



CODE OF CONDUCT
2018-2019



MISSION

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

VISION

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

SHARED VALUES

We will exceed the expectations of those we serve.

We believe:

- All individuals can learn.
- Learning is a life-long process that occurs inside and outside of the classroom.
- Learning occurs best in a safe, nurturing, and respectful environment.
- Effective teaching is both an art and a science that results in increased levels of critical thinking, achievement, and growth.
- Embracing, valuing, and promoting diversity enriches our community and learning experiences.
- Integrity, trust, compassion, and open communication are hallmarks of an excellent educational community.
- Educational excellence requires effective leadership, high expectations, teamwork, and the responsible utilization of resources.
- Collaboration among students, parents, staff, and community enriches our ownership of the educational process.

GOALS

Goal #1: Academic Achievement - We will promote the achievement of all students at the highest level of their individual abilities.

Goal #2: Safe and Supportive Schools - We will provide a safe, welcoming, and well-maintained learning environment.

Goal #3: Stewardship - We will maximize efficiencies in all areas of the District for the continuous improvement and optimization of resources.

Goal #4: Curriculum and Professional Practice - We will offer high quality instruction built upon a dynamic curriculum that fosters creativity, critical thinking, and life-long learning.

Goal #5: Innovation - We will innovate our educational practices and become leaders in technology integration.

Goal #6: Community Engagement - We will foster a collaborative culture that invites and celebrates community support and participation.



CODE OF CONDUCT

adopted

July 25, 1984

revised edition - June 2018

North Allegheny School District
200 Hillvue Lane
Pittsburgh, Pennsylvania 15237 - 5391

phone: 412-366-2100 website: www.northallegheny.org

*Serving the educational needs of
Bradford Woods Borough, Franklin Park Borough, Marshall Township
and the Town of McCandless*

North Allegheny School District Code of Conduct

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2018 – 2019



Welcome to North Allegheny!



Robert J. Scherrer, Ed.D.
Superintendent of Schools



David Christopher
Assistant Superintendent for
Secondary Education/Deputy
Superintendent



James M. Bradley, Ed.D.
Assistant Superintendent of
Elementary Education



Joseph Scullo, Ph.D.
Director of Student Services



Jillian Bichsel, Ed.D.
Director of Curriculum,
Assessment, & Professional
Development

2018–2019 Code of Conduct

The North Allegheny *Code of Conduct* was first adopted by the North Allegheny Board of School Directors on July 25, 1984. This copy is being provided to you pursuant to Amendment to Title 22 - Education, Chapter 12, Student Rights and Responsibilities. The *Code of Conduct* was the outcome of many hours of discussion and deliberation by a committee that included professionals from every level. In addition, student and parent groups gave input. Each year, the code is reviewed and periodically revised as necessary.

The purpose of the *Code of Conduct* is to ensure a healthy and productive learning environment in our schools, so that the maximum potential for learning can exist. At the beginning of each school year, a copy of the *Code of Conduct* is made available to each student in the District. In addition, the *Code of Conduct* is communicated to students by their principals and teachers. Throughout the school year, the *Code of Conduct* is reviewed with the students when necessary and appropriate. The text of the *Code of Conduct* is also printed in the North Allegheny Activities Calendar and published on the District website.

Creating and maintaining a safe, happy, and productive learning environment is the responsibility of each one of us, whether we are professional educators, or parents. Since this document will be revised periodically, your thoughts and ideas on this important issue are appreciated and should be forwarded to your building principal.

The staff and administration of the North Allegheny School District look forward to working with parents in continuing to place North Allegheny in the forefront of educational excellence.



Interpretation

Discipline is an essential part of educational excellence. Discipline is a responsibility shared by parents and educational professionals. The family assumes the initial responsibility for helping the child develop physically, intellectually, socially, emotionally, and ethically. The school provides additional opportunities to promote the individual's growth in these five critical areas. Children enter school at various levels of development. The school recognizes these levels of maturation and addresses each situation as it occurs. In this manner, the school promotes personal growth, societal responsibility, and citizenship.

In a democratic society, individuals must work with others and share the privileges and responsibilities of citizenship. Therefore, the development of self-discipline and the acceptance of personal responsibility are important goals of education. Students help create an environment in which learning can take place by mastering self-discipline and modeling appropriate behavior in the school and community.

The building administration recognizes that good faith, common sense, and reasonableness are necessary for a proper interpretation of this *Code of Conduct*. Questions regarding interpretation may be addressed to building administrators. When appropriate, other District documents such as Student Handbooks, Administrative Procedures, and School Board Policy may serve to interpret and clarify this *Code of Conduct*. Copies of Title 22, Chapter 12 of the Pennsylvania School Code "Student Rights and Responsibilities" are available in the school libraries.

All students 6-21 years of age are entitled to a free and full education in Pennsylvania. The following pages contain information to help students make the most of their educational opportunities in the North Allegheny School District.

Student Rights and Responsibilities

Student Rights

Student Expression- Distribution and Posting of Materials

Students have the right to speak or express themselves, publish and distribute their opinions in a respectful, accurate manner, and have access to school facilities. The exercise of these rights shall be in accordance with **North Allegheny School Board Policy #220**.

Students have the responsibility to avoid the following whenever they speak or write:

- Obscenity
- Ridiculing or causing a person to be ridiculed
- Damaging a person's reputation
- Causing unlawful behavior or serious disruption to normal school operation
- Using minority or racial slurs

Unlawful Harassment

The District is committed to providing a physically and psychologically safe learning environment. Toward that end, no person shall make any unwelcome or unwanted sexual advance, any form of improper physical contact, or sexual remarks that create a hostile or offensive learning environment in accordance with **North Allegheny School Board Policy #248**.

Searches

As established by **North Allegheny School Board Policy #226**, lockers are the property of the District. The administration reserves the right to search an individual student's locker or to inspect it in case of an emergency or reasonable suspicion. Also, students shall not expect privacy regarding items placed in school lockers. All lockers are subject to random, periodic, or sweep searches by school officials at any time and for any reason.

Flag Salute

Every citizen should show proper respect for our country and its flag. Students who choose to refrain from the Pledge of Allegiance and Flag Salute shall respect the rights and interests of classmates who wish to participate, according to **North Allegheny School Board Policy #807**.

Dress Guidelines

Students shall dress as they deem appropriate unless their clothing or personal hygiene causes a health or safety hazard, or disrupts the educational process. Age appropriate guidelines are published in respective building Student Handbooks. The establishment of these guidelines is supported by **North Allegheny School Board Policy #220**.

Suspension and Expulsion

According to **North Allegheny School Board Policy #233**, a student who breaks school rules may receive a temporary suspension, full suspension, or expulsion, depending upon the nature of the offense.

The principal may temporarily suspend a student for up to three days without a hearing. The principal is required to establish the facts, allow the student to respond to the charges, and notify the parent(s) or guardian(s) if the suspension is imposed. The principal will send a written notice to the Superintendent and student's parent(s) or guardian(s).

A full suspension may be issued for up to ten days. However, the student must have an informal hearing conducted by the principal or Superintendent within the first three days of suspension. Prior to the hearing, the student and parent(s) or guardian(s) must receive written notice stating the nature of the alleged charges and all information to which they are entitled in order to prepare properly for the hearing.

A suspension, whether temporary or full, may be served either in a supervised area of the school or in the custody and control of a student's parent(s) or guardian(s), as the principal decides. Students are permitted to make up exams and work missed while on suspension.

Expulsion is exclusion from school for more than ten consecutive days and may be permanent. Expulsion proceedings require a formal hearing before members of the North Allegheny School Board. Appropriate notices and appropriate information to which students and parent(s) or guardian(s) are entitled will be furnished. Students have the right to legal counsel at a formal hearing before the School Board.

The formal hearing shall be held in private unless the student or parent(s) or guardian(s) requests a public hearing. If the School Board rules in a student's favor, all references to the alleged incident shall be removed from the student's records.

In accordance with **North Allegheny School Board Policy #233**, a principal may assign a student to in-school suspension from one to ten days without an informal hearing. Prior to the suspension, the student shall be informed of the reasons and be given an opportunity to respond. The parent(s) or guardian(s) shall be given notice of the suspension. If the suspension exceeds the ten (10) school days, an informal hearing with the principal shall be offered to the student and the student's parent(s) or guardian(s).

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work, and appropriate conduct. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

- Read the building Student Handbook.
- Be aware of and exhibit appropriate conduct.
- Follow rules and regulations.
- Cooperate with school staff in disciplinary cases should they have relevant information.
- Pursue and complete the course of study prescribed by state and local authorities.
- Cooperate with the school staff in running a safe school.
- Express ideas and opinions in a respectful and accurate manner.
- Complete homework carefully and totally and make up work when absent from school.
- Exercise proper care when using public facilities and equipment.
- Be on time for all classes and other school functions.
- Dress and groom in a manner that is safe, clean, and not disruptive to the educational process.

Parent/Guardian Responsibilities

Parents/guardians should teach their children the importance of honesty, respect for law, respect for property, and respect for the rights of others. When parents/guardians and a school work diligently toward the fulfillment of these obligations, every individual benefits.

Every parent should:

- Assure their child's compliance with approved codes of behavior and discipline.
- Read the building Student Handbook and discuss school rules with their children.
- Cooperate with school personnel whenever special services are indicated for the student.
- Become involved in their child's school life.
- Participate in school/community meetings, functions, and projects.
- Call to arrange a conference with the building administrator to discuss concerns or questions regarding disciplinary action.

Staff Responsibilities

Each member of the school staff must understand the *Code of Conduct* and accept responsibility for making it work. The staff must know the information in the building Student Handbook. Efforts by staff to counsel students should convey respect for students as persons.

Every staff member should:

- Serve as a positive role model.
- Recognize that preventive discipline is preferable to remedial discipline.
- Respond to disciplinary situations within the school or on school property.
- Exercise control through appropriate planning, management, and instruction.
- Recognize individual differences and levels of maturation in students.
- Obtain assistance from counselors, nurses, attendance persons, and administrators, where appropriate.
- Enforce the *Code of Conduct* consistently.
- Protect students' rights; communicate students' responsibilities.
- Communicate appropriately with parents.
- Communicate appropriately with school personnel.

Goals

- To communicate the North Allegheny *Code of Conduct* to students, parents/guardians, staff, and community.
- To enforce School Board Policy, local, state, and federal laws.
- To ensure the rights and personal dignity of students and staff.
- To emphasize the need for acceptance of personal responsibility and self-discipline.
- To assure a fair, reasonable, and consistent approach to the enforcement of the *Code of Conduct*.
- To maintain an effective and safe learning environment.
- To maximize learning and minimize disruptions.
- To protect and maintain school property.
- To identify, diagnose, and remediate students who exhibit inappropriate behavior.
- To refer students to appropriate persons for counseling, examination, remediation, or rehabilitation.
- To promote and recognize exemplary student behavior.

2018-2019 Code of Conduct Misconduct and Response Structure

The examples provided in this Code of Conduct are not to be construed as limiting the behaviors which may require disciplinary action by school personnel. The following misconduct/response structure includes four levels. Level I, II, III, and IV represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence. Students should avoid the behaviors listed as examples under each level and, instead, exhibit good conduct. Any student found in violation of Board Policy or District rules and regulations will receive appropriate disciplinary action.

Level I

Misbehavior on the part of the student which **IMPEDES ORDERLY CLASSROOM PROCEDURES OR INTERFERES** with the **ORDERLY OPERATION OF THE SCHOOL**.

These misbehaviors are usually handled by individual staff members, but sometimes require the intervention of other school support personnel.

Examples Include, but Not Limited to:

- Classroom/school disturbance or disruptive/inappropriate classroom/school behavior
- Non-defiant failure to complete or carry out directions
- Bringing radios, tape recorders, cell phones, cameras, and other electronic devices without authorization
- Eating outside cafeteria or in unauthorized area(s)
- Failing to have or return required forms, books, library books, materials, and equipment
- Littering
- Loitering
- Running or shouting in the halls
- Unauthorized presence in the halls or other school areas
- Verbal harassment of others
- Inappropriate display of affection
- Unauthorized sale of non-harmful items
- Disorderly bus conduct
- Classroom tardiness and first offense class cut
- Lying
- Inappropriate language

Examples of Disciplinary Options:

- Verbal or written reprimand
- Special assignment
- Written agreement
- Denial of recess
- Detention
- Denial of privileges
- Confiscation

Level II

Misbehavior whose frequency or seriousness tend to **DISRUPT THE LEARNING CLIMATE OF THE SCHOOL**.

These infractions, which usually result from the continuation of **LEVEL I** misbehaviors, require the intervention of personnel on the administrative level because the execution of **LEVEL I** disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which **DO NOT** represent a direct threat to the health and safety of others, but whose **EDUCATIONAL CONSEQUENCES ARE SERIOUS ENOUGH** to require corrective action on the part of administrative personnel.

Examples Include, but are Not Limited to:

- Extreme Level I misconduct
- Continuation of Level I misconduct
- Abusive, obscene, or disrespectful language, writing, or gestures
- Using forged notes or excuses
- Unsafe bus conduct
- Violation of school attendance policies (e.g. tardiness; truancy; leaving school property without permission; 2nd offense cutting class; unexcused absence)
- Failure to serve detentions within reasonable time
- Unauthorized possession or use of school property, facilities, lockers
- Hazing
- Bullying/Cyberbullying
- Plagiarism/Cheating
- Misbehavior during field trips or school programs
- Open defiance of authority; willful refusal to do as ordered; or any form of insubordination
- Violation of dress guidelines
- Abuse of vehicular privileges
- Inappropriate use of electronic devices
- Using, installing, or downloading unauthorized software (i.e. games, music, etc.)
- Other violations of the Student Acceptable Use Policy

Examples of Disciplinary Options:

- Modified day
- Detentions
- Denial of recess
- Denial of privileges/extra-curricular activities; social probation
- In-school suspension
- Temporary suspension
- Confiscation

In cases of in-school suspension, temporary suspension, full suspension, or exclusion, students shall be entitled to due process rights as outlined in the sections entitled "Student Rights" and "Student Responsibilities."

Level III

Acts whose **FREQUENCY** or **SERIOUSNESS** tend to disrupt the learning climate of the school and/or **ACTS DIRECTED AGAINST PERSONS OR PROPERTIES** and whose consequences **COULD ENDANGER THE HEALTH OR SAFETY OF OTHERS IN THE SCHOOL.**

Examples Include, but are Not Limited to:

- Continuation of or extreme Level II misconduct
- Vandalism
- 3rd offense truancy
- Petty theft
- Fighting
- Minority, ethnic, or racial slurs or intimidation
- Trespassing on or in school property when closed
- Refusal to leave school property when ordered to do so
- Intimidating others
- Hazing
- Bullying/Cyberbullying
- Sexting
- Unauthorized or improper use of vehicles on school grounds
- Destruction of the property of others
- Lewdness or indecent exposure
- Throwing any object
- Possession or use of tobacco, matches, e-cigarettes, lighters, vapes, vaping material, etc.
- Sexual harassment
- Spitting on individuals or property
- Possession of laser pointers
- Inappropriate use of electronic devices

Examples of Disciplinary Options:

- Detention
- Confiscation
- Temporary removal from class
- In-school suspension
- Temporary suspension
- Full suspension
- Denial of privileges/extra-curricular activities
- Restitution of property or damages
- Social probation
- Referral to police or district magistrate
- Referral to outside agency

In cases of in-school suspension, temporary suspension, full suspension or exclusion, students shall be entitled to due process rights as outlined in the sections entitled "Student Rights" and "Student Responsibilities." Accumulation of three or more Level II and Level III suspensions requires referral to Central Office Administration for a possible School Board Hearing, a possible expulsion, or further disciplinary action.

Level IV

Acts whose **FREQUENCY** or **SERIOUSNESS** tend to **DISRUPT** the learning climate of the school. **ACTS DIRECTED AGAINST PERSONS OR PROPERTY WHICH COULD OR DO POSE A THREAT TO THE HEALTH, SAFETY OR WELFARE OF OTHERS IN THE SCHOOL.**

Such acts will require administrative action which could result in the immediate removal of the students from school and the possible intervention of law enforcement authorities.

Examples Include, but are Not Limited to:

- Continuation of or extreme Level III misconduct
- Extortion or attempted extortion
- Bomb threat or threatening phone calls
- Possession/use/transfer of dangerous weapons
- Assault
- Lighted or ignited objects
- Theft or possession/sale of stolen property
- Arson or attempted arson
- Hacking, cracking, or tampering with the network/computers
- Other violations of the Student Acceptable Use Policy
- Inappropriate use of electronic devices
- Transfer/sale/possession/purchase/procurement/distribution/use or under the influence of unauthorized substances, e.g., drugs, alcohol, or drug paraphernalia
- Possession, sale, or use of firecrackers, cherry bombs, or other fireworks
- Disorderly conduct
- Unauthorized use of fire alarm or equipment
- Reckless driving or speeding on school property
- Other violations of federal, state, or local laws
- Terroristic threats
- Terroristic acts
- Repeated incidents of bullying/cyberbullying
- Retaliation against a student for reporting bullying or extortion, or for assisting in an investigation

Examples of Disciplinary Options:

- Confiscation
- In-school suspension
- Temporary suspension
- Full suspension
- Restitution for damages to or loss of property
- Expulsion
- Referral to police or district magistrate
- Referral to outside agency
- BOCA Code enforcement

In cases of in-school suspension, temporary suspension, full suspension, or exclusion, students shall be entitled to due process rights as outlined in the sections entitled "Student Rights" and "Student Responsibilities." A Level IV suspension may result in a School Board Hearing for further disciplinary action; possibly expulsion.

Definition of Key Terms

BOCA Code: the Basic Fire Prevention Code which makes it unlawful to smoke, throw or deposit any lighted or smoldering substance in places where No Smoking signs are posted. The BOCA Code for No Smoking does not pertain to vehicles. (Adopted by the Town of McCandless)

Independent Learning Center: a program which provides both academic assistance and counseling opportunities for students referred for disciplinary reasons. The Independent Learning Center is located at the Senior High School.

Detention: requiring a student's presence before or after the regular school day for disciplinary reasons.

Due Process: a student's right to be informed of charges and be heard before the designated authority.

Electronic Cigarette or Vapes: battery-operated products designed to deliver nicotine flavor and other chemicals by turning the substance into a vapor that is inhaled by the user which simulates smoking. The term shall include any such devices and partial devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vapes, or under any other product name or descriptor.

Electroshock Weapons: weapons or devices that can be used to deliver an electroshock.

Excused Absence: pupil absences in accordance with North Allegheny School Board Policy #204 due to reasons of: personal illness; serious emergency; medical, dental, clinic, or hospital appointment; funeral of a relative; excused family educational trip; or post-secondary school visitation.

Expulsion: exclusion from school, after formal hearing, for an offense for a period exceeding ten school days. This may be permanent expulsion from school rolls.

Full Suspension: exclusion from school for an offense for a period of up to ten days, after an informal hearing before the principal is offered to the student and the student's parents.

In-School Suspension: exclusion from classes for disciplinary reasons and assignment to a supervised area following a student conference with the principal.

Modified Day: a change designated in a student's daily schedule by the principal.

Parent: refers to parent, guardian or person in legal custody of student.

Staff: any employee of the North Allegheny School District.

Temporary Suspension: exclusion from school for an offense for a period of up to three school days, by the principal, after a conference with the student.

Unexcused Absence: the absence of a pupil due to parental neglect, illegal employment, or truancy.



District Guidelines in Support of the Code of Conduct

Academic Integrity

Plagiarism/Cheating

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

Student Responsibility

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

Parent Responsibility

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

Teacher Responsibility

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

Violations

The following practices are considered to be violations of the *Code of Conduct* in the area of academic integrity: "Any attempt to receive and/or

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

Reporting Procedures Relating to Violations

I. Administration and Teachers:

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

II. Teacher's Responsibility:

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

Anti-Bullying Policy

The **North Allegheny School Board Policy #249** sets forth the District's commitment to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying. 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.

What Is Bullying?

Bullying shall be defined as an intentional and unwelcome electronic (cyber), written, verbal, or physical act, or series of acts that has these characteristics:

- Physical – includes hitting, kicking, spitting, pushing and taking personal belongings.
- Verbal – includes taunting, malicious teasing, name-calling, and making threatening statements or gestures.
- Psychological or Relational – includes spreading malicious rumors, and engaging in social isolations or intimidation.
- Cyberbullying – includes any form of verbal or psychological bullying that may occur on the Internet through social media. Cyberbullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings including any social networking accounts.

It is directed at another student or group of students that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race; color; intellect; religion; ancestry; national origin; gender; sexual orientation; gender identity and expression; or a mental, physical, or sensory disability.

It has the intent to coerce, intimidate, harass, and otherwise cause emotional distress.

It is severe, persistent, or pervasive.

It has the effect of:

- Substantially interfering with a student's education;
- Substantially disrupting the orderly operation of the school; or
- Creating a threatening environment.

It occurs in a "school setting." School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or during any activity sponsored, supervised, or sanctioned by the school and/or District.

The District reserves the right to investigate acts of bullying that occur outside the school setting if those acts meet the requirements of the characteristics as delineated above.

How Should Students Report Acts of Bullying?

Students are encouraged to report bullying complaints to District employees.

What Happens if the Policy Is Violated?

Students who bully others will be subject to disciplinary options as outlined in the *Code of Conduct* and will be required to participate in an Anti-Bullying educational component.

Any student who retaliates against another student for reporting bullying or extortion, or for assisting or testifying in the investigation or hearing may be subject to further disciplinary action as outlined in the *Code of Conduct*.

Use of 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; thus, the use of electronic devices for educational purposes is permitted, under the direction of the classroom teacher and in accordance with the *Code of Conduct*.

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

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 connection to the Internet. Examples of these electronic and personal communication devices include, but shall not be limited to, iPads, cell phones, laptops or other student-owned computers, as well as any new technology developed with similar capabilities of data storage or transmission. In the event that a student is unsure whether the restrictions set forth in the *Code of Conduct* apply to a particular device, it is the student's responsibility to verify with the appropriate classroom teacher or building administrator whether the device is subject to the *Code of Conduct*. The District is not liable for the loss, damage, or misuse of an electronic device brought to school by a student.

Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, which is authorized by a classroom teacher. Limited personal use of electronic devices at the high school level may be permitted during transitional times at the discretion of the building administration. Personal electronic devices used during the instructional day must access the Internet via the District's content-filtered, wireless network, and not through personal cellular service.

Inappropriate use of electronic devices has the potential to negatively impact the educational processes and individual students. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violate the rights of individual students is a violation of the *Code of Conduct*.

Any student found to be inappropriately using electronic devices will be subject to consequences set forth within the *Code of Conduct*. Infractions of this policy can result in a minimum of Level II consequences. In addition, such acts may be in violation of the **North Allegheny School Board Policy #224.1 - Responsible Computer, Telecommunications, Information Technology Use - Pupils, Policy #237 - Personal Electronic Devices, and/or Policy #249 - Anti-Bullying**. Inappropriate use of these devices includes, but is not limited to the following examples:

- Placing and/or receiving a call, text message, or other communication during instructional time. Parent(s)/guardian(s) are asked to call the school for emergency situations, rather than attempting to contact their child directly. The school will, in return, contact the student.
- The use of electronic devices in locker rooms, health suites, restrooms, and other areas where an individual would have a reasonable expectation of privacy.
- Audio or video recording without advanced expressed permission from either a teacher or administrator and the individuals who are being recorded.
- Taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, inappropriate, unauthorized, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.
- Using any electronic device for purposes which are in direct violation of other provisions within this *Code of Conduct*, such as bullying, cyberbullying, cheating, or otherwise violating academic integrity, or harassing or intimidating students or staff members.

The District shall enforce these provisions of the *Code of Conduct* regarding electronic devices on school grounds, District-operated school buses and other conveyances, and during any District-sponsored activities, whether or not occurring on school grounds. Such prohibited activity shall also apply to student conduct that occurs off school property if the prohibited conduct is (a) directed at another student or students, is (b) severe, persistent, or pervasive, and (c) interferes with a student's education, creates a threatening environment, or substantially disrupts orderly operations of school. Such activities are in direct violation of the **North Allegheny School Board Policies #224.1, #237, and #249** and will result in violators being disciplined accordingly.

Hazing

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

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

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. Infractions of this policy can result in Level II or Level III consequences.

This policy directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

Searches

The **North Allegheny School Board Policy #226** strictly prohibits the possession, conveyance, use, or storage of contraband including drugs, alcohol, weapons, or other materials possessed by a student in violation of Federal or State law or school policy. The North Allegheny School District believes that the elimination of drugs, alcohol, and weapons in public schools is important to the welfare and safety of students. School officials may conduct reasonable search of a student and his/her personal effects. Since student lockers are owned by the North Allegheny School District and loaned to students and since the student parking lot is owned by the North Allegheny School District and parking permits are made available, the school exercises exclusive control over lockers and student vehicles in the parking lot. Students should not expect privacy regarding items placed in their lockers or in their vehicles as random searches of lockers

and the student parking lot may be conducted by school officials. This policy has been expanded to include the use of trained dogs in conducting locker searches at the secondary level.

What happens if the policy is violated?

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

Unlawful Harassment

North Allegheny School Board Policy #248 establishes that 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 forbidden and will not be tolerated, as the District is committed to providing a physically and psychologically safe environment in which students can learn.



Controlled Substance and Paraphernalia

The following disciplinary actions will result for students found in violation of **North Allegheny School Board Policy #227** regarding the possession, procurement, use, distribution, sale, or under the influence of intoxicating beverages, narcotics, or controlled substances.

Health/Medical Emergency

If a student demonstrates obvious symptoms of possible substance use (staggering, slurred speech, dazed appearance, incoherence, inability to respond), the situation shall be handled as a health problem and potential emergency. If evidence confirms substance use, disciplinary action will be administered according to the appropriate situation described in the Substance Abuse Guidelines.

Possession/Use/Under the Influence First Offense

If a student possesses, uses, or is under the influence of a substance as defined in **School Board Policy #227** for the first time, the student will receive a temporary suspension, followed by an informal hearing. In cases where student misconduct is proven, students will be suspended for ten (10) days of Out of School Suspension. Based upon circumstances, involvement of law enforcement, and evidence discovered through an investigation, the administration will administer disciplinary action up to and possibly including a referral to the North Allegheny School Board, which could result in expulsion, per **School Board Policy #233**. A referral to the Student Assistance Team will also be made and students will be expected to comply with recommendations made by this team. The student will also be required to participate in a drug and alcohol assessment by a recognized drug and alcohol agency and comply with any and all recommendations resultant from said assessment.

Subsequent Offenses

If a student is caught (use, possession, or under the influence of) in subsequent offenses the student will be suspended for a minimum of ten (10) days of Out of School Suspension with an automatic referral to the School Board and will be recommended for expulsion per **School Board Policy #233** or assignment to an alternate educational placement.

Distribution

If a student is caught distributing an illicit substance, and in instances where student misconduct is proven, students will receive a minimum of ten (10) days of Out of School Suspension with automatic referral to the School Board, which could result in expulsion, per **School Board Policy #233**.

Violation Of Substance Abuse Guidelines at School Sponsored Functions

If a student violates any portion of the North Allegheny Substance Abuse Guidelines at a school sponsored function, the student will be disciplined according to the appropriate situation described in the Substance Abuse guidelines, and herein. If a student is uncooperative during the process, the student will be referred to security personnel or the local police.

Possession Of Drug Paraphernalia

If a student is caught with any type of drug paraphernalia with the intent to use, sell, or transfer same, the student will be subject to the appropriate disciplinary actions of the North Allegheny Substance Abuse Guidelines. Students will also be subject to the appropriate provisions of the Substance Abuse Guidelines should the result of testing by the police indicate positive substance identification and/or involvement.

Possession of Drugs and Alcohol at Off-Premises School-Related Activities

Possession of drugs and alcohol applies to conduct while on school grounds, anywhere during school-sponsored activities, anywhere under the jurisdiction of the school, or while using school transportation. Said conduct shall include the use of, intent to use, and sales or transfers of drugs and alcohol and shall subject the student to the appropriate disciplinary actions of the North Allegheny School Board Policy. This policy is in conjunction with the Drug Free Schools and Communities Act of 1994 and Act 211.

Definition of Terms:

Restricted Chemicals - include opiates, hallucinogens, marijuana, steroids, barbiturates, heroin, morphine, alcohol, cocaine, tranquilizers, amphetamines, mood altering inhalants, and any and all substances defined as "controlled substances" and prohibited by the Controlled Substance, Drug, Device and Cosmetic Act, as amended (35 P.S. 780-101, et. seq) or any comparable or related state or federal statute or regulation.

Drug Paraphernalia - shall include those items as listed in the Controlled Substance, Drug, Device and Cosmetic Act, as well as any material(s) fashioned with the intent to use. "Drug Paraphernalia" shall also include any forged, stolen, or blank prescriptions.

Use - means to ingest, inhale, inject, imbibe, or otherwise cause a restricted drug or intoxicating beverage to reach the bloodstream or digestive tract, or be under the influence thereof.

Possession - means the possession of any restricted drug, intoxicating beverage, any material purported to be such (look-a-like or imitation drugs) or drug paraphernalia. If these restricted materials are found in a student's locker the infraction is equivalent to possession. If these restricted materials are found in an automobile used by a student and located on school property the infraction is equivalent to possession.

Distribution - means to give possession of a restricted drug, intoxicating beverage, any material purported to be such (look-a-like or imitation drugs), or drug paraphernalia to another person, whether or not for compensation or sale.



Use of Tobacco and Tobacco-Like Products

North Allegheny School Board Policy #222 prohibits tobacco use or possession by students in school buildings, on buses, vans or other vehicles owned by, leased by, or under the control of the North Allegheny School District, and on property owned by, leased by, or under the control of the District. Tobacco use includes use or possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment; any smokeless tobacco product; any other nicotine product. Tobacco use or possession by students is prohibited at any school function, activity or event. Tobacco use is prohibited in student vehicles, while on property owned by, or leased by, or under the control of the District. This includes private vehicles utilized by school staff or chaperones for transporting students. A student is in possession of tobacco if tobacco in any form is found on the person of the student; in the student's locker; in a student's car on school property; in a student's purse, backpack, and gym bag

or like object; in a student's coat or other clothing; or otherwise under the student's control. **North Allegheny School Board Policy #227.1** prohibits the use or possession of e-cigarettes and vapes by students. Students who possess or use e-cigarettes or vapes for the first time will be subject to an immediate In School Suspension of three (3) days and will be required to complete a tobacco cessation program. Students who possess or use e-cigarettes or vapes for subsequent times will receive increasingly more significant discipline up to referral to the North Allegheny School Board for expulsion per **School Board Policy #233**. Students who violate **School Board Policy #222** or **#227.1** will also be referred to the Student Assistance Program. The North Allegheny Board of Directors also prohibits the use by any person — employees, residents, parents, guests, and all others — of tobacco products on all school property owned or under the control of the District.

Use of Electronic Surveillance Systems

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

Information obtained from electronic surveillance systems may be used

by the administration to assist in an investigation to determine whether a student has committed an unlawful or an unsafe act. Violations of the *Code of Conduct* will result in appropriate disciplinary consequences.

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

Weapons

The **North Allegheny School Board Policy #218.1** strictly prohibits the possession, conveyance, use or storage of weapons or look-a likes 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.

What is a Weapon?

The Administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger. However, all of the following are considered weapons: knife blades, mace, pepper spray, cutting instruments, cutting tools, nun-chuck sticks, electroshock weapons, razor-blades, brass knuckles, acid, metal pipes, sharpened wood, stun guns, firearms, pistols, shotguns, rifles, ammunition, explosive devices, fireworks, pyrotechnics, 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, technology education or music classes, or weapons or look-a likes used for the instructional program.

What Happens if the Policy is Violated?

All discoveries of any prohibited weapons on school property will be reported to local law enforcement officials and to the Office of Safe Schools, PA Department of Education.

Student: This is a Level IV violation of the *Code of Conduct* and will result in a mandatory one calendar-year expulsion from school for the possession of weapons. The Superintendent may recommend a modification of the one year expulsion on a case-by-case basis.

Employees: Violation entails suspension without pay, pending a disciplinary hearing. Penalties may include dismissal.

Visitors: The District will vigorously pursue prosecution through law enforcement agencies.

Terroristic Threats-Acts

The **North Allegheny School District Board Policy #281.1** recognizes the danger that terroristic threats and acts present to the safety and welfare of District students, staff and community. District students are prohibited 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.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- 1) The building principal may immediately suspend the student.
- 2) The building principal shall promptly report the incident to the Superintendent.
- 3) Level IV disciplinary action will be taken.
- 4) Based on further investigation, the Superintendent or principal may report the student to law enforcement officials and bring charges against the student.
- 5) Based on further investigation, the Superintendent may recommend expulsion of the student to the North Allegheny School Board.

Responsible Computer, Telecommunications & Information Technology Use Policy

North Allegheny School Board Policy #224.1

1.0 Purpose

The North Allegheny School District provides students and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, Internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the District’s technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District’s technology resources is for appropriate school-related educational and operational purposes consistent with the educational mission of the District. Use for educational purposes is defined as that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District’s technology resources.

2.0 Definitions

Privilege - access to and the use of the District’s computers, network and information technologies shall be considered a privilege, and not a right or entitlement.

Instruction in Usage - the District shall establish procedures and ensure that students are properly instructed in the appropriate usage of the District’s computers, network and information technologies.

Filtering Program - a firewall and/or a filtering program that monitors and blocks objectionable materials from being accessed or received over the Internet.

System Configuration - each school computer is configured to access the District’s network and to provide each user with the appropriate software.

District Technology Resources - all technology owned and/or operated by the District, including computers, projectors, televisions, video, and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, routers, and networks, including the Internet.

User - anyone who utilizes or attempts to utilize District technology resources while on or off District property. The term includes, but is not limited to, students, staff, parent(s) and/or guardian(s), and any visitors to the District that may use District technology.

3.0 Access To and Use of Facilities

The District’s computers, network, and information technologies may be made readily available to students and considered as tools that are integral to their educational experience. District technology resources

may be assigned or allocated to an individual user for his or her use (e.g., individual e-mail accounts, laptop computers, etc.). Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with that and other District policies. Any security problems are to be reported to the teacher or building administrator and are not to be demonstrated to others.

The policy will be distributed to all students for their review and will be permanently posted to the District’s website. Students will be asked to sign or otherwise indicate receipt of this policy.

4.0 Internet Filtering and CIPA Compliance

The District utilizes content and message filters to prevent users from accessing material through District technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District’s educational mission. The filtering software shall not be intentionally disabled at any time; such acts may result in disciplinary action.

The Superintendent or designee shall establish a procedure for users to request that a legitimate website or educational resource not be blocked by the District’s filters for a bona fide educational purpose.

The Board directs that the Superintendent or designee ensure that students at the elementary, middle school, and high school levels are educated about appropriate online behavior.

5.0 Guidelines

The District reserves the right to monitor any user’s utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the Internet to ensure compliance with this and other District policies, and state and federal law. All e-mails and messages, as well as any files stored on District technology resources may be inspected at any time for any reason.

District technology resources shall be periodically monitored to ensure compliance with this and other District policies including monitoring of users’ online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. Violations of this policy, any other School District policy, may be discovered by routine maintenance and monitoring of the District technology environment.

However, the Superintendent, or his/her designee, shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized.

Federal laws, cases, and guidelines pertaining to copyright govern the use of material accessed through District resources. Users will make a standard practice of requesting permission from the holder of the work; comply with the Fair Use Doctrine, and/or complying with license agreements. Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over networks,

remixing or preparing mash-ups, and deep-linking into the content of others' web sites.

Users may not circumvent technology protecting measures that control access to a protected work unless they are permitted to do so by law. District guidelines on plagiarism will govern use of material accessed through the District's networks. Users must not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices. Users acknowledge that the School District's use of plagiarism analysis software being applied to their work.

Students shall not engage in improper uses or conduct regarding the District's technology resources. The following are considered to be examples, but not all-inclusive list of types of improper usage and conduct.

1. Stealing or intentionally harming computer equipment, software, or supplies and/or wasting computer, network or technology resources, such as bandwidth, or printing capacity.
2. Installing or using unauthorized software, including, but not limited to, shareware, freeware or games, programs, files, music, or other electronic media.
3. Attempting to violate or circumvent security procedures by trying to gain access to the District network or another computer system or infiltrating or interfering with a computer system.
4. Using technology resources to bully or to create, access, or to distribute harassing, obscene, lewd, vulgar, or pornographic remarks, insulting remarks, or attacking others, including hate mail, threatening statements or other antisocial communications.
5. Accessing, viewing, displaying, creating, or sending material that is offensive, abusive, obscene, and/or pornographic in nature or tends to degrade any race, religion, ethnic origin, or gender.
6. Using technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
7. Sharing or using another's password(s), account(s) or credentials for electronic accesses to resources and equipment.
8. Accessing another user's files without explicit permission.
9. Employing technology resources for commercial, for-profit, or any purposes not directly related to school activities.
10. Using technology resources to gamble.
11. Using technology resources for political lobbying or campaigning, not including student elections (e.g., student government, club officers, homecoming queen, etc.).
12. Connecting or tethering a non-District owned device to access an unfiltered and/or unmonitored internet connection.
13. Using proxies or other means to bypass Internet content

filters and monitoring.

14. Concealing, or attempting to conceal, a user's identity, including the use of anonymizers, or the impersonation of another user.
15. Accessing restricted system settings or changing settings or access rights to a restricted system or account.
16. Using of encryption software that has not been previously approved by the District.
17. Scanning the District's technology resources for security vulnerabilities.
18. Attempting to make unauthorized purchases on the Internet which result in an expense to the District.
19. Disclosing or disseminating personal information regarding minors.
20. Use of the "North Allegheny School District" or its logo for non-District activities, endorsement of products, or any 'for profit' activities without the express written permission of the Superintendent or designee.
21. Violating any federal, state, or local statutes, ordinances, or regulations relative to computer, software, network, and Internet usage.

6.0 Consequences for Improper Usage

Violations of this policy may result in the temporary or permanent loss of computer and Internet privileges, disciplinary action in accordance with the Code of Conduct and/or federal, state and local laws.

7.0 Disclaimer

The District makes no warranties, whether express or implied, for the service it is providing through its network and computer resources. The District will not guarantee that the functions or services provided through the District's Internet and computer network service will be without error. The District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, missed deliveries or service interruption caused by its own negligence or equipment, hardware or technology failure or the user's errors or omissions.



NORTH ALLEGHENY SCHOOL DISTRICT

200 Hillvue Lane • Pittsburgh, PA 15237-5391

directory

Administrative Offices 412-366-2100

Superintendent of Schools 412-369-5430

**Assistant Superintendent of Secondary
Schools/Deputy Superintendent..... 412-369-5896**

**Assistant Superintendent
of Elementary Education..... 412-369-5896**

**Director of Curriculum, Assessment,
& Professional Development..... 412-630-5826**

Director of Student Services..... 412-635-4110

DEPARTMENTS

Athletics 724-934-7238

Baierl Center 724-934-7237

Communications Department 412-369-5445

Facilities..... 412-369-5432

Financial Services 412-369-5574

Food Service 724-934-7201

GOAL 412-635-4108

Human Resources 412-369-5416

School Board 412-369-5437

School Psychologists 412-369-4130

Special Education 412-635-4109

Student Assistance 412-369-5466

Transportation 412-369-5500

ELEMENTARY SCHOOLS

Bradford Woods Elementary School 724-935-5081
41 Forest Road • Bradford Woods, PA 15015

Franklin Elementary School..... 412-366-9663
2401 Rochester Road • Sewickley, PA 15143

Hosack Elementary School 412-366-9664
9275 Peebles Road • Allison Park, PA 15101

Ingomar Elementary School 412-366-9665
602 W. Ingomar Road • Pittsburgh, PA 15237

Marshall Elementary School..... 724-935-4044
5135 Wexford Run Road • Wexford, PA 15090

McKnight Elementary School 412-635-4105
500 Cumberland Road • Pittsburgh, PA 15237

Peebles Elementary School 412-366-9667
8625 Peebles Road • Pittsburgh, PA 15237

MIDDLE SCHOOLS

Carson Middle School..... 412-369-5520
300 Hillvue Lane • Pittsburgh, PA 15237

Ingomar Middle School..... 412-348-1470
1521 Ingomar Heights Road • Pittsburgh, PA 15237

Marshall Middle School..... 724-934-6060
5145 Wexford Run Road • Wexford, PA 15090

HIGH SCHOOLS

NA Intermediate High School 412-369-5530
350 Cumberland Road • Pittsburgh, PA 15237

NA Senior High School 724-934-7200
10375 Perry Highway • Wexford, PA 15090-9210

NA Website:

www.northalleghey.org