate English as a Second Language (ESL) instruction.

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 during their 9-12 grade years:

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

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INSTRUCTIONAL DELIVERY OF CURRICULUM - ELEMENTARY

- Synchronous/Live sessions conducted by the classroom teacher (synchronous/real time) can include a large or small group lesson, class discussion, breakout discussions, or one-on-one meetings.
- Asynchronous/video instruction can include pre-recorded (asynchronous/watch at any time) videos that can be used for instruction. The video can be pre-recorded by the classroom teacher or a product from another site like Edgenuity, YouTube, etc. Several NA textbooks and electronic sources offer instructional videos to support lessons.

2020-2021 NACA Elementary Schedule

Grade Level:	K	G1 & G2	G3 - G5
	Mon/Tues & Thurs/Fri		
Synchronous Classroom Meeting	15	15	15
Synchronous Core minutes per day	Minimum of 15 to 30 minutes at the beginning of each Core lesson (i.e. ELA, Math, Science or Social Studies)		
Synchronous Special Areas minutes per day	15	30	30
Synchronous Small Group Support ELA per week	At least 15 min. ELA per week	At least 15 minutes ELA twice a week	
Synchronous Small Group Support Math per week	At least 15 min. Math per week	At least 15 minutes Math twice a week	
Synchronous MTSS Inventions	30	30	30
Synchronous Special Areas	15	30	30
Synchronous Office Hours	15	30	60
Asynchronous Core minutes per day	45	30 - 45	30 - 45
Asynchronous Special Areas minutes per day	30	45	45
	Wednesday		
Synchronous Special Area	N/A	30	30
Classroom Meeting	30	30	60
MTSS Inventions	Progress monitoring and/or additional support for Tier III students		
Asynchronous minutes per day	45	105	120

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INSTRUCTIONAL DELIVERY OF CURRICULUM – SECONDARY

- Synchronous/Live sessions conducted by the classroom teacher (synchronous/real time) can include a large or small group lesson, class discussion, breakout discussions, or one-on-one meetings.
- Asynchronous/video instruction can include pre-recorded (asynchronous/watch at any time) videos that can be used for instruction. The video can be pre-recorded by the classroom teacher or a product from another site like Edgenuity, YouTube, etc. Several NA textbooks and electronic sources offer instructional videos to support lessons.

2020-2021 NACA Middle School Schedule

<u>A-Day-Synchronous</u>	<u>B-Day Synchronous</u>
Math	Science
English	Social Studies
Language Arts	World Language (8th)
Community Time	UA
PE and Music will be synchronous 1-2 times per week as determined by and communicated by music and PE teachers.	

2020-21 NACA Middle School Bell Schedule

Homeroom	8:10-8:26
Period 1	8:26 -9:14
Period 2	9:14 - 10:02
Period 3	10:02 - 10:50
Period 4-Gr. 6 Lunch	10:50 - 11:20
Period 5	11:20 - 11:38
Period 6-Gr. 7 Lunch	11:38 - 12:08
Period 7	12:08 - 12:26
Period 8-Gr. 8 Lunch	12:26 - 12:56
Period 9	12:56 - 1:44
Period 10	1:44-2:32
Community Time	2:32-2:58

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2020-2021 NACA High School Schedule

<u>A-Day-Synchronous</u>	<u>B-Day Synchronous</u>
Math	Science
English	Social Studies
Tech Ed	Art
BCIT	FCS
World Language	ROTC
PE will be synchronous 1-2 times per week as determined by and communicated by PE teachers. Music will be live streamed daily from the brick and mortar building.	

2020-21 NACA High School Bell Schedule

Period 1	7:23 - 8:03
Homeroom	8:03 - 8:19
Period 2	8:23 - 9:03
Period 3	9:07 - 9:47
Period 4	9:51 - 10:31
Period 5	10:35 - 11:15
Period 6	11:19 - 11:59
Period 7	12:03 - 12:43
Period 8	12:47 - 1:27
Period 9	1:31 - 2:15

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

Students enrolled in the NA Cyber Academy have the opportunity to apply for the North Allegheny Senior High School 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

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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

Academic courses available to NA Cyber Academy students can be found [here](#).

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.

STATE MANDATED ASSESSMENTS

The Pennsylvania Department of Education mandates that students participate in PSSA and Keystone Exam assessments at various points throughout a student's academic career. The schedule for NA Cyber Academy students' participation in these state mandated exams will be communicated throughout the academic school year. It is the student and parent's responsibility to ensure students are transported to and report at times and locations communicated throughout the school year to complete these required assessments.

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.

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 the North Allegheny School District must return any district owned materials. A parent signed withdrawal form is required to be submitted before a student may withdraw.

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ATTENDANCE INFORMATION
Inextricably linked to success!

GENERAL ATTENDANCE INFORMATION

Students are expected to attend all assigned synchronous classes scheduled each school day as listed on their schedule. Failure for students to be in attendance for scheduled classes will constitute a student absence.

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 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.

ABSENCES

When students return to school after an absence, they must present a written excuse from their parent/guardian 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. Excuses for absences can be submitted electronically through Tyler.

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

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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 online learning. The student will earn zero credit for assignments not completed.

ATTENDANCE REPORTING

1. Elementary

Daily attendance for grades K – 5 will be recorded each day during the classroom morning meeting at 9 AM. It is important for students to be prompt and present every day at 9 AM for student attendance to be recorded accurately.

2. Secondary

Daily attendance for grades 6 – 12 will be recorded each day during homeroom. It is important for students to be prompt and present every day in BlackBoard Collaborate of their homeroom on both synchronous and asynchronous learning days for student attendance to be recorded accurately. Homeroom for students in grades 6 – 8 is 8:10 AM – 8:26 AM, and grades 9 – 12 is 8:03 AM – 8:19 AM.

DAILY ATTENDANCE AND ELIGIBILITY FOR AN EXTRA-CURRICULAR ACTIVITY

Students must be in attendance for at least half of 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 online for at least half of 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 half of instructional periods must be reported to the school sponsor/coach and approved by the NA CYBER ACADEMY Administrative Team prior to the absence in order for an exception to be considered.

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. Any extenuating circumstances resulting in excessive absence must be reported to the NA CYBER ACADEMY administration.

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.

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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.

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 their 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.

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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:

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. 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. Violation of school policies and procedures will result in appropriate disciplinary action. This may include suspensions and/or removal from school.

BILL OF RIGHTS AND RESPONSIBILITY

PREAMBLE: Students, teachers, educational assistants, administrators, paraprofessionals, 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.
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.

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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.

ACADEMIC DISHONESTY AND PLAGIARISM

Plagiarism means presenting work done in whole or in part by someone else as if it is their 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 earn zero credit for the assignment with no make-up privileges. Discipline will be issued on a case-by-case basis.

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.

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.

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

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- 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@northalleghey.org) so that the District can assist and provide resources to assist the situation.

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 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.

PARTICIPATION FEES

The Board Policy #242 for Participation Fees was passed as a result of the significant and increasing financial challenges that are facing not just the North Allegheny School District, but most public school districts in this region and across the country. Federal and state funding for education, as well as tax revenues, have declined substantially. The creation of a new funding model is necessary in order to maintain our extra-curricular programs. [Click here for detailed information pertaining to participation fees.](#)

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.

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:

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- 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, etc.
- Student is prohibited from participating in extra-curricular (team sports, academic competitions) or co-curricular (band, chorus, orchestra) activities.
- 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.

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

TITLE IX POLICY

The North Allegheny Board of Director declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. The Board is further committed to maintaining high expectations for all students and eliminating persistent disparities among students based on race, ethnicity, language, or disability.

The District strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the District and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The District shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities. The equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education. The District shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent to designate a Compliance Officer and to communicate that designation to all District schools as necessary and on at least an annual basis. All nondiscrimination notices or information shall include the position, office address, telephone number and e mail address of the Compliance office. The Compliance Officer can be reached using the contact information below.

Compliance Officer / Director of Student Services
North Allegheny School District
200 Hillvue Lane
Pittsburgh, PA 15237
(412) 635-4110

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