



IMS

2023 - 2024

OFFICIAL HANDBOOK



North Allegheny School District

Mission Statement

The mission of the North Allegheny School District is to prepare all students for success in a changing world.

Vision Statement

The vision of the North Allegheny School District is to be a premier school district that inspires excellence in academics, athletics, arts, and activities for every student every day.

Ingomar Middle School

Mission

Ingomar Middle School provides our students with a secure, supportive, comfortable learning environment by:

- ❖ *Promoting growth and exploration within a variety of activities*
- ❖ *Developing an open partnership between school and community*
- ❖ *Providing diverse educational opportunities which stress the transition from elementary to the secondary experience*
- ❖ *Fostering an attitude of respect, esteem and responsibility among students and staff*
- ❖ *Developing academic and interpersonal skills so students achieve their potential and commit to lifelong learning*

GOALS

- ❖ *Create a Safe and Welcoming Environment for Everyone*
- ❖ *Encourage Student Choice and Student Voice*
- ❖ *Ensure All Students have an Informed and Supportive Adult*

Welcome to Ingomar Middle School

PRINCIPAL'S MESSAGE TO STUDENTS...

We are excited to have you become a member of the Ingomar Middle School family. Our goal is for you to have a positive school year. We are a nationally recognized, award-winning middle school that prides itself on our hardworking and respectful students, caring and supportive parents, and dedicated staff. Every person at Ingomar Middle School makes a difference in our school community and beyond. Maintaining a positive attitude, trying your best, and acting in a kind and respectful manner truly make a difference and contribute to IMS being a special school.

You are an important and valued member in our school community. Our goal is to help you reach your fullest potential and assist you in your physical, social, emotional, intellectual, and ethical development. The *Student/Parent Handbook* is a guide to help you become familiar with Ingomar Middle School and the procedures which we believe will help us all learn and work together. This handbook in conjunction with the District [Code of Conduct](#) explains our expectations for you, as well as possible consequences that result when you choose to behave in ways which ignore your value, the value of others, and the limits that are set. What you choose to do is important to you, to those around you, and to the school. Please take the time to read and review with your parents the *Student/Parent Handbook* and the *Code of Conduct*. Both of these are available on-line.

Over the past 26 years, more than 6,100 students have contributed to making a difference at Ingomar Middle School. We are proud to have you as a student at Ingomar Middle School. We expect you to have an excellent school year, and we know you will help us to continue to build on our reputation of excellence. Thank you in advance for the difference you will make this school year.

Nancy Bowman
Principal

Dr. Jason Harding
Assistant Principal

SCHOOL COLORS - Black and Gold

SCHOOL MASCOT – Tiger



Ingomar Middle School

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“There is little difference in people, but that little difference makes a big difference. That little difference is attitude. The big difference is whether it is positive or negative.”

Coming and Going.....

The middle school day begins at 8:10 and ends at 2:58. The building is open only to students involved in supervised activities at 7:00.

8:00 ARRIVAL

Students report to their assigned homerooms by 8:00 a.m. If you have an obligation to fulfill in another section of the building, you must check-in with your homeroom teacher and secure a hall pass. Students must finish beverages or food items before entering the building.

8:10 TARDY BELL

If you are late arriving to school, report to the office with a **written excuse** for your tardiness. Please refer to NASD’s [Attendance Policy No. 204](#) for excusable reasons concerning tardiness and/or absences.

The office will issue a tardy admission slip to you via a Google Form. The admission slip will be marked “excused” or “unexcused.” The admission slip must be presented to the classroom teacher. An image of your tardy slip will be emailed to your school account.

UNEXCUSED TARDINESS TO SCHOOL

For the third “unexcused” tardy and for every tardy thereafter, you will be assigned one detention. A suspension may be assigned on the 8th unexcused tardy.

TARDY TO CLASS

Whenever you are late for class, you must have an admission slip. The classroom teacher determines lateness. If you are late and do not have an admission slip, you may receive a misconduct card or a detention.

CLASS CUTS

Students are expected to attend AM/PM homeroom and all classes as scheduled. Failure to report to an assigned area is considered a class cut.

First Offense ... Students will be assigned a detention for each class cut and assigned an E for each assignment missed.

Second Offense ... Students will be assigned progressive discipline from the school and parents will be notified by the Principal that subsequent class cuts may result in removal from the class with an E grade assigned.

A.M. BUS ARRIVALS

In order to secure the building, students are limited to specific doors when entering in the morning. The main entrance doors are open at 7:00 a.m. Students may arrive at 7:30. Grade level doors are open from 7:50 until 8:10 and are supervised by staff while unlocked.

A.M. DROP-OFFS

Students are not permitted to cross the driveway. Parents dropping off students must follow the driveway around the flagpole and drop-off students curbside near the gymnasium. Students should walk to the appropriate door to enter the building. For safety purposes, parents must not drop off students in the bus lane.

WALKERS

Students who walk to school are asked to arrive at or after 8:00 a.m. Standard safety practices are just as important to students when walking as when riding the bus. Students must have written permission to walk to and from school if the district provides bus transportation. Please practice the safety guidelines listed:

1. Always walk to the left of the road, facing traffic.
2. Walk in single file; step off the road when traffic approaches from either direction.
3. Walk only on public thoroughfares, not on private property.
4. When on school property, use designated roads to school and stay on the sidewalk in front of school.

BICYCLES

You may ride a bicycle to school if you have given the office written permission from your parents. You and your parents assume responsibility for your bicycle when you bring it to school. Bicycles should be kept in the areas provided.

SKATEBOARDS AND SCOOTERS

Skateboards and scooters are NOT to be brought to school under any circumstances. If a skateboard or scooter is confiscated from a student, it will not be returned to the student. The confiscated item will be returned to the student's parent.

VISITORS

Visitors arriving at Ingomar Middle School will be buzzed in only through the main office front entrance doors. All visitors should have identification with a picture. Depending on the reason for the visit, additional steps via the RAPTOR system may be required.

BUS INFORMATION

You are assigned a bus and a bus stop before the school year begins. You are NOT permitted to ride a different bus unless your parents make a written request to North Allegheny's Transportation Department and approval is granted by Transportation and acknowledged by the principal.

You should be at your bus stop at least 5 minutes before the bus is scheduled to arrive and wait for a minimum of 30 minutes before leaving the stop area. Follow your parents' advice about the length of time you should wait for the bus in bad weather. If the bus does not arrive, it is suggested that parents assume responsibility for transporting you to school.

SCHOOL DELAYS AND CLOSINGS

Crisis Emergency Information - The North Allegheny School District has a number of communication vehicles in place to disseminate emergency or crisis communication to parents/students.

- The District website (www.northallegheny.org)
- Contact with local television and radio stations
- SchoolMessenger - <https://www.northallegheny.org/schoolmessenger>

SchoolMessenger is utilized throughout the school year. SchoolMessenger is a web-based automated service that delivers phone messages in minutes. The system is utilized for weather-related cancellations or delay information, as well as other emergency or crisis-related messages.

In order to utilize this service, parents need to set up an account. The information needed for account registration is posted on the North Allegheny website. Parents must register to receive phone messages via text, e-mail, or phone. There is also an option to not receive SchoolMessenger alerts.

In the case of a delay, you should arrive at your bus stop two (2) hours from the regularly scheduled bus pick-up time. School will be dismissed on delay days at the usual time.

BUS SAFETY

Approximately 90% of IMS students ride the bus to school. The responsibility for bus safety rests with every person. Your behavior makes a difference.

The driver has complete authority on the school bus. The driver assigns the seats on your bus. You may need to share a seat with a third person. You are expected to remain seated and calm, and keep your body and belongings inside the bus while it is in motion so that the driver is not distracted by your behavior. Always cooperate with the driver when asked for your name, address, or information regarding bus misbehavior. If your behavior jeopardizes the safety or welfare of yourself or others, you may lose your bus riding privileges or be excluded from school. The rules apply at all times during transport to and from school, during field trips and while riding to and from class, and to special and sporting events.

Rules posted on the bus shall be followed. THE DRIVER HAS COMPLETE AUTHORITY. A student's behavior when riding, boarding, exiting, or waiting for buses must be beyond reproach. **THE FOLLOWING CONDUCT IS PROHIBITED ON SCHOOL BUSES:**

1. Smoking
2. Using vulgar or profane language
3. Fighting/pushing/shoving
4. Damaging seat and/or other parts of bus
5. Damaging/breaking windows
6. Not remaining seated while bus is in motion
7. Not keeping all parts of body inside bus and feet on floor
8. Eating/drinking
9. Getting off bus at other than own stop
10. Loud, boisterous conduct
11. Littering or throwing objects from /on bus
12. Late at bus stop constantly
13. Not crossing in front of bus
14. Bringing pets or flammable materials aboard the bus
15. Listening devices (iPods, MP3s, cell phones)

"We must not, in trying to think about how we can make a big difference, ignore the small daily differences we can make which, over time, add up to big differences that we often cannot foresee."

BUS VANDALISM POLICY

All vandalism must be reported to the driver. If your seat is damaged, and you did not report it to the bus driver, you will be held responsible. If your seat has been damaged and you know who did it, you must report them or be held responsible yourself. If the bus driver upon inspecting the bus after your departure finds damage in your seating area, **YOU** will be held responsible if you didn't report it. **ANY STUDENT WHO DAMAGES A BUS IN ANY MANNER, INTENTIONALLY OR UNINTENTIONALLY, WILL BE CHARGED FOR THE DAMAGE.**

Video cameras will be used on school buses to support student safety to and from school. Students may be videotaped at any time.

BUS DISCIPLINE PROCEDURES

Any action which threatens the safe operation of the bus may be cause for disciplinary action or suspension of bus privileges. Under normal circumstances, the following chain of discipline will be followed:

- First Offense – Warning
- Second Offense – Detention; meeting with the Assistant Principal
- Third Offense – Bus School / Suspension 3 day minimum

If a student's behavior is such that it endangers the safety of the riders, this chain of discipline will be escalated accordingly. Three bus suspensions may result in exclusion from the bus for up to a school year.

EARLY DISMISSAL

If you need to be dismissed early, your parent or guardian must send a written excuse to school. This excuse must contain the time of dismissal, reason, and student ID#. This excuse must be brought to the main office before 8:30 a.m. The information is recorded for attendance purposes and your early dismissal will be posted for teachers on the daily attendance. When it is time for you to leave, a parent/guardian **MUST** check you out of the office. You should wait for your transportation in the main office. Early dismissals are monitored by the building principal. Excessive early dismissals can affect attendance and grades.

2:58 P.M. DISMISSAL

P.M. PICK-UPS

Students who are being picked up by a parent or guardian at the end of the school day will exit the rear part of the building near the orchestra room.

3:03 P.M.

Only students involved in a supervised activity should be in the building after this time. No students are to remain on campus unless they are participants in a supervised activity.

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.

CRISIS INFORMATION

- The safety of students and staff is our primary responsibility.
- Building crisis plans and procedures are reviewed regularly.
- Each building is staffed by a nurse or a nurse's assistant. Personnel with CPR and Medical Emergency Certification are identified in each building.
- In the event of a crisis, after consultation with law enforcement, the school campus may be closed to all visitors except emergency and law enforcement personnel. If the school campus is closed, parents will be directed to an identified staging area.
- Parents should check the website, NATV, and local television and radio channels for updates. SchoolMessenger will also be utilized to communicate crisis information when needed. Parents should not call the school building. Any available school telephone lines should be kept open for emergency communications.
- If a student is injured during a crisis situation, every effort will be made to contact the parent/guardian as soon as possible. It is the parent/guardian's responsibility to complete and turn-in emergency care cards and to keep the information current.

PREPARATION FOR EMERGENCIES

Everyone in the building is expected to listen attentively to the Public Address System (PA) for instructions and procedures for fire, weather, or other emergencies. You should remain calm and follow directions.

FIRE AND EMERGENCY DRILLS

Instructions for using exits are posted in each room. Certain rules are necessary to make fire and other emergency drills a success. Safety is of the utmost importance. Therefore, various types of drills are practiced throughout the school year.

1. The signal will be by fire alarm or announcement. The all-clear signal will be an announcement over the PA.
2. All drills should be orderly and there should be no talking. This enables good communication if an exit is blocked.
3. Students should return to the room in the same order as they left.
4. When several groups of students are leaving by the same door, each side of the hall should have a line moving. The lines should be maintained at all times.
5. All personnel should leave the building during a drill.
6. Where fire blocks are established, alternate exits should be used. Please be aware of the alternate exits. Plans for emergency blocked accesses are as follows:
 - a. Teachers in the rooms leaving the building first should always lead the lines.
 - b. If fire block exists, the teacher will take the alternate route designated.
7. Fire extinguishers are marked by the blue lights in the hallways.

"We all have ability. The difference is how we use it."

Attendance.....

LEGAL ABSENCES

The first step to having a successful school year is to attend school regularly. If you are absent from school, please provide your homeroom teacher a **written excuse** for your absence. Refer to NASD's [Attendance Policy No. 204](#) for excusable reasons concerning tardiness and/or absences. The written excuse must be turned into the school within (3) days of the absence or the absence will be considered illegal. Classes missed during illegal absences are considered class cuts. Students will be assigned a detention for each class cut and assigned an E grade for work missed. Progressive discipline will be assigned if illegal absences continue.

Parents of students who miss 10 days of school are sent a District letter as a form of communication. The purpose of this communication is to have all involved aware of any health issues impeding the learning process. Assistance is given to make sure the child has a successful and healthy remainder of the school year.

Parents of students who miss 18 days of school (10% of the school year) are sent a District letter which outlines Pennsylvania compulsory attendance law. A doctor's excuse may need to be provided for any additional absences.

WRITTEN EXCUSES

For all absences, parents or guardians are required by law to send a written statement explaining the reason for the student's absence. A student's excuse is to be submitted into the main office.

HOMEWORK REQUESTS

When you are absent for two days and you know you will be absent for at least one more day, your parents may request homework assignments from the teachers by calling the school office as early as possible on the second day of your absence. Please do not email requests directly to teachers. Please call before 10:00 so teachers can be notified in a timely fashion to prepare work. Parents may pick up homework by 3:15 P.M. on the third day of your absence. Parents are discouraged from expecting another student to bring assignments home. Assignments may be accessed through your child's [Blackboard](#) page.

MAKE-UP WORK

For day-to-day absences, follow your teachers' procedures for make-up work. All make-up work for absences of one week or more must be completed within two weeks after returning to school. If the work is not completed, a failing grade may be recorded. Make-up work is the student's responsibility.

EARLY DISMISSALS

Early dismissals must go through the front office. A parent or guardian must provide a note and send it into school with his/her child. Students are required to drop off the early dismissal note in the front office before or during the homework time. The front office then notifies all teachers of the early dismissal via the attendance bulletin. Students should see class teachers when missing due to an early dismissal to get missed work and/or turn in work. Early dismissals may arise at the last minute due to emergencies or appointments. A parent or guardian can call the front office and notify the secretary. The secretary will then relay the early dismissal to the student and the time to report to the front office. A note must be provided when the parent arrives to pick up his/her child.

- Please do not call or text your child as this violates the cell phone policy and may result in your child receiving a detention.
- Students are expected to report at the early dismissal time on his/her own. Secretaries make every effort to not create disruptions in the classroom by requesting students report to the office.

*****Please refer to page 34 regarding custody agreements. *****

PROCEDURES FOR VACATIONS DURING THE SCHOOL YEAR/EDUCATIONAL TOUR OR TRIP

[NASD Vacation Form](#)

The North Allegheny School District encourages full compliance with the compulsory attendance provisions set forth in the regulations of the State Board of Education of Pennsylvania and the Public School Code of 1949, as amended. Provisions may be made for absences which excuse students from compulsory attendance for a tour or trip which may be considered educational in nature. Such an excuse should be considered a privilege and not a right. The granting of an excuse from compulsory attendance is within the sole discretion of the school district. This policy is designed to foster better school/student relationships rather than excessive absence. Please note that the application form for tour or trip must be submitted at least **5 days before** a trip is scheduled to begin. Copies of the application can be obtained from the main office and on the website. Instructions to help you comply with the policy for educational trips are listed below. If a student will be absent for more than 10 school days, the student will be removed as a full-time student.

EDUCATIONAL TOUR PROCEDURE

1. *Request for Excuse*

Obtain a "Request for an Educational Tour/Trip" form from the school office or the IMS website, and complete it. Submit the application to the principal at least 5 calendar days prior to the date you seek to be excused from compulsory attendance.

2. Administrator's Discretion

The principal will use discretion in determining whether you may be excused from compulsory attendance based on teacher concerns and recommendations, length and educational nature of the tour or trip, and the number of requests made during the school year. It is the practice of NASD to discourage educational tours or trips during the final two weeks of any school term. If permission is granted you will be permitted to make up work missed for credit.

3. Assignments

Upon approval of request to be absent, you will need to meet with your teachers to obtain a list of assignments and responsibilities that you will miss. Completed assignments must be given to your teachers upon your return to school or within a reasonable period of time designated by the teacher(s). Assignments/responsibilities left undone, incomplete or submitted late may result in a failing grade.

4. Return to School

You should return to school on the first scheduled school day after the excused absence or on the date previously specified by the principal.

5. Failure to Comply

If you are denied permission to be excused or persist in unexcused absence from school, your absence will be considered a violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended. You will earn a failing grade for the assignments/responsibilities that you missed.

STUDENT VISITORS

Student visitors are permitted if a request has been submitted at least one week in advance to the principal and if it is approved. Students from local districts are not permitted to visit. **NO STUDENT VISITORS WILL BE PERMITTED DURING THE FIRST AND LAST TWO WEEKS OF SCHOOL OR THE DAY PRIOR TO OR FOLLOWING ANY VACATION.**

IMS is your school... Take pride in it and take care of it.

School Pride

All of us at Ingomar Middle School agree that we have a beautiful building with state of the art equipment. The custodians work very hard to maintain the building in top condition, but your help is necessary to keep lavatories, classrooms, hallways, and furniture clean. There are several ways that you can make a difference in keeping IMS safe and attractive.

VANDALISM

Let an adult know if you see someone carrying aerosol paint cans, broad tipped indelible markers, or similar marking devices on school property. Institutional vandalism is included in the Pennsylvania Crimes Code under Graffiti Crimes Act, Act 16 of 1994. In addition, Act 17 of 1994 defines defacing public property with spray paint or indelible markers as "criminal mischief." Anyone who defaces or destroys school property will be charged for damaged materials and may be subject to further disciplinary action and/or legal action.

COMPUTER USAGE POLICY and PERSONAL ELECTRONIC DEVICES

School Board Policy #224.1 Responsible Computer, Telecommunications, and Information Technology Use and #237 Personal Electronic Devices establishes the philosophy, governing rules, training requirements, and parental approval requirements related to the District's computer technology. This policy can be found in the Code of Conduct and District Calendar.

It is the position of the District that the ultimate responsibility for setting and conveying the standards that students follow when using the District's computers, network and information technology rests with their parents and guardians.

Students, along with parents or guardians, will be responsible for the loss or destruction of school property, or the property of other pupils and teachers when such damage or loss is the result of deliberate or mischievous actions.

Students who intentionally use the District's computers, network, and information technology facilities in any manner such as listed in School Board Policy #224.1 may be denied future access and usage and shall be subject to disciplinary action in accordance with the rules and regulations of the North Allegheny School District Code of Conduct, and appropriate federal, state and local statutes, ordinances and regulations.

COMPUTER TAMPERING

School Board Policy #224.1 Responsible Computer, Telecommunications, and Information Technology Use and #237 Personal Electronic Devices addresses computer tampering and misuse of the wireless network. Computer tampering includes but is not limited to:

1. Possession of software or materials that will enable a student to break the code to enter a file system, computer program, or data base.
2. Attempts to break into a file or system by circumventing security procedures.
3. Use of computers to create or send abusive or obscene messages.
4. Violations of copyright and/or licensing agreements.
5. Unauthorized use of school equipment.

Possible consequences for computer tampering may include:

- Suspension
- Restricted use of computers
- Probation period in class
- Possible removal from class
- Prosecution
- Restitution

*"It's easy to make a buck.
It's a lot tougher to make a
difference."*

LOCKERS AND LOCKS

The locker that is assigned to you is school property and on loan to you for the school year. Permission from the teacher is needed in order to change lockers. Stickers, pictures, or taped items are not permitted on lockers. Lockers are not to be defaced in any manner.

Each year you and your parents will be notified through appropriate publications or verbal announcements of the ownership and control of lockers and general locker inspections.

If you choose to use a lock, you must use a school combination lock. In an emergency, school officials must have access to the lockers. All other types of locks will be removed, unless permission for use has been granted by the office. Locks may be purchased from Student Council for use on hall lockers.

*See page 19 for more details regarding lockers and searches.

OUTDOOR CLASSROOM

During the 2010-2011 school year an outdoor classroom was added to the IMS campus. Funds were raised for many years by staff and students in order to create this learning environment for students. Teachers are able to take students outside during the school day to conduct class. Please make sure that when using this facility you keep it clean, respect the environment surrounding the area, and use the tables/benches responsibly.

MAKER SPACE

This area allows students to continue building skills in creativity, thinking, building, and problem solving. Teachers will utilize the space as appropriate in order to incorporate Science, Technology, Engineering, Arts, and Math (STEAM) activities into the curriculum. This space will facilitate collaboration among students and staff.

TEXTBOOKS, iPADS, AND SCHOOL ISSUED MATERIALS

Textbooks, iPads, and other school issued materials such as CDs, items and equipment used in any class such as Technology Education/Maker Space, and workbooks are the property of the North Allegheny School District. They are expensive and loaned to students for use during the school year. Upon receiving a textbook or other school issued material, students are expected to review the textbooks/materials/device to ensure they are in good condition and report to the teacher any concerns. District issued iPads are given to students and inspected upon initial distribution. Any damage noted with iPads should be reported immediately by the student.

Textbook and iPad numbers are assigned to students for recording purposes. Numbers for record keeping may be assigned for other school issued materials. Students are responsible to return the same books/device/resources assigned to them at the start of the year. Students are responsible to cover textbooks, protect them from weather damage and return them in good condition. Textbooks should not be bent or forced to lay flat as this does break the bindings.

Students are expected to pay for lost or damaged textbooks/iPads/materials. If textbooks/iPads/materials are lost during a school year, they must be paid for in order to receive another copy/device. The cost of textbooks/iPads/materials varies due to the original purchase price and age. If an item is later recovered, the amount paid will be returned assuming good condition.

In the event that a student does not meet the financial obligation, this student may be ineligible for field trip participation until this obligation is met. Every effort will be made to work cooperatively with the student and parent so that the obligation can be met without undue hardship to the family. Students who do not meet the financial obligation may not receive a diploma upon graduation.

MIDDLE SCHOOL DRESS CODE:

Students shall dress as they deem appropriate unless their clothing or personal hygiene causes a health or safety hazard, or disrupts the educational process. The establishment of these guidelines is supported by North Allegheny School Board Policy No. 220.

Student dress is to comply with the following guidelines:

1. Students are expected to wear neat, clean, appropriate clothing that does not interfere with the purpose of school learning.
2. Heads should not be covered at any time; however, religious headwear is permitted.
3. Footwear must be worn at all times. Flip-flops, sandals, and slippers are not recommended due to potential safety hazards.
4. Clothing may not interfere with the educational process or rights of others and should not depict, advertise, or encourage indecent content or the use of any illegal substances. Clothing that includes derogatory slurs or implies hatred or prejudice toward any race, gender, social group, or religion may not be worn.
5. Sleepwear is not permitted.
6. All clothing must cover the buttocks when standing or sitting with fingertips as a guideline for shorts.
7. See-through tops, mesh shirts, and muscle shirts worn alone are prohibited.
8. Tops need to be tucked into or overlap bottom garments. Clothing should cover the back, chest, midriff, buttocks, and undergarments.
9. Sheer or see-through garments and clothing that reveal underwear are prohibited.
10. Chains that could present a danger are not permitted on clothes or accessories.
11. Dress citations will be issued as a written warning to students violating dress guidelines. A student may be asked to change his or her clothes to adhere to the above dress guidelines. Progressive discipline will be assigned when a student receives a second dress citation.
12. The school administration reserves the right to make final decisions regarding the appropriateness or safety of any dress disruptive to the educational process.

BOOK BAGS AND BACKPACKS

You are expected to store your book bag or backpack in your locker or in a storage area during the school day. Book bags and backpacks are not permitted in classrooms, the library/media center, the auditorium, or cafeteria.

MATERIALS

There might be an occasion when you forget to bring your assignment, textbook, homework, lunch, sports equipment, or iPad to school. We understand this can occur. Please do not text or call home to ask a parent/guardian to bring the item to school. You may use the phone in the main office to call home and make arrangements for the item to be dropped off in the front office. Please know you are responsible to stop in the front office between classes to pick up your item. Secretaries will not call into classrooms to alert you your item was dropped off. Please understand phone calls into classrooms are disruptive to instruction.

LOST AND FOUND ITEMS

If you find personal or school items and do not know to whom they belong, please take them to the office or to the designated "Lost and Found" area. Unclaimed belongings will be displayed periodically. Those items remaining unclaimed will be donated to worthwhile causes or discarded. Books and other school-owned items will be returned to the appropriate teacher or department.

Student Self-Management

CODE OF CONDUCT

A *Code of Conduct* for students at North Allegheny has been prepared to help everyone - students, teachers, parents, administrators - understand what is both acceptable and unacceptable behavior in the school. You and your parents will be required to sign a form stating that you received a copy of the *Code of Conduct*. The *Code of Conduct* will be reviewed with you at school. It can be found online and in the District calendar for further review at home. We expect you to use good self-management skills and to be respectful for adults and fellow students. The consequence of choosing otherwise may result in detention, suspension, and/or social probation.

MISCONDUCT CARDS

Misconduct cards are used as part of a teaching process to assist students in learning the established rules by teachers and/or school policies. Misconduct cards are issued to remind students to adhere to established rules and procedures. These cards are most often used in sixth grade to assist in supporting students new to the building. After three misconduct cards are issued, a detention is earned by the student. However, detentions can be issued if the behavior is one that is disrespectful or may result in an unsafe environment.

DETENTION

Detention is assigned when students do not respect rules established by the teacher or school. Some examples of why detentions are issued: misbehavior for a substitute, disruptive behavior, gum chewing, and excessive tardiness. Parents will be notified by school personnel when a detention has been issued. When the student has been assigned four (4) different detentions, a citizenship letter will be sent to the parent(s) outlining the problem areas. A sixth detention received will result in progressive discipline.

A detention area supervised by teachers is provided at designated times during the week. The detention time is from 7:20 a.m. to 8:00 a.m. on Thursdays and 3:05 p.m. to 3:45 p.m. on Tuesday. **STUDENTS MUST BRING MATERIAL TO WORK ON AND STUDY QUIETLY.** Students without materials will be given work to do.

It is the responsibility of the student to arrive on time to serve the detention since the student has been the one responsible for the infraction. Students arriving late to serve a detention will not be permitted to serve that day.

The detention should be served as soon as possible, within two weeks from when it was assigned. The date on the top of the detention form specifies a deadline by which the detention must be served under normal circumstances.

To be permitted to enter the detention room, the student must have the copy of the detention form signed by a parent or guardian and sufficient study materials in order to make profitable use of the time. **Progressive discipline will be assigned if DTs are not served by the assigned date.**

The responsibility to serve detention supersedes all other student activities.

SUSPENSION/EXPULSION

A student may be subject to suspension or referral for expulsion from school for any act which violates Board Policy, rules, or regulations or interferes with the ordinary educational processes of the school district. Such acts include, but are not limited to, the following types of offenses:

1. Physical or verbal abuse toward fellow students, teachers, administrators, or other personnel of the school district.
2. Intentional destruction of school or personal property of a fellow student, teacher, administrator, or other school personnel.
3. Sale, use, possession, being under the influence of or aiding in the procurement of narcotics or restrictive drugs including marijuana or any material purported to be such during a time school is in session.
4. Bomb threats or false fire alarms.
5. Firecrackers, or smoke bombs, or weapons.
6. Other acts on the part of the student which would seriously disrupt the educational processes of the school district or adversely affect the health, safety and welfare of fellow students, teachers, administrators, or other fellow personnel.

On the day or days of the suspension, students are not permitted to participate in or attend any school activities before, during, or after school.

MAKE-UP WORK FOR IN/OUT OF SCHOOL SUSPENSION

1. Students are expected to make up classwork and homework when they are assigned to IN or OUT of School Suspension. Classroom teachers will provide the student assignments to complete.
2. If the student missed a test, quiz, or other assignment which could not be completed during suspension, the assignment will be given and completed upon return.
3. Homework due the day the student is assigned a suspension should be turned into the classroom teachers upon return.
4. Work not made up will receive a zero for any graded work assigned during the time of absence.

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 but is not limited to 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 as a spectator (home or away), plays, concerts, dances, etc.
- Student may be permitted to participate in all extra-curricular (team sports, academic competitions) or co-curricular (band, chorus, orchestra) activities for which the student is a member of the team and/or club dependent upon policies specific to said teams/clubs.

- 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.

TOBACCO, DRUGS, AND ALCOHOL

The principal or assistant principal shall immediately suspend a pupil, who on school grounds possesses or uses tobacco, or who sells, is under the influence of, uses, possesses or aids in the procurement of narcotics or restricted drugs including marijuana or any material purported to be such during a time school is in session, or any time during a school activity. "Narcotics" include opiates, hallucinogenic substances, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent-containing substances, and those substances listed by schedules in the Controlled Substance, Drug, Device and Cosmetic Act. The procedure will be in accordance with School Board Policy as stated in 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 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 a student from the school system for this act.

North Allegheny Policy on the Use of Tobacco Products

North Allegheny, being an education institution, has the responsibility to promote and reflect what is healthy for all individuals who are in our jurisdiction by virtue of their participation in our programs or presence on our property.

Therefore, the North Allegheny School District prohibits tobacco possession or use (including smoking and the use of smokeless tobacco in any form) in school buildings, school buses, and on school property owned by or under the control of the District. This prohibition applies indoors at all times, and outdoors during school hours.

Guidelines:

The District's Administration shall be responsible to effectively coordinate all district and community resources to promote the cessation of smoking and use of tobacco products by students and employees.

Students —

First Offense

- 1) Violation by a student shall result with a suspension.
- 2) A SAP referral will be submitted as well as information on a tobacco-use cessation program will be provided.

Second Offense

- 1) Progressive discipline.
- 2) Students who commit a subsequent offense shall be subjected to prosecution before a District Justice (*Magistrate*) and be fined up to but not more than \$50.00, plus court costs, pursuant to Act 145 of 1996 or its successor.

USE OF ELECTRONIC DEVICES AND DISTRICT ISSUED IPADS

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 the Code of Conduct.

Any student who violates these provisions of the Code of Conduct shall receive appropriate disciplinary action and may have his or her privileges regarding electronic devices temporarily or permanently revoked. Further, the student's electronic device may be subject to confiscation, either temporary or permanent, and the District reserves the right to hold a confiscated item until a conference has been held with the student's parent or guardian. Finally, if such violations could possibly constitute a crime under local, state and/or federal law, the District will report such conduct to the appropriate law enforcement agencies.

District issued iPads and personal 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, personal digital assistants (PDAs), cellular phones, and smart phones and devices such as iPhones/watches, laptops or other student-owned computers, radios, as well as any new technology developed with similar capabilities of data storage or transmission. In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify

with the appropriate classroom teacher or building administrator whether the device is subject to the Code of Conduct. The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student. Insurance options are available for the District Issued iPads.

Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the Building Administration.

Inappropriate use of electronic devices has the potential to negatively impact the educational processes and individual students. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violate the rights of individual students is a violation of the Code of Conduct. Any misuse of District issued iPads may result in the termination of apps, loss of Wi-Fi, AirDrop, or other capabilities. Administration may confiscate the iPad if deemed necessary.

Any student found to be inappropriately using electronic devices will be subject to consequences set forth within the Code of Conduct. Infractions of this policy can result in a minimum of Level II consequences. In addition, such acts may be in violation of the **North Allegheny School Board Policy #249 – Anti-Bullying, #237 Personal Electronic Devices**. Inappropriate use of these devices includes, but is not limited to the following examples:

- Placing and/or receiving a call, text message, or other communication during instructional time (classroom instruction, study halls, and gymnasiums).
- The use of electronic devices in locker rooms and 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 e-mailing.
- Using any electronic device for purposes which are in direct violation of other provisions within this 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 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 Policies #249, #237** will result in violators being disciplined accordingly.

CELL PHONES/ELECTRONIC DEVICES AT THE MIDDLE LEVEL

- Cell Phones
 - The use or display of cellular phones during instructional hours in classrooms, gymnasiums, locker rooms, restrooms, auditoriums, the halls, the cafeteria, or anywhere else in the building or on school property is prohibited unless approval is granted by classroom teacher or building administrator. The use of cellular phones in locker rooms and restrooms is prohibited at all times.
 - Phones must be turned **OFF** (not on vibrate) at the 8:00 Homeroom Bell and remain off until students have exited the building at dismissal time.
 - First violation- Cell phone is confiscated and the student's name is recorded. The cell phone will be handed over to a school principal. Progressive discipline will be assigned.
 - Second violation- Cell phone is confiscated and the student's name is recorded. The cell phone will be handed over to a school principal until a parent/guardian can pick it up in the main office. Progressive discipline will be assigned.
- Electronic Devices
 - Middle school students are not permitted to turn on any type of electronic device other than the District issued iPad while in school unless permission is granted by a teacher or administrator. All electronic devices must be turned off when entering the school building and remain off until students have exited the building at dismissal time.
- Violations to these provisions would result in:
 - Confiscation of the cell phone/electronic device.
 - The device will be placed in a secure location. Progressive discipline will be assigned.
 - Failure to turn the item over to school personnel may result in additional consequences.
 - Repeated incidents may result in parent conferences and other disciplinary action(s).

PLEASE CHECK THE WEBSITE FOR ADDITIONAL GUIDELINES AS ONE-ONE DEVICES ARE IMPLEMENTED

INTIMIDATION/THREATENING OF OTHERS

The NASD recognizes the danger that terroristic threats and acts by student(s) presents to the safety and welfare of all students, staff and community. The NASD Board of School Directors prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

What is a terroristic threat? Pennsylvania law defines a Terroristic Threat as a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in a reckless disregard at the risk of causing such terror or inconvenience. A Terroristic Act shall mean an offense against the property or involving danger to another person.

What happens if the policy is violated? Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent or Principal report the student to law enforcement officials and bring charges against the student.
4. Based on further investigation, the Superintendent may recommend expulsion of the student to the North Allegheny Board of School Directors.

The policy is included in the NASD's *Code of Conduct*.

SEXUAL HARASSMENT/HARASSMENT/BULLYING

Sexual harassment is any unwelcome/unwanted sexual advance or any form of improper physical contact or sexual remark, or lewd, vulgar, or indecent behavior. Sexual harassment is strictly forbidden and will not be tolerated.

Harassment or bullying of a student(s) by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn. A student is being harassed or bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students.

How should students deal with harassment?

1. Tell the harasser to stop.
2. Report the behavior to an adult immediately.
3. Remember, harassment is illegal. Retaliation is also illegal.

*"It's a great satisfaction knowing
for a brief point in time you made a
difference."*

Sexual harassment is addressed in School Board Policy #248 and included in the Level III category of the North Allegheny *Code of Conduct*. In addition to the possible consequences outlined in the *Code of Conduct*, a Harassment Tracking Form may be completed and sent to the Superintendent of Schools.

BULLY PREVENTION PROGRAM

A Bully Prevention Program was implemented during the 2011-2012 school year. Students and staff discuss talking points to define bullying, reduce existing bullying, understand how to prevent bullying, and learn to achieve positive peer relationships allowing for the best possible school climate to exist throughout the entire school community. The following Bully Prevention Rules are reinforced to students.

Bullying Prevention Rules for All Middle Schools

1. We will not bully others.
2. We will try to help students who are being bullied.
3. We will include students who are easily left out.
4. We will tell an adult at school and an adult at home if somebody is being bullied.

Bullying is addressed in School Board Policy #249 and included in the District's *Code of Conduct*. Students who bully others will be subject to disciplinary options as outlined in the *Code of Conduct* and will be required to participate in an Anti-Bullying educational component. Students will be taught the effects of bullying behavior in order to gain a better understanding of the negative impact of such behavior.

SEARCH OF STUDENTS, STUDENT LOCKERS, AND STUDENT VEHICLES

The following is an excerpt from the NASD Code of Conduct:

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 his/her personal effects. Since student lockers are owned by the North

Allegheny School District and loaned to students and since the student parking lot is owned by the North Allegheny School District and parking permits are made available, the school exercises exclusive control over lockers and student vehicles in the parking lot. Students should not expect privacy regarding items placed in their locker or in their vehicle as random searches of lockers and the student parking lot may be conducted by school officials. In accordance with School Board policy #226, random searches, at the discretion of school officials, of lockers by school personnel may occur for any reason at any time, without notice to you, without your permission and without a search warrant. School Board Policy #226 was revised to permit the use of trained dogs to conduct locker searches. Blanket/random searches may be conducted when school officials have determined that a substantial problem may exist.

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.

SOLICITATION

Students may not possess, distribute, or sell quantities of edible or non-edible items in school, on the bus, or at the bus stop. If items are confiscated from the student, the items will be housed in the office and not returned directly to the student. Parents may pick up confiscated items from the school office.

WEAPONS IN THE SCHOOL

The possession, conveyance, use or storage of weapons or weapon look-alikes by students, school employees, or visitors on school property, at school-sponsored activities, or on or in the vicinity of any school vehicle, even though they may have a legal permit to carry such a weapon, is prohibited.

Incidents of students possessing weapons or weapon look-alikes will be reported to the student's parent and to the police. Any student found possessing, conveying, using or storing a weapon or weapon look-alike in violation of this policy will be under Level IV as per the *Code of Conduct* and is addressed in Board Policy #3520.

Academic Information

ELECTRONIC PARENT PORTAL --

The Student Information System /Electronic Parent Portal is used throughout the North Allegheny School District. It is a web-based gradebook and reporting system that provides parents access to student records related to their schedule and academic performance. Information is not in final form and is subject to change. The Parent Portal provides parents with expanded capabilities, such as the opportunity to update demographic and contact information. Information to access the system can be found on the main North Allegheny webpage under Quick Links, Student Data Portal.

If a parent, guardian, or student believes grade or attendance information is incorrect, this issue should be discussed with the Teacher of Record for the class in question. If any student demographic or contact information is incorrect, inaccuracies should be corrected through the student's building administrative or counseling staff.

Teachers are expected to post assignment scores/grades within five (5) school days of the return of the assignment. Some projects and assignments may take longer to complete and grade and may therefore not be updated as quickly as other assignments. In most cases, when this is likely, teachers are encouraged to make a note of such variances in the assignment description.

PROGRAM OF STUDIES

The Middle School program tries to provide experiences that match your interests and abilities. The program also includes certain experiences required by the state of Pennsylvania.

Your teachers and guidance counselors will help you when possible to choose the best set of experiences for you. If major changes in your schedule are recommended, your parents will be asked to discuss the changes with your teachers and/or guidance counselor before they are made.

Additional information about the middle level program may be found under **Especially for Parents** on page 30.

CURRICULUM INFORMATION

Grade 6

Full Time Courses

English
Mathematics
Reading (Developmental)
Physical Science
Social Studies

Part Time Courses

Physical Education and Health / Music (A/B Day Schedule)
Unified Arts (Art, Technology Education/Keyboarding/
Family & Consumer Science - 9 weeks each)
Electives: Band, Orchestra, Chorus, General Music

Grade 7

Full Time Courses

English
Mathematics
Life Science
Social Studies
Reading (Developmental)

Part Time Courses

Foreign Languages: French, German, Latin, Spanish
Physical Education and Health/Music (A/B Day Schedule)
Unified Arts (Art, Technology Education,
Family & Consumer Science - 6 weeks each)
Electives: Band, Orchestra, Chorus, or General Music

“Often the difference between a successful person and a failure is not one has better abilities or ideas, but the courage that one has to bet on one’s ideas, to take a calculated risk - and to act. “

Grade 8

Full Time Courses

English
Mathematics
Earth/Space Science
Social Studies
Foreign Language: First year French, German, Spanish, Latin

Part Time Courses

Physical Education/Music (A/B Day Schedule)
Unified Arts (Art, Technology Education, Family & Consumer Science - 12 weeks each)
Electives: Band, Orchestra, Chorus or General Music
Note: Students required to take Reading do not take Foreign Language.

REQUIREMENTS FOR GRADE PLACEMENT

At the end of each nine or twelve week period, students can access their report cards on-line and review with their parents. The letter grade for each subject is an evaluation of how well the student has met the requirements of the course. Courses are graded using A, B, C, D, or E.

EXPLANATION OF GRADING

The letter grade for each subject is an evaluation of how well your child has met course requirements. An explanation of these letters is given below.

Following are the letter grades and what each means:

- A Superior Achievement (90 - 100%)
- B Work is consistently above average quality expected (80 - 89%)
- C Average achievement (70 - 79%)
- D Achievement is below average (60 - 69%)
- E Achievement is not acceptable; student has not met requirements (less than 60%)
- I Incomplete work, grade withheld

P/F Certain courses are graded on “Pass” or “Fail” basis only. Such courses are not included in class ranking
X Medical excuse
W Withdrawal

Students will not pass to the next grade if they fail in two or more full-time subjects or one full-time subject and two or more subjects that are taken part time. *(No consideration for credit will be given to the subjects failed.)*

KEYSTONE PROFICIENCY INFORMATION

The North Allegheny Board of School Directors passed Policy #3241 regarding High School Graduation Requirements. This can be reviewed on the NA Website (see below). In this action is the requirement that all North Allegheny students demonstrate proficient or advanced levels on Keystone Exams.

In order to attain this goal, practicum courses have been initiated for eligible students. Students in grade 8 who have not demonstrated proficiency in any or all of the subtests in the area of Algebra 1 may be required to schedule a practicum course or another option for remediation in their 9th grade year.

Graduation Requirements

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.

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 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 materials 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 applies to Board Policy 2500, Use of Computers.

In addition, students re-submitting work to different classes and academic areas verbatim and without modification, editing or other appropriate changes is also considered to be a violation.

INTERIM REPORTS

The parent portal, TYLER, provides families daily access to student grades. Mid-way through each 9-week grading period, the District will push out a message via SchoolMessenger for parents to log on to Tyler to check grades. Teachers will notify parents/guardians by phone or email if a student is failing, or has dropped two letter grades since the previous report.

HONOR ROLL

Academic achievement will be recognized at the Middle Schools by placement on the Honor Roll. The students' names will be displayed in the window of the School Counseling Office. At the end of the year, certificates will be presented to students for academic excellence. Eligibility for the Honor Roll is determined as follows:

1. No student will be eligible who has a grade below a “C” in any subject.
2. All academic subjects will be given equal weight.
3. Honor Roll membership is determined on a quality point average of 3.40. Determine number of quality points for each quarter by multiplying each subject grade by the numerical equivalent of the grade received; then divided by the number of subjects.
4. Students must be on the Honor Roll three times to receive a certificate at the end of the year.

PHYSICAL EDUCATION - REGULATIONS

Each Middle School has a physical education program which offers a variety of activities to both boys and girls. The program emphasizes physical fitness, individual and team sports, recreational activities, and good sportsmanship.

The state requires each student to participate in physical education courses unless excused by a doctor or other accepted authority. The excuse must be written by the physician or recognized authority on his or her letterhead or prescription form, stating the specific reason for the exception, indicating the types of activity that would be appropriate, and designating the exact time interval for which the excuse is meant to apply. The excuse then becomes a part of the child's health file maintained by the school nurse.

Participation of the student in activities outside of the school day, such as intramurals, interscholastic sports, gymnastics, dance, swimming, martial arts, or similar physical activities, while laudable, is not a justifiable or acceptable reason for a parent to request that a child be excused from physical education. Likewise, any student excused from P.E. may not participate in extracurricular activities for the same period. If your child has sustained an injury which has not been treated by a physician, but which you would like to call to the attention of the physical education teacher, you may write a note describing the problem. This will allow the physical education teacher to exercise good judgment in adapting the student's participation in the lesson for the day.

The physical education teachers will notify students at the beginning of the year as to the type and cost of uniforms which are appropriate. Clothing worn in physical education must fit properly so as not to restrict movement; must be free of hazards that could cause injury, such as hooks or abrasive surfaces; and must be designed to protect the modesty of the individual middle school child and his or her peers. Students may not intentionally wear saggy shorts that expose underwear at the waist, or baggy shorts that expose underwear underneath.

Students' lockers in the locker room also will be assigned. All students have the responsibility for locking their lockers. Only school locks which are sold at school are permitted to be used. Once purchased, they are the permanent property of the student. The school is not responsible for lost, stolen, or mislaid articles. Every effort to protect student property will be made. Students are only permitted in locker rooms with specific permission from the instructor. NO "HORSEPLAY" IS PERMITTED IN THE GYM, LOCKER ROOMS, OR SHOWERS.

THE INGOMAR MIDDLE SCHOOL P.E. PROCEDURES FOR COLD/INCLEMENT WEATHER

The following is a policy developed in 1994-95 through a Key Communicator/Physical Education TEACHER FOCUS GROUP:

1. No outdoor classes in consistent rain
2. Responsibility for proper dress Parent/Child/Teacher
 - a. Uniform (at all times and all weather)
 - b. When the temperature is less than 60 degrees – 1 sweatshirt; 1 sweatpants/sport pants (no jeans)
3. No outdoor classes or activities when temperature and/or wind chill is less than 20 degrees
4. Illness
 - a. one/two days with note from parent needed
 - b. extended with doctor's excuse needed
 - c. other – notify nurse of any health factor influencing P.E. activity
5. Consequences of class missed
 - a. Step 1 – Half hour make up time (7:30 a.m. or Activity Period)
 - b. Step 2 – Call home
 - c. Step 3 – One detention

"When it's all over, it's not who you were, it's whether you made a difference."

FIELD TRIPS AND SCHOOL EVENTS

Middle level students may be given opportunities to extend learning outside of the classroom by attending field trips and/or school events. Field trips and/or school events may be coordinated throughout the school year as an extension of academic materials studied in class. Field trips and school events are considered a privilege, not a right. For the purpose of field trips and school events the following serve as a guide for students:

1. Teachers will send permission slips home detailing specific information relating to the trip including date/time, location, appropriate dress attire, and cost. In order for the student to attend the field trip, the parent/guardian must sign the permission slip agreeing to the specifics relating to the trip and the student must return the permission slip to the appropriate person.
2. Field trip/ school event permission slips may detail expectations for students in order for them to participate. For example, students must have all passing grades to attend or not have any library fines owed. Expectations will be approved by administration before being sent home.
3. School rules, outlined in this Student/Parent Handbook, apply for all field trips and or school events (this includes transportation to and from the field trip).

Pupil Services

SCHOOL COUNSELING SERVICES

WHAT CAN THE SCHOOL COUNSELING DEPARTMENT DO FOR ME?

The School Counseling Department provides services for all students through the counselor's office and homeroom teacher. You may request conferences with your counselor to discuss either academic or personal problems.

Counselors can provide service in the following areas:

1. Making progress in the various school subjects, activities, and solving personal problems.
2. Making a choice of courses and electives which will prepare you for making a vocational or professional choice.
3. Acquainting students with the various occupations and requirements to pursue them.
4. Choosing extracurricular activities so that leisure time is used beneficially.
5. Developing desirable personal characteristics which will help make better citizens.
6. Adjusting to new school surroundings.
7. Developing satisfactory social behavior.
8. Learning how to obtain information through good study habits.
9. Helping students develop inter-personal relationships on the basis of mutual respect.

PERMANENT RECORDS

Each student has a permanent record folder which contains all information about the student's school experience from first through twelfth grade. It includes name, date of birth, schools attended, the year entering each school, final grades in each subject, achievement records and attendance. This information is available upon request from the School Counseling Office. Students may review their personal record folder with written permission from parents. Other student records may be reviewed by your parents, if they call the School Counseling Office to set an appointment.

APPOINTMENTS

How do you see your counselor? Appointment slips may be filled out in the School Counseling office. Your counselor will return them to you with a time for an appointment.

WITHDRAWING FROM SCHOOL

Students should notify the School Counseling Office one week prior to their last day of attendance and obtain a Release of Records form. This form must be signed by parents and returned to the School Counseling Office. On the last day of attendance, the student must come to the counseling office during the morning homeroom period to obtain a Withdrawal Notice form. Each teacher is to sign this form indicating all obligations have been fulfilled. This should be completed by noon and returned to the School Counseling Office for final clearance in order to resolve any problems before the end of the day.

SCHOOL COUNSELING DEPARTMENT

COUNSELORS

Mrs. Darla Allerton (A-L)

Mrs. Lynne Earley (M-Z)

SCHOOL COUNSELING SECRETARY

Mrs. Heather Rabenstein

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) seeks to promote a healthy, safe environment in which all of our students can grow and learn to their greatest potential. Difficulties from a variety of sources sometime develop that impede the attainment of these goals. Early identification of students evidencing difficulties interfering with their learning is the primary emphasis of the Student Assistance Team. Each middle school has a Core Team staff (comprised of administrators, counselors, and teachers) trained to help educate teachers in identifying students who may be experiencing difficulties in learning. The SAT acquires data from teachers, students, parents, administrators, and other staff members. The SAT then assesses the severity of the student difficulty and makes recommendations to the parents, staff, and the student regarding ways to improve the child's growth in learning.

Since the beginning of the program, the Student Assistance Team has helped students with health problems, depression, drug abuse, eating disorders, a negative attitude towards authority, and a variety of academic problems. If you desire more information regarding the SAT and its function, please call the building administrators or counselors.

WHAT DO I DO IF I'M SICK?

Some of the nurse's duties include rendering first aid to injuries occurring in school, advising students in regard to health problems, excluding students from school who show signs of illness or symptoms of a communicable disease, and counseling.

To Go to the Health Room, You ...

1. Report to your next class before going to the Health Room. Stopping between classes is not permitted.
2. Must have a pass from a teacher giving permission to go to the Health Room.
3. Sign your name and arrival time in the Registry Book.
4. You cannot remain in the Health Room longer than one period. If you do not feel well after one period, the nurse will send you home. Release from school due to illness or injury must go through the Health Office.

MEDICATIONS

Medications will be administered by the school nurse to students who have physician's orders and a parent permission form. Students are not allowed to carry any medications for any reason on his/her person during the school day. Medications being transported to school for the school nurse to administer must be brought to the health room by parents. Parents can report to the front office immediately upon entering the school building and the nurse will be contacted. Cough drops are the only over the counter medication NOT requiring a physician's order.

CONCUSSIONS/INJURIES

Students are active and involved in many activities. In order to care for students in the best possible manner, please report any injuries that occur outside of the school day to the school nurse. The school nurse can make sure all appropriate teachers/counselors are notified of any special care that will be needed throughout the time period of the injury. The need to alert the nurse of a concussion is imperative in order to make sure appropriate personnel have been alerted and appropriate care is given.

REQUIRED EXAMINATIONS

Dental examinations are required for all seventh grade students. Those students who have not received an examination by their family dentist will be scheduled for an examination by the school dentist. Auditory and visual tests and measurement of height, weight, and body mass index (BMI) are made annually to all seventh grade students.

Physical examinations will be required of all sixth grade students and all students involved in cheerleading and interscholastic sports. Any student who has not received an examination by his/her family physician will be scheduled for an examination by the school physician.

SCOLIOSIS

Scoliosis screenings will be completed in Physical Education classes. Sixth and seventh graders will be screened in the late Fall. Students are made aware of this several weeks in advance. Please contact the Health Office with any questions.

IMMUNIZATIONS

The following immunizations are mandated by the Allegheny County Health Department for all children in Pennsylvania, grades K-12, for attendance at school:

- 4 doses each of diphtheria/tetanus vaccine (one dose must be after the fourth birthday)
- 3 doses of polio vaccine
- 3 doses of Hepatitis B vaccine
- 2 doses of measles vaccine,
- 2 doses of mumps vaccine
- 2 doses of varicella or written statement from physician/designee indicating month/year of disease or serologic proof of immunity
- 1 dose of rubella vaccine

In addition to those listed above, children in grades 7-12 must have:

- 1 dose tetanus/diphtheria/pertussis (Tdap)
- 1 dose meningitis vaccine (MCV)

Please consult the school nurse for specific requirements concerning these vaccinations. Parents may also access health services information at <https://www.northallegheny.org/domain/98>

*Students without proper immunizations may be excluded from school.

LIBRARY SERVICES

WHEN CAN I GO TO THE LIBRARY?

Library hours are from 7:30 A.M. to 3:30 P.M.

YOU MAY COME TO THE LIBRARY --- A PASS IS ALWAYS REQUIRED

1. Before homeroom
2. After school
3. During a regular class period
4. During lunch and activity periods for research, book selection, and book returns

YOU MAY BORROW

Books, magazines, reference books, eBooks

STUDENT RESPONSIBILITIES

1. Return material on time
2. Pay for lost or damaged material
3. Do not misuse or abuse library material
4. Show respect for other students and staff

OVERDUE POLICY

The library has a wonderful variety of resources available to all students. Students are provided with current, up-to-date novels for leisure reading as well as non-fiction resources for research needs. In order to preserve the integrity of the program and the availability of materials to the student population, it is imperative that students return materials on time. Students may borrow materials for two weeks and must return or renew materials at the end of the circulation period. If library materials are two weeks overdue, students will be issued an overdue notice for each week past the two-week grace period. Upon receiving a third notice (meaning the book is five weeks overdue); a detention will be issued by the librarian.

FINES

Students are responsible for items that are loaned to them by the library. In the event that library materials are lost or damaged, the student will be charged a fair assessment based on school policy for the lost or damaged item. In the event the student does not meet the financial obligations, upon graduation their diploma may be held until the financial obligation is met. Every effort will be made to work cooperatively with the student and parent so that the obligation will be met.

POLICY ON THEFT/DAMAGE

IMS students are respectful of property, possess good decision-making skills, and are welcomed into the library to utilize various resources. Expectations are set to ensure proper usage of materials. Students found deliberately stealing materials from the library, removing materials without proper authorization, or damaging materials (even if unintentional) will be:

1. Subject to the North Allegheny *Code of Conduct* Level 3, for petty theft; and
2. Restricted from free access to the library for up to 90 school days from the time of the incident. Restrictions will include:
 - a. materials may not be signed out
 - b. students may not enter the library unless part of a class
 - c. if the class comes to the library, the student will have an assigned seat and research or reading materials will be provided

FOOD SERVICES

BREAKFAST

Breakfast is served daily in the cafeteria from 7:45 until 8:05. All students are expected to be in homeroom by 8:10.

LUNCH

Lunch is served daily in the cafeteria. The District provides this as a service for students and the food is great! Lunch may be purchased from the cafeteria or brought from home. A la carte items can also be purchased. If you plan on buying your lunch, you may pay for it on a daily basis or you may pay in advance (Point of Service Plan). Pre-printed envelopes are available from the cashiers to make an advanced payment. Payments should be made to the cafeteria during morning homeroom prior to announcements. Parents may call the Food Service Office at 724-934-7201 with any questions about the Point of Service Plan. Students are reminded that they may not have lunch delivered to school from commercial establishments and that all students, even those bringing a lunch from home, must eat in the cafeteria.

Parents may place money in their student's lunch accounts, monitor student balances, and request student activity reports on-line through PayForIt.net. Information about this program is available on the [District's website](#).

Lunchtime also provides you with an opportunity to relax and enjoy the company of your friends. Please help to make a difference at Ingomar Middle School by remembering to use good manners and by following these rules:

1. Walk in an orderly manner, to lunch and when in the cafeteria.
2. Put all books or binders on the shelves provided in the cafeteria foyer. They should not be taken to your table.
3. Use a tray, even if you pack a lunch.
4. Reactions due to food allergies can be very serious. Therefore, students are not permitted to bring group treats to share with students.
5. Stay in single file while waiting for service.
6. Treat yourself, your classmates, the cafeteria workers, and cafeteria supervisors with respect.
7. Cutting in line is not permitted. (Teachers are permitted to move in front of the line due to their responsibilities at the beginning and end of classes.)
8. Refrain from combing your hair in the cafeteria.
9. If you pack your lunch and choose to bring your own beverage, use only cans, paper cartons, or sealed plastic containers, for safety reasons. The contents of any container that has been opened must be consumed or discarded before leaving the cafeteria.
10. Use good table manners. Sit while eating and socialize without shouting. Keep your hands to yourself. Never throw anything.
11. As soon as you finish eating, clean up after yourself, push in your chair, and return your tray.
12. You may return to your seat or go outside if the weather permits. Stay on the patio, not on the sidewalks, or grassy area.
13. The cafeteria and patio are for socializing. Please talk in conversational tones. Respect each other's space. Running, kicking, punching, acts of affection, and karate chopping are examples of inappropriate behavior for these areas. These activities cannot be justified by saying, "We were just fooling around!"
14. Students may use the phone located in the office at lunch time to make needed calls. Only one person is to be at the phone at a time. Phone calls are not to be received on cell phones during lunch time. Cell phones are not to be used during school hours.

If you violate cafeteria rules, you will be assigned cleanup duties. Persistent offenders will be subject to further disciplinary action.

STUDENT INSURANCE

Student insurance may be purchased during the early weeks of the school year. As a board policy, insurance is required for the interscholastic program. All students will be given a brochure listing the benefits of the Student Accident Policy. The policy covers all activities sponsored by the school, including intramurals. This policy is recommended, since the school district does not carry personal accident insurance on each student. If you do not choose to carry the Student Accident Policy, check your own personal insurance policies to see if your child is adequately covered.

"It doesn't really matter to me how I make a difference, I just wanna make sure that I do."

Activities

ELIGIBILITY GUIDELINES

In accordance with School Board Policy #242 participation fees are required for some activities. Please visit the North Allegheny website for more detailed information, as well as, payment options. Eligibility guidelines apply to all students who participate in extracurricular activities. The following list contains examples of activities. Students participating in the activities on the list or any other extracurricular activity should check with their sponsors for specific guidelines.

1. A.V. Crew
2. Cheerleading
3. Interscholastic Athletics
4. Library Aide
5. Office Aide
6. P.A. Crew
7. Production Crew
8. Student Council
9. Talent Show Participants
10. School Counseling Aide

Sponsors and coaches provide the staff with a list of all participants at the beginning of the activity. Every three weeks (sooner if necessary) teachers are to review the lists to determine if any participants are failing. The name of the failing student is SUBMITTED TO THE OFFICE. When the office determines that a student is failing two or more subjects, the office will then notify the sponsor/coach who, in turn, will remove the student from the activity (including practices) for a MINIMUM of 15 days. At the end of this period, if the student's name is not submitted to the office, he or she will be reinstated in the activity.

If the student feels he/she has made sufficient progress after ten school days, the student may request an early reinstatement by writing a letter to the teachers and having the letter signed by the sponsor/coach. If approved by the sponsor/coach, the student will submit the letter to the teachers. The teachers will respond to the request by writing "Approved" or "Disapproved", signing the letter, and submitting it to the office.

ATHLETIC ELIGIBILITY, ATTENDANCE, and CURRICULUM REQUIREMENTS

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

1. The student athlete must pursue a curriculum defined and approved by the principal as a full time curriculum.
2. The student athlete must be passing at least four (4) full-credit subjects or the equivalent thereof as of each Friday during a grading period. Failure to meet this requirement will result in the loss of a student's athletic eligibility for the following week (Sunday through Saturday).
3. The student athlete must have passed at least four (4) full-credit subjects or the equivalent thereof during the previous grading period. Eligibility for the first grading period is based on final grades from the preceding school year. Failure to meet this requirement will result in loss of a student's eligibility for the first twenty (20) school days of the next grading period.
4. A pupil who has been absent from school during a semester for a total of twenty or more school days shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty schooldays following the twentieth day of absence, except 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 a thorough and complete investigation warrants such waiver. Attendance at summer school does not count toward the sixty 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.
5. Students absent from school on the day of after-school activities or contests may not dress/participate in the activity or contest.
6. Students tardy after 11:30 a.m. on the day of an athletic contest will not be permitted to dress for the contest.

STUDENT COUNCIL

The Student Council is important to the organization and operation of the school. The Student Council sponsors many activities of the school and has a voice in its operation. All students should take an active interest in the Student Council. Homeroom representatives will be selected at the beginning of each school year. Homeroom representatives will periodically report on the actions of Student Council to their homeroom constituents.

The Student Council organizes and sponsors many activities. Some of the more visible are:

Canned Food Drive Dances Magazine Campaign Staff Appreciation

STUDENT COUNCIL DANCES

Students attending dances are subject to all rules and regulations included in the *Student Handbook* and the *Code of Conduct*. In order to maintain and promote the "Middle School Family" environment, the following guidelines have been established for Student Council dances:

1. Middle School dances are only for students of our Middle School.
2. Appropriate dress is required and must follow the IMS Dress Code (page 13).
3. Information about the dance will be given over the P.A. during the school day. This information should be shared with parents.
4. Any student coming to the dance one half hour after the dance has begun will not be admitted.
5. Students are not permitted to leave the dance early.

STUDENT COUNCIL ELECTIONS

1. Candidates for office must be in 7th grade.
2. A candidate may not have a Level II misconduct resulting in a detention. Any candidate having three or more separate detentions or one in/out of school suspension during the year will not be eligible.
3. Candidates must obtain a parent signature indicating permission to run and an understanding of requirements and deadlines in accordance with Student Council policy.
4. Students campaigning for office need to obtain signatures of their classmates on petitions according to Student Council bylaws. Candidates' speeches will be a MAXIMUM of three minutes.
5. Candidates are permitted only two campaign posters. These must hang in the cafeteria foyer and be taped to the bricks. Maximum size is 2' x 3'; ALL posters must be stamped by the vice-president before posting.
6. Candidates are responsible for removing their posters after the elections.

7. Sandwich boards are permitted only on the day of the election.
8. Students WILL NOT sign petitions during class time.
9. Elections will be held in May.
10. Candidates who do not turn in paperwork by the required deadline will be disqualified from running for office.

SPORTSMANSHIP

Conduct at all games is based on sportsmanship. Coaches and staff have been proud to sponsor young athletes who practice good sportsmanship, WIN or LOSE. Spectators are also expected to reflect this positive position.

Sportsmanship means ...

1. Winning without boasting; losing without excuses.
2. Accepting officials' decisions gracefully.
3. Applauding opponents for their efforts, not booing, hissing, or making annoying or abusive remarks.
4. Competing fairly, playing according to the rules.
5. Playing the game for its own sake, not for what winning will bring.

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 which is a violation of the District's *Code of Conduct*, WPIAL, and/or student handbook or school rules will earn an appropriate response which is in keeping with the *Code of Conduct*.

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

Behavior which endangers the health, safety, and welfare of students and/or others, may result in detention or suspension and a social probation--suspension from all extra-curricular activities for a period up to 90 days.

Students placed on social probation are restricted from attending all school-related events as a spectator and all social activities. They will be permitted to participate in athletic or co-curricular activities for which they have qualified.

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 application of *Code of Conduct* consequence, with the student being restricted from attending extra-curricular activities throughout the 90 days **and** a complaint filed with the police and/or magistrate.

AVAILABLE ACTIVITIES

In keeping with the school philosophy, a Comprehensive Student Activities Program is implemented to supplement classroom activities and to give everyone an opportunity to express interests they may have outside the classroom. The types of mini-course/activities will differ somewhat each year depending upon the interests of the students. The activities program begins in October.

Students must be in attendance by 11:30 a.m. on a school day to attend/participate in any extracurricular activity.

A.V. CREW

The purpose of this group is to help in the distribution and operation of audio-visual equipment. Student participation in Stage Crew is voluntary. Students do not receive payment for their time.

CHEERLEADING

The purpose of the cheerleading program is to build school spirit, to encourage good sportsmanship and to support our middle school athletic program. The cheerleaders cheer for all home games and several away games. They also participate in Pep Assemblies and other activities.

LIBRARY AIDE

This service group is made up of students interested in devoting time during school to working in the library. The students assist the library staff with the many duties involved in making the library a pleasant place for students and staff.

OFFICE AIDE

The Office Aides are students who volunteer their time to help in the school office. These students are assigned certain duties and responsibilities that help the secretaries and make the office more efficient.

P.A. CREW

This group will deliver the morning announcements. Students in the 8th grade only must audition for membership.

SCHOOL NEWSPAPER

This group of students publishes the newspaper each year. Students will have an opportunity to be considered for the newspaper staff. Specific procedures will be shared with the students.

TALENT SHOW

The school Talent Show is presented in early March each year. Its purpose is to give students an opportunity to display their talents in song, dance, instrumental music, and comedy. Students also learn many facets of stage production. Everyone works together to produce an outstanding show.

ATHLETIC ACTIVITIES

ATHLETICS

Both intramural and interscholastic athletic programs are available to students. The intramural programs are designed to provide both boys and girls an opportunity to refine skills, which are introduced in Physical Education courses, and further individual training and conditioning. Intramural programs are offered in accordance with student participation and interest.

Various interscholastic programs are available for boys and girls in grades 7 and 8. W.P.I.A.L. rules prohibit 6th graders from participation. Members of interscholastic teams are selected by the respective coaches based upon the physical and emotional maturity of the student and level of skill development. **BUSES WILL BE PROVIDED FOR ALL INTRAMURAL AND INTERSCHOLASTIC PROGRAM PARTICIPANTS.** *Only students participating in the intramural or interscholastic program are permitted to ride the bus to the event. Spectators are not permitted.* All interscholastic participants are required to meet eligibility regulations.

FALL SEASON

Boys/Girls Cross Country
Cheerleading
Football
Girls' Volleyball

Slow Pitch Softball
Boys' / Girls' Soccer
Girls' Field Hockey

WINTER SEASON

Girls' Basketball
Winter Awards Assembly
Boys' Basketball

Cheerleading
Wrestling

"The difference between the impossible and the possible lies in a man's determination."

SPRING SEASON

Baseball
Boys'/Girls' Track
Spring Awards Assembly

Girls' Softball
Cheerleading

Girls' Lacrosse
Boys' Volleyball

CO-CURRICULAR ACTIVITIES YEAR LONG

Audio-Visual Crew
Chorus
Band
Orchestra
Public Address Crew
Production Crew

Office Aides
Pep Assemblies
Newspaper
Library Aides
Student Council

FALL SEASON

Canned Food Drive
6/7 Grade Flag Football
Get-Acquainted Dance
6th Grade Street Hockey

Fall Dance
Mini Course Day
Magazine Campaign

WINTER SEASON

Basketball
School Spirit Week
Jump-A-Thon
Student/Faculty Basketball Game

Talent Show
Weight Training
Winter Dance

SPRING SEASON

6th Grade Appreciation Day
7th / 8th Grade Softball
End-of-Year Dance

Art Show
Spring Dance
Tennis

HAZING POLICY

The purpose of this policy 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.

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

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 Level II or Level III consequences.

Especially for Parents

The "Philosophy of Middle Schools" found on the next several pages provides the rationale for why we have established the procedures, rules, and regulations you have just read about. Please take a few minutes to read through it.

THE PHILOSOPHY OF MIDDLE SCHOOLS

At North Allegheny, our goal is to create a community of learners to help develop the most appropriate education for our young people. The knowledge, attitude, and effort of our teachers serve as a vital link towards helping students progress in their ability to read, write, listen, speak, think, and solve problems. It is also our goal to help students develop self-discipline, proper study habits, effective organizational skills, and ownership for their behavior and learning. When situations occur outside the school that affect a child's education, the school is prepared to assist both students and parents in making decisions that affect the student's educational progress.

Middle school is the period in time when students make the transition from childhood to adolescence. We believe that this stage in a child's development is unique and necessitates a program that is supportive and responds to the changes that adolescent children experience.

The North Allegheny School District has adopted the philosophy outlined by The Association for Middle Level Education (AMLE). This philosophy is published in a position paper entitled, *This We Believe.... And Now We Must Act*. The following excerpt from this document summarizes the foundation of the philosophy of the North Allegheny School District for Middle Level Education:

The overarching purpose of all schooling in our society is to help students become good citizens, lifelong learners, and healthy, caring, ethical, and intellectually reflective individuals. The skills, knowledge, and personal competence that students acquire in school should enable them to be successful now and in the future. Middle level education is the segment of time that encompasses early adolescence, the stage of life between the ages of 10 and 15. In order to be developmentally responsive, middle level schools must be grounded in the diverse characteristics and needs of these young people. It is this concept that lies at the heart of middle level education. While grade configuration may be a consideration, the nature of the program provided for young adolescents, wherever they are housed, is the crucial factor.

Through department, team, and grade level meetings, the professional staff exchanges ideas in order to improve the scope, sequence, and articulation of each students' schooling. Teachers strive to match learning experiences and reinforcement activities with students' readiness at a given time, to detect and resolve difficulties, and to share with parents any concerns that may affect the child's learning or welfare.

In the middle schools, basic skill development and exploratory opportunities are emphasized in the program. In addition, students are expected to increase their own positive self-concepts and to develop traits of good citizenship. The following goals summarize our efforts to help students make the successful transition from childhood through adolescence:

INTELLECTUAL DEVELOPMENT

Our goal is to provide opportunities for students to explore and to develop their abilities in the areas of basic mathematics and the fundamentals of written and oral communication. Emphasis is placed on the critical thinking processes which include conducting research, translating and presenting findings, drawing conclusions, and making decisions.

AESTHETIC GROWTH

Our goal is to provide experiences in the humanities and encourage students to develop aesthetic and cultural appreciation and to support students as they seek to confirm their personal development and value system.

SOCIAL DEVELOPMENT

Our goal is to encourage students to adopt a positive philosophy of life, to develop respect for individual dignity, to assume personal responsibility for their own actions, and to understand and accept others.

EMOTIONAL GROWTH

Our goal is to provide support for students in learning to cope with their experiences, whether positive or negative, and to provide experiences that help students to better understand and accept themselves.

PHYSICAL DEVELOPMENT

Our goal is to provide students with the knowledge and skills to value and apply physical activity and its benefits for a lifetime. Through active participation in movement and sport, students will foster an appreciation for personal fitness and other social skills vital to becoming healthy, productive members of the community.

EXTRA CURRICULAR INVOLVEMENT

Our goal is to encourage students to participate in a variety of school-supported activities in order to support their development and establish positive relationships with peers.

CURRICULUM PHILOSOPHY

It is our aim to keep the curriculum current and engaging. The specific goals for our curriculum are:

- To develop a respect for learning
- To develop skills of communication and self-expression
- To develop the ability to see the relationship of ideas through the use of critical thinking, logic, and the scientific method
- To develop effective study and work habits
- To make all efforts to maintain an uninterrupted educational program
- To maintain high standards of physical fitness during this period of extensive body development
- To develop an appreciation or facility in the fine and practical arts, since these contribute to the enrichment of life
- To provide a program of coordinated activities
- To guide students in an understanding of self in preparation for a good, responsible life

We believe that it is essential to work toward these goals in all areas of instruction, especially in reading, writing, speaking, listening, spelling, and logical thinking. We strive to create an explicit connection between the skills and concepts throughout the curriculum.

Please refer to the North Allegheny School District website to review curriculum options and course descriptions. While there is not a Middle School Program of Studies, you can locate specific middle level course information on the North Allegheny School District website.

- **CLICK ON “ACADEMICS” (at the top of the page);**
- **SELECT THE DEPARTMENT FROM THE DROP DOWN MENU;**
- **CHOOSE THE GRADE LEVEL (Elementary, Middle, High School) ON THE LEFT SIDE.**

VOLUNTEER POLICY

Parents and guardians have opportunities to volunteer at the middle level. Involvement is encouraged. Please check the District calendar for the volunteer coffee scheduled at the beginning of the school year. This is a time when parents can learn of volunteer opportunities throughout the school year. Please view the NA website <https://www.northallegheny.org/domain/300> to ensure all clearances and necessary documentation is completed and submitted prior to your volunteer opportunities.

TEAMING AND SCHEDULE PLACEMENT

The team concept is designed to provide an opportunity for teachers to create a supportive educational environment through the development of strong relationships. Using teacher input, the teams are developed in the sixth and seventh grades. While the curriculum and challenging academic program is consistent across all teams, each team establishes a unique identity and creates a sense of belonging among students.

In **sixth grade**, teachers are organized in teams to teach the academic subjects, plan interdisciplinary activities, and share insights about the progress and needs of each individual student. A student spends the most time with his or her teacher who typically teaches reading, English, and one other academic subject, such as mathematics, science, or social studies. Some years, teachers only teach one subject area. The student goes to other teachers on the same team for the remaining academic or core subjects. Two periods each day are

scheduled outside of the team for art, keyboarding, family and consumer sciences, technology education, music, and physical education and health. Music and physical education are scheduled to alternate throughout the year in the same time period. Art, keyboarding, family and consumer sciences, and technology education, referred to hereafter as the Unified Arts, are taught in the same time period. Students experience all four subjects for nine weeks each.

In **seventh grade**, usually four or five academic teachers cooperatively plan instruction for students in English, mathematics, reading, science, and social studies. This teaching team may schedule their five periods of academic time to accommodate interdisciplinary units, films, or other special activities. One of the remaining two periods each day alternates between physical education and music. The last period is allocated to one semester of Unified Arts (six weeks each) and one semester of two exploratory world languages, each lasting nine weeks.

In **eighth grade**, students are scheduled in a departmental fashion, providing a greater degree of independence that helps prepare students for the transition to the North Allegheny Intermediate High School. The entire eighth grade staff meets periodically as a team to review the needs of individual students. Although informal communication does occur among the eighth grade staff regarding students' academic progress or behavior, the structure provided by teaming is not part of the eighth grade setting. Each area of Unified Arts meets for twelve week sessions.

CLICK THIS LINK FOR INFORMATION ON [PROGRAMS FOR INDIVIDUAL STUDENT NEEDS](#) such as:

- Learning Support Program (LS)
- Emotional Support Program (ES)
- Speech/Language Support Program (Sp/L)
- English as a Second Language (ESL)
- Student Assistance Program (SAP)
- Blind-Visually Impaired, Deaf and Hard of Hearing or Physical Support
- Life Skills Support (LSS)
- Autistic Support Program (AS)

[CLICK THIS LINK FOR INFORMATION ON GIFTED OPPORTUNITIES FOR ADVANCED LEARNERS \(GOAL\)](#)

McKinney-Vento Homeless Assistance Act

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

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

Where can students experiencing homelessness attend school? - The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest. If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

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

Homeless Dispute Process - If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment in until the dispute process is finalized. Transportation will

continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator. What if I think that I am eligible for services under McKinney Vento?---Contact Dr. Michele Dowell, Homeless Liaison for the North Allegheny School District at 412-369-5512 or mdowell@northallegheny.org.

SCHOOL COUNSELING SERVICES

Middle school counselors fulfill a vital role in helping students to meet their personal, social, educational, and career needs. As middle school students gain knowledge and learn effective processes, each will be empowered to create a quality life.

At the middle level, counselors provide classroom and small group activities that focus on helping students develop relationships, as well as conflict resolution, problem-solving, and decision-making skills. The counselors assist students and families in accessing school and community resources as needed. Consultation with teachers, administration, and support personnel is an integral part of their work day. This regular communication helps to identify and support students who are experiencing academic, personal, or social difficulties. These prevention and intervention services allow students to make informed, positive choices. In addition to these services, counselors organize and administer the achievement tests used in the District. Regardless of grade level, teachers, counselors, and administrators work with parents to provide support and guidance to every middle school child.

CUSTODY AGREEMENTS

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 notarized copy of any of these forms must be presented to the school office. After the initial submission of this paperwork, any revisions to paperwork or newly issued documents must be notarized and presented to the school office. Notarized paperwork that is on file in the principal's office will be considered up-to-date unless a parent presents new paperwork or revisions to these legal documents.

SCHEDULING

An individual schedule is created for each child based upon course recommendations and scheduling requests that are completed prior to the end of each school year. Professional staffing decisions in each building are made based upon the enrollment and needs of each student. This is a thoughtful and complex process. Student or parent requests to change courses after the last day of school cannot be granted.

REQUESTING A TEACHER

As a rule, requests to have or not to have a certain teacher or team cannot be honored. Requests to avoid a specific teacher will only be considered if a verifiable prior conflict with that teacher is outlined in a written request to the building principal. This policy is set forth to protect the class size and fair distribution of students and resources.

TRANSCRIPT INFORMATION

All high school level classes taken by a middle school student will be recorded by class title and grade on the high school transcript once a student begins ninth grade. Credits earned for these classes will not be included when computing the Quality Point Average (QPA) but are on the transcript.

TITLE IX STATEMENT

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

REPORTING CHILD ABUSE, CALL 800-932-0313

The ChildLine and Abuse Registry Intake Unit are available 24 hours to receive reports of suspected child abuse. Any person may report suspected abuse, even if the individual wishes to remain anonymous. Each call is answered by a trained intake specialist who will interview the caller to determine the most appropriate course of action.

IF YOU NEED TO REPORT A MISSING CHILD

First, call your local police.

Second, call Child Find at 1-800-I-AM-LOST.

Dear Parents,

You have the priceless responsibility for the future of mankind, the advancement of civilization, the fate of the universe - the education of your child. You have been the teacher before the first word or the first step and will continue to be as long as you live. We're proud that you choose to live in the North Allegheny School District and share the education of your child with us.

This handbook is a collection of information and guidelines that facilitates our role in educating our Ingomar Middle School students. It is evidence of how seriously we take this responsibility. Communication is vital in our joint endeavor. Please read "Especially for Parents", "Communication with Parents", Key Communicators, WH@MM, school volunteers, conferences, interim reports, grading, www.northallegheny.org, and the guide on whom to call for information.

Thank you for your trust.

PARENT COFFEES

Each year a group of parents is organized by the principals. During the school year parents will meet several times with the building administration, not only to discuss school programs but to keep them informed on the pulse of the community in reference to our Middle Schools. Membership is open to any parent willing to accept the responsibility to attend the meetings. The dates are listed on the District calendar.

The Goals of the Parent Coffee Discussions:

1. To help communicate the various programs and philosophy of Middle Schools to the public.
2. To unlock those doors where help is needed in understanding Middle Schools better.
3. To act as a sounding board for the community.

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.

SCHOOL VOLUNTEERS

The Middle Schools have a very active parent volunteer program which supports our library, classroom teachers, club program, social events, field trips, and other activities. The volunteers are organized during the month of September by our librarian. A special letter

will be sent home via your son or daughter requesting you to sign up if you have an interest. We sincerely hope you will be able to join us as a volunteer. Please see the District website to review clearances needed to volunteer.

PARENT CONFERENCES

It is firmly believed at the Middle Schools that parents should be as interested and informed in the student's progress as possible.

When problems of an emotional, social, or academic nature arise, it should be of mutual concern; parents, as well as the school, should communicate about the problem. Conferences with parents are always successful when there is a reciprocal appreciation of the efforts of both parties to solve the problem with understanding.

The purpose of any conference is to clear up misunderstandings, then to recognize and channel the resources and energy that will help the student to be successful.

INTERIM REPORTS

Our main purpose is to keep parents informed, to recognize the improvements students have made in certain areas and to stimulate those students who might fail unless they put forth a greater effort. Interim Reporting is detailed on page 21. If at any time a question or concern about your child arises, please do not hesitate to contact the appropriate teacher, counselor, or administrator. Working in partnership is important to a child's success.

CONTACT INFORMATION. . .

On several occasions through the past school years, we have had discussions regarding parental communications, routing of phone calls, and informing parents of the appropriate people to contact regarding their various concerns. When parents contact the school with personal concerns we should always encourage them to reach a solution at the level closest to where the problem originated at the building level.

The following are examples of parental concerns and the manner in which the calls might be directed:

Concern	Person Referred to.....
Grade	Teacher who issued grade
Detention	Teacher who issued detention (Assistant Principal or Principal if concern remains)
Placement	School Counseling at the beginning of the year; Teacher/Counselor at mid-year
Peer Problem	School Counselor/Assistant Principal/Principal
New Student	School Counselor
At-Risk Student	School Counselor/Principal
Homework	Teacher/School Counselor
Homework Request due to illness	Front Office Secretary (on the third day of absence)
Bus Discipline	Bus Monitor/Assistant Principal/Principal
General Transportation	School Counseling/Bus Garage
Concern about Teacher	Teacher first then Principal
Medical	Nurse
Tutoring/Homebound	School Counseling
Vacation/Educational Trip Requests	Front Office/website
Program/Curriculum	Teacher/School Counselor/Principal
Athletics/Extra-Curricular Activities	Sponsor/Coach/Assistant Principal/Principal or Athletic Director as necessary

TO CONTACT A TEACHER ABOUT SPECIFIC REQUESTS OR CONCERNS:

Please send an email by using the first initial of the teacher's first name and the last name followed by @northallegheny.org.

Example: cjones@northallegheny.org

You may call the school office at 724-934-6060 to leave a message for your child's teacher.

**Ingomar Middle
1521 Ingomar heights Road
Pittsburgh, PA 15237**

Main Front Office Number	Front Office	412 348 1470
Principal	Dr. Nancy Bowman	
Assistant Principal	Dr. Jason Harding	
Secretary to the Principal	Ms. Kim McCartney	
Secretary to the Assistant Principal	Ms. Jody Porsch	
Ingomar Middle School Counseling Office		
Main Counseling Office	Mrs. Heather Rabenstein	412 348 1497
Darla Allerton	Last Names A-L	
Lynne Earley	Last Names M-Z	
Nurse's Office		
Nurse	Leslie Vrotney	412 348 1470
Nurse Assistant	Loraine Oczypok	
Library		
Librarian	Mrs. Tammy Turner	412 348 1470
Library Secretary		
Bus Monitor		
Monitor	Mr. Robertson/Mrs. Smoller	412 348 1470

Ingomar Middle School

ACTION STEPS FOR STUDENTS

There is much students can do to help create safe schools. Talk to your teachers, parents and counselor to find out how you can get involved and do your part to make your school safe. Here are some ideas that students in other schools have tried:

- Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult—such as a school psychologist, counselor, social worker, leader from the faith community, or other professional. If you are very concerned, seek help for them. Share your concerns with your parents.
- Create, join or support student organizations that combat violence, such as “Students Against Destructive Decisions” and “Young Heroes Program.”
- Work with local businesses and community groups to organize youth-oriented activities that help young people think of ways to prevent school and community violence. Share your ideas for how these groups and businesses can support your efforts.
- Organize an assembly and invite your school psychologist, school social work and counselor—in addition to student panelists—to share ideas about how to deal with violence, intimidation, and bullying.
- Get involved in planning, implementing and evaluating your school’s violence prevention and response plan.
- Participate in prevention programs such as peer mediation, bully prevention, and conflict resolution. Employ your new skills in other settings, such as the home, neighborhood, and community.
- Work with your teachers and administrators to create a safe process for reporting threats, intimidation, weapon possession, drug selling, gang activity, graffiti, and vandalism. Use the process.
- Ask for permission to invite a law enforcement officer to your school to conduct a safety audit and share safety tips, such as traveling in groups and avoiding areas known to be unsafe. Share your ideas with the officer.
- Help to develop and participate in activities that promote student understanding of differences and that respect the rights of all.
- Volunteer to be a mentor for younger students and/or provide tutoring to your peers.
- Know your school’s *Code of Conduct* and model responsible behavior. Refrain from teasing, bullying, and intimidating peers.
- Be a role model—take personal responsibility by reacting to anger without physically or verbally harming others.
- Seek help from your parents or a trusted adult—such as a school psychologist, social worker, counselor, teacher—if you are experiencing intense feelings or anger, fear, anxiety, or depression.

U.S. Department of Education
Special Education and Rehabilitative Services
Room 3131 Mary E. Switzer Building
Washington, D.C. 20202-2524
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