



GRADES 9-12
2024-25

OFFICIAL HANDBOOK



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Section I. General School Information

A Message from NAI & NASH School Administration



It is with great pride that we welcome you to an exciting school year at North Allegheny School District. Whether you are a student at NAI or NASH, we welcome you to your high school experience. During your four years of high school, we will be with you every step of the way to help guide, support, motivate, and encourage you through your academics, arts, activities and athletic endeavors.

Through hard work, dedication, and collaboration, we will journey together to reach success in a changing world. As state and local guidelines continue to change, we annually update and revise our student/parent handbook to provide you with information to answer your questions and help you stay focused on achieving your goals. The District's [School Board Policies](#) and [Code of Conduct](#) include important information to guide you through this school year.

As a high school student, it is important for you to take responsibility for your actions. Our priority is to assist and guide you in your journey so that you learn from experiences and take pride in the choices you make. On behalf of the faculty and staff at NAI and NASH, we look forward to working with you to make your time in high school safe, memorable, and rewarding. We wish you the best of luck in the coming year.

Go Tigers!

Dr. Heather Hibner, [NAI Principal](#)
Ms. Melanie Manes, NAI Assistant Principal
Dr. John Morey, NAI Assistant Principal

Mr. Matthew Buchak, [NASH Principal](#)
Mr. Garrett Miller, NASH Assistant Principal
TBD, NASH Assistant Principal

North Allegheny School District Contact Information

Central Office Administration (412) 366-2100

- Dr. Brendan Hyland, District Superintendent of Schools
- Mr. Dave Deramo, Assistant Superintendent of Secondary Education
- Dr. Michele Dowell, Assistant Superintendent of Elementary Education
- Dr. Amy Deluca, Director of Student Services
- Ms. Marijane Treacy, Director of Human Resources
- Mr. Brandon Chabola, Director of Facilities
- Mr. Jim Cox, Director of Technology and Innovation
- Mr. Scott Mergen, Director of Transportation
- Chief Eric Harpster, Chief of School Police

North Allegheny Intermediate High School Contact Information

NAI Administration (412) 369-5530

- Dr. Heather Hibner, Principal
 - Nicole Klein, Principal's Secretary
- Dr. John Morey, Assistant Principal (A-L)
 - Kathryn Karl, Assistant Principal's Secretary
- Ms. Melanie Manes, Assistant Principal (M-Z)
 - Kathryn Karl, Assistant Principal's Secretary

NAI School Counseling Department (412) 369-5464

- Mr. Bryan Kiggins (A-Dn)
- Mrs. Madison Lewis (Do-J)
- Mrs. Meghan Mayhew (K-M)
- Mr. Matthew Butler (N-Sh)
- Mrs. Rianna Liebenguth (Si-Z)
- Ms. Ann McLeod, Counseling Secretary

Student Assistance Program Coordinator (412) 369-5466

- Mr. Doug Brinkley

NAI School Police Officer (412) 369-5530

- Officer Steven Liston, North Allegheny School District Police Department

NAI Health Office (412) 369-5530

- Mrs. Lori Kelley, School Nurse
- Mrs. Allison Trent, School Nurse

NAI Attendance Office (412) 369-5530

- Mrs. Terrie Frailey, Attendance Secretary

Main Office Office Personnel (412) 369-5530

- Mrs. Barbara Cook, Business Secretary

North Allegheny Senior High School Contact Information

[NASH Administration \(724\) 934-7200](#)

- Mr. Matthew Buchak, Principal
 - Mrs. Mary Anne Foglio, Principal's Secretary
- Mr. Garrett Miller, Assistant Principal (A-L)
 - Mrs. Kathy Leech, Assistant Principal's Secretary
- TBD, Assistant Principal (M-Z)
 - Mrs. Kathy Leech, Assistant Principal's Secretary

[NASH School Counseling Department \(724\) 934-7221](#)

- Ms. Jennifer Rosato (A-Dn)
- Mrs. Rhonda Bielawski (Do-J)
- Mrs. Mary Insana (K-M)
- Mr. Kevin Thompson (N-Sh)
- Mrs. Michelle Buettner (Si-Z)
- Mrs. Christine Galbraith, Counseling Secretary

Student Assistance Program Coordinator (724-934-7215)

- Mr. Art Walker

NASH School Police Officer (724) 934-7116

- Scott Slagle, North Allegheny School District Police Department

[NASH Health Office \(724\) 934-7239](#)

- Mrs. Sherry Stamp, School Nurse
- Mrs. Cassy Cypher, School Nurse

[Attendance Office \(724\) 934-7228](#)

- Mrs. Geri Fenton, Attendance Secretary

Main Office Office Personnel (724) 934-7200

- Mrs. Sue Testa, Bookkeeper Secretary
- TBA, Switchboard Secretary

[Athletic Office \(724\) 934-7238](#)

- Mr. Bob Bozzuto, Athletic Director
- Mrs. Patti McClure & Mrs. Brittany Glass, Secretaries to Athletic Director

[Food Service \(724\) 934-7201](#)

- Mr. Jay West, Director of Dining Services, Metz Culinary Management
- Mrs. Jenna Ossler, Assistant Director/Dietician, Metz Culinary Management

School Spirit

School Mascot

Tiger

School Logo



School Colors

Black and Gold

Alma Mater

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

North Allegheny School District Goals

Preparing all students for success in a changing world.

GOAL 1: Academic Excellence

Ignite academic success, exceeding regional and national standards by combining innovative teaching methods and rigorous curricula that challenges students to stretch their potential.

GOAL 2: Continuous Learning

Commit to relevant, enriching staff development that fosters a culture of excellence for all.

GOAL 3: Empowering Students

Promote a school environment where students feel connected and their voices are encouraged, heard, and valued.

GOAL 4: Facilities for the Future

Invest in the maintenance and development of facilities and grounds that create future-ready learning spaces, reflecting our community pride and dedication to excellence in academics, arts, athletics, and activities.

GOAL 5: Safety and Wellness

Cultivate a safe educational environment where all students, staff, and families feel secure, welcomed, and respected.

Calendars & Bell Schedules

[2024-25 NASD School Calendar](#)

[NAI Bell Schedules](#)

- Regular Bell Schedule (daily operation)
- Two-hour Delay Schedule (the morning start of school is delayed by two hours)
- Activity Schedule (extended homeroom for an activity or assembly)
- Other bell schedules could be utilized as needed (i.e. afternoon assembly)

Regular Bell Schedule		Two-hour Delay Bell Schedule	
Warning Bell	7:19	Warning Bell	9:19
Period 1	7:23 - 8:03	Period 1	9:23 - 9:51
Homeroom	8:03 - 8:19	Homeroom	9:51 - 9:59
Period 2	8:23 - 9:03	Period 2	10:03 - 10:31
Period 3	9:07 - 9:47	Period 3	10:35 - 11:03
Period 4	9:51 - 10:31	Period 4	11:07 - 11:35
Period 5	10:35 - 11:15	Period 5	11:39 - 12:07
Period 6	11:19 - 11:59	Period 6	12:11 - 12:39
Period 7	12:03 - 12:43	Period 7	12:43 - 1:11
Period 8	12:47 - 1:27	Period 8	1:15 - 1:43
Period 9	1:31 - 2:15	Period 9	1:47 - 2:15

NASH Bell Schedules

- Regular Bell Schedule (daily operation)
- Two-hour Delay Schedule (the morning start of school is delayed by two hours)
- Activity Schedule (extended homeroom for an activity or assembly)
- Other bell schedules could be utilized as needed (i.e. afternoon assembly)

Regular Bell Schedule		Two-hour Delay Bell Schedule	
Warning Bell	7:19	Warning Bell	9:19
Period 1	7:23 - 8:04	Period 1	9:23 - 9:51
Homeroom	8:04 - 8:15	Homeroom	9:51 - 9:59
Period 2	8:19 - 9:00	Period 2	10:03 - 10:31
Period 3	9:04 - 9:45	Period 3	10:35 - 11:03
Period 4	9:49 - 10:30	Period 4	11:07 - 11:35
Period 5	10:34 - 11:15	Period 5	11:39 - 12:07
Period 6	11:19 - 12:00	Period 6	12:11 - 12:39
Period 7	12:04 - 12:45	Period 7	12:43 - 1:11
Period 8	12:49 - 1:30	Period 8	1:15 - 1:43
Period 9	1:34 - 2:15	Period 9	1:47 - 2:15

Custody & Court Orders

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

Food Service / PaySchools

[Metz Culinary Management](#)

Parents/guardians are permitted to place money in their student's lunch accounts, monitor student balances, and request student activity reports on-line through Tiger ID (not single sign on), visiting the website www.payschoolscentral.com or by calling 1-877-393-6628.

McKinney-Vento Homeless Assistance Act

[Homeless Students Policy 251](#)

Homeless Students

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 of 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. Amy Deluca, Homeless Liaison for the North Allegheny School District at 412-635-4120 or adeluca@northallegheny.org.

PowerSchool

Through the use of the PowerSchool, the District provides the parent/guardian and student access to demographic, grade, and attendance information. The username and password used to access this information should not be shared with unauthorized individuals. Parents/Guardians should ensure all contact information is accurate and current. If any demographic or contact information is incorrect, parents/guardians should update those items. If assistance is needed, please contact the School Counseling Office. Student progress data is available to parents and guardians 24 hours a day, 7 days a week through PowerSchool. Other forms of communicating student progress can occur through phone calls, conferences, and/or emails.

School Counseling

[School Counseling Services](#)

School Counseling services are available to all students. Students may request an appointment with the counselors to discuss problems that arise as a normal part of educational development. Conferences should be scheduled during Study Hall time whenever possible.

Naviance

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

Special Student Services

Special services are available for students who qualify. Students/parents should inquire about these programs at the School Counseling Office.

- Gifted Program
- IMPACT (NAI Only)
- English as a Second Language (ESL)
- Special Education
 - Learning Support
 - Emotional Support
 - Autistic Support
 - Life Skills
 - Speech / Hearing / Vision Impaired
 - Physical / Occupational Therapy
 - Social Work
 - Adaptive Health & Physical Education

Student Assistance Program

[Student Assistance Policy 236](#)

The Student Assistance Program is designed to help students who are experiencing problems which interfere with their success at school. Students sometimes have issues with learning, drugs and alcohol, relationships, attendance, family, etc. Sometimes students need help to cope with these problems—they cannot do it alone. The Student Assistance Teams are made up of a concerned group of teachers, counselors, and school administrators who are especially trained to help and are ready to assist with student problems in a positive and direct manner. The Student Assistance Program helps students make decisions which help them achieve their goals at school.

Student Drop Off Procedures

NAI

All vehicles must enter at the McKnight Elementary entrance and proceed into one of three lanes to the protected student crosswalk. The right lane turns right and exits on Cumberland Road. The center and left lanes turn left towards McKnight and exit onto Cumberland Road. Please adhere to the following guidelines to ensure the safety of all students:

- Speed Limit is 5 MPH in all parking lots.
- DO NOT drop off students on Cumberland Road.
- DO NOT cross lanes between parked cars.

NASH

In order to avoid traffic congestion and increase safety measures in the morning, the following drop-off procedure is in place between 6:50 and 7:20 a.m. All school buses will drop students off at the Main Entrance upon arrival. Parents / guardians who drive their child to school should enter the campus from Rt. 19 at the traffic light and use the right-hand lane to proceed to the back of

the building. Parents/guardians should continue straight toward the stadium. Northbound traffic should exit the campus using the traffic light and southbound traffic should exit by the tennis courts. Outside of the 6:50 to 7:20 a.m. time frame, parents/guardians should drop their child off at the Main Entrance. Student drivers who enter the campus from Rt. 19 at the traffic light should use the left-hand lane to access the student parking lots located on the southern end of campus. Red-lined parking spaces are reserved for faculty parking. All drivers should exercise caution when changing lanes on campus. Staff members will be on duty to welcome students to the athletic entrance.

Student Records

[Student Records Policy 216](#)

Student records will be maintained for all students in accordance with Board policy. Counselors and school administrators observe the State regulations and recommendations that govern information about students in a student records file. Basic information such as name, age, sex, grades, attendance and standard test scores will be available to prospective employers, college admissions officers and other responsible persons. Information about behavior, personality test results, and other reports are maintained confidentially and may be released only with a parent's written consent.

Title IX Information

[EEO & Title IX Statement](#)

NASD does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information or any other legally-protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

The North Allegheny Board of School Directors declare 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.

Title IX Coordinator

Dr. Amy DeLuca

Student Title IX Coordinator for the North Allegheny School District

412-635-4120 / adeluca@northallegheny.org

Visitors

Students are not to bring visitors to school. Students from area schools will not be permitted to visit. All visitors are to come to the Security Office upon arrival in order to complete the visitor's registration and obtain a visitor's badge. The visitor's badge must be displayed at all times during the visit. Anyone caught trespassing on school property will receive a warning followed by potential prosecution for defiant trespass through the local magistrate. The school campus is closed to the public during school hours.

Weekly Newsletters

The NASD 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.

Parents/Guardians 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 in PowerSchool. If assistance is needed, please contact NAI at (412) 369-5530 or NASH at (724) 934-7200.

Withdrawals

[Withdrawal & Transfer from School Policy 208](#)

[Withdrawal Form](#)

Any student who plans to withdraw from North Allegheny Intermediate or Senior High School must return any District-owned materials to their teachers or the School Counseling Office. A parent/guardian signed withdrawal form is required to be submitted to the Counseling Office before a student may withdraw.

Section II. Health, Safety & Security

Crisis Communication

The NASD has a multitude of established methods in place to facilitate communication if emergency or crisis communications to parents/guardians and/or students should be necessary.

These include:

- District website
- District social media outlets including email and SchoolMessenger
- TV Stations: WTAE-TV | WPXI-TV | KDKA-TV

As soon as a decision is made about a cancellation or delay, the information is placed on the NASD website and on NASD social media accounts. A message is then programmed into the SchoolMessenger automated phone system and activated for delivery. Setting up the message generally takes about 15 minutes. Delivering the message to the entire District generally takes 30 – 40 minutes. It is very important that parents and staff members keep their contact information up-to-date in the SchoolMessenger system.

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

In addition, parents will be able to access the Contact Manager feature of this system via the NASD website or the internet and establish their own account. This will allow them to determine which, if any, phone number(s) they would like to have messages sent to and/or opt for an email or text alert when they have a new phone message. Parents may choose not to receive SchoolMessenger alerts if they so desire. SchoolMessenger will be used exclusively to broadcast weather-related cancellation or delay information, as well as other emergency or crisis-related messages. In the event of a crisis/emergency students can only be picked up/signed out by the authorized contacts in the PowerSchool Student Information System.

Fire Drills

At the beginning of the school year and monthly, teachers will conduct fire drills for the student's safety. Homeroom teachers will issue special instructions which must be followed by all students. Each classroom teacher will instruct students on fire drill procedures for that particular room. False alarms or pulling a fire alarm without a threat are violations of the [Pennsylvania New Crimes Code specifically covered in Chapter 27-Section 2705](#) and are dealt with accordingly.

Lockdown Drills

Lockdown drills are held periodically throughout the school year to ensure our staff and students feel confident of our emergency plans in place at each building. Practice drills also allow buildings to evaluate our emergency operation plans and improve on response skills. While we hope to never need to call for a lockdown in a real-life situation, we can never be too prepared when it comes to the safety of our students and staff. When lockdown drills are held at each building, parents/guardians will be notified via email of the occurrence.

Reporting Options

[NASD Safety & Security website](#)

We encourage you to take a moment to review the various safety and security reporting options available to the NA community. These options are available to support the safety of students and others.

- **Contact 9-1-1:** In the event of a real-time threat or life-threatening emergency situation, all individuals should contact 9-1-1. Calling 9-1-1 for any type of in-the-moment emergency allows first responders to provide assistance as fast as possible.
- **Talk to a trusted adult/staff member:** North Allegheny strongly encourages students to talk with a trusted adult at home or at school. At NAI and NASH, where we currently have School Police Officers (SPOs) posted during the school day, we encourage students to approach these sworn officers with issues of concern to themselves or to the broader school community; the SPOs have been posted in the schools as a resource to the District, and they are truly vested in fostering a safe, secure, and positive learning climate for all students. We continue to work with all students to foster positive relationships and promote their awareness in talking immediately with a trusted adult if they have questions or concerns. Direct reporting to a trusted adult is an essential practice to promote a safe learning environment. This information allows school officials to begin investigating immediately and address the concern appropriately.
- **Safe2Say Something:** On January 14, 2019, the Commonwealth of Pennsylvania launched the Safe2Say Something program. This program allows an individual to report a safety concern securely and anonymously to help identify and intervene upon at-risk individuals before they hurt themselves and/or others. The program is mandated by Act

44 of 2018 and requires all K-12 school districts to participate. A phone number, smartphone app, and web-based application are options for reporting. These reports will be triaged by the Crisis Center at the Pennsylvania Office of Attorney General. A communication process is then initiated to the county 911 dispatch center and a set of pre-identified school district officials. North Allegheny's law enforcement partners will then be involved in the threat assessment process and any potential investigations. Due to the age appropriateness of the program, the District and **Safe2Say Something** facilitators are only training middle and high school students on how to utilize the program. Safe2Say allows students, parents/guardians, and community members to safely and anonymously report a safety or security issue. Once a report is made, the following steps will take place:

- The crisis center, staffed by the Office of the Attorney General, will review, assess, and process all submissions.
- The crisis center will send all submissions to a team of North Allegheny school administrators and/or law enforcement officials for intervention.
- The crisis center may contact the tipster anonymously through the app.

Safety & Security

Each student is expected to be considerate of the health, safety, and welfare of the other students and the personnel at North Allegheny. Every student has the right to come to school free of harassment and intimidation from other students. Intimidation and harassment of students will not be tolerated and disciplinary action will be taken when it occurs. At no time should a student bring any object to school that would be considered dangerous, hazardous, or unhealthful. Students should never leave their book bags or gym bags in the hall or unsupervised areas as this could present a potential safety issue.

Students, staff, and community members are encouraged to report unsafe, potentially harmful, dangerous, violent, or criminal activities and threats in our school entity. Anonymous tips can be made through the Safe2Say Something mobile app, [Safe2Say website](#), or the 24/7 phone line, 1-844-SAF2SAY (1-844-723-2729). In any life-threatening emergency or real-time threat, all individuals are encouraged to call 9-1-1.

Searches & Seizures

[Searches Policy 226](#)

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the District's interest in protecting and preserving the health, safety, and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

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 a possible juvenile or criminal proceedings.

*Please see Hall Locker information on page 26.

Canine Search

[Canine Searches Policy 226.1](#)

School administrators have a responsibility to preserve the health, safety, and welfare of the school population. When school administrators have evidence or reasonable suspicion that controlled substance activity is occurring, a canine or other assisted searches may be warranted.

Health Office

A full-time nurse is available in the Health Office. Students must have a hall pass from a classroom teacher to go to the Health Office unless there is an emergency. Students identified as being ill may be released to their parent's care at home ONLY by the school nurse. Students are not to call or text home to be released because they feel ill. Students must report to the school nurse who will determine what steps are necessary. If students fail to comply with the nurse, a parent/guardian must come into the building and sign their student out through the Attendance Office as an early dismissal. Students may only be picked-up/signed out by the designated contacts in PowerSchool.

Emergency Health Forms

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

State Mandated Services for High School Students

- Pennsylvania School Health Law requires a physical exam in Grade 11. A physical exam completed in Grade 10 meets this requirement.
- Height, weight, and vision screening is done annually for all students.
- Hearing screening is conducted in Grade 11 and annually for all special education students.
- Health screening information can be viewed via the PowerSchool Parent Portal.
- Parents/guardians may obtain exemption from these services for moral or religious beliefs by contacting the certified school nurse.

Food Health & Safety Guidelines

- Students and staff should wash hands or use hand sanitizer before and after eating.
- Create an environment that is as safe as possible from exposure to food allergens and consistent with individual needs. See [DOH Information on Life Threatening Allergies](#).

Medication in School

[Use of Medications Policy 210](#)

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

All medications (prescription, non-prescription, over the counter) taken during the school day **must** be prescribed by a Licensed Health Care Prescriber and stored in the Health Office unless specific guidelines are followed according [NASD Policy 210](#).

- All medication is to be in its original labeled container. It must be accompanied by a health professional's (M.D., D.O., dentist, PA, CRNP) written request for the administration which includes the name of the student, the medication, and qualified health professional, dosage, date, and time of administration.
- [A Medication Permission Form](#) must be completed by the parent/guardian and accompany the medication.
- When bringing medication to the health office from home:
 - The container is to be placed in a sealed envelope.
 - Medication is to be delivered to the health office upon student's arrival at school.
- Be sure to follow the medication regulations in school policy as carrying medication without permission is prohibited for every student K-12: Sharing something as simple as Tylenol® violates the Substance Abuse policy. Know the rules.
- Parent(s)/guardian(s) wishing to give their students medicine (ie. cough medicine or allergy pills) during the day must do so in front of the school nurse.

Section III. Student Information

Assemblies

Assemblies are considered a part of the total school program. Polite and attentive conduct is expected. Students are to move promptly and orderly to and from assembly programs. Students must sit in assigned seats. Students who do not follow these guidelines may be subject to disciplinary measures. Announcements concerning assemblies will be made over the PA system on the day of the assembly. Cutting an assembly will be regarded as a class cut.

Grade level assemblies are held at the beginning of each school year to review expectations for students. Rules, regulations, and expectations are discussed by the school administration.

Athletics

The NASD strives to develop and maintain a competitive athletic program that provides broad participation by as many students as possible. Students are encouraged to participate either in intramural or interscholastic competition. Additional information regarding our NASD Athletic Department can be found on our [North Allegheny Athletics website](#).

Athletic Eligibility

[Athletic Policy 243](#)

A student may not participate in an athletic function while on suspension at any time including weekends. The Pennsylvania Interscholastic Athletic Association (PIAA) Constitution stipulates that: A pupil who has been absent from school during a semester for a total of 20 or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of 60 school days following their 20th day of absence. An exception is when there is a consecutive absence of five (5) or more school days due to confining illness, injury, or quarantine. Such absences may be waived from the application of this rule by the District committee, if thorough and complete investigation warrants such waiver. Attendance at summer schools does not count toward the 60 days required. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

Athletics Insurance

The District purchases secondary insurance each year to benefit those student-athletes who are injured while participating in organized North Allegheny athletics programs (off-season and in-season activities). Secondary insurance goes into effect once the injured athlete's primary insurance is exhausted. Parents/Guardians are requested to complete a secondary insurance form located in the NASH Athletic Office. Please bring invoices of those medical bills no longer paid by your primary coverage. For further information, please contact the North Allegheny Athletic Office at 724-934-7238.

[A.W. Beattie Career Center](#)

[A.W. Beattie 2024-2025 Schedule](#)

North Allegheny students in grades 10-12 can attend A.W. Beattie Career Center in the afternoon. Buses leave at 12:00 p.m. each day from both NAI and NASH campuses by the Main Entrances.

Address: 9600 Babcock Blvd.
Allison Park, PA 15101
Phone: (412) 847-1900

Backpacks

Students are permitted to carry back-packs. All backpacks and student belongings are subject to search. Students are encouraged to utilize their lockers to store their belongings to limit the

weight of carrying several books in their backpack. Students should also utilize their online textbooks.

Cheating

Cheating is any dishonest behavior intended to gain an unfair advantage in your academic work. It devalues your hard work and the hard work of your classmates and undermines the trust between students and teachers. Most importantly, it prevents you from truly learning and growing. At NAI and NASH, we are committed to maintaining a fair and honest learning environment.

Examples of cheating include:

- **Plagiarism:** Using someone else's work, ideas, or words without giving them credit and pretending they are your own.
- **Copying During Exams:** Looking at another student's answers or using materials not allowed by the teacher during a test.
- **Using Unauthorized Resources:** Using prohibited aids, like notes, electronic devices, or pre-written essays, during tests or assignments.
- **Fabrication:** Making up or falsifying data, research results, or other information for an assignment.
- **Collusion:** Working with others on assignments that are supposed to be done individually.
- **Submitting Duplicate Work:** Turning in the same work for different assignments without getting permission from all involved teachers.

The following consequences will be assigned to students who engage in cheating:

1st Offense: Failing grade on the test or assignment (no credit).

2nd Offense: Lowering of one letter grade for the quarter.

3rd Offense: Referral to the school administration for possible disciplinary action.

Clubs & Activities

Students are encouraged to participate in extracurricular activities. An attempt is made to operate a flexible program based on the interests and needs of the students. All school organizations must be approved by the school administration and have a faculty sponsor. If you are interested in starting a club at NAI, please see Mr. Bryan Kiggins, NAI Director of Student Activities, in the NAI Counseling Office. If you are interested in starting a club at NASH, please contact Mr. Justin Karolski, NASH Director of Student Activities and Technology Education teacher.

Credit Recovery

Allegheny Intermediate Unit (AIU) Waterfront Learning provides an online summer school program offered to students as credit recovery in select subjects. The list of subjects available can be obtained from the counseling office. Students should check with their counselor prior to registration in order to obtain information about grading and credits. Upon completion, the AIU

will send the appropriate information to the school counseling office to report on the student's transcript as well as make any appropriate scheduling changes for the following school year.

Dances

The following rules/regulations will be in effect at all dances:

- Students attending dances will be subject to all rules and regulations included in the Student Handbook and Code of Conduct.
- Students suspected to be under the influence of drugs and/or alcohol will be addressed according to [School Board Policy 227](#).
- No smoking, nicotine, or tobacco possession, or use of any kind. Electronic smoking devices or any type of nicotine delivery device (real or simulated) will not be permitted at school dances according to [School Board Policy 227.1](#).
- Students may not leave the dance early without parent approval and must sign a departure register with their name, the time, and parent/guardian phone number.
- No student will be permitted to re-enter a dance after leaving.
- Dances are for North Allegheny students and are not public dances. Guests may attend dances only if a North Allegheny student escorts them and prior approval has been granted by a school administrator.
- All students and any guests must sign in upon arriving at the school.
- Students must be in attendance at school on the day of the event in order to attend.
- Dance attire, unless otherwise designated by theme, will be in accordance with the Personal Appearance guidelines in the Student Handbook.
- Lost items at dances will be placed in the lost and found.
- A student may not attend a school-sponsored dance while serving an in-school or out-of-school suspension, or on social probation.

Dress Code

Students and their parents/guardians are relied upon to use good judgment regarding proper attire for school. Student attire should not cause a disruption to the learning environment.

Driving & Parking

NAI

There is absolutely no driving permitted to or from NAI. This includes parking off site and walking to the building. Students may receive disciplinary consequences and/or have their vehicle towed if this policy is violated. Students attending A.W. Beattie must take district transportation to and from their program or utilize parent/guardian transportation. These are the only two options. Disciplinary consequences may be assigned to students not following these expectations.

NASH

The NASH school administration expects all parents/guardians and students to read and comply with all rules and regulations if they choose not to use district provided transportation. [2024-2025 NASH Safe Driving Guidelines](#)

NASD will revoke driving/riding privileges for any irresponsible behavior. This district is not responsible for accidents or vandalism in the parking lot.

NASH Procedures for Obtaining a Parking Permit

Students must submit [registration for a NASH student parking permit](#).

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

Regulations

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

18. Student drivers or passengers smoking/using vaping devices in vehicles on school property is prohibited, and will be considered a violation of school policy.
19. Any student turning left into the tennis court entrance from Route 19, or turning left from the tennis court entrance onto Route 19 will lose their driving privilege for 90 days. This major safety violation will afford no opportunity to pay a fine in lieu of losing driving privileges for 90 days.

Minor Offenses

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

Major Offenses

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

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

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

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

Grading Procedures

Each teacher will develop a grading procedure that is consistent with administrative procedure. Students should keep up to date on their progress in all classes and discuss their progress frequently with their teachers. Report cards will be available via the PowerSchool Student Information System at the end of each nine-week period. Interim reports will be issued, where advisable, at the midterm point of the nine-week report period to indicate progress in the course.

The evaluation process is characterized by the staff's belief in the worth and dignity of each student. Our evaluation procedure is committed to encouraging student academic responsibility and the role of the learner in a school of excellence. The evaluation of student performance and the means of reporting performance serve to monitor and assess academic progress and success. Students perceive success when the standards set are challenging, consistent, and attainable. A grading policy provides them with these standards.

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

E = 59% - 0

All grades must be completed and finalized no later than two (2) weeks past the end of the grading period. Any changes made outside of this window will need school administration approval.

Incomplete Grades

Incomplete grades are given in cases where students have had a prolonged absence and were unable to complete work required by the close of the report period. Unless properly excused, incomplete grades must be made up within two weeks after the student's return to school. All grades must be completed and finalized no later than two (2) weeks past the end of the grading period. Any changes made outside of this window will need school administration approval.

Inaccurate Grades

If a parent/guardian or student believes grade or attendance information is incorrect, this issue should first be discussed with the teacher for the class in question, before contacting the school administration.

Graduation & Promotion Requirements

[High School Program of Studies 9-12](#)

To become a full time student at NASH, a student must have earned a minimum of ten (10) credits toward graduation. Included in these ten credits must be at least:

- 1 credit in English
- 1 credit in Social Studies

- 1 credit in Mathematics
- 1 credit in Science
- .5 credit in Physical Education
- .5 credit in Health

A total of 24.0 credits is required for graduation from high school and shall include successful completion of the following:

- 4 credits of English
- 4 credits of Social Studies
- 3 credits of Mathematics
- 3 credits of Science
- 1 credit of S.T.E.M.
- 2 credits of Physical Education
 - .5 credit per year
 - .5 credit of Health and Safety Education
- 2 credits of Arts & Humanities Electives
- 4.5 credits of other Electives

Keystone Testing

Keystone Exams are end-of-course standardized assessments students are required to take at the conclusion of the triggering courses: Algebra I, Biology, and English 2 (Literature). Passing the three Keystone Exams are graduation requirements for the Commonwealth and NASD.

Additional information about this requirement can be found on our [District website](#).

Lockers

Hallway Lockers

Each student is assigned a school locker and may only use their assigned locker. Students are provided a combination for their locker. This combination is confidential to provide security. Additional locks are not to be attached to lockers. The District is not responsible for lost or stolen items.

All items brought to school are the responsibility of the student (including but not limited to AirPods, phones, backpacks, coats, clothing, lunchboxes, etc.). Students are responsible for the condition of their locker and the security of its contents. Student lockers are owned by the District and loaned to students for their convenience. The school exercises exclusive control over lockers and a student should not expect privacy regarding items placed in a locker because lockers are subject to search at any time by school officials. The school will not be responsible for any articles left in the locker after the last day of school.

All lockers are repaired and maintained over the summer and are in working order. Any lock tampering, breaking of locks, or locker damage done to a student's locker will be charged to the person assigned to the locker. It is the student's responsibility to report lockers that are not functioning properly to the office in order to avoid being charged for repairs or replacement.

Gym Lockers

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

Lost & Found

Anyone finding personal or school items should take them to the cafeteria and place them on the provided shelves. Unclaimed items at the end of the school year will be displayed in the Auditorium Foyer, remaining items will be donated to worthwhile causes or discarded. Retrieved technology and jewelry should be brought to the main office

Restrooms

In an effort to provide clean and adequate restroom facilities for all, students are asked to respect the rights of other students by using facilities properly. No smoking/vaping is permitted. Students who abuse restroom passes or smoke/vape in the restrooms may be placed on restroom restriction in addition to other disciplinary action. Students placed on restroom restriction will be required to check in with the school nurse and use the restroom in the Health Office.

Restroom Stalls: Only one student is permitted in a stall at one time.

National Honor Society (NHS)

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

Scheduling

A careful and concentrated effort is made to schedule students properly. Therefore, schedule change requests for changing a teacher, lunch period, or order of classes will not be honored. Additional information can be found in the [NASD Program of Studies](#).

Work Permits

All employment certificates for minors (under 18 years of age and not having graduated from high school) are issued from the North Allegheny Senior High School Office. Students should present their Birth Certificate, Passport, or Driver's License to a secretary in the Senior High School Office to obtain the required form. Please set up an appointment by contacting the NASH main office.

Section IV. Attendance

Attendance Policy 204

General Attendance Information

- Students must turn in an excuse for an absence within three (3) days of returning to school.
- Attendance information can be located online through PowerSchool.
- Students can only be signed out/picked up by authorized contacts in PowerSchool.
- [NAI Attendance Information](#) / [NASH Attendance Information](#)

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

- Personal Illness - Parent/Guardian or medical provider note required.
- Medical - Medical provider note required.
- Funeral of Relative - Parental/Guardian note stating relationship of relative and date of funeral required on return.
- Family Educational Trip - Parent/Guardian must submit a written request for excusal at least five (5) school days prior to the absence and the absence must be for 10 or less school days. Requests during the Keystone Exam window will not be approved. (See Page 19 for further information.)
- College Visit - A maximum of five (5) days annually unless approved by the Principal. Requests during the Keystone Exam window will not be approved
- Religious Holidays - Parent/Guardian or clergy note required on return.
- Religious Instruction - Pre-approval required and no more than a total of thirty six (36) hours of religious instruction will be approved annually.

Any absence for reasons other than those listed above are considered unexcused. Students do not earn credit for assignments due or assigned on the day of an unexcused absence. For other conditions and requirements that may constitute reasonable cause of absence from school not covered in the above list, please refer to Attendance Policy #204.

Class Attendance / Class Cuts / Truancy

Truancy Policy 204.1

Students are expected to attend all their classes. Students should communicate with each of their classroom teachers for school-related class absences. Students missing classes are responsible for all missed class work. Classroom teachers may limit the number of classes missed by a student from the same class for activities to four (4) per semester. When a class absence in excess of four (4) is requested by the student, the teacher will make a decision based on the student's present academic standing in the class. The final decision rests with the school administration. It is recognized that GOAL activities are part of a student's GIEP and are considered different from

requests by students to go on field trips, perform in a play or concert during school hours, student council activities, athletics, etc.

A student who is in school and does not have permission from a teacher or administrator to be absent from class will be considered to be cutting class. Teachers will assign appropriate consequences and students will not earn credit for assignments missed.

Early Dismissal

Students may be dismissed early for valid reasons such as medical appointments which cannot be made at any other time. If a student wishes to be dismissed early from school they are required to bring an excuse from either a parent or guardian. This request is to be presented to the Attendance Office by the end of Homeroom. All early dismissal requests must include student identification numbers and be made in advance of the early dismissal. The student will receive an early dismissal pass to present to their teacher whose class they will be leaving. If a student does not turn in an early dismissal note the parent/guardian must come into the attendance office and sign out the student. If the student will return during the school day, they must check in with the attendance office upon their return. Students who become ill or are injured during the day must report to the school nurse who will render first aid and see that students receive medical attention. A parent/guardian will be contacted and the student will be dismissed if necessary.

Field Trips / Educational Tour or Trip

[Field Trip Policy 121](#)

[Field Trip Policy 241](#)

[Instructions for Secondary Student Application for Educational Tour or Trip](#)

[Secondary Educational Tour or Trip Form](#)

The parents/guardians of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the school administration. Except for emergency situations, which must be fully explained, this request must be submitted at least five (5) calendar days prior to the date on which the student seeks to be excused for compulsory attendance. Students who are absent for more than ten (10) consecutive school days will be removed as a full-time student and will be required to go through the enrollment process for re-entry.

It is the responsibility of the student to obtain and complete any missed work/assignments. The teacher and student will determine a timetable for which work is to be completed. If the student fails to complete the assignments within a reasonable period of time as designated by the teacher, he/she will earn a failing grade for the incomplete assignments. Absences not approved will be considered unexcused and the student will earn a failing grade for assignments made during the period of absence.

Notification of Absences

A computer generated message will be telephoned to the students' family/guardian phone number when they are absent from school. Please contact the Attendance Office if you are not receiving these messages or if you have any attendance concerns.

Unexcused Absences

Any absences for reasons other than those listed above are considered unexcused. Unexcused absences include days missed because of parental neglect, illegal employment and the student's being willfully truant.

If the student fails to present a valid excuse within three (3) days of returning to school, the absence will be deemed unexcused, and the student will not receive credit for all graded assignments, tests, activities, etc. that were missed while truant. Only a student with an excused absence has the opportunity to make up work assigned during the period of their absence. After receiving three (3) or more unexcused absences, students are subject to discipline up to and including a hearing before the local magistrate in accordance with Sec. 1333 of the Pennsylvania School Code.

Students who are absent for more than ten (10) consecutive school days will be removed as a full-time student and will be required to go through the enrollment process for re-entry.

Tardy Policy

All students are expected to be in their first period class by 7:23 A.M. Any student arriving at school after this time must obtain a late slip from the Attendance Office. Valid excuses for tardiness include illness, various appointments, and family emergencies. A written excuse signed by a parent/guardian must be presented to the Attendance Office when the student arrives at school. Students are also expected to be punctual for each class. Repeated unexcused tardiness will result in disciplinary actions and a conference with the student, parent/guardian, and school administration. Tardiness after 8:03 A.M. without a valid excuse will be considered a class cut and class cutting rules will be enforced. Students arriving in the cafeteria for lunch after the bell are considered late. Students who arrive after 10:35 A.M are marked absent for the whole day as either excused or unexcused.

<u>North Allegheny Senior High School - Tardy Procedures</u>			
<u>Infraction:</u>	<u>Consequence:</u>	<u>Infraction:</u>	<u>Consequence:</u>
1st Infraction	—	7th Infraction	Saturday Detention
2nd Infraction	Student Conference (SAP)	8th Infraction	Saturday Detention
3rd Infraction	Admin Referral	9th Infraction	Saturday Detention
4th Infraction	After School Detention	10th Infraction	1 Day In School Suspension
5th Infraction	After School Detention	11th Infraction	1 Day In School Suspension
6th Infraction	After School Detention	12th Infraction*	1 Day In School Suspension

** Denotes loss of North Allegheny School District social privileges and loss of driving privilege.*

Study Hall Attendance

Students are expected to attend all study halls as scheduled and engage in quiet study. Students needing to be excused from study hall for a particular purpose should follow this procedure:

- Obtain a pass from the teacher/counselor you wish to visit or obtain a pass from the subject area teacher requesting to be excused from the study hall to the library.
- That pass is to be presented to the study hall teacher at the beginning of the period.
- The study hall teacher may then grant permission for the student to see another teacher or to visit the library.

Remaining on School Grounds

Students are not permitted to leave school property during the school day without the written permission of their parents/guardians and prior approval of the school administration. This policy takes effect from the time when a parent/guardian drops their student off to school in the morning or the student boards the school bus in the morning; this is intended for the student's own safety and welfare. Students are to avoid off-limits areas as designated by the school administration. Violators will be subject to suspension from school. Students are permitted outside the building only when involved in an adult supervised school function.

Section V. Technology Related Information

[Responsible Usage Policy 224.1](#)

[Electronic Devices Policy 237](#)

These policies establish the philosophy, governing rules, training requirements and parental approval requirements related to the District's computer technology. Please refer to the NASD Code of Conduct for the complete Acceptable Use Policy (AUP) and the [Anti-Bullying/Cyberbullying Policy 249](#).

Laptop Insurance Information

[Laptop Insurance Instructions](#)

Families must enroll the student laptop at the [one2one](#) website and choose to either accept or decline the insurance option prior to the issuance of the student laptop.

Personal Electronic Devices

The North Allegheny School District recognizes that the appropriate use of electronic devices can provide great potential for enhanced learning opportunities for all students. However, there are many other uses of electronic devices which can distract from the learning process and environment, violate the rights of others, and/or cause harm. Therefore, students must exercise caution and responsibility when using personal electronic devices while at school.

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, DVD players, handheld game consoles, cellular phones, smart phones, laptops or other student-owned computers, radios, as well as any new technology developed with similar capabilities of data storage or transmission. The District is not liable for the loss, damage, or misuse of personal electronic devices brought to school by a student.

Students may use the student designated office telephone in case of an emergency. It is located in the Main Office.

Authorized Use

- All areas of the school expect bathrooms and locker rooms before 7:23am and after 2:15pm.
- During passing periods and lunch.
- In classrooms when given express permission from the teacher.

Unauthorized Use

- Possession or usage in any bathroom or locker room.
- Having AirPods or headphones in both ears.
- Usage in a classroom or other learning environment without the express permission from the teacher.
- During detention or in school suspension.
- While taking an assessment inside or outside of the classroom.
- Assemblies, presentations, or class meetings.
- Using any application on an electronic device which is not directly relevant to the instruction in the classroom and authorized by the classroom teacher.
- Using any electronic device for purposes which are in direct violation of other provisions within the District's Code of Conduct, such as bullying, cyber-bullying, cheating or

otherwise violating academic integrity, or harassing / intimidating students or staff members.

Inappropriate Usage & Disciplinary Action

Appropriate use of electronic devices shall be for educational purposes only. Any use of electronic devices that leads to the disruption of the educational process or violates the rights of individual students is a violation of the District's Code of Conduct and will result in the appropriate disciplinary consequence, loss of privileges, and/or confiscation of the electronic device.

The District shall enforce these provisions of the NASD's Code of Conduct regarding electronic devices on school grounds, District-operated school buses and other conveyances, and during any District-sponsored activities, whether or not occurring on school grounds. Such prohibited activity shall also apply to student conduct that occurs off school property if the prohibited conduct meets any of the following criteria:

- Directed at another student or students
- Severe, persistent, or pervasive
- Interferes with a student's education
- Creates a threatening environment
- Substantially disrupts orderly operations of school

Such activities are in direct violation of the Electronic Devices Policy and will result in appropriate disciplinary action.

Student Help Desk

- Requests for Service: [Student Help Desk Ticket Submission](#)
 - NAI Location: The student help desk is located next to the Library in C ramp
 - NASH Location: The student help desk is on the second floor in Room 267
- Hours: 7:00 A.M. to 2:30 P.M.

Note: If you are having an issue with your laptop please try restarting before requesting service. In some cases, restarting the laptop is all that is needed to correct the problem.

Section VI. Discipline Policies & Procedures

[Student Discipline Policy 218](#)

We believe in fostering a positive and supportive learning environment where every student can thrive. To achieve this, we implement Positive Behavior Interventions and Support (PBIS) and a progressive disciplinary approach.

Positive Behavior Interventions & Support (PBIS)

PBIS is a proactive approach to encourage good behavior. We focus on teaching and reinforcing positive behaviors, rather than just punishing misbehavior. Our goal is to create a school culture where everyone feels respected, safe, and ready to learn.

Ensuring a Safe Learning Environment

We are committed to maintaining a physically, emotionally, and socially safe learning environment for all students at all times. This means:

- **Physical Safety**
 - No tolerance for violence, bullying, or any behavior that threatens the safety of others.
- **Emotional Safety**
 - Respectful interactions are expected; harassment, intimidation, and discrimination are not tolerated.
- **Social Safety**
 - Everyone deserves to feel included and valued. Actions that exclude or harm others will be addressed promptly.

Accountability

You are responsible for your actions. When rules are broken, there are consequences designed to address the behavior and support your growth. Our disciplinary measures are intended to help you learn from your mistakes and prevent future issues.

Our rules and policies are here to help you succeed and ensure that our school is a place where everyone can learn and grow. If you ever have questions or need support, don't hesitate to reach out to your teachers, counselors, or administrators.

Progressive Discipline

Disciplinary action at our school is progressive. This means that the consequences for misbehavior become more serious if the behavior continues. We aim to help students understand their actions, learn from their mistakes, and make better choices in the future.

Behavior Expectations

Cafeteria

In order to maintain a safe, respectful, and comfortable eating environment, students should follow these expectations while in the cafeteria:

- Students should arrive promptly to the cafeteria for their assigned lunch.
- Students are only permitted in the cafeteria before school and during their assigned lunch period.
- Food deliveries are not permitted.

- Please wait in line to be served. Line cutting will not be permitted.
- Observe good table manners when eating. Every student who sits at the table is responsible for ensuring the table is cleaned off at the end of the period.
- Ensure table and floor area are free of any garbage before leaving.
- Eat only in the cafeteria.
- Remain in the cafeteria until dismissed by the supervising teachers.
- Cooperate fully with the supervising teachers.
- Students may be allowed outside to a designated area when weather permits.

Classroom / Library

Students are asked to assume responsibility for the care of the classroom, school, and equipment. Courteous conduct is expected at all times. Each teacher will provide special instructions for the rules and procedures to be followed in their classes. Students are not to sit on tables or desks.

Extracurricular Activities

The NASD and Western Pennsylvania Interscholastic Athletic League expects exemplary behavior for students at extracurricular activities, both in their participation and as spectators. Any behavior which is a violation of North Allegheny Code of Conduct, WPIAL, and/or student handbook or school rules will necessitate an appropriate response via the Code of Conduct. Misbehavior or actions that endanger the health, safety, and welfare of students and/or others, may result in detention or suspension and social probation -- suspension from all extra-curricular activities for a period up to 90 days. Additionally, a complaint may be filed with the police and/or magistrate.

Hallways

Students are asked to follow the rules of courtesy and safety during the change of classes.

- Be respectful at all times.
- Continue walking at all times and keep to the right to permit free flow of traffic.
- Pushing, shoving, and physical contact of any kind will not be tolerated.
- Inappropriate language of any kind toward another student will not be tolerated.
- While class is in session, students are required to carry a pass at all times when in the hallway.

Transportation

Bus rules are posted in all buses and are to be obeyed by all students. Misconduct on the bus could distract the driver's attention and cause a serious accident. Students are to be courteous to the driver and obey their directives. Students riding a school bus are subject to the direction and supervision of the school bus driver. If you leave your seat while your bus is in motion, extend part of yourself outside the bus, throw objects, or distract the driver in any way, you could cause a serious accident. If you jeopardize the safety or welfare of yourself or others on a bus, you could lose riding privileges.

Students are prohibited from changing buses for reasons other than emergency situations. On these occasions only, students must have a signed request from their parents/guardians stating the date, with whom the student will be riding (including student identification numbers), and the bus number. This request is to be presented to the main office by the end of the homeroom. The student will receive a bus pass to give to the bus driver. The District has the right to refuse entry to any student if that entry causes the bus to be overloaded.

Weather and/or traffic conditions may occasionally prohibit buses from maintaining their regular schedules. Students should wait at the bus stop for thirty (30) minutes after the scheduled time before leaving the area.

Bullying & Cyberbullying

[Anti-Bullying/Cyber Bullying Policy 249](#)

The NASD is committed to providing all students with the right to a safe and civil educational environment, free from harassment or bullying, in accordance with 22 Pa. Code § 12.3 (c). It is the intent of the NASD Board of School Directors to provide all students with an equitable opportunity to learn. The District recognizes that bullying interferes with the learning process and may present an obstacle to the academic, vocational, and social/emotional development of students. **Bullying by District students in all school and non-school settings is prohibited.** Disciplinary action will be taken if allegations of bullying are substantiated whether in a school setting or a non-school setting and and cause a substantial disruption to the orderly operation of the school

Students are encouraged to immediately report any bullying behaviors to an adult (i.e. teacher, counselor, school administrator) to initiate an investigation of the matter by the school administration.

Controlled Substances

[Controlled Substance and Paraphernalia Policy 227](#)

Upon violation of this policy, the school administration will suspend a student who, on school grounds, at any school-sponsored activity, traveling to and from school/school-sponsored activities sells, is under the influence, uses, distributes, possesses, or aids in the procurement of alcoholic beverages, narcotics or restricted drugs. When such action is taken, the student's parents/guardians will be notified, a letter will follow stating the reason for the suspension, and an informal hearing will be scheduled. Additional suspension days may be added following the informal hearing. Additionally, a SAP referral will be made, a drug/alcohol assessment will be required, and referral to local law enforcement will be made.

Disciplinary Actions

Detention

Detention may be assigned to a student because of disciplinary infractions such as tardiness to class or school, class cutting, and minor class disruptions or as assigned by a teacher or a school administrator. Detention details will be discussed from the assigning staff member.

Hall and Restroom Restriction

There may be situations where a student is put on hall and restroom restriction. Hall and restroom restriction means a student is not to be released from classrooms during class time unless there is an emergency. If there is an emergency, the student will report to the Health Office or other designated area to use the restroom.

Saturday Detention

Saturday detention is time a student is required to spend at school for disciplinary reasons. Saturday detention will be held in the NASH School Library. Transportation to and from Saturday detention is the responsibility of the student. Failure to serve scheduled Saturday detention periods will result in progressive student discipline.

General Saturday Detention Rules

- Students must report to the Athletic Entrance at NASH by 8:00 am.
- Students must bring constructive academic work to complete while in detention.
- Sleeping is not permitted in detention.
- Disruptive behavior will not be tolerated in detention.
- Failure to follow the above detention rules will result in the student being asked to leave with no credit for a detention served.

In School Suspension

Students who violate school rules may be assigned in-school suspension at the discretion of the building administration. Personal contact with parents is made when a student suspension occurs. Students should report directly to the Main Office upon arrival at school.

Out of School Suspension & Expulsion

[Suspension and Expulsion Policy 233](#)

A student may be subject to suspension or expulsion from school for any act which violates Board Policy, Code of Conduct, school rules, or regulations. Behavior that interferes with the ordinary educational processes of the District can not and will not be tolerated. Such acts include, but are not limited to the following types of offenses:

- Physical abuse toward fellow students, teachers, school administrators, or other personnel of the District.
- Intentional destruction of school or personal property of a fellow student, teacher, school administrator, or other school personnel.
- Sale, use, possession, distribution, or procurement of restricted drugs or alcoholic beverages.

- Harassment or intimidation of another student.
- Violation of the No-Smoking Policy/Vaping .
- False bomb threats or fire alarms.
- Firecrackers, smoke bombs or incense.
- Any actions and/or behaviors that cause disruption to the learning environment.

Other acts which would seriously disrupt the educational processes of the District or adversely affect the health, safety and welfare of students, teachers, administrators, or other fellow personnel can not and will not be tolerated. Any student suspended or expelled may not participate in any school-related extra-curricular activity during the period of suspension/expulsion. No student shall be subject to expulsion without a formal hearing as specified in Board Policy. Please reference the [NASD Code of Conduct](#) for additional information.

Social Probation

Social probation is assigned during an out of school suspension. 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 school administration.

Social Probation includes:

- Students are not permitted on any North Allegheny School District property outside of normal school hours.
- Students are prohibited from attending sporting events (home or away), plays, concerts, dances (Junior/Senior Prom, Senior Dinner Dance), etc.
- Students are prohibited from participating in extra-curricular (team sports, academic competitions) or co-curricular (band, chorus, orchestra) activities.
- Students will lose parking/driving privileges (NASH).
- Students may not attend school sponsored field trips or overnight trips.
- The school 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.

Hazing

[Hazing Policy 247](#)

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.

Sexual Harassment

[Sexual Harassment Policy 103.2](#)

- Sexual harassment is any unwelcome/unwanted sexual advance or any form of improper physical contact or sexual remark, or any speech or action that creates a hostile, intimidating, or offensive learning environment.
- Sexual harassment is strictly forbidden and will not be tolerated. Harassment 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. Additionally, such actions may be a violation of Federal or State Law.
- Sexual Harassment shall be included in the LEVEL III category of the student Code of Conduct. The definition as specified in paragraph 1.0 above shall be incorporated into the Student Rights and Responsibilities section of the Code of Conduct following the definition of Freedom of Expression. For additional information, please reference the North Allegheny Code of Conduct
- Students may be suspended for up to 10 days for any harassment or bullying situations at the discretion of the NAI/NASH school administration.

Terroristic Threats

[Terroristic Threats/Acts Policy 218.2](#)

The NASD recognizes the danger that terroristic threats and acts by students present to the safety and welfare of District students, staff and community. The NASD School Board prohibits any District student from communicating terroristic threats or committing terroristic acts directed at any student, employee, School Board member, community member, or school building.

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 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.

Staff members and students shall be responsible for informing the school administration regarding any information or knowledge relevant to a possible or actual terroristic threat or act. Terroristic threats/acts will be automatically assigned to Level IV consequences per the Code of Conduct.

Theft

Students are encouraged to exercise reasonable precaution to prevent the theft or loss of their property. It is recommended that valuable items and large sums of money NOT be brought to school. If a theft occurs, students are responsible for all items in their possession. The school administration will not investigate theft as it will be turned over to the police/authorities if the victim chooses to pursue it.

Trespassing

Students are not permitted on the property or in the building of any North Allegheny School other than their assigned building during school hours without prior permission from the school administration. Violators will be subject to disciplinary action and trespassing charges will be filed with the magistrate.

Vandalism[Responsibility for School Property Policy 224](#)

Students and/or their parents will be expected to pay for any damage to school property that appears to have been willfully or deliberately done. Students who vandalize may be suspended and possibly expelled depending upon the circumstances of the incident. Students who see vandalism occurring are expected to report it to the office immediately. "Vandalism is defined as desecrating, defacing or destroying property of an institution or another person." Vandalism is punishable in the legal sense as either a misdemeanor or a felony. Vandalism includes, but is not limited to the following:

- Damage done to tangible property of another intentionally and recklessly by fire, explosives, or other dangerous means.
- Intentionally tampering with tangible property so as to endanger a person or property.
- Causing another to suffer monetary loss by deception or threat.
- Tampering with or damage done to a student's assigned locker or to another student's locker.

Students will be disciplined according to the Code of Conduct and may be referred to local police for additional legal proceedings. Students may be required to make restitution for any labor and materials associated with repairing damage.

Vaping / Vapes / Smoking / Tobacco[E-Cigarettes and Vapes Policy 227.1](#)

Students are not to bring cigarettes, electronic cigarettes, chewing tobacco, cigars, or any other product that contains or delivers nicotine to school. Students found in possession of or using tobacco or e-cigarette products will be suspended, referred to the SAP program, and could face additional consequences with local law enforcement and the Magistrate. Subsequent violations will result in further disciplinary action. When such action is taken, the student's parents/guardians will be notified, a letter will follow stating the reason for the suspension, and an informal hearing may occur.

Weapons on School Property[Weapons Policy 218.1](#)

The NASD strictly prohibits the possession, conveyance, use or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle. This ban applies to students, employees, and visitors, even those who may have a legal permit to carry a weapon. For additional information, please reference the North Allegheny Code of Conduct.

The school administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger(s). However, all of the following are considered weapons: knife blades, mace, pepper spray, cutting instruments, cutting tools, nunchuck sticks, tasers, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened woods, stun guns, firearms, pistols, shotguns, rifles, ammunition, explosive devices, fireworks, pyrotechnics, hammers, or any other instrument capable of inflicting serious injury.

Exceptions: Law enforcement officials may carry weapons on school property. The Superintendent or authorized staff may issue exceptions for items such as cutting instruments used in art, tech ed. or music classes, or weapons or look-alikes used for the instructional program.

If this policy is violated, law enforcement authorities will be summoned, and steps will be taken to ensure the safety of bystanders. A violation is a Level IV violation of the Code of Conduct, which may result in disciplinary action as severe as expulsion.



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