



NASD 9-12

2022 - 2023
OFFICIAL HANDBOOK



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North Allegheny Intermediate High School (NAI - Grades 9-10)
North Allegheny Senior High School (NASH - Grades 11-12)



A Message from the 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 our intermediate and senior high schools. 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.

Now more than ever, 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 challenge 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!

Mrs. Caitlin Ewing, Principal at NAI

Dr. John Morey , Assistant Principal at NAI

Dr. Jenna Fraser , Assistant Principal at NAI

Dr. Natasha Dirda, Principal at NASH

Dr. Angela McEwen , Assistant Principal at NASH

Mr. T.J. Salopek , Assistant Principal at NASH



District Contact Information

Central Office Administration (412) 366-2100

Dr. Melissa Friez, District Superintendent of Schools
Dr. Joseph Sciallo, Assistant Superintendent of Secondary Education
Dr. Michelle Dowell, Assistant Superintendent of Elementary Education
TBD, Director of Student Services
Ms. Marijane Treacy, Director of Human Resources
Dr. Katherine Curran, Interim Director of Technology and Innovation
Mr. Mark Tritchinger, Director of Operations

North Allegheny Intermediate High School Contact Information

NAI Administration (412) 369-5530

Mrs. Caitlin Ewing, Principal
Lisa Broeker, Principal's Secretary
Dr. Jenna Fraser, Assistant Principal
Kathryn Karl, Assistant Principal's Secretary
Dr. John Morey, Assistant Principal
Nicole Bova, Business Secretary

NAI Counselors (412) 369-5464

Mr. Bryan Kiggins (Alphabet A-Dn)
Mrs. Madison Lewis (Alphabet Do-J)
Mrs. Meghan Mayhew (Alphabet K-M)
Mr. Matthew Butler (Alphabet N-Sh)
Mrs. Rianna Liebenguth (Alphabet Si-Z)
Mr. Douglas Brinkley, Coordinator of Student Assistance

School Resource Officer (412) 369-5530

Officer Mike Metzger, McCandless Police Department

NAI Health Office (412) 369-5530

Mrs. Lori Kelley, School Nurse
Mrs. Cassandra Cypher, School Nurse

NAI Attendance Office (412-369-5530)

Mrs. Terrie Frailey, Attendance Secretary



North Allegheny Senior High School Contact Information

NASH Administration (724) 934-7200

Dr. Natasha Dirda, Principal

Mrs. Mary Anne Foglio, Principal's Secretary

Dr. Angela McEwen, Assistant Principal

Mrs. Kathy Leech, Assistant Principal's Secretary

Mr. Thomas Salopek, Assistant Principal

Mrs. Kathy Leech, Assistant Principal's Secretary

NASH School Counselors (724) 934-7221

Ms. Jennifer Rosato (Alphabet A-Dn)

Mrs. Rhonda Bielawski (Alphabet Do-J)

Mrs. Mary Insana (Alphabet K-M)

Mr. Kevin Thompson (Alphabet N-Sh)

Mrs. Michelle Buettner (Alphabet Si-Z)

Mr. Jeff Longo, Coordinator of Student Assistance

NASH School Resource Officer (724) 934-7116

Officer Carl Yeane, McCandless Police Department

NASH Health Office (724) 934-7239

Mrs. Sherry Stamp, School Nurse

Mrs. Cassy Cypher, School Nurse

Athletic Office (724) 934-7238

Mr. Bob Bozzuto, Athletic Director

Mrs. Patti McClure & Mrs. Brittany Glass, Secretaries to Athletic Director

Office Personnel (724) 934-7200

Mrs. Mary Ann Foglio, Secretary to Principal

Mrs. Kathleen Leech, Secretary to Assistant Principals

Mrs. Sue Testa, Bookkeeper Secretary

Mrs. Donna Liberto, Switchboard Secretary

Mrs. Christine Galbraith, School Counseling Secretary

Mrs. Sharon Smith, Library Secretary

Attendance Office (724) 934-7228

Mrs. Geri Fenton, Attendance Secretary

Food Service (724) 934-7201

Mr. Jay West, Director of Dining Services, Metz Culinary Management

Mrs. Jenna Ossler, Assistant Director/Dietician, Metz Culinary Management



NAI Bell Schedule

<u>Regular Bell Schedule</u>		<u>Two Hour Delay Schedule</u>	
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	Period 2	9:55 - 10:23
Period 2	8:23 - 9:03	Period 3	10:27 - 10:55
Period 3	9:07 - 9:47	Period 4	10:59 - 11:27
Period 4	9:51 - 10:31	Period 5	11:31 - 12:01
Period 5	10:35 - 11:15	Period 6	12:05 - 12:35
Period 6	11:19 - 11:59	Period 7	12:39 - 1:09
Period 7	12:03 - 12:43	Period 8	1:13 - 1:43
Period 8	12:47 - 1:27	Period 9	1:47 - 2:15
Period 9	1:31 - 2:15		



NASH Bell Schedule

<u>Regular Bell Schedule</u>		<u>Two Hour Delay Schedule</u>	
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

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 High School Priorities

Whole Person

We believe that an effective education provided in a nurturing environment encourages the development of the maturing individual: emotionally, intellectually, physically, socially, and vocationally, while promoting creativity and expression.

Safe Learning Environment

We believe that a healthy school community in which students feel safe physically, emotionally, and intellectually builds the foundation for a successful academic environment.

Life-Long Learning

We believe that learning is a life-long process essential for success in a global society.

Diversity/Inclusion

We believe that providing diverse educational opportunities through academic and extracurricular pursuits fosters individual self-worth, an appreciation of others, and a sense of belonging. All members of our learning community deserve to be included in the opportunities and experiences at NASD.

Reaching Full Potential

We believe that an individual's potential is maximized by setting high expectations and by supporting the development of each student's unique abilities and talents.

Community

We believe that education is the shared responsibility of the student, family, school, district, community, and government.



Crisis and Emergency Communications/Emergency Closing/Delay of School

In the event that a need to disseminate emergency or crisis communications to parent(s)/guardian(s) and/or students should arise, the North Allegheny School District has a number of communication vehicles in place to facilitate this process.

These include:

- the District website and district social media outlets
- 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. Next, a message is 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 North Allegheny School District 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 Tyler Student Information System.

Safety and 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. The District currently supports two means of reporting safety and security issues anonymously, via the North Allegheny TIPSLine, 724-933-TIPS (8477), or [Safe2Say Something website](#), mobile app, or their 24/7 phone line, 1-844-SAF2SAY (1-844-723-2729).



Fire Drills

Fire drills are conducted for the students' safety and are held periodically. 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 are a violation 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.

Safety and Security Reporting Options

[NASD Safety and 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.

1. **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.
2. **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 Resource Officers (SROs) 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 SROs 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.
3. **TIPSLine.** North Allegheny's TIPSLine allows tips to be made anonymously and quickly directly to law enforcement officials. The TIPSLine (724-933-TIPS) allows for the immediate involvement of law enforcement and collaboration, if appropriate, with school officials.
4. **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.](#)

Driving/Parking at NAI

There is **NO** driving permitted to NAI; this includes parking off site and walking to the building. Consequences: discipline and/or risk of vehicle towed

Driving/Parking at NASH

Parking, Driving, Riding Regulations

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

NASD will revoke driving/riding privileges for any irresponsible behavior. This district is not responsible for accidents or vandalism in the parking lot. There are no warnings given for infractions.

NASH Procedures for Obtaining a Parking Permit

Students must bring a current driver's license and registration card for each vehicle to be registered. Cost of parking permit: \$100.00/Full Year, \$50.00/Semester, \$10.00/Replacement if lost.

REGULATIONS:

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

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.

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



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

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

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

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

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

Attendance

[Attendance Policy 204 \(Access Here\)](#)

- ALL STUDENTS MUST HAVE AN EXCUSE FOR ABSENCES TURNED INTO THE ATTENDANCE OFFICE WITHIN THREE (3) SCHOOL DAYS OF RETURNING.
- Attendance information can be located online through the Tyler Student Information System.
- Students can only be signed out/picked up by authorized contacts in Tyler.
- [NAI Attendance](#) / [NASH Attendance](#)

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

1. Personal Illness – (Parental/guardian or medical note required on return.)
2. Medical - (Note from medical provider required.)



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

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

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

Computer 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 his/her 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..

Per Board Policy 204 absences during Keystone testing windows are not approved as excused absences.

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.

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 he/she is 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 at



8:23 A.M. 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.

*Students can only be signed out/picked up by the authorized contacts in Tyler.

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 or guardian must be presented to the Attendance Office when the student arrives at school. Students are also expected to be punctual for each class. Unexcused tardiness to class will result in disciplinary actions including detention and a conference with the student, parent/guardian, and Administrator. 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 present for half (½) of the school day.

Attendance FAQ

When are attendance letters mailed to students' families?

Attendance Secretaries run a weekly report through Tyler Student Information System for students who accumulate 3, 6, 10 and 18 Unexcused "Illegal" Absences.

How many days do students have to submit an excuse for it to be coded as an "excused absence?"

The written request for an excused absence must be turned into the school within **three (3) days** of the absence. The absence will be made *permanently* illegal without appropriate excuse.

When should a SAIP (Student Attendance Improvement Plan) be created?

The student's counselor and/or SAP Coordinator will contact the family after six (3) absences to develop an SAIP in conjunction with an in person meeting.

What happens at the 18th student absence?

After 18 total absences, a doctor's note will be required for any further absences or those absences will be marked unexcused.

Class Attendance/Class Cuts/Truancy

[Truancy Policy 204.1 \(Access Here\)](#)

Students are expected to attend all their classes. Students must receive permission from each classroom teacher 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 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.

Study Hall Attendance

Study halls are a class. 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:

1. 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 for research.
2. That pass is to be presented to the study hall teacher at the beginning of the study hall period.
3. The study hall teacher may then grant permission for the student to see another teacher or to visit the library.

Vacation Forms/Field Trips/Educational Tour/Trip

[Field Trip Policy 121 \(Access Here\)](#)

[Field Trips Policy 241](#)

[Instruction for Secondary Student Application for Educational Tour or Trip \(Vacation Form\)](#)

[Secondary Vacation Form](#)

The parent(s)/guardian(s) of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the Principal. 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.

Athletic Eligibility

[Athletic Policy 243 \(Access Here\)](#)



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.

Remaining on School Grounds

Students are not permitted to leave school property during the school day without the written permission of their parent(s)/guardian(s) and prior approval of the administration. This policy takes effect from the time that students board the school bus in the morning and is intended for the student's own safety and welfare.

Students are to avoid off-limits areas as designated by the administration. Violators will be subject to suspension from school.

Students are permitted outside the building only when involved in a supervised school function or if using the cafeteria campus during inclement weather.

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 his/her directives. 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. 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 parent(s)/guardian(s) 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 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.

Computer Related Information

[Responsible Computer, Telecommunications and Information Technology Usage Policy 224.1 \(Access Here\)](#)



This policy establishes the philosophy, governing rules, training requirements and parental approval requirements related to the District's computer technology. Please refer to the NASD Code of Conduct for the complete Acceptable Use Policy (AUP) and the [Anti-Bullying Policy 249 \(Access Here\)](#)

Student Help Desk

- **Requests for Service:** [Student Help Desk Ticket Submission](#)
- **Location (NAI):** The student help desk is located next to the library in C ramp
- **Location (NASH):** 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.

Please be advised: 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.

[Laptop Insurance Instructions \(Access Here\)](#)

Electronic Devices

[Electronic Devices Policy 237 \(Access Here\)](#)

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. Therefore, the use of electronic devices for legitimate educational purposes is permitted only under the direction of the classroom teacher with approval from the building administration and in accordance with North Allegheny School District's Code of Conduct.

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

The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student. (including but not limited to [AirPods](#), iPods, phones, computers, etc.)

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. Inappropriate use of these devices includes, but is not limited to the following examples:

- Placing a call, text message, or other communication during the school day.
- The use of electronic devices in locker rooms or restrooms.



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

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

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.

Dress Code

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

GUIDELINES: The following types of clothing are not permitted:

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

Dances

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

- Student behavioral expectations apply to school activities as they do during the school day.



- Students suspected to be under the influence of drugs and/or alcohol will be addressed according to [School Board Policy 227 \(Access Here\)](#)
- 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 \(Access Here\)](#)
- 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 an 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.
- Students attending dances will be subject to all rules and regulations included in the Student Handbook and Code of Conduct.

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 TYLER.

Emergency Forms

Emergency health care forms are distributed to each student at the beginning of each school year. These are to be completed by the parents/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 Senior High Students:

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



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

Medicine in School

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. If medication is necessary during the school day, it must be kept in the health office unless specific guidelines are followed according to [Use of Medications Policy 210 \(Access Here\)](#)

- 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 \(Access Here\)](#) 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.

Backpacks

Students are permitted to carry back-ups. 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.

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 locks and 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 or locks that are not functioning properly to the office in order to avoid being charged for repairs or replacement. The student will be charged the cost of the lock and the labor to repair any damage.

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.

Vandalism

[Responsibility for School Property Policy 224 \(Access Here\)](#)

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.

Canine Search

[Canine Searches Policy 226.1 \(Access Here\)](#)

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.



Search and Seizure

[Searches Policy 226 \(Access Here\)](#)

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.

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 a possible juvenile or criminal proceedings.

Lost and Found

Anyone finding personal or school items should take them to the Cafeteria, to be placed 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.

Restrooms

There are several restrooms stationed throughout the school. 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 will be placed on restroom restriction. Students placed on restroom restriction will be required to check in with the nurse and use the restroom in the nurse's suite.

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

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.

School Counseling Student Software

North Allegheny is pleased to introduce Family Connection from Naviance, a web-based service designed especially for students and parents. Family Connection is a comprehensive website that students can use to help



make decisions about colleges and careers. Through Family Connection, students can search and explore colleges and careers that match their areas of interest. Through Naviance's eDocs, students can request transcripts, school reports, and letters of recommendation while organizing their documents and staying on top of due dates. Finally, NASH students can search for local and national scholarships and sign up to meet college admissions representatives.

Student Records

[Student Records Policy 216 \(Access Here\)](#)

Student records will be maintained for all students in accordance with Board policy. Counselors and 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.

Withdrawals

[Withdrawal and Transfer from School Policy 208 \(Access Here\)](#)

[Withdrawal Form \(Access Here\)](#)

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.

Student Assistance Program

[Student Assistance Policy 236 \(Access Here\)](#)

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 principals 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 students achieve their goals at school.

Visit the school counseling office in between classes, before or after school, or get a pass during a study hall and ask for Mr. Brinkley, NAI Coordinator of the Student Assistance Program. You may also speak with your counselor about this program. The NASH Student Assistance Office is located in the main office. Just drop in between classes, before or after school, or get a pass during a study hall and ask for Mr. Longo, NASH Coordinator of the Student Assistance Program.



Special 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

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 Attendance Office upon arrival at school in order to complete the visitor's registration and obtain a visitor's card. The visitor's card 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.

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 or Baptismal Certificate to a secretary in the Senior High School Office to obtain the required form. Please set up an appointment.

Detention

[Student Discipline Policy 218 \(Access Here\)](#)

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 an administrator. Detention details will be discussed from the assigning individual and administrator.



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

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

Suspension/Expulsion

[Suspension and Expulsion Policy 233 \(Access Here\)](#)

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. Suspension is most effective when parents support the disciplinary action taken to maintain a safe and orderly school environment. 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, administrators, or other personnel of the District.
- Intentional destruction of school or personal property of a fellow student, teacher, 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.
- False bomb threats or fire alarms.
- Firecrackers, smoke bombs or incense.

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. For additional information, please reference the 2021-2022 North Allegheny Code of Conduct.

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. Suspension is most effective when parents support the disciplinary action taken to maintain a safe and orderly school environment.



ALL In-school suspensions are served at NASH. NAI students who are assigned an in-school suspension are to report to the NAI Main Office to check in with a secretary. A bus will take them to NASH at 7:28 a.m.

Social Probation

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

Social probation includes the following:

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

Behavior of Students at Extra-Curricular Activities

The North Allegheny School District and Western Pennsylvania Interscholastic Athletic League expects exemplary behavior for students at extra-curricular 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.

Cafeteria

North Allegheny High School lunch pricing for the 2022 - 2023 school year is as follows:

Student lunch prices for the 2022-2023 school year are.

Paid \$2.85

Paid Premium \$3.85

Reduced \$0.40

Student breakfast prices for the 2022-2023 school year are.



Paid \$1.25
Reduced \$0.30

Parents/guardians are permitted to place money in their student's lunch accounts, monitor student balances, and request student activity reports on-line through www.payschoolscentral.com. [PaySchools](#) contact number: 1-877-393-6628.

Prompt arrival to the cafeteria is expected. Students are expected to be courteous and display good manners in the cafeteria. Failure to follow the following rules will result in disciplinary consequences.

- 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 the condition of the table at the end of the period.
- Take your tray to the wash-rack and deposit paper, silver, and dishes in the proper slots.
- Eat only in the cafeteria. Trays, dishes, or utensils are not to be taken outside.
- Remain in the cafeteria until dismissed by the teachers on duty.
- Cooperate fully with the supervising teachers.
- Backpacks are permitted in the cafeteria.
- Do not stand around the doorways waiting to be dismissed.
- During times of appropriate weather, students may be permitted outside to the designated area. They are not permitted to go into the parking lot or outside of the sidewalk area.

Cafeteria Health & Safety Guidelines

- Students and staff should wash hands or use hand sanitizer before and after eating.
- Avoid sharing food and utensils.
- 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](#).

Classroom/Library Conduct

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 his/her classes. Students are not to sit on tables or desks. All necessary materials such as pencils, books, and notebooks or tablets should be taken to the classroom.

Hall Conduct

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.
- No pushing, shoving or any physical contact will be tolerated.
- No harassment of any kind toward another student will be tolerated.



Hall Restriction

Students in the halls during class must carry a hall pass at all times. There may be situations where a student is put on hall restriction. Hall 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.

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.

No Contact Orders

If students engage in conflict that cannot be resolved, both parties will be issued a no contact order. The parties will be directed to have zero contact with each other during school time; including transitions and to and from school and school activities.

Sexual Harassment

- 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 Administration.

Bullying/Cyberbullying

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

Students are to immediately report any bullying to the nearest adult to initiate any necessary investigation of the matter. The School Counseling Office is also available to students for a confidential setting in order to report these incidents.



Terroristic Threats

[Terroristic Threats/Acts Policy 218.2 \(Access Here\)](#)

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 School Board 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 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. Terroristic threats/acts will be automatically assigned to Level IV consequences per the Code of Conduct.

Hazing

[Hazing Policy 247 \(Access Here\)](#)

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.

Possession of Weapons on School Property

[Weapons Policy 218.1 \(Access Here\)](#)

The North Allegheny School District 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.

What is a weapon?

The 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.



Are there exceptions to this policy?

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.

What happens if the 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.

Controlled Substances

[Controlled Substance and Paraphernalia Policy 227 \(Access Here\)](#)

Upon violation of this policy, the 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 parent(s)/guardian(s) 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.

No Smoking/Tobacco/E-Cigarettes/Vapes

[E-Cigarettes and Vapes Policy 227.1 \(Access Here\)](#)

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 parent(s)/guardian(s) will be notified, a letter will follow stating the reason for the suspension, and an informal hearing may occur.

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 Administration will not investigate theft as it will be turned over to the police/authorities if the victim so 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 building administration. Violators will be subject to disciplinary action and trespassing charges will be filed with the magistrate.



NAIAM Student Drop Off Procedures

All vehicles must enter at the McKnight Elementary entrance and proceed into one of two lanes to the protected student crosswalk. The right lane turns right and exits on Cumberland road. The left lane turns left towards McKnight and exits onto Cumberland. 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.

A.W. Beattie Career Center

North Allegheny students in grades 10-12 can attend A.W. Beattie Career Center in the afternoon. The bus leaves at 12:00 p.m. each day from the NAI/NASH Main Entrance.

Address: 9600 Babcock Blvd, Allison Park, PA 15 101

Phone Number: (412) 847-1900

A.W. Beattie 2022-2023 Schedule

Academic Progress

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 Tyler Student Information System at the end of each nine-week period.

If a student has a dispute with a particular grade, they should first approach the teacher. If a parent has a dispute regarding a grade, the first step should be to discuss the situation with the teacher. Interim reports will be issued, where advisable, at the midterm point of the nine-week report period to indicate progress in the course.

Academic Integrity (Cheating Policy)

Students are expected to be honest in the completion of all school work, homework and tests. Academic achievement is an attempt to measure individual progress. Any form of cheating reduces the accuracy of that measurement and is degrading to one's character and reputation. Students found cheating will not receive credit for the assessment and/or assignment.

Plagiarism

Plagiarism is defined as taking or imitating the ideas, thoughts or language of another to represent them as one's original work. It is imperative that all work submitted by a student be representative of his/her own work. If a student chooses to plagiarize another person's work, disciplinary consequences will be administered. Students will not receive credit on the assessment and/or assignment.



National Honor Society

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

Course Descriptions

Detailed descriptions of all courses with prerequisites and corequisites are printed in the [North Allegheny Secondary Schools Program of Studies](#). This booklet is available online for all students and discussed during spring scheduling assemblies, hosted by the Counseling Department.

Grading Procedures

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

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.

Student Information System

Through the use of the Tyler Student Information System, 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. 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. If any demographic or contact information is incorrect, contact should be made with the Counseling Office. 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 grade and may not be updated as quickly as other assignments.



Communication with Parent(s)/Guardian(s)

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

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 Parent(s)/Guardian(s). This email will highlight the top happenings at each building, upcoming important dates, District information, and links to community flyers. Parent(s)/Guardian(s) 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(s)/Guardian(s) 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 Parent(s)/Guardian(s) to update any changes in their email address by contacting the building secretary at (412) 369-5530.

Graduation/Promotion Requirements

[High School Graduation Requirements Policy 217 \(Access Here\)](#)

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:

- One (1) credit in English
- One (1) credit in Social Studies
- One (1) credit in Mathematics
- One (1) credit in Science
- One-half (1/2) credit in Physical Education
- One-half (1/2) credit in Health

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

- Four (4) units of English (includes culminating project)
- Four (4) units of Social Studies
- Three (3) units of Mathematics
- Three (3) units of Science
- One (1) unit of S.T.E.M.
- Two (2) units of Physical Ed.
 - One-half (1/2) unit per year
 - One-half (1/2) unit of Health and Safety Education
- Two (2) units of Arts & Humanities Electives



- Four and one-half (4-1/2) units of Other Electives

Keystone Testing - Graduation Requirement

Students are required to take the Literature, Biology, and Algebra Keystone Exams during the Spring testing window. Important information including which exams students are taking, testing room locations, student drop-off information, etc. will be communicated via email prior to the testing window. More information regarding our NASD Graduation Requirements can be found on our [District website](#).

Scheduling

A careful and concentrated effort is made to schedule students properly. Therefore, schedule change requests for certain teachers or not to have a particular teacher will not be considered unless there is sufficient reason as determined by the Administration. Additional information regarding our NASD Program of Studies can be found on our [District website](#).

Summer School

The AIU Waterfront Learning provides a summer school program offered to students as credit recovery in select subjects. The list of subjects available can be obtained from the student's counselor. Students attending summer school should check with their counselor prior to registration in order to obtain information about grading and credits. If a student successfully completes a course in the NASD accredited summer school program and presents evidence of the fact to the principal, the Principal will then authorize the necessary changes to be made in the student's schedule. This evidence must be presented to the Principal no later than two weeks prior to the first day of classes.

Athletics

The District 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](#).

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. Parent(s)/guardian(s) 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

Extra-Curricular 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 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.

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 Administrative team.

McKinney-Vento Homeless Assistance Act

[Homeless Students Policy 251 \(Access Here\)](#)

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

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

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

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

Title IX Policy

The North Allegheny Board of Director declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the



schools without discrimination on the basis; of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. The Board is further committed to maintaining high expectations for all students and eliminating persistent disparities among students based on race, ethnicity, language, or disability.

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

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

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

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

