

**Aliquippa Jr/Sr High School  
Parent/Student Handbook  
2017-2018**



## School District Mission

By fostering student success in a relevant and challenging learning community, the Mission of the Aliquippa School District is to create productive citizens for a global society.

### Aliquippa Jr/Sr High School

100 Harding Avenue

Aliquippa, PA 15001

Phone: 724-857-7515

District Phone: 724-857-7500

FAX: 724-857-7560

Beth A. Smith.....Jr High Principal  
Alvin B. Gipson.....Sr High Principal  
Kathy Dulaney.....Principals' Secretary  
Ellen Hermes.....Guidance Counselor  
Kim Tonio.....Guidance Counselor  
Julie Crisi.....Guidance Secretary  
Stuart Rusnak.....Nurse  
Beth Walkney.....School Psychologist  
Lisa Dutkovich.....Curriculum Coordinator

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## 2017-2018 School Calendar

|                                        |                                                                                    |
|----------------------------------------|------------------------------------------------------------------------------------|
| August 21, 22, & 23, 2017.....         | In-Service Days                                                                    |
| August 24, 2017.....                   | First Day for Students                                                             |
| September 4, 2017.....                 | Labor Day-NO SCHOOL                                                                |
| September 7, 2017.....                 | Meet the Teacher Night                                                             |
| October 9, 2017.....                   | In-Service Day                                                                     |
| October 27, 2017.....                  | End of 1 <sup>st</sup> Nine-Weeks                                                  |
| October 31, 2017.....                  | In-Service Day                                                                     |
| November 1, 2017.....                  | Full Act 80 Day                                                                    |
| November 10, 2017.....                 | Veteran's Day-NO SCHOOL                                                            |
| November 22, 2017.....                 | Early Dismissal                                                                    |
| November 23-27, 2017.....              | Thanksgiving Break-NO SCHOOL                                                       |
| December 22, 2017-January 2, 2018..... | Winter Break-NO SCHOOL                                                             |
| January 15, 2018.....                  | Martin Luther King Jr Day-NO SCHOOL                                                |
| January 18, 2018.....                  | End of 2 <sup>nd</sup> Nine-Weeks/End of 1 <sup>st</sup> Semester                  |
| February 9, 2018.....                  | In-Service Day                                                                     |
| February 19, 2018.....                 | Severe Weather Make-Up Day                                                         |
| March 16, 2018.....                    | Full In-Service Day                                                                |
| March 26, 2018.....                    | End of 3 <sup>rd</sup> Nine-Weeks                                                  |
| March 29, 2018.....                    | Severe Weather Make-Up Day                                                         |
| March 30-April 2, 2018.....            | Spring Break-NO SCHOOL                                                             |
| May 11, 2018.....                      | Full Act 80 Day/Prom                                                               |
| May 28, 2018.....                      | Memorial Day-NO SCHOOL                                                             |
| June 1, 2018.....                      | End of 4 <sup>th</sup> Nine Weeks & 2 <sup>nd</sup> Semester/Last Day for Students |
| June 1, 2018.....                      | Commencement                                                                       |
| June 4, 2018.....                      | In-Service Day                                                                     |

## Teacher Assignments

### ELA Department

Mr. Mark D'Alessandris  
Mrs. Cindy Douglas  
Mrs. Ashley Furr  
Mrs. Tracey Heinlein  
Mrs. April Lindner  
Ms. Regina Stala

### Mathematics Department

Mr. Sam Giordano  
Mr. Brandon LeDonne  
Mr. Michael Malec  
Mr. Jason Martsolf  
Mr. Quintan Russell

### Science Department

Mr. Johnathan Burnett  
Mr. Cullen Connor  
Ms. Renee Ludwig  
Mrs. Kristy Luketic  
Mrs. Kim Fulcher

### Social Studies Department

Mr. Lou Ceccarelli  
Mr. Andrew Forrest  
Mr. Martin Mason  
Mr. Bill Spiropoulos

### Support Department

Ms. Dana Bugay  
Mrs. Jeniece Crumb  
Ms. Joie Dusold  
Mrs. Brianna Estel  
Ms. Megan Farrelly  
Mr. Thomas Majors  
Mr. Daniel Sonsini  
Ms. Jacki Stickle

### Electives

Mr. Charles Brantner  
Mrs. Jill Brennan  
Mr. Zachary Caine  
Ms. Amarillis Lopez  
Mr. Jared Lackovich  
Mr. Jose Molina  
Mr. Marc Zeno

### Technology

Ms. Renee Schomburg  
Mr. Jonathan Senko  
Mr. Steven Toppetta

## **Personnel**

### **Special Services**

Mr. Thomas Aldrich/Mr. Steve Leslie-IT Department

Mrs. Vanessa Casper-McElhaney-School-Based WPPC/Positive Steps Wellness Center

Mr. Calvin Graham-Chief Security Officer

Mrs. Cassidy Hall-Food Services Director

Ms. Meena Hill-School-Based Probation

Ms. Susan Hughston-Home/School Visitor & Truancy

Mrs. Nora Lemon-Special Education Secretary

Mrs. Karen Sheffield-Penn State Talent Search

Mr. Mike Zmijanac-Athletic Director

### **Superintendent's Office**

Dr. Peter M. Carbone-Superintendent

Mrs. LeeAnn Prodonovich-Superintendent's Secretary

### **School Board of Directors**

Terry Swanson-President

Elverna Cuffie-Vice-President

Nicole Bible

Janice Cain

Catherine Colalella

Aileen Gilbert

Sandra Gill

Arthur Piroli Sr.

Tina Price-Genes

## Bell Schedule

|                 |  |       |  |       |
|-----------------|--|-------|--|-------|
| PLT             |  | 7:15  |  | 7:40  |
| Breakfast 10-12 |  | 7:45  |  | 7:58  |
| Homeroom 7-9    |  | 7:45  |  | 8:00  |
| Breakfast 7-9   |  | 8:02  |  | 8:15  |
| Homeroom 10-12  |  | 8:02  |  | 8:15  |
| 1               |  | 8:19  |  | 9:06  |
| 2               |  | 9:10  |  | 9:57  |
| 3               |  | 10:01 |  | 10:48 |
| LUNCH 1         |  | 10:48 |  | 11:18 |
| 4B              |  | 11:22 |  | 12:09 |
| 5B              |  | 12:13 |  | 1:00  |
| 6               |  | 1:04  |  | 1:51  |
| 7               |  | 1:55  |  | 2:45  |
|                 |  |       |  |       |
| PLT             |  | 7:15  |  | 7:40  |
| Breakfast 10-12 |  | 7:45  |  | 7:58  |
| Homeroom 7-9    |  | 7:45  |  | 8:00  |
| Breakfast 7-9   |  | 8:02  |  | 8:15  |
| Homeroom 10-12  |  | 8:02  |  | 8:15  |
| 1               |  | 8:19  |  | 9:06  |
| 2               |  | 9:10  |  | 9:57  |
| 3               |  | 10:01 |  | 10:48 |
| 4A              |  | 10:52 |  | 11:39 |
| LUNCH 2         |  | 11:39 |  | 12:09 |
| 5B              |  | 12:13 |  | 1:00  |
| 6               |  | 1:04  |  | 1:51  |
| 7               |  | 1:55  |  | 2:45  |
|                 |  |       |  |       |
| PLT             |  | 7:15  |  | 7:40  |
| Breakfast 10-12 |  | 7:45  |  | 7:58  |
| Homeroom 7-9    |  | 7:45  |  | 8:00  |
| Breakfast 7-9   |  | 8:02  |  | 8:15  |
| Homeroom 10-12  |  | 8:02  |  | 8:15  |
| 1               |  | 8:19  |  | 9:06  |
| 2               |  | 9:10  |  | 9:57  |
| 3               |  | 10:01 |  | 10:48 |
| 4A              |  | 10:52 |  | 11:39 |
| 5A              |  | 11:43 |  | 12:30 |
| LUNCH 3         |  | 12:30 |  | 1:00  |
| 6               |  | 1:04  |  | 1:51  |
| 7               |  | 1:55  |  | 2:45  |

## Act 80/Half-Day Bell Schedule

|                 |  |       |  |       |
|-----------------|--|-------|--|-------|
| PLT             |  | 7:15  |  | 7:45  |
| Breakfast 10-12 |  | 7:50  |  | 8:03  |
| Homeroom 7-9    |  | 7:50  |  | 8:03  |
| Breakfast 7-9   |  | 8:07  |  | 8:20  |
| Homeroom 10-12  |  | 8:07  |  | 8:20  |
| 1               |  | 8:24  |  | 8:54  |
| 2               |  | 8:58  |  | 9:28  |
| LUNCH 1         |  | 9:32  |  | 10:02 |
| 4B              |  | 10:06 |  | 10:36 |
| 5B              |  | 10:40 |  | 11:10 |
|                 |  |       |  |       |
| PLT             |  | 7:15  |  | 7:45  |
| Breakfast 10-12 |  | 7:50  |  | 8:03  |
| Homeroom 7-9    |  | 7:50  |  | 8:03  |
| Breakfast 7-9   |  | 8:07  |  | 8:20  |
| Homeroom 10-12  |  | 8:07  |  | 8:20  |
| 1               |  | 8:24  |  | 8:54  |
| 2               |  | 8:58  |  | 9:28  |
| 4A              |  | 9:32  |  | 10:02 |
| LUNCH 2         |  | 10:06 |  | 10:36 |
| 5B              |  | 10:40 |  | 11:10 |
|                 |  |       |  |       |
| PLT             |  | 7:15  |  | 7:45  |
| Breakfast 10-12 |  | 7:50  |  | 8:03  |
| Homeroom 7-9    |  | 7:50  |  | 8:03  |
| Breakfast 7-9   |  | 8:07  |  | 8:20  |
| Homeroom 10-12  |  | 8:07  |  | 8:20  |
| 1               |  | 8:24  |  | 8:54  |
| 2               |  | 8:58  |  | 9:28  |
| 4A              |  | 9:32  |  | 10:02 |
| 5A              |  | 10:06 |  | 10:36 |
| LUNCH 3         |  | 10:40 |  | 11:10 |



## 2-Hour Delay Bell Schedule

**\*NO BREAKFAST\***

|               |  |       |  |       |
|---------------|--|-------|--|-------|
| Homeroom 7-12 |  | 9:50  |  | 9:57  |
| 3             |  | 10:01 |  | 10:48 |
| LUNCH 1       |  | 10:48 |  | 11:18 |
| 4B            |  | 11:22 |  | 12:09 |
| 5B            |  | 12:13 |  | 1:00  |
| 6             |  | 1:04  |  | 1:51  |
| 7             |  | 1:55  |  | 2:45  |
|               |  |       |  |       |
| Homeroom 7-12 |  | 9:50  |  | 9:57  |
| 3             |  | 10:01 |  | 10:48 |
| 4A            |  | 10:52 |  | 11:39 |
| LUNCH 2       |  | 11:39 |  | 12:09 |
| 5B            |  | 12:13 |  | 1:00  |
| 6             |  | 1:04  |  | 1:51  |
| 7             |  | 1:55  |  | 2:45  |
|               |  |       |  |       |
| Homeroom 7-12 |  | 9:50  |  | 9:57  |
| 3             |  | 10:01 |  | 10:48 |
| 4A            |  | 10:52 |  | 11:39 |
| 5A            |  | 11:43 |  | 12:30 |
| LUNCH 3       |  | 12:30 |  | 1:00  |
| 6             |  | 1:04  |  | 1:51  |
| 7             |  | 1:55  |  | 2:45  |

**\*IMPORTANT\***

In case of a **NUCLEAR EMERGENCY** at Shippingport, your child will be transported to:

**Independence Middle School**

**Bethel Park School District**

**2807 Bethel Church Road**

**Bethel Park, PA 15102**

## 2017-2018 Tentative Assessment Calendar

|                     |                                |
|---------------------|--------------------------------|
| December 4-15, 2017 | Keystone, Winter Wave 1        |
| January 8-22, 2018  | Keystone, Winter Wave 2        |
| April 9-13, 2018    | PSSA Grades 7 & 8, ELA         |
| April 16-20, 2018   | PSSA Grades 7 & 8, Mathematics |
| April 23-27, 2018   | PSSA Grade 8, Science          |
| May 14-25, 2018     | Keystone, Spring Wave          |

### Visitor Policy

The Aliquippa Jr/Sr High School requires that ALL VISITORS sign in at the welcome desk with security. Visitors MUST present a valid photo ID or driver's license PRIOR to entering the building. Those visitors who do not have a scheduled meeting with school personnel, MUST be given approval by the administration to enter the building. Security will clear all visitors with the administration or appropriate school personnel. Parents/guardians who are there to pick up their child for an early dismissal must also present the appropriate documentation before entering. Family members/family friends are not permitted to eat meals with students, visit classrooms, or follow students throughout their school day. The administration reserves the right to permit these types of visits on an individual basis; however, this would only occur in rare cases when absolutely necessary. If visiting in the building, please remember you are not permitted to visit with other children and/or interfere with another child's daily functioning. These regulations assist in the general safety of the students, as well as in helping with the overall effectiveness of the building routines.

For the protection of our students, volunteers, chaperones and visitors are asked to refrain from taking pictures of students with their phones during school events and sharing them via social media. Cooperation in this matter would contribute to a collective responsibility to protect our students.

Any person who, in the school building or on the school premises, whether during school hours or at school-sponsored events, conducts him/herself in a manner detrimental to others, will be requested to leave the school building or premises. If said person fails to leave, he/she will be treated as a trespasser.

**NOTE: ANY visitor may be subjected to his/her belongings (purses, bags, back packs, etc.) being SEARCHED PRIOR to entering the building.**

## Attendance Policy

### Tardiness

Tardiness is always one of the major problems in any school district, including the Aliquippa School District. The ASD feels that habits of tardiness that are not corrected in the earlier years will continue to worsen and possibly become a major problem for the child in his/her adult life. Therefore, the following procedures have been established in an effort to correct this problem.

A student will be considered tardy to school if he/she does not report by 7:50 each morning. Students arriving after 8:20 should be accompanied by a parent/guardian OR have a written excuse from a doctor or other health caregiver. With proper documentation, students will be marked with an *excused tardy*. All students MUST report to homeroom. Failure to report to homeroom will result in an *unexcused tardy*.

The following penalties will be in place in regards to tardiness:

**1<sup>ST</sup> TARDY**-verbal warning

**2<sup>ND</sup> TARDY**-verbal warning

**3<sup>RD</sup> TARDY-1-day detention** assigned and telephone call to the home

**6<sup>TH</sup> TARDY-2-days detention** assigned and telephone call to the home

**9<sup>TH</sup> TARDY-1-day in-school** suspension and a parent conference

**NOTE:** Failure to serve detention will result in an in-school suspension. Repeated non-compliance may result in an out-of-school suspension, Truancy Intervention Program (TIPS) referral, and/or Truancy Elimination Plan Meeting. Students who are habitually tardy will have charges filed with the District Magistrate. This may also affect a student's ability to attend and/or participate in extra-curricular activities.

## Attendance Guidelines

### K-12

No individual student absences shall exceed twenty (20) unexcused days in any school year. If a student exceeds the maximum number of allowable absences, that student may receive failing grades in all subjects for the school year. The failing grades would be recorded as *insufficient attendance*. After fifteen (15) unexcused absences, the Aliquippa School District will file charges with District Magistrate.

## **EXCUSED absences NOT counted toward the twenty (20) day limit**

- In-school and/or Out-of-school suspensions.
- Illness: written documentation with dates of illness and description must be provided by parent/guardian OR a confirmed validated doctor's excuse and presented within three (3) days after that student's return to school.
- Recovery from an injury/surgery or other severe health related issue.
- An excuse that has been approved by the principal/designee for other urgent reasons/family emergency. However, verification must be presented immediately upon that student's return to school or that absence will be considered unexcused.
- Quarantine: the local health department must authenticate this type of excuse.
- Death in the immediate family: excuse should be specific description, such as, "death of father, uncle or grandmother." An obituary should be submitted with the excuse.
- Impassable road: reason that would make travel to school impossible (ex. landslide, flood, traffic accident, etc.)
- Excused on emergency permit: usually handled through administrative channels.
- Religious holidays observed by a bona fide religious group.
- College or post-secondary institution visit, with prior approval.
- School sponsored field trips.
- Required court attendance.
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts.

## **Definition of Questionable Absences**

Please note that the mere fact that a parent has sent a written explanation to the school does not necessarily mean that the absence is excused. A claim of continued or repeated illness without verified medical proof of the student's condition is a "questionable absence." Cases of erratic, general explanations or patterned absences would be "questionable." An excuse that simply states, "please excuse my child from being absent because he/she was sick," is too general in nature to be accepted. The excuse should specifically state "please excuse my child for being absent because he/she had the flu; there was a death in the family, etc." No excuses will be accepted that state the student had a doctor's appointment, court hearing, etc., without written proof from the appropriate facility. Also, excuses will NOT be accepted after three (3) days of returning to school. **After ten (10) written excuses, the parent will be required to turn in medical documentation for the remainder of the school year.**

## Unexcused, Unlawful Absences

- An illegal excuse would be marked illegal and unlawful for those children under the age of 17 (Compulsory Regulation).
- An illegal excuse would be marked unexcused for those children 17 years or older. For example:
  - Truancy: absence without parental knowledge
  - Skipping school and/or leaving the building without permission
  - Illegal Employment: working during school hours
  - Parental Neglect, such as:
    - Child overslept
    - Child was visiting away from home
    - Child missed the bus, etc.

## Procedures

1. After the **third (3)** day of illegal/unexcused absence, the parent/guardian will be contacted via a phone conference apprising them of the District's attendance policy. A follow-up letter may be issued to those families with a history of attendance issues.
2. After the **sixth (6)** day of illegal/unexcused absence, a School Attendance Improvement Conference will be scheduled with the family, student and appropriate school personnel. A Truancy Elimination Plan will be developed at this time.
3. Students who are *habitually truant* will be referred to the SAP team. Once a conference has been held, and a Truancy Elimination Plan has been developed, the District may report the attendance issue to Children and Youth Services of Beaver County.
4. After the **fifteenth (15)** day of illegal/unexcused absence, the filing of charges against the parent/guardian with the District Magistrate will be considered by the building administration.
5. On the **twentieth (20)** day of illegal absence, the parent/guardian will be notified that their child has reached the maximum number of allowable days to be absent, and the District policy regarding attendance may be enforced. This could result in retention of the student due to *insufficient attendance*.

**NOTE:** Even though it has been determined that a student has failed for the year due to insufficient attendance, the student **MUST** continue to attend school; Sections 1327 & 1333 of the Public School Code of Pennsylvania (Compulsory Attendance).

## **Illness or Other Urgent Reasons**

Every principal, nurse, or truancy officer may upon receipt of satisfactory evidence of mental, physical, or other urgent reasons may excuse a child for non-attendance during temporary periods, but the term "urgent reasons" shall be strictly construed and shall not permit irregular attendance.

School Administrators' Handbook: Explanation of Other Urgent Reasons for Absence, Section 113-423; When the excuse reads, "please excuse my child for being absent because of an emergency," the term, "other urgent reasons," lacks valid interpretation. The term very clearly implies that the reasons must be serious and must be specified, such as: impassable roads, quarantine, death in the immediate family, or weather so inclement as to endanger the health of the child.

## **Early Release**

Any student leaving school before 11:00 am will be charged with an early release ½ day unexcused, which will count against the student's attendance. However, if proper medical documentation is provided that day or the day after, the student will receive an excused absence ½ day, which will not count towards the student's attendance. **Parents should not call students out of school for non-medical or non-emergency reasons. Instead, parents need to send in a note with their child stating the time of the release, with a phone number to verify the early release. If a note is not provided, the parent will be required to come into the school to sign their child out of school for the day.**

## **Field Trips**

Individual teachers schedule field trips as part of the academic program. Students may be denied the opportunity to attend field trips based on poor attendance, discipline or academic effort. Administration and the teacher will make the decision.

## Electronic Devices

The USE of electronic devices, such as headphones (including wireless), ear buds, cell phones, handheld video games, wireless speakers, tablets, etc. are ONLY permitted during assigned lunch periods. Electronic devices are NOT permitted to be worn on clothing or any part of the student's attire prior to lunch or after that time. Although the administration recognizes that it is a parent's right to purchase and monitor such items, they can become a distraction throughout the school day. Students are discouraged from bringing such items to school. If such items are brought to school, they must be stored away, unable to be seen by others. Devices MUST BE powered OFF during the time prior to and after assigned lunch periods. **The administration reserves the right to give permission for a teacher to conduct an educational activity with electronic devices. The school is NOT RESPONSIBLE for any stolen or lost electronic devices.**

After an initial warning, any student who has a cell phone/electronic device out and visible, or in use, will be asked to turn their cell phone/electronic device over to the teacher. If the student cooperates, a warning is issued and the device will be returned at the end of the day. If this occurs a second time in any one particular classroom or school building area, the cell phone/electronic device must be given to one of the building principals. If the student refuses to turn in his/her cell phone, a 1-day in-school suspension will be issued. Any further violations may result in additional in-school or out-of-school suspensions or violators will be prohibited from having such devices on school property. **In addition, the administration may hold the cell phone/electronic device until a parent retrieves it.**

### **Effective September 8, 2015, Pennsylvania signed into law Act 26, Cyber Harassment/Cyberbullying. Here are 5 things you need to know about Act 26:**

1. The new law creates the offense of "cyber harassment," which would include:
  - a. Making seriously disparaging statements about a child's physical characteristics,
  - b. Sexuality
  - c. Sexual activity
  - d. Mental or physical health
  - e. Threats to inflict harm
2. The harassment could be made electronically, either directly to the child or through social media.
3. For a juvenile charged with a crime, diversionary program, which might include an educational program on cyber harassment, would be considered first. Successful completion could lead to the juvenile's record being expunged.
4. The law makes cyber harassment of a child of a third-degree misdemeanor, punishable by a maximum \$2,500 fine and/or one year in prison.
5. The law could help schools, which are often expected to handle cyber bullying whether it happens on school grounds or not. "An offense under subsection (a.1) may be deemed to have been committed at that place where the child who is the subject of the communication resides."

## Grading/Graduation Requirements

Achievement is reported to parents and students each of the 4, nine-week grading periods using a 5-letter grading system. Students will also receive progress reports at the half-way mark of each grading period. Students with failing marks will be recorded with an "E." Students may receive an "incomplete" grade, which must be converted no later than 15 days into the next grading period. Final grades cannot be incomplete.

Families will be contacted at the end of the second nine-weeks if students are failing. This is especially important for seniors. Conferences will be facilitated by the guidance department. Grades are cumulative, and therefore each grading period impacts subsequent others. Students cannot be downgraded for disciplinary reasons.

## Grade Range/Weighted Courses

Traditional GPA-Grade Point Average

A = 90-100 = 3.5-4.0 GPA

B = 80-89 = 2.5-3.4 GPA

C = 70-79 = 1.5-2.4 GPA

D = 60-69 = 0.5-1.4 GPA

E = 59 & below

\*Honors classes are weighted with an additional .5 in each GPA (ex. 4.0 = 4.5 in honors)

\*\*AP classes are weighted with an additional 1.0 in each GPA (ex. 4.0 = 5.0 in AP)

The weighted GPA applies to the following courses:

- English Literature Composition Honors
- American Literature Honors
- British Literature Honors
- Biology I Honors/AP Biology/Biology II
- Physics with lab
- AP Chemistry
- Geometry Honors
- Pre-Calculus
- Calculus/AP Calculus
- Spanish III

## Distinguished/Honor Roll

- Distinguished = 4.0 GPA each nine-week grading period; no grades of C or below
- Honor Roll = 3.0 GPA each nine-week grading period; no grades of D or below



- Final GPA is cumulative from all courses in each of the 4 nine-week grading periods

## **Principal's List**

- GPA of 3.5 or better for the nine-week grading period
- No grades of D and/or E in any course
- No disciplinary infractions for the nine-week grading period
- At least 90% attendance rate
- No more than one tardy

## **Graduation Requirements**

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by the Board. There shall be only one diploma awarded by this District, and no distinctions shall be made between the various programs of instruction.

- Senior/12<sup>th</sup> grade: must earn at least 25 (cumulative) credits to graduate.
- Junior/11<sup>th</sup> grade: must earn at least 18 credits (cumulative) to be promoted.
- Sophomore/10<sup>th</sup> grade: must earn at least 11 credits (cumulative) to be promoted.
- Freshman/9<sup>th</sup> grade: must earn at least 4 credits to be promoted.
- Required course credits:
  - Mathematics-3 credits
  - Science-3 credits
  - Social Studies-4 credits
  - English-4 credits
  - Physical Education-2 credits
  - Health-.5 credit
  - 9<sup>th</sup> Grade Seminar-.5 credit
  - Intro to Technology-1 credit
  - Electives-7 credits
  - A passing final grade in a BCCTC program is counted as 3 elective credits.
- Completion of a senior project under the supervision of a teacher(s).
- A senior, who at the end of the school year, is declared ineligible to receive passing grades, may earn their high school diploma by successful attendance and passing grades in an approved summer school program. The program must be completed within ninety (90) days.

## **Honors/Enrichment Course Requirements**

Students may be eligible for honors and/or enrichment courses only if they meet the minimum requirements. In circumstances in which students would be taking courses at neighboring schools or colleges, they must meet the requirements set forth by those institutions. Currently, students

must meet two (2) out of the three (3) requirements: teacher recommendation, end of the year grade(s) of at least a B average, results on standardized testing such as the PSSA and Keystone. No student will be eligible if they perform at the Below Basic Level on a standardized test. This will be reviewed yearly to determine continued placement in courses. Course offerings are determined by the number of qualifying students.

## **BCCTC Requirements**

The Beaver County Career and Technology Center (BCCTC) is an educational opportunity that is a privilege at Aliquippa Jr/Sr High School. This specialized program requires regular attendance, as excessive absences lead to a diminished learning experience. Many programs involve cooperative learning, and individual cooperation as a member of that group is vital to the learning process. The Aliquippa Jr/Sr High School makes every effort and accommodation to keep these programs available to our students, therefore, attendance is MANDATORY. A student's attendance and behavior will be a strong consideration of his/her participation in a technical program. A student may be removed from a BCCTC program due to poor attendance, poor academics, and/or disciplinary issues.

## **Eligibility for Extra-Curricular Activities**

In order to have consistency among all participants in extra-curricular activities, failure to achieve passing grades or poor behavior in the classroom, will result in that individual being ineligible to participate. Extra-curricular activities include all organized school sports teams, band, cheerleading, musicals/performances, Quipettes, majorettes, clubs/organizations, class activities, etc.

The following procedures will be followed:

1. The District will follow all WPIAL and PIAA rules and regulations.
2. A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate until he/she has been in attendance for a total of 45 school days following his/her twentieth day of absence. The only exception is when there is a consecutive absence of five (5) or more school days due to confining injury, death in the immediate family (as defined in Section 1154 of Public School Code), court subpoena, quarantine, or to attend a religious function which the church requires it's members to attend; or the absence of five (5) or more school days due to the same confining illness, such absence may be waived from the application of this rule. Attendance at summer school does not count toward the 45 days required.
3. Homecoming, prom, and all senior events fall under the umbrella of extra-curricular activities.
4. All financial obligations must be cleared prior to participating in extra-curricular activities.
5. Homecoming, prom, and all senior events fall under the umbrella of extra-curricular activities.
6. Eligibility lists will be monitored by the administration, coaches and sponsors. Families will be kept informed of any potential issues.

7. At any time during the school year, students failing any core courses, may be subject to mandatory tutoring. Failure to comply may result in a student being denied participation in extra-curricular activities.
8. **NEW FOR THE 2017-2018 SCHOOL YEAR:**
  - **All 7<sup>th</sup>/8<sup>th</sup> graders and incoming freshman MUST be passing 5 full-credit courses in order to participate in any extra-curricular activity.**
  - **Grades will be checked every Friday to determine eligibility. If students do not meet requirements, they will lose their eligibility for that upcoming week of activity. This starts on the immediately following Sunday through the next Saturday.**
  - **Students who do not meet eligibility requirements may PRACTICE but they cannot PARTICIPATE in the activity/game.**
  - **If a student is given in-school or out-of-school suspension for any reason, he/she MAY NOT attend practice or participate in an activity/game on the day(s) of the assigned suspension.**

## **Dress & Grooming**

The Aliquippa Jr/Sr High School recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Aliquippa Jr/Sr High School will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others. However, all students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Clothes and appearance should not detract from the learning environment.

Taking into consideration the previous statements, the following rules will apply to ALL students in order to ensure an atmosphere of appropriate school dress and grooming:

1. The faculty and administration have the right to question a student's dress and take necessary action.
2. Students are expected to wear clean and neat clothes. All necessary body parts covered. No frayed/torn blue jeans/pants that show an excessive amount of skin. If frays/tears are considered excessive, the student must wear leggings under the blue jeans/pants.
3. Students are not permitted to wear hats, hoodies on their heads, head coverings of any sort, scarves/bandanas, gloves, winter head bands, shower caps or sun glasses.
4. Clothing with obscene/vulgar language/pictures, or language that could be interpreted more than one way; emblems, badges, or insignias that identify groups or gangs may not be worn.
5. Tops exposing the chest, shoulder, or bare midriff are not permitted.
6. Tank tops or spaghetti strap tops must be at least three (3) fingers wide.
7. Proper undergarments must be worn at all times.
8. Mesh or see-through t-shirts must be worn with an undershirt or cami.
9. Hair combs, hairnets, and hair curlers are not permitted. Flat irons are not to be brought to school.
10. No clothing or jewelry advertising drugs, alcohol, tobacco, or with profanity will be permitted.
11. Pants that sag well below the waistline are unacceptable.

12. Bedroom slippers, pajamas, or blankets are not permitted.
13. Short, spandex type sport shorts are not to be worn unless a looser pair of shorts is over them.
14. Shorts, dresses, and skirts must reach the middle finger tip length or three (3) inches above the knee. No spandex skirts or dresses are permitted.
15. Wife-beater undershirts are not permitted to be worn as well as sleeveless shirts cut out well below the underarm area.
16. Documentation is required from a religious leader for religious head garments.

**Violations of the above rules will be handled immediately through the cooperative efforts of the students, families, faculty, and administration. Continued infractions or failure to comply, will result in disciplinary action.**

## **Driving Regulations**

Before driving to school, the vehicle must be registered in the school office and have an Aliquippa driving sticker on the rear view mirror.

1. All students who need to drive to school must secure a permission slip from the principal's office. The permission slip must be signed by the parent/guardian and returned to the office with verification of driver's license, insurance, and owner's card, along with a \$5.00 permit fee.
2. All vehicles should be locked when parked on school property.
3. Students must park in designated areas. Privileges may be revoked for violations.
4. Students are prohibited from entering the parking area to enter their vehicles during school hours including lunch periods. Those who violate will have a discipline referral for leaving the building without permission.
5. Student drivers involved in an accident to or from school, or in the parking lot area, must make an accident report with school authorities, as well as contact the Aliquippa Police Department within 24 hours.
6. Reckless driving will result in the loss of parking privileges and notification will be made to the police.
7. Student drivers that are continually referred to the office for disciplinary reasons will have their privileges revoked. An in-school or out-of-school suspension may also be issued.
8. Vandalism to vehicles parked on school property should be reported to the Aliquippa Police and the insurance company of the driver within 24 hours.
9. Lost or revoked permits must be repurchased.
10. Permits must match the make and model as well as license plate of the vehicle.
11. Students are not permitted to drive to BCCTC (Vo-tech) without permission. Should situations develop where it is necessary for a student to drive, permission slips must be obtained from BCCTC and submitted to the principal for approval.
12. Failure to comply may result in disciplinary action.

## Work Permits

To obtain a work permit, students must use the following guidelines:

1. Parents/guardians must come to the school and complete the appropriate form.
2. A valid birth certificate must be submitted with the form.
3. The work permit will be typed by the building secretary. The family will receive 2 copies and the original.
4. Work permits will only be created during the school days hours between 10:00-2:00.

## School Wide Positive Behavior Plan

The mission of the Aliquippa School District's School Wide Positive Behavior Plan is to establish clear guidelines for academic and social behavior and to use discipline in a positive, supportive, logical, and consistent manner.

The principles of respect and responsibility are foundational beliefs that should motivate all interactions within our community. To that end, our school community has been involved in the creation of a systematic school wide positive behavior plan that creates a welcoming climate that is physically and psychologically safe. Using the 40 Developmental Assets, the committee reviewed, discussed and came to the consensus of six (6) attributes to create the school wide expectations for all Aliquippa students. These attributes became:



## Guidance Services

School guidance counselors are an integral part of the school environment. Guidance services are provided to all students in grades 7-12. The guidance counselors and classroom teachers work cooperatively to ensure that social and emotional concerns do not impede academic progress. Guidance counselors may work with students individually, in small groups, or in classrooms with targeted lessons. Counselors provide career information for specific grade levels and assist with college preparedness and placement. They also work with students and teachers on scheduling.

Consulting with parents is also an integral part of their services. Some of the guidance activities include arranging parent/teacher conferences, providing support and information, and developing improvement plans. Guidance counselors are part of the students assistance team referred to as SAP.

Parents are encouraged to contact the guidance counselor with concerns. Information that is shared is treated in a confidential manner.

## WPPC-Positive Steps Wellness Center

Positive Steps Wellness Center is an outpatient counseling service that is housed at Aliquippa Jr/Sr High School and Elementary School in order to offer support for students attending Aliquippa and their families.

We offer a variety of services which include:

- Individual outpatient counseling services for the students and their families.
- Various group therapy services.

This service is available to students K-12, and is paid for through their insurance. We are able to accept both private insurance and medical assistance, so any child can be served. Referrals can be made by either a member of the school staff, the parent/guardian and/or the student, but please be assured that no services will be conducted **without the written consent from the student's parent/guardian or the student if they are 14 or older**. Please note that all information regarding your child's treatment will be kept in a private record that is kept locked and is accessible only to Positive Steps Staff who are treating your child or supervising your child's treatment. Not even the school staff will have access to these records.

If you have any questions or concerns, please call Vanessa Casper-McElhaney anytime during school hours or leave a voicemail and we will return your call 724-857-7500, extension 4164.

## School Nurse/Clinic Information

Mr. Stuart Rusnak provides school health care for all students in grades 7-12. The school nurse is required by law to provide the following services:

- Physical screening for students in grade 11, new students, and any other student who does not have a physical exam documented.
- Height and weight for all students every year.
- Vision checks for all students every year.
- Scoliosis screening for grade 7.
- Hearing screenings for grades 7 and 11, new students, and all children in special education.
- Dental exams for grade 7.

Parents will be notified when the physicals and dentals will be administered and will have the opportunity to have their children NOT participate in the above services.

## Immunization Laws

- Students in grade 7 MUST have a meningitis vaccine and a tetanus booster that includes the whooping cough vaccine.
- Students in all grades must have two (2) chicken pox vaccines or history of the disease.
- All students are required to have 4 polio vaccinations unless they were on a catch-up schedule.
- 12<sup>th</sup> grade students are now required to have a 2<sup>nd</sup> meningitis vaccine.
- **Any student not having these vaccines will not be permitted to attend school.**

## Procedure to Visit the Clinic

In order to be seen at the clinic, students must have a signed clinic pass from his/her classroom teacher or office personnel. Unless it is an emergency, students without a pass will be sent back to class. Students cannot stop in the nurse's office in between classes. They will be sent to their next class for a pass from that teacher.

## Medication Administration

All prescribed medication that must be administered in school will fall under the Aliquippa School District Medication Administration Policy. Students who must carry emergency drugs, such as an inhaler for asthma, diabetes medication, or emergency medication for an allergy, MUST inform the school nurse and have it registered with the clinic. Any other medication, the student may need to take to school on a short-term basis, such as an antibiotic, pain medication, or cold/allergy medications, are also to inform the school nurse. Students may not carry any medicines, prescribed or over the counter without permission from the school nurse and the administration. **There are specific forms that MUST be signed by the parent, doctor, and/or student in order for these medications to be administered and/or carried in school.** Please contact the clinic for more information.

## Communicable Diseases

The law permits the EXCLUSION from school of any student who is suspected by the school nurse of having any of the communicable diseases listed below. Readmission to school would be contingent upon the school nurse or physician verifying that the criteria for readmission has been satisfied.

The following communicable diseases require that students be excluded for the time specified below:

- **Chicken Pox**-5 to 7 days or until the last lesion is scabbed over.
- **Head Lice**-immediately after the first treatment and checked by the school nurse; student will be re-examined 7 days post treatment.
- **Conjunctivitis (pink eye)**-student can return 24 hours after treatment is started.
- **Strep Throat, including Scarlet Fever**-student can return 24 hours after treatment is started.
- **Measles**-4 days from the onset of rash.

- **Fever**-student must be fever free for 24 hours before returning to school.
- **Mumps**-9 days from the onset or until subsidence of swelling.
- **Pertussis (whooping cough)**-3 weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.
- **Ringworm**-immediately after the first treatment if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
- **Scabies**-after completion of appropriate treatment.
- **Also** any other disease/condition in which the nurse deems contagious or one which would prohibit the child from being productive during the school day due to frequent trips to the bathroom, exhaustion, etc.

## Medical Emergencies

The Jr/Sr High School has a medical emergency plan in place:

- The first person on the scene will assess the victim, stay with the victim, and send for help. The AED (automatic external defibrillator) will be retrieved if necessary.
- Office staff will contact 911 and announce a CODE RED for that area of the building.
- Persons in the building trained in CPR/AED will respond to the area.
- Other staff will assist with securing the area, crowd control, and direct emergency personnel to the scene.

In addition, school personnel will contact the family. If there is no answer then:

- The school will call additional contacts listed for the child until family is reached.
- If an ambulance is needed, and a family member is NOT available, a school administrator will follow the ambulance to the hospital and wait with the child until family arrives.
- The school will continue to call family until someone is reached.
- It is very important for families to update contact information when it changes.

## School Safety

The Aliquippa Jr/Sr High School wants to ensure its families that it is providing a safe, orderly, and secure educational environment for ALL students, staff and visitors. Therefore, in cooperation with the Aliquippa Police Department, random dog searches will be conducted. Also, ALL visitors are subject to having their belongings searched PRIOR to entering the building. Metal detectors are used at the student entrances on a daily basis. The following procedures are in place:

### Metal Detector Procedures

- Students in grades 7-9 must enter the building at the front entrance and enter the main lobby. Students in grades 10-12 must enter the building at the cafeteria entrance.



- Even when students are tardy, or have returned from BCCTC, an appointment, or another function, they are subject to entering through the metal detectors or a wand search after certain hours.
- Metal detectors and wands will be supervised by the school-based security.
- If persons enter and there is a positive hit by the metal detector, the person must exit and empty items that are metal and have them examined. They must then re-enter.
- If there is a second positive hit, the person is subject to a wand metal detector search.
- Security has the right to conduct a complete search with suspicion of a possible safety hazard.

## **Locker Search Procedures**

The Board acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property and may provide lockers for such storage. Lockers are the PROPERTY OF THE SCHOOL DISTRICT. Students MUST keep their assigned locker and are encouraged to purchase a lock for their assigned locker. Students are not permitted to share lockers with other students. He/she will be responsible for all items within that locker. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or well-being to the occupants of the school building or the building itself.

The Board reserves the right to authorize employees to inspect a student's locker when there is reason to believe that the locker is being improperly used for the storage of contraband, a substance or object that is illegal, or any material which poses a hazard to the safety and order of the school.

1. All requests for the search of a student's locker will be directed to the building principals.
2. The principal(s) or representatives will be present whenever a student locker is searched.
3. The principal will be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.
4. The principal will be responsible for all documentation related to any search.
5. The principal may seize any evidence indicating that a student is violating, or has violated, the law or a school rule, as a result of a search of a student's property, clothed body, or areas designated for a student's use if the search is proper and reasonable.
6. If the student refuses to comply with the request for a locker search, particularly where the health, safety, and welfare of other students are at risk, that individual could receive an out-of-school suspension.
7. Students must empty his/her belongings, such as purses and back packs, upon request of the administration where there is reasonable suspicion that a law or school rule has been broken. Failure to comply will result in disciplinary action.

## Student Responsibilities and Discipline Guidelines

The ultimate purpose of education is to help each student become an effective and productive citizen. In order for the students of the Aliquippa Jr/Sr High School to have equal opportunities to mature in the intellectual, creative, emotional, social, and physical areas of their lives, a positive learning environment must exist. The development of self-discipline and the acceptance of individual responsibility shall be stressed throughout the students' time in the jr/sr high school.

Every individual is entitled to courtesy and consideration in relationships with fellow students and staff. Students must earn this courtesy and consideration by extending the same respect to every person they interact with throughout the school day. Actions which injure others, damage property, or which impede the learning process are not characteristics of a mature, responsible citizen, and will not be tolerated.

In accordance with the discipline guidelines, parents are asked to impress upon their children the importance of education, encourage them to respect the rights and property of others, and support them to be regular and prompt in their attendance. Parents should work with the school to encourage their children to complete their homework/assignments and study for tests. Appropriate, respectful behavior is necessary at home, at school, and in the community.

The Aliquippa Jr/Sr High School discipline guidelines will apply to all students attending school, on school property, while riding buses, or while attending any school related function. The building principal(s) will make the final determination in all disciplinary matters. However, when appropriate, discipline matters may be brought to the attention of the Superintendent, or Board of Directors, and in severe cases, charges may be filed and/or expulsion from school.

**NOTE: The administration reserves the right to handle each incident on an individual basis. In some cases, charges may be filed with the District Magistrate or the Aliquippa Police Department.**

### Detention

All school personnel members, including daily substitute teachers, may assign detention to students for infractions listed in the next discipline sections. Detention may be assigned in single or multiple days. School personnel must call the parent/guardian to inform them of assigned detention(s). However, if school personnel cannot reach parent/guardian via phone contact then a copy of the detention will be sent home with the student. Parent/guardian should contact the school upon receipt of the detention form.

The following procedures will be used once parental contact has been made:

- Students must report to detention by 2:50. Detention will be held from 2:50-3:40. Students are not permitted to enter the detention room late. They will be sent home and that day will be reassigned.
- Parents must make transportation arrangements. Hardship cases should be brought to the attention of the principal(s).

- Students will be given two (2) school days to begin their detentions. If students fail to serve assigned detentions within that time, and arrangements have not been made with the principal(s), a one (1) day in-school suspension will be issued.
- Students with multiple detentions must complete their days consecutively from the initial start date. Students who skip nights in between risk the consequence of an in-school or out-of-school suspension.
- Students must bring homework to detention. Any student arriving without homework will be assigned work by the detention officer. Failure to comply with work regulations may result in additional detention or further consequences.
- Any student who disrupts detention will be asked to leave the building and that day will be reassigned.
- **Students who are assigned detentions from multiple teachers in one school day will be given an in-school suspension or, depending on the severity, an out-of-school suspension.**

## Discipline Infractions and Penalties

**Level I:** Level I offenses impede classroom procedures, infringe upon the rights of others to learn, and interfere with the orderly operation of the school. Classroom teachers, substitute teachers, principals and other school personnel may assign Level I consequences. If the student's misbehavior is chronic and/or does not cease with initial corrective actions, the teacher may then send the student to the principal(s). If the behavior persists, consequences from Level II can be assigned and enforced.

A. Student misconduct includes but is not limited to the following:

1. Classroom disturbance
2. Cheating and/or lying
3. Failure to complete assignments
4. Unprepared for class
5. Failure to identify oneself correctly
6. Failure to follow reasonable directions
7. Loud, boisterous noise
8. Minor defacing that can be removed easily
9. Possession of non-instructional items
10. Possession of a lighter
11. Walking out of class (and returning)
12. Running
13. Sleeping
14. Violation of classroom rules

B. Disciplinary Options:

1. Warning
2. Confiscation of non-instructional items
3. Personal conference

4. Communication with parent/guardian
5. Loss of privileges
6. Classroom isolation/change in seating
7. Detention

**Level II:** Level II infractions, which often result from the continuation of Level I misbehavior(s) require the intervention of personnel on the administrative level because the use of Level I disciplinary options has failed to correct the situation. Misbehaviors that tend to disrupt the orderly climate and conduct of the school are also included in this level. They are serious enough to require corrective action on the part of the administrative personnel.

A. Student misconduct includes but is not limited to the following:

1. **Continued, unmodified Level I behaviors**
2. Disrespectful speech or actions
3. Throwing objects
4. Failure to follow established procedures in the library, cafeteria, hallways, field trips, assemblies, etc.
5. Eating in unauthorized areas
6. Horseplay
7. In off-limit areas in and around school without a hall pass
8. Skipping class/leaving class without permission
9. Inappropriate/obscene language
10. Tardy to class-3xs = 1 detention; 4xs = 2 detention; 5xs = 1 day ISS  
(continuation of tardies will result in increased consequences)
11. Tardy violations-see Attendance Policy

B. Disciplinary Actions:

1. **All Level I options may be considered**
2. Parent conference
3. Referral to Student Assistance Team
4. Referral to outside agency
5. Hall pass restriction
6. See Tardiness under the Attendance Policy
7. In-school suspension not to exceed three (3) days
8. Out-of-school suspension

**Level III:** Level III infractions are sometimes the result of the continuation of Level I and/or Level II misbehaviors. Acts against persons and/or property are also included. Since some of these infractions have consequences that might endanger the health or safety of others in school, they are considered serious and most frequently result in the immediate attention of the building principal(s). Corrective measures that the school undertakes, depend on the extent of school's resources for remediating the situation. Some circumstances may result in the intervention of the Aliquippa Police Department.

**All Level III consequences are in the form of in-school and/or out-of-school suspension (OSS). Most violations under Level III are one (1) to three (3) days but can extend to five (5) days in extreme cases or per specific policy guidelines.**

A. Student misconduct includes but is not limited to the following:

1. **Continued, unmodified Level I and/or Level II behaviors**
2. Use of electronic devices, including cell phones
3. Use of a cell phone to video/take photos, and/or share video/photos with the intent to threaten or harass another student or staff member
4. Refusal to surrender electronic devices, including cell phones upon staff request
5. Skipping school/leaving school without permission
6. Bullying/cyber bullying
7. Instigating an altercation/fight
8. Bus disturbance
9. Repeatedly skipping class
10. Failure to serve detention
11. Falsification of school records
12. Insubordinate behavior
13. Loitering on school property
14. Inappropriate behavior at school sponsored events
15. Possession of obscene materials
16. Failure to report to the office as directed by staff
17. Vandalism
18. Smoking (including e-cigarettes) as per Drug and Alcohol Policy (includes \$50.00 fine)
19. Possession and/or use of tobacco products as per Drug and Alcohol Policy
20. Attempting/breaking into student lockers
21. Stealing/theft
22. Disrespectful/confrontational behavior
23. Gambling
24. Extortion
25. Leading or participation in a school walk-out
26. Theft/possession/sale of another person's property
27. Dispensing of over-the-counter drugs, look alike drugs, and/or prescribed medications
28. Unacceptable public displays of affection

B. Disciplinary Actions:

1. **All Level I and Level II options may be considered**
2. In-school suspension not to exceed three (3) days
3. Temporary removal from class
4. School-based anger management (individual or group)

5. Confiscation of electronic devices including cell phones
6. Withdrawal of privileges including extra-curricular activities
7. Restitution of property and damages
8. Charges filed with the District Magistrate
9. Charges filed with the Aliquippa Police Department
10. See Bus Policy
11. See Electronic Devices
12. See Drug and Alcohol Policy

**Level IV:** Infractions under Level IV misbehavior could result from the continuation of Levels I through III. Acts that result in violence to another person(s) or property, and that pose a direct threat to the safety to others, are also included. These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal of the student from school. The intervention of the Aliquippa Police Department may also be warranted.

**All Level IV consequences are in the form of out-of-school suspension (OSS). Most violations under Level IV are five (5) days but can extend to nine (9) days in extreme cases or per specific policy guidelines.**

A. Student misconduct includes but is not limited to the following:

1. **Continued, unmodified Level I, Level II, and/or Level III behaviors**
2. Fighting-1<sup>st</sup> offense five (5) days; 2<sup>nd</sup> offense-seven (7) days; 3<sup>rd</sup> offense-nine (9) days
3. Indecent exposure
4. Possession/use (under the influence)/furnishing/selling of controlled substances as per Drug and Alcohol Policy
5. Possession/use (under the influence)/furnishing/selling of alcohol as per Drug and Alcohol Policy
6. Vandalism of the personal property of school personnel
7. Setting off incendiary devices (firecrackers, smoke bombs, etc.)
8. Assault on another student and/or school personnel
9. Overt threat to a student and/or school personnel (written, verbal, social media, etc.)
10. Sexual harassment/assault
11. Racial intimidation/threat to a student and/or personnel
12. Leading or participating in a riot
13. Unwarranted pulling of a fire alarm
14. Bomb threat
15. Arson
16. Possession of a weapon or look-a-like weapon as per Weapons Policy
17. Hazing

18. Disorderly conduct which threatens to interfere with the orderly operation of the school or which creates a clear and present danger
19. Any conduct on school property or at a school sponsored activity before, during or after school hours which falls under criminal code

B. Disciplinary Actions:

1. **All Level I, II and III options may be considered**
2. Charges filed with the District Magistrate after the 2<sup>nd</sup> fight
3. Immediate removal from class
4. Referral to an Administrative Review Board
5. Referral to the Superintendent
6. Formal hearing with the Board of Education
7. Alternative school placement
8. Expulsion

### **Important Definitions Relating to the Discipline Procedures:**

Aggravated Assault-An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner; or the victim suffers obvious severe bodily injury such as broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease when the offender knows that he/she is infected with a disease and intentionally bites, spits, etc.

Assault- An unlawful attack by one person upon another. The act intentionally, knowingly, or recklessly causes bodily injury or serious bodily injury upon another person.

Bully/Cyberbullying: An intentional electronic (including, but limited to, social media), written, verbal, mental or physical act or series of acts directed at another student or students, which occurs in and/or outside of the school setting, that is severe, persistent or pervasive, and has the effect of doing any of the following: (a) substantial interference with a student's education; (b) creation of a threatening and hostile learning environment; (c) substantial disruption of the orderly operation of the school. Bully/cyberbullying is intentional or deliberate aggressive behavior harm doing and is carried out repeatedly over time; and it occurs within an interpersonal relationship where one or more students have the intent to intimidate or overpower other student(s).

Disorderly Conduct: An intentional act(s) in order to cause public inconvenience, annoyance or alarm, or recklessly creating a risk to the orderly operation of the school environment. A student is guilty of disorderly conduct if he/she engages in fighting or threatening, or in violent or tumultuous behavior; makes unreasonable noise; uses obscene language, or makes an obscene gesture; or creates a hazardous or physically offensive condition by an act which serves no legitimate purpose.

Fighting (Mutual Altercation): A student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. The physical contact may consist of punching, hitting, slapping and/or kicking with the willful intent to mutually

harm one another. While students have the right to defend themselves from being assaulted, once they become an active participant, they are considered a combatant.

The use of fighting words, such as racial, cultural, or ethnic slurs, or other confrontational language associated with hate speech, or used to instigate or provoke a physical response will be treated in the same manner as physically participating in a fight.

Harassment: An intentional act(s) with the intent to harass, annoy or alarm another person. Harassment can be in the form of any of the following: strikes, shoves, kicks or otherwise subjects the other person to physical contact, or threatens to do the same; follows the other person in or about the school building/school grounds; engages in a course of conduct or repeatedly commits acts that serve no legitimate purpose; communicates to or about other persons any lewd, threatening or obscene words, language, or drawings; communicates repeatedly in an anonymous manner or at extremely inconvenient hours.

Hazing: Behavior that happens when someone joins something exclusive, such as a sports team, club, or school organization; typically characterized as an initiation process. Hazing behavior can include making the person do something embarrassing, something dangerous, or can include physical violence in some instances. Hazing creates a risk for putting someone under physical or emotional duress.

Minor Altercation: An incident which involves a single offender who commits a minor violent act against another individual and the other individual does not respond, and the incident does not escalate to a more severe type of incident, such as a fight or assault.

Public Displays of Affection: The act of inappropriate, intimate behaviors in school or on school grounds. Kissing and close physical contact are examples of such behaviors.

Reasonable Force: There are circumstances in which employees are permitted to touch students appropriately in order to maintain a safe and orderly school environment, to administer first aid, and to attend to health needs. Typical examples of reasonable force include: intervening in fights, preventing accidental injury, protecting oneself, providing care to disabled students, and moving through a crowd to address an emergency.

Sexual Assault: An assault of sexual nature. An unauthorized and unwanted, intentional, or forcible touching of a sex organ of a person of either sex. Sex organs are the breasts of females and the genital areas of males and females. This includes forcibly and intentionally grabbing the clothed or unclothed breast or genitals of a person without their consent.

Sexual Harassment: Discrimination against a student based on the student's submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual's performance, school environment, or participation in school sponsored activities; or creates an intimidating, hostile, or offensive educational environment.



## Weapons Policy

**NOTE:** The weapons policy is not printed here in its entirety, for a complete version, see your building principal(s).

### Purpose

Weapons serve no educational purpose. The Board directs that students of the Aliquippa School District found to be in possession of a weapon on school property shall be subject to discipline as outlined herein. The ASD's foremost concern is to provide for the safety and welfare of all students and employees.

To ensure a safe school environment, a school building administrator may request that any student(s) involved in a serious act of violence within the community may be directed to remain off school property until the act can be investigated by the building administrator with the assistance of the local law enforcement agency.

### Definition of Weapons

Weapons means any explosive, firearm, shotgun, rifle, blackjack, metal knuckles, knife, dagger knife, razor (blade) or cutting instrument, cutting tool, nunchuk stick, mace and any other tool, implement or instrument capable of inflicting any bodily injury. This definition also includes any look-alike instrument that could be used to cause intimidation or fear to students or staff.

### Prohibited Activity

Any student of the district who is in possession of a firearm, explosive or weapon as defined herein; on property used by the district, at any school functions, activities, including district-authorized events held away from the district, including while the student is going to or returning from school, and weapons used in local communities resulting in an arrest and charged by the local law enforcement, shall be in violation of this policy.

### Penalties

1. If the student involved is a secondary student, and if the violation is the possession of a firearm or explosive, the student shall be cited for a nine (9) day out-of-school suspension and notified of the scheduling of a due process hearing to consider expulsion before the Board or Committee thereof, of the district. The Superintendent of Aliquippa School District may recommend discipline short of expulsion to the Board on a case-by-case basis. Further, the Superintendent shall in the case of an exceptional student, take all steps necessary to comply with the Individual with Disabilities Education Act (Public Law 91-230, 20 U.S.C. Sec. 1400, et. seq.). Said hearing shall be conducted pursuant to Department of Education regulations and the provision of the Public School Code. If, after the formal expulsion hearing before the Board, it is determined that the student has held possession of a firearm or explosive on school property or otherwise to the provision of this policy, **the student shall be expelled from the schools of the district for a period of not less than one (1) year.** In addition thereto, the Board may impose such other conditions for re-admission as deemed necessary.

2. If the violation is a weapon and not a firearm or explosive, **the student shall be cited for a nine (9) day out-of-school suspension and notified of the scheduling of a due process hearing to consider expulsion before the Board, or a Committee thereof, of the district.** Said hearing shall be conducted pursuant to Department of Education regulations and the provisions of the Public School Code. If, after the formal expulsion hearing before the Board, it is determined the student had possession of a weapon, not a firearm or explosive, on school property or otherwise contrary to the provisions of this policy, the student may be expelled for a period of up to one (1) year. The Board may consider possible defense(s) or other extenuating circumstances in setting the duration of the expulsion or other appropriate discipline measures.
3. In all cases proceeding under the Penalties section, it shall be a possible defense to be considered by the Board, if evidence is offered by the student, that the weapon was possessed by the student in conjunction with a lawful supervised school activity or course or was possessed for other lawful purposes.
4. Pursuant to the provisions of Act No. 26 of 1995 (24 P.S. Sec. 13-13 17.2), the school district shall **expel, for a period of not less than one (1) year,** any student who brings a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity.

## **Drug and Alcohol Policy**

The Aliquippa School District recognizes that the misuse of chemicals is a serious problem with physical, emotional, social and legal implications for the entire school community. In order for the district to promote its educational goals and maintain an atmosphere conducive to learning, the students must be chemically free.

The Board prohibits the possession, use and sale and/or distribution of any illegal or controlled substance and/or any medical substance not registered by the school health office (clinic). This includes on any school property, at school sponsored events including on or off school grounds, and on school buses en route to and from school. Violations of this policy may result in **permanent expulsion** from school by the Board of Education.

### **School Guidelines**

As a key component of the Aliquippa Area School District Drug and Alcohol Prevention/Intervention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school-sponsored activities. These following guidelines are intended to provide a constant disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. The Aliquippa Area School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

## **Alcohol and Mood Altering Chemicals**

This includes alcohol and malt beverages, controlled substances, chemical or illegally abused substances, and prescription medications not registered by the clinic in accordance with the school district policy for the administration of medication to students in school. Examples of the above include beer, liquor, marijuana, chemical solvents, glue, look-alike chemicals, capsules and pills not registered by the clinic and anabolic steroids.

## **Tobacco Use Guidelines**

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and non-users and the safety and environment of schools.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and/or pipe; other lighted smoking product; and smokeless tobacco in any form including e-cigarettes.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property; buses, vans and vehicles that are owned, leased or controlled by the school district. The Board also prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

The Superintendent shall annually, by July 31, report all incidents of possession, use, or sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

A student convicted of possessing or using tobacco in violation of this policy, may be fined up to fifty dollars (\$50.00) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

## **Student Assistance Team (SAP)**

A core group of school personnel who are specially trained to work with students. This multidisciplinary team is composed of teachers, staff, administrators, nurse, counselor, and school psychologist. Student Assistance Team members receive referrals from administrators, faculty and staff, parents and students themselves. Referrals can be initiated by Drug and Alcohol Policy violations; but more commonly, they happen because of observed changes in behavior or performance which may or may not be drug related. With parental involvement, the team's job is to conduct a pre-assessment to determine if the student can be helped within the school or if the student needs to be referred to an outside agency.

**COOPERATIVE BEHAVIOR** - Shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, and complying with the requests and recommendations of members of the core team.

**UNCOOPERATIVE BEHAVIOR** - Is resistance or refusal, either verbally, physically or passively on the part of the student to comply with the reasonable request or recommendation of school personnel. Defiance, assault, and deceit shall constitute examples of uncooperative behavior.

**POSSESSION** - Is the knowledge or intentional possession of a controlled substance.

**PARAPHERNALIA** - Is any and all equipment, products, materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, packaging, sharing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, a controlled substance. Examples include alligator clips, chamber pipes, scales, etc.

**TREATMENT** - Is regular visitations for therapy administered by a licensed Drug and Alcohol facility or therapist who is a Certified Addiction Counselor.

**CONFIDENTIALITY** - Between students and guidance counselor, nurse, psychologist, home and school visitor, members of the core team and clerical workers shall be respected, and no confidential communication made relative thereto without the consent of the student or his/her parent/guardian unless the best interest of the student can be served.

**RAPID EYE TEST** - That which the nurse or staff trained personnel will utilize when summoned to a medical emergency in which pupillary reaction to light is evaluated, as well as the general appearance of the eyes such as tearing, color of the sclera, presence of eyelid puffiness, and the ability of the eye to follow a light without wavering.

**SPECIAL EDUCATION STUDENTS\*\*** - for students with an Individualized Educational Plan (IEP), please refer to laws regarding number of legal days for suspension.

**PREVENTION/INTERVENTION SPECIALIST** - A program specialist with expertise in the area of chemical dependence and other student high-risk behaviors.

**ASSESSMENT** - Includes psychological examinations. Any costs involved are the responsibility of the student's parent(s) or legal guardians.

**SEARCHES** - A student, his locker, or personal possessions (including his/her car on school grounds) may be searched when a school authority has probable cause or reasonable suspicion to believe that contraband (something illegal) is in the area. Searches will also take place as described below when a student has violated the Drug & Alcohol Policy.

## **Rules and Regulations**

A student who, while on school grounds at any time during a school session, or anywhere at a school-sponsored activity, including the school bus, is under the influence of alcohol, uses, dispenses, distributes, sells or aids in the procurement of alcohol, other drugs, or mood altering substances, shall be subjected to the procedures outlined in this policy.

## **Categories of Violations**

1. A student who has not violated any school code but displays inappropriate behavior that may or may not be chemically related should be referred to the building principal or designee. The Student Assistance Team will be notified of the situation and strongly suggest references to the student and his/her parent/guardian. No disciplinary action will take place in such cases. If the behavior of the student warrants disciplinary action, staff members should refer to the school's disciplinary code. **CONFIDENTIALITY IS MANDATORY.**

2. A student who wishes to disclose his/her drug problem or that of a friend/associate should be referred to the building principal/designee. The Student Assistance Team will be notified of the situation and strongly suggest referrals to the student and his/her parent/guardian. No disciplinary action will take place in such cases. If the behavior of the student warrants disciplinary action, staff members should refer to the school's disciplinary code.

**CONFIDENTIALITY IS MANDATORY.**

3. A student demonstrates physical symptoms of possible drug use (slurred speech, dazed appearance, staggering, inability to respond, etc.) - This situation is to be handled as a medical emergency. The school nurse will be summoned immediately. The student will not be left unattended at any time during the emergency. An attempt will be made to notify the parent/guardian. The principal/designee, with a witness present, will request the student to empty his/her pockets and/or purse and voluntarily surrender all drug-like substance/paraphernalia. The student's person, locker, desk, and all personal property will be searched according to policy. If a substance/paraphernalia is discovered at the time of the emergency, it will be provided to medical personnel for the purpose of aiding treatment. Substances will then be sealed in the presence of a witness, documented, and submitted to law enforcement officials. If no confirmed chemical is involved, standard health procedures will be followed. If chemical use is confirmed, the student should be referred to the SAP Team for investigative purposes. Findings of the team will be available to the parents. The student will be suspended out-of-school for five (5) days and must be evaluated by an approved County Drug and Alcohol Agency before he/she will be permitted to return to school.

**CONFIDENTIALITY IS MANDATORY.**

4. The student is caught with drugs/paraphernalia and is cooperative on first offense - the school staff member will summon the principal/designee. An attempt will be made to contact the parent/guardian. The student will not be left alone at any time. The principal/designee, with a witness, will request that the student empty his/her pockets and/or purse, desk, and all personal property will be searched according to the policy. A conference will be arranged with the parent/guardian. Substances will then be sealed in the presence of a witness, documented, and submitted to law enforcement officials. The student will be referred to the Student Assistance Team for investigative purposes. Findings of the team will be made available to the parents. The student will be suspended out-of-school for five (5) days and must be evaluated by an approved County Drug and Alcohol Agency Before he/she will be permitted to return to school. **CONFIDENTIALITY IS MANDATORY.**

5. The student caught with drug paraphernalia for the second time and is cooperative/uncooperative will be suspended for a minimum of nine (9) days. An attempt will be made to notify the parent/guardian. The student will be referred to the SAP Team and must be evaluated by an approved County Drug and Alcohol Agency before he/she will be permitted to return to school. In addition, a possible recommendation for permanent expulsion will also be considered. **CONFIDENTIALITY IS MANDATORY.**

6. The student is found using, in possession of, or suspected to be under the influence of a drug when attending or participating in any school sponsored function on or off school property the sponsor, chaperone, or accompanying administrator will be notified. An attempt will be made

to contact the parent/guardian to transport the student home. The police, security, or medical personnel will also be notified in the event that assistance is needed. The sponsor, chaperone, administrator, with a witness present, will request the student empty his/her pockets and/or purse and/or other possessions and volunteer all drug-like substances/paraphernalia. The student shall not be left alone. If transportation arrangements cannot or will not be made by the parents/guardian, the police will be asked to do so. Substances will then be sealed in the presence of a witness, documented, and submitted to law enforcement officials. The student will be referred to the Student Assistance Team for investigative purposes. Findings of the team will be made available to the parents. The student will be suspended out-of-school for five (5) days, and must be evaluated by an approved County Drug and Alcohol Agency before he/she will be permitted to return to school. Further disciplinary actions may be required according to appropriate situational category. **CONFIDENTIALITY IS MANDATORY.**

7. A student is caught in the actual process of distributing, selling or buying an illegal substance the school staff member will summon the principal/designee. The student will not be left alone at any time. An attempt will be made to contact the parent/guardian. The principal/designee, with a volunteer present, will confiscate all drug-like substances/paraphernalia. The student's person, locker, desk, and all personal property will be searched according to policy. The student will be referred to the SAP Team for investigative purposes. Findings of the team will be made available to the parents.
8. Substances that are discovered will then be sealed in the presence of a witness, documented, and submitted to law enforcement officials. The student will be suspended for 10 days out-of-school. He/she must be evaluated by an approved County Drug and Alcohol Agency before being permitted to return to school. A formal hearing will take place where permanent expulsion will be considered. **CONFIDENTIALITY IS MANDATORY.**

## **Probational Period**

A student in violation of the District Drug and Alcohol Policy may be placed on probation within the school following the rules as noted below:

1. The student will be placed on probation for one semester.
2. The student will not have restroom privileges or a hall pass without written authorization from an administrator or teacher.
3. The student will not be able to participate in or attend any extra-curricular activities (including dances or sports). Note: This will be reviewed after treatment program is completed.
4. The student must meet periodically with a principal, assistant principal, or counselor during the probationary period.
5. The student must adhere to all school rules and policies. The parent(s) of the student on probation must call and inform the school of any absences. This call must be made by 7:00 a.m. on the day of absence.
6. If the probationary rules are broken, the student will be referred to the superintendent for a formal hearing and may be recommended for expulsion from school.

## Use of Prescribed and Over the Counter Medications

The Aliquippa School District shall not be responsible for the diagnosis and treatment of student illness. Parents have the primary responsibility for the health of their children. The district recommends that medication be given at home. Through a conference with the parents, physicians should be made aware that they can change schedules so medication can be given before and after school hours.

In the event medication must be administered during school hours, a plan for verifying, administering and storing medication will be implemented to prevent mistakes, illegal acts and subjection to possible liable situations for school nurses, administrators and the district.

The guide for School Nursing Services in Pennsylvania states that medication should be given only as prescribed by a physician (initially published in 1962 and revised in 1968 and is considered an official document of the Department of Health). A legal opinion of the Department of Justice (August 16, 1978) supports the above statement.

1. The school nurse may administer prescribed medications.
2. School district policy regarding the administration of medication is required.
3. Except in truly emergency situations, teachers may not administer individually prescribed medication.

For the purpose of this policy, medication shall be "medication prescribed by a physician."

Before any medication is to be administered to any student during school hours, the district shall require completion of a form provided by the school nurse to the parent and prescribing physician that must be signed and returned to the school nurse. Information, including the purpose of the medication, dosage, time and circumstances under which the medication shall be administered, name of physician prescribing medication; the length of period for which medication is prescribed, and possible side effects of the medication must be included. Medication must be sent to the school in the original container with the prescription labeled by a pharmacist or physician.

The medication is to be given directly to the school nurse or designee. The nurse should be notified when the child's medication is changed. The school nurse, when available, is the primary person to administer medication. In the absence of the school nurse, the school principal designates the person(s) to administer medication. Prescription medication will be kept in a locked medicine cabinet (or refrigerator) in the nurse's office. Students in grades 7-12 will be responsible for reporting to the nurse's office or the main office at the time the medication is to be given. In grades K-6, individualized plans will be made for the administration of medication by the nurse, the principal, or a designee. It is recommended that parents be fully informed if the school nurse is not available and the parent cannot administer the medication, someone designated by the principal will give the medication. A log or a written record indicating the administration of medicine shall be established. Documentation should be in ink and indicate name of student, time of day, name and dosage of medication, and name of person administering the medication. The documents shall become part of the student's health record and be kept on file in the office of the school nurse.

**NOTE** - Students who dispense over-the-counter, look-alike drugs and/or prescribed medications shall result in suspension from school under the Drug and Alcohol Policy.

## **Breathalyzer Policy**

Students reasonably suspected of consuming or having consumed alcohol may be required to take a test which determines blood alcohol concentration. The test will be conducted by specially trained personnel. Refusal to take the test may result in the student being suspended from school. If the results are negative and the student still exhibits abnormal behavior, further assessments will be required.

## **Drug Urinalysis Policy**

Students reasonably suspected of being under the influence of a controlled substance may be requested to have their urine tested for illegal mood altering substances. Written parental/guardian consent will be required before this test is done by specially trained personnel.

## **Bus Transfer Policy**

**NOTE:** The bus policy is not printed here in its entirety. For the complete policy, see your building principal.

Exceptions for bus transfers will be made only in cases of extreme serious family situations. In these cases the decision of the building principal will be final. We appreciate your cooperation and understanding and thank you for your assistance. Please be informed that all pupils have been assigned a specific bus according to the location of their residence. The assigned bus is the vehicle they are to ride each day. Parents who have a need for their children to go to the home of a grandparent or babysitter, must make such arrangements without involving a change in transportation assignment. Individual student transportation assignments will be strictly adhered to without exception. In the event that a transfer should be granted, the following procedures must be adhered to:

1. The parent/guardian must submit to the Building Principal/designee a request, in writing, specifying the reason for the request.
2. The Building Principal/designee will determine whether the request meets the criteria of the policies extreme emergency contingency.
3. The Building Principal/designee will grant the request providing that the extreme emergency is not comprised and sufficient space exists on the bus to accommodate the transfer.
4. The granting of all transfer requests are subject to the discretion of the building principal/designee.
5. Transfer requests that are approved shall be written on the proper form and given to the bus driver on the particular run. The driver will turn the form in at the end of the day to the Director of Transportation. This form will be kept on file.



## Bus Rules and Guidelines

**Parents of disabled children are responsible to take them to the bus and receive them when they exit the bus.**

Students should be encouraged to review these rules of conduct and should be reminded that breaking one or more of these rules could result in suspension of bus privileges.

1. Waiting for bus:
  - a. Students must follow school rules while they wait for the bus.
  - b. Students should wait for the bus at a safe place, well off the highway, on the side of the street on which they live. Cross the street to enter the bus, if necessary, only when the bus is stopped, the red flashing signals are on, and the driver signals it is safe to cross the road.
  - c. Students must be at the bus stop five (5) minutes prior to the designated time and be ready to board with the least possible delay.
  - d. Respect the property rights of people who reside at/or near the stop (no horseplay).
  - e. Do not get into private vehicles with strangers. ALL ALIQUIPPA SCHOOL DISTRICT VEHICLES ARE CLEARLY MARKED.
  - f. Students may board only assigned buses and may board only at the bus stop to which they are assigned.
2. While on the bus:

(THESE RULES ALSO APPLY TO FIELD TRIPS AND ATHLETIC TRIPS)

- a. Observe regular classroom conduct except for ordinary conversation and follow the bus drivers' instructions. The bus driver has the same authority on the bus as a teacher has in the classroom.
  - b. Loud talking, laughter and other similar conduct diverts the driver's attention and may result in a serious accident.
  - c. Students may not block aisle or emergency door with musical instruments, lunch boxes, books or other possessions.
  - d. Students must remain seated while the bus is in motion or if the bus is delayed on the road.
  - e. Students must not extend arms, head or any other items out of the windows.
  - f. Students must not damage or tamper with any parts of the bus or use the emergency door except in the case of an emergency.
  - g. Horseplay, fighting, vulgarity, profanity, throwing items in the bus or other conduct is not permitted.
  - h. Students may not eat, drink, smoke or chew gum while on the bus.
  - i. The following items are not permitted in any school vehicle: live animals, weapons, drugs, alcohol, tobacco, flammable liquids, fireworks, smoke bombs, tape recorders, radios, balls, (except for team buses), water pistols, spray bottles, pea shooters, sling shots, glass containers, any objects considered harmful to others or any item too large for students to hold on their laps, including instruments.
  - j. Any conduct that endangers the safety of the other students or driver will be considered severe and could result in immediate loss of bus riding privileges. \*Designates a severe violation.
3. After leaving the bus:

- a. When necessary, cross the road at least ten (10) feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
- b. b. Help look after the safety and comfort of small children.
- c. Be alert to the danger signal from the bus driver.
- d. Go directly to your school building in the morning and directly home in the afternoon.

## **Guidelines for School District**

### **Student Assistance Teams**

The school district has a core team which may include a central office representative (i.e. Superintendent, Assistant Superintendent, Director of Curriculum and Instruction, Director of Pupil Services, etc.) and a building administrator (i.e. Principal, Assistant/Vice Principal) from the building where the Student Assistance Team is instituted. These two team slots are encouraged, and the administrators present will have been through the appropriate training. Past experience has demonstrated that training and leadership has served to produce more successful teams. Administrators, who are lost through attrition, are replaced on the Student Assistance Teams. New administrators serving on Student Assistance Teams must be trained.

Remaining team members (at least four per building) are representatives from any or all of the following groups: teacher, counselor, psychologist, nurse or other related professional staff. Representatives from the county mental health and drug/alcohol systems will be appointed as liaisons to core teams and attend training with their teams. Should the district have difficulty in securing this service, the Superintendent should contact the county D&A and/or MH administrator.

The school district establishes at least two common team meeting times per week/cycle for all trained core team members. The team is expected to meet for a minimum of 80 minutes per week. Common planning time is used for case management/intervention activities.

The school district attends the training contracted for the team. All team members attend the entire training. Participants not attending all sessions at the training will not be eligible for Student Assistance Team certification.

All new faculty/staff should receive, through the district's orientation program, an overview about the Student Assistance Team and explain the procedures for making referrals to the core team. Information about the Student Assistance Team should be made available to all students and parents on a yearly basis.

The school district develops/revises the district's drug/alcohol and suicide/mental health policies to incorporate the Student Assistance Team. Prior to Board approval, policies are reviewed by the Student Assistance Team training provider. Both policies are reviewed by district administration at least once every two years and, if necessary, revisions adopted by the Board.

The school district has guidelines on how parents are involved in the Student Assistance Team process.

The school district has established school-based intervention and aftercare (non-clinical) groups within one calendar year of completion of the initial SAP training. Students returning from in-patient treatment should receive school-based support services at least one period per week. Group facilitators attend a group facilitators' training, with an emphasis on adolescent issues, prior to conducting groups. All groups conducted in the school are co-facilitated by at least one school person. A plan for coordinating services with drug/alcohol and mental health providers has been developed.

The school district provides time for team maintenance activities at least twice a year. Drug/Alcohol and Mental Health Agency liaisons are included in maintenance activities.

The agency service provider and school district has negotiated and implemented a written cooperative agreement with the local drug/alcohol and mental health agency service system which outlines the following: central referral procedures, consultation/education services, designated liaisons from the D&A and MH systems, assessment services, emergency crisis assistance, and provisions for treatment - including after care. This letter of agreement has been written and signed by agency administrators/directors and school district administrators. The agreement and/or any changes is negotiated at a minimum of once per year. A copy of this letter of agreement is sent to our county Mental Health Administrator and Single County Authority Director.

The school district will utilize the Conflict Resolution Process if problems occur between service provider agencies and the school district.

The school district will submit annual data on the Aggregate Student Tracking Form and other information regarding the Student Assistance Program, as requested by the Commonwealth.

## **Confidentiality**

The Aliquippa School District protects the confidentiality of personally identifiable information regarding all students in accordance with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB), the National Defense Authorization Act, the USA Patriot Act of 2001, the Protection of Pupil Rights Act (PPRA) and other applicable Federal and state laws and regulations.

## **HIPAA**

The Aliquippa School District's Notice of Privacy Practices can be found at our website at [www.quipsd.org](http://www.quipsd.org). or a copy may be obtained at the District's administrative offices.

IF YOU HAVE ANY QUESTIONS REGARDING STUDENT HEALTH INFORMATION OR RECORDS, PLEASE CONTACT STUART RUSNAK AT 724-857-7500, EXT. 4171.

## ANNUAL FERPA NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION NOTICE OF RIGHTS

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA") AFFORDS PARENTS, STUDENTS OVER 18 YEARS OF AGE ("ELIGIBLE STUDENTS"), AND PARENTS OF DEPENDENT STUDENTS CERTAIN RIGHTS WITH RESPECT TO EDUCATION RECORDS. EDUCATION RECORDS INCLUDE A BROAD RANGE OF INFORMATION ABOUT A STUDENT THAT IS COLLECTED AND MAINTAINED IN ANY FORMAT BY THE DISTRICT INCLUDING BUT NOT LIMITED TO:

1. Date and place of birth; parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
2. Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school.
3. Special education records;
4. Disciplinary records;
5. Medical and health records that the school creates or collects and maintains;
6. Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned; and
7. Personally identifiable information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

### **Certain Types of Records are NOT considered Education Records Under FERPA**

- Personal notes made by teachers and other school officials that are not shared with others;
- Law enforcement records created and maintained by a school's or a district's law enforcement unit specifically for law enforcement purposes (as distinct from student disciplinary and other non-law enforcement purposes); and
- Records on students 18 years of age or older that are made or maintained by a medical or other recognized professional or paraprofessional acting in his or her professional capacity.

### **Your rights with respect to education records include the following**

- **Right to Inspect:** A parent or eligible student has the right to inspect and review the student's education records maintained by the district within 45 days of the district's receipt of a written request for access.

A parent or eligible student should submit to the school principal (or superintendent) a written request that clearly identifies the record(s) he/she wishes to inspect. The principal will make

arrangements for access and notify the parent or eligible student, in writing, of the time and place where the student's records may be inspected.

- **Right to Request Amendment:** A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or misleading.

A parent or eligible student may submit a written request for amendment to the school principal (or superintendent). This request should clearly identify the part of the record that the parent or eligible student wants changed and specify why it is inaccurate or misleading.

If the record is not amended as requested, the district shall notify the parent or eligible student of the decision in writing and shall advise him/her of his/her right to a hearing on the request for amendment. Additional information on the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- **Right to Consent to Disclosure:** A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; a person serving on the school board; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she needs to review an education record to fulfill his/her professional responsibilities.

Additionally, upon request, the district may disclose education records without consent to officials of other schools in which students seek or intend to enroll. Furthermore, No Child Left Behind Act requires the district to facilitate the transfer of disciplinary records with respect to a suspension or expulsion to any private or public elementary or secondary school for any student who is enrolled or seeks, intends or is instructed to enroll on a part-time or full-time basis in the school. Disclosure without consent may be made in case of emergency as determined by the district or to report crimes occurring at school or involving the school or its personnel.

- **Right to Complain:** A parent or eligible student has the right to file a timely complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements. Complaints should be directed to:

**FAMILY POLICY COMPLIANCE OFFICE  
U.S. DEPARTMENT OF EDUCATION  
400 MARYLAND AVENUE, S.W.  
WASHINGTON, DC 20202-4605**

## Directory Information

Under FERPA, the district is authorized to designate certain personally identifiable information contained in education records as “directory” information and to disclose such information without prior consent unless a parent or eligible student objects to such disclosure.

The district hereby designates the following personally identifiable information contained in a student’s education record as directory information:

1. Name, Address, telephone number and email address;
2. Date and place of birth;
3. Grade level and major field of study;
4. Participation in school activities;
5. Dates of school attendance;
6. Photograph;
7. Most recent school attended;
8. Honors and awards; and
9. Other similar information, such as alumni associations, height and weight of athletes, honor roll member, information generally found in yearbooks.

Unless a parent or eligible student advises the district in writing within 15 days of receipt of this notice that he/she does not want some or all of this designated directory information released, school officials may release this information without prior consent.

Written objections to the release of directory information should be submitted to:

**ALIQUIPPA JR/SR HIGH SCHOOL**  
MRS. BETH A. SMITH  
MR. ALVIN GIPSON  
800 TWENTY-FIRST ST.  
ALIQUIPPA, PA 15001

**ALIQUIPPA ELEMENTARY SCHOOL**  
MS. A’FRICA SHEPPARD  
MS. STACEY ALEXANDER  
800 TWENTY-FIRST STREET  
ALIQUIPPA, PA 15001

## **PPRA**

### **Annual Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires the Aliquippa School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Your child will not be required to participate without parental consent in any survey, evaluation or analysis funded in whole or in part by the U.S. Department of Education. This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The district will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

### **Military Recruiting Representatives**

The district is required to disclose the names addresses and telephone numbers to military recruiters, upon request and to provide military recruiters the same access to secondary school students as the district provides to post -secondary institutions or to prospective employers.

High school students and their parents/guardians may request that the district not disclose the student’s name, address and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to: Aliquippa Jr./Sr. High School

Mrs. Beth A. Smith

Mr. Alvin Gipson

800 21<sup>st</sup> Street

Aliquippa, PA 15001

## **Public Notice**

### **Annual Notice of Special Education Services**

The Aliquippa School District offers a full continuum of special education programs and services to all students eligible for such services. Special education programs and services are available for eligible students between the ages of three (3) and twenty-one (21). Services for children ages three (3) to school entry age may be requested by contacting the Beaver Valley Intermediate Unit at 724-774-7800. Services for eligible students of school entry age to twenty-one (21) years of age may be requested by contacting the School Psychologist, Beth Walkney, at 724-857-7500 ext. 4005.

**Special education programs available include services for eligible students who are identified as:**

**Developmentally Delayed (Preschool only); Intellectually Disabled; Learning Disabled; Visually Impaired; Hearing Impaired; Mentally Gifted; Multi-disabled; Neurologically Impaired; Physically Impaired; Autism Spectrum Disorder; Seriously Emotionally Disturbed and Speech and Language Impaired.**

The Aliquippa School District conducts identification activities to determine if students are in need of special education services.

The Aliquippa School District in conjunction with the Intermediate Unit provides the above special education programs. Services for eligible Preschool children are provided through the Intermediate Unit.

The Aliquippa School District conducts screening activities to identify students who may be eligible for special education services. Information regarding screening activities may be obtained by contacting your child's building.

Parents, Guardians or Surrogate parents may request that their child be screened or evaluated for special education services. Requests for services should be put in writing to Beth Walkney, School Psychologist.

All information collected as part of an evaluation is treated in a confidential manner. A written policy regarding the confidentiality of student records is available for review by contacting your child's school.

Printed information regarding available special education services and programs and parent's rights as they pertain to special education is available in the building principal's office or the office of the Superintendent of schools.

If additional information is needed you can contact Beth Walkney, School Psychologist, at 724-857-7500, ext. 4005.

**The Aliquippa School District is an Equal Opportunity Employer.**



## **Alma Mater**

Wave, Red and Black, forever wave;  
Unfurl aloft our fairest name.

Wave, Red and Black, forever wave;  
We praise thy virtuous fame.

Fight on to conquer for our banner,  
And may our spirit never die.

Wave, Red and Black, forever wave,  
For *ALIQUIPPA HIGH*.

**NOTES:**