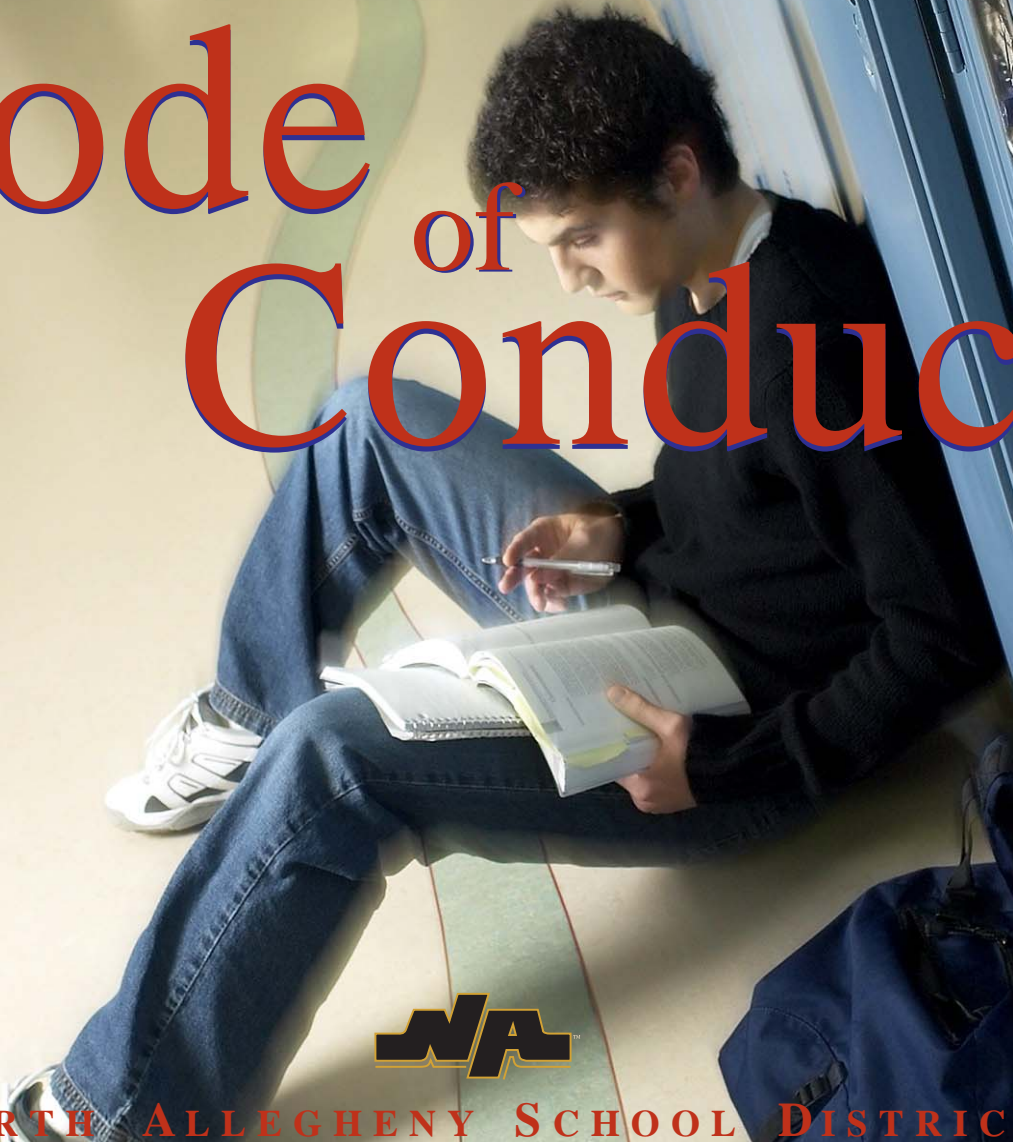
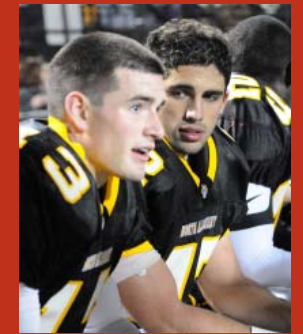


2009-2010  
**Code of Conduct**



**NORTH ALLEGHENY SCHOOL DISTRICT**



*"Great Expectations...The Best Is Yet To Come!"*

*North Allegheny School District*

## ***Mission***

*Our mission is to educate and develop all students to become confident, life-long learners and responsible citizens within a changing, global society by delivering an outstanding educational experience through a comprehensive array of opportunities in the pursuit of excellence.*



# CODE OF CONDUCT

*adopted*

*July 25, 1984*

*revised edition - August, 2008*

*North Allegheny School District  
200 Hillvue Lane*

*Pittsburgh, Pennsylvania 15237 - 5391*

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



***2009 - North Allegheny School District Code of Conduct - 2010***  
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# *Welcome to North Allegheny!*



**Dr. Patricia P. Green**  
Superintendent of  
Schools



**Dr. William Stropkaj**  
Assistant Superintendent



**Dr. Arleen Wheat**  
Assistant Superintendent,  
of Special Education  
and Pupil Services

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 which 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 is given to each student in the District. In addition, the Code of Conduct is communicated to elementary students by their principals and teachers. Throughout the school year, the Code is reviewed with the students when necessary and appropriate.

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 the document will be revised periodically, your thoughts and ideas on this important issue is 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 shared responsibility among the home, school, and community. 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 the building administration. 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 ages 6-21 are entitled to a free and full education in Pennsylvania. The following pages contain information to help students get the most from their education.

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## **STUDENT RIGHTS AND RESPONSIBILITIES**

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### **Freedom of Expression**

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 the appropriate Board Policies.

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

### **Sexual 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.

### **Locker Search**

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.

### **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.

### **Due Process Procedures For Exclusion Of Students From School**

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 parents if the suspension is imposed. The principal will send a written notice to the Superintendent and student's parents.

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 five days of suspension. Prior to the hearing, the student and parents 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 parents or guardian, 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 parents 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 requests a public hearing. If the Board rules in a student's favor, all references to the alleged incident shall be removed from the student's records.

### **Exclusion From Classes - In-School Suspension**

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 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.

## **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and good 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 good 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 of the educational process

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## **PARENT RESPONSIBILITIES**

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Parents should teach their children the importance of honesty, respect for law, respect for property, and respect for the rights of others. When parents and school work diligently toward the fulfillment of these obligations, each 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

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## **STAFF RESPONSIBILITIES**

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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 with parents
- Communicate with school personnel

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## **GOALS**

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- To communicate the North Allegheny Code of Conduct to students, parents, staff and community
- To enforce School Board Policy, local, state and federal laws
- To insure 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

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.

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## LEVEL I

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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 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, and cameras, without authorization
- 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
- Eating outside cafeteria or in unauthorized area(s)
- 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

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## LEVEL II

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Misbehavior whose frequency or seriousness tends **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 But 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
- Bullying
- 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 pagers, beepers and/or cellular phones during school hours.
- 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 section entitled "Students Rights and Responsibilities."*

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### LEVEL III

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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 But 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
- Unauthorized or improper use of vehicles on school grounds
- Destruction of the property of others
- Lewdness or indecent exposure
- Possession, sale or use of firecrackers, cherry bombs, or other fireworks
- Throwing any object
- Possession or use of tobacco, matches, lighters, etc.
- Possession of drug paraphernalia
- Sexual harassment
- Spitting on persons or property
- Possession of laser pointers

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 section entitled "Students Rights and Responsibilities."*

*Accumulation of three or more Level II and Level III suspensions requires referral to Central Office Administration for possible School Board Hearing, possibly expulsion, or further disciplinary action.*

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### LEVEL IV

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Acts whose FREQUENCY or SERIOUSNESS tend to DISRUPT OR 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 But 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
- Transfer/sale/possession/purchase/procurement/distribution/use or under the influence of unauthorized substances, e.g., drugs, alcohol or drug paraphernalias
- 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
- Bullying
- 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 of property or damages
- 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 section entitled "Student Rights and Responsibilities."*

*A Level IV suspension may result in a School Board Hearing for further disciplinary action; possibly expulsion.*

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## DEFINITION OF KEY TERMS

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**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.

**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.

**Excused Absence:** pupil absences due to personal illness, a serious emergency, or death in the family.

**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

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## ACADEMIC INTEGRITY POLICY

### ***PLAGIARISM/CHEATING***

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

### ***STUDENT RESPONSIBILITY***

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

### ***PARENT RESPONSIBILITY***

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

### ***TEACHER RESPONSIBILITY***

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

### ***VIOLATIONS***

The following practices are considered to be violations of the Code of Conduct in the area of academic integrity. "Any attempt to receive and/or give unauthorized assistance from either printed or recorded aids or 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 applies to Board Policy 2500, Use of Computers. 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 District is committed 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:

- It is directed at another student or group of students.
- It is severe, persistent, or pervasive.
- It has the effect of:
  - o Substantially interfering with a student's education;
  - o Substantially disrupting the orderly operation of the school; or
  - o 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 Student 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 Student Code of Conduct.

## CELLULAR PHONES

The use or display of cellular phones during instructional hours in classrooms, gymnasiums, locker rooms, auditoriums or in halls is prohibited. The use of cellular phones in locker rooms is prohibited at all times.

Inappropriate use of cellular phones and disruptions of instructional time caused by cellular phone use are a violation of the Code of Conduct. Inappropriate use and disruptions include but are not limited to the following during instructional time:

- Placing a call or text message
- Receiving an incoming call or text message
- Having a cellular phone activated
- Using photographic capabilities

Infractions of this policy will result in a minimum of Level II consequences.

## COMPUTER, TELECOMMUNICATIONS AND INFORMATION TECHNOLOGY USAGE (STUDENTS)

### 1.0 PURPOSE

This policy establishes the philosophy, governing rules, training requirements and parental approval requirements related to the District's computer technology.

### 2.0 SCOPE

This policy applies to all District students who use the District's computers, computer networks and the Internet facilities.

### 3.0 PHILOSOPHY

- 3.1 Advantages – The School Board recognizes that computers, telecommunications and information technologies, when properly used, have the ability to enhance student instruction and learning.
- 3.2 Disadvantages – The School Board also recognizes that the District's powerful computers, telecommunications network and information technologies, when improperly used, can have negative consequences, especially in the absence of proper training and responsible supervision.
- 3.3 Benefits Outweigh the Disadvantages – It is the District's position that benefits to users of the District's computers, network and information technologies greatly exceed the disadvantages.
- 3.4 Privilege – Access to and the use of the District's computers, network and information technologies shall be considered a privilege, not a right or entitlement.
- 3.5 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.
- 3.6 Filtering Program – The District shall employ a filtering program that monitors and blocks objectionable materials from being received over the Internet.
- 3.7 Proper Supervision – At all levels student usage will be monitored. At the elementary level, students shall use the Internet only under teacher supervision and in the context of instruction related to the curriculum.
- 3.8 Ultimate Responsibility – It is the position of the District that the ultimate responsibility for setting and conveying the standards that students follow when using the District's computers, network and information technologies rests with their parents and guardians.

### 4.0 STUDENT ACCESS TO AND USE OF FACILITIES

- 4.1 Student Participation – It is the prerogative of parents to deny their child access to the Internet through the use of District computers and technology resources. It is the obligation of parents to properly notify the District that they wish to exercise that prerogative. Therefore, all students in the District will be provided access to the computer network and information technologies. A student will be denied access to and use of the District's computer network only upon the submission of a formal parental written request to restrict such access made to the Manager of Academic Technology.
- 4.2 Disposition of Written Requests – Parent written requests to deny their child access to District technology resources will remain on file to give teachers and other District employees a record of parental denial.
- 4.3 Usage Restrictions – Usage of the District's computers, network and information technology facilities shall be granted to students only for purposes of conducting research, completing work assignments, and communicating with others in the contexts of their curricula, co-curricular/extra-curricular activities.
- 4.4 Behavioral Expectations – Because communications on computer networks are public in nature, and thus may be a reflection on the District, students shall be expected to be considerate, responsible and demonstrate good behavior while using the District's computers, network and information technology facilities.
- 4.5 Access to Student Data – All student-generated data, files and communications may be reviewed by network administrators to ensure that system integrity is maintained and that the system is being used in a responsible manner. Information stored on District servers shall not be private.

## 5.0 IMPROPER USAGE

The following are considered to be examples, but not an all-inclusive list, of improper usage and conduct:

- 5.1 Attempting to invade or damage facilities, equipment, software, or supplies.
- 5.2 Stealing equipment, time, services, software, or supplies.
- 5.3 Sending or receiving e-mail for personal use by students.
- 5.4 Intentionally sending or displaying offensive messages, or images.
- 5.5 Using offensive, abusive, or obscene language.
- 5.6 Harassing, insulting or attacking others.
- 5.7 Students visiting chat rooms.
- 5.8 Building, maintaining, or supporting personal web sites.
- 5.9 Violating copyright laws and/or licensing agreements.
- 5.10 Using another's password or account.
- 5.11 Sharing passwords.
- 5.12 Attempting to violate or circumvent security procedures.
- 5.13 Trespassing in another's folders or files.
- 5.14 Transferring, reading, changing, copying, sharing, or destroying another's files.
- 5.15 Intentionally wasting resources, such as disk space, bandwidth, or printing capacity.
- 5.16 Employing the network for commercial or political purposes.
- 5.17 Using facilities, software, or supplies for any purposes not directly related to school activities.
- 5.18 Downloading, installing, or using unauthorized software, including but not limited to, shareware, freeware, games, and audio/video files (Authorization can only come from the Information Technology Department).
- 5.19 Attempting to make unauthorized purchases on the Internet.
- 5.20 Using facilities in any other way deemed by the District, in its sole discretion, to be inappropriate.
- 5.21 Violating any federal, state, or local statutes, ordinances, or regulations relative to computer, software, network, and Internet usage.
- 5.22 Writing, producing, or generating any computer code or message on the network that might disrupt or adversely affect any network user or resources.
- 5.23 Hacking, cracking, or otherwise trying to gain access to the District network or another person's or organization's computer system.
- 5.24 Any other uses deemed inappropriate by North Allegheny School District.

## 6.0 CONSEQUENCES FOR IMPROPER USAGE

Students – Students who intentionally use the District's computers, network and information technology facilities in any manner such as delineated in paragraph 5.0 may be denied future access and usage, and shall be subject to disciplinary action in accordance with the rules and regulations of the North Allegheny School District Code of Conduct and/or appropriate federal, state, and local statutes, ordinances and regulations.

*Note: NA Board of School Directors Policy #3640  
approved 8/14/02 (supersedes #2530)*

## HAZING POLICY

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

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

This policy prohibits any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in any hazing activity.

This policy directs that no administrator, coach, sponsor, volunteer or District employee shall permit, condone or tolerate any form of hazing. Infractions of this policy can result in Level II or Level III consequences.

## **SEARCHES of STUDENTS, STUDENT LOCKERS and STUDENT VEHICLES**

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

### **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.

## **SEXUAL HARASSMENT**

Sexual Harassment is any unwelcomed/unwanted sexual advance or any form of improper 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.

## **SUBSTANCE ABUSE**

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

### **HEALTH/MEDICAL EMERGENCY**

A student demonstrates obvious symptoms of possible substance use (staggering, slurred speech, dazed appearance, incoherence, inability to respond). This type of 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 - COOPERATIVE**

A student possesses, uses, or is under the influence of a substance (as defined in the School Board Policy #3515) for the first time and is cooperative with the investigation. The student will receive a temporary suspension, followed by an informal hearing. There will be a minimum of six days in-school suspension; maximum, referral to the School Board, which could result in expulsion, per Section 3510 of the School Board Policy. These outlined examples represent the minimum and maximum disciplinary actions that could be taken. Based upon circumstances, information and evidence, discovered through an investigation, the administration will administer disciplinary action appropriate within that range. A referral to the Student Assistance Team will be made; compliance with Board Policy 3515.7 required. The student will 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.

### **POSSESSION/USE/UNDER THE INFLUENCE FIRST OFFENSE - UNCOOPERATIVE**

A student possesses, uses, or is under the influence of a substance (as defined by Substance Abuse Guidelines) for the first time and is uncooperative. There will be a minimum of ten days in-school suspension, following an informal hearing. Maximum consequence will be referral to the School Board which could result in expulsion, per Section 3510 of the School Board Policy.

**Definition of Terms:**

**Restricted Chemicals** - include opiates, hallucinogens, marijuana, steroids, barbiturates, heroin, morphine, alcohol, cocaine, tranquilizers, amphetamines, mood altering inhalants, and any and all those 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. Such restricted materials found in a student’s locker is equivalent to possession. Such restricted materials found in an automobile used by a student and located on school property 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.

**SUBSEQUENT OFFENSES**

A student is caught (use, possession, or under the influence of) in subsequent offenses. There will be a temporary suspension, followed by an informal hearing. The minimum will be ten days out-of-school suspension with automatic referral to the School Board, which could result in expulsion, per Section 3510 of School Board Policy.

**DISTRIBUTION**

A student is caught distributing an illicit substance. There will be a temporary suspension, followed by an informal hearing. The minimum will be ten days out-of-school suspension with automatic referral to the School Board, which could result in expulsion, per Section 3510 of School Board Policy.

**VIOLATION OF SUBSTANCE ABUSE GUIDELINES AT SCHOOL SPONSORED FUNCTION**

A student violates any portion of the North Allegheny Substance Abuse Guidelines at 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, he/she will be referred to security personnel or the local police.

**POSSESSION OF DRUG PARAPHERNALIA**

A student is caught with any type of drug paraphernalia. Possession of drug paraphernalia with the intent to use, sell or transfer same shall subject the student 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.

## TOBACCO USE AND POSSESSION

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 or possession by students is prohibited at any school function, activity or event held on or off property owned by, leased by, or under the control of the District. 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, gym bag or like object; in a student's coat or other clothing; or otherwise under the student's control. The North Allegheny Board of Directors also prohibits the use by any person - employees, residents, parents, guests, and all others - of tobacco products on school property owned or under the control of the District.

## WEAPONS POLICY SUMMARY

### NORTH ALLEGHENY WEAPONS POLICY SUMMARY

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.

### 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, tazers, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened woods, 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, tech ed or music classes, or weapons or look-alikes 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.

*You may obtain a copy of the North Allegheny Board Policy # 3520 from the  
School Board Secretary, 200 Hillvue Lane, Pittsburgh, PA 15237.*

## **TERRORISTIC THREATS/ACTS**

### **NORTH ALLEGHENY TERRORISTIC THREATS/ACTS ADMINISTRATIVE POLICY AND PROCEDURE**

The North Allegheny School District recognizes the danger that terroristic threats and acts present to the safety and welfare of District students, staff and community. The North Allegheny 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.

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 Board of Education.



# NORTH ALLEGHENY SCHOOL DISTRICT

200 Hillvue Lane • Pittsburgh, PA 15237-5391

Phone: 412-366-2100 Fax: 412-369-5513

## *directory*

### ADMINISTRATIVE OFFICES 412-366-2100

Superintendent's Office .....	412-369-5430
Assistant Superintendent .....	412-369-5489
for Elementary Education and Curriculum	
Assistant Superintendent .....	412-369-5896
for Secondary Education and Curriculum	
Assistant Superintendent .....	412-635-4110
of Special Education and Pupil Services	
Assistant Superintendent .....	412-630-5826
for Curriculum	

### DEPARTMENTS

Athletics .....	724-934-7238
Baierl Center .....	724-934-7237
Communications & PR .....	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
Information Technology .....	412-369-5406
School Board .....	412-369-5437
School Psychologists .....	412-635-4110
Special Education .....	412-635-4109
Student Assistance .....	412-369-5466
Transportation .....	412-369-5500

NA Website:  
[www.northalleghey.org](http://www.northalleghey.org)

NATV Cable:  
Comcast Channel 98 & Armstrong Channel 50

### 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
200 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	