

# WEST MIFFLIN AREA HIGH SCHOOL

2021-2022

## STUDENT HANDBOOK



The capacity to learn is a gift; the ability to  
learn is a skill;  
the willingness to learn is a choice.

~Brian Herbert

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# Welcome to West Mifflin Area High School

We are sure this handbook will be valuable as you and your child embark on this journey with us at the high school. The high school staff will work hard to build connections with students and parents/guardians to ensure quality relationships and partnerships.

This student handbook has been prepared as a reference guide to school policies and regulations. Please take the time to read this handbook and become familiar with its contents. This handbook is an important guide to success in the high school.

On behalf of the administration, faculty and staff of West Mifflin Area High School, we wish you a successful school year.

## WEST MIFFLIN AREA HIGH SCHOOL MISSION STATEMENT

The mission of West Mifflin Area High School – in partnership with families and community – is to establish a challenging and safe learning environment, where all students will attain the quality education and life experiences to become responsible life-long learners and contributing members of an ever-changing global society.

Bell Schedule	Regular Bell Schedule
Students Enter Building	7:00
Teacher Report Time	7:10
Students Report to Lockers	7:20
First Period	7:25 ~ 8:09 (44)
Second Period	8:13 ~ 8:55 (42)
Third Period	8:59 ~ 9:41 (42)
Fourth Period/Lunch A	9:45 ~ 10:27 (42)
Fifth Period/Lunch B	10:31 ~ 11:13 (42)
Six Period/Lunch C	11:17 ~ 12:00 (43)
Seventh Period/Lunch D	12:04 ~ 12:46 (42)
Eighth Period	12:50 ~ 1:32 (42)
Ninth Period	1:36 ~ 2:20 (44)
End Teacher Day	3:10

## **BELIEFS**

We believe as members of the West Mifflin community:

- Students should be able to express who they are with confidence in a learning environment where they feel physically and emotionally secure.
- Technology resources are necessary tools that students need to learn how to use responsibly and effectively.
- Extra-curricular activities are an important part of educating the whole student.
- The family is a primary influence and motivator for the student
- Students should be active participants in their own learning and accountable for their own behavior.
- The school should support the needs of the students socially, emotionally, and academically.
- All stakeholders in the school community should be respectful of diverse cultures and ethnic groups.
- Students should be exposed to and develop an appreciation for academics, athletics, and fine arts.
- Parents need to be an integral part of their child's education, and parent involvement should be welcomed.
- All stakeholders should be expected to adhere to school policies and procedures to support consistency within the educational system.
- Students should have opportunities to learn beyond the confines of the traditional classroom.

## **STUDENT RESPONSIBILITIES**

- Attend school daily and report to all classes on time.
- Assist school staff in running a safe school for all students.
- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- Make all necessary arrangements for making up work when absent from school.
- Be honest and ethical
- Put forth her/his best efforts in the classroom to develop and improve her/his learning.
- Exercise proper care when using school equipment.
- Respect school property
- Follow the dress code
- Recognize there is no excuse for being violent
- Respect and cooperate with other students and adults.

**PATH OF THE TITAN SCHOOL EXPECTATIONS**

**BE RESPECTFUL.....BE ACCOUNTABLE.....BE PROUD!**

	Hallway	Locker Room/Gym	Cafeteria	Assembly	Bathroom	Social Media
Respectful	<ul style="list-style-type: none"> <li>*Use appropriate language &amp; conversation volume level</li> <li>*Value the school's and each other's space and property</li> <li>*Keep one ear clear</li> </ul>	<ul style="list-style-type: none"> <li>*Allow for one another's privacy</li> <li>*Value diversity in others</li> <li>* Value the school's and each other's space and property</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate language &amp; conversation volume level</li> <li>* Value the school's and each other's space and property</li> </ul>	<ul style="list-style-type: none"> <li>* Focus on the presentation</li> <li>*Value the school's and each other's space and property</li> <li>*Interact appropriately with performers, presenters, and/or with others</li> </ul>	<ul style="list-style-type: none"> <li>*Allow for one another's privacy</li> <li>* Value the school's and each other's space and property</li> </ul>	<ul style="list-style-type: none"> <li>* Choose kind words and be mindful of privacy</li> <li>*Value diversity in others</li> </ul>
Accountable	<ul style="list-style-type: none"> <li>*Go directly to your destination</li> <li>*Follow adult directives the first time</li> </ul>	<ul style="list-style-type: none"> <li>*Change clothes and participate</li> <li>*Clean up equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Take your proper place in line</li> <li>*Follow adult directives the first time</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to your destination</li> <li>*Sit in your designated area</li> </ul>	<ul style="list-style-type: none"> <li>*Use the closest bathroom</li> <li>*Go - Flush - Wash - Leave</li> </ul>	<ul style="list-style-type: none"> <li>*Consider the consequence before you post, text, or snap</li> </ul>
Proud	<ul style="list-style-type: none"> <li>*Leave it better than you found it</li> </ul>	<ul style="list-style-type: none"> <li>*Put forth best effort</li> </ul>	<ul style="list-style-type: none"> <li>*Leave it better than you found it</li> <li>*Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>*Show appropriate gratitude to performers or presenters</li> <li>*Celebrate others' success</li> </ul>	<ul style="list-style-type: none"> <li>*Leave it better than you found it</li> </ul>	<ul style="list-style-type: none"> <li>*Promote yourself and others in a positive manner</li> </ul>

**THE PATH OF THE TITAN: CLASSROOM MATRIX EXAMPLE**

	Entering Class	Individual Work Time	Small Group Activities	Whole Class Activities	Digital Devices	Leaving Class
Respectful	<ul style="list-style-type: none"> <li>*Calmly and quietly enter</li> <li>*Be seated in your assigned seat before the bell rings</li> <li>*Cell phones are off and out of sight</li> </ul>	<ul style="list-style-type: none"> <li>*Work quietly by yourself</li> <li>* Value the school's and each other's space and property</li> </ul>	<ul style="list-style-type: none"> <li>* Listen to group members</li> <li>*Value the school's and each other's space and property</li> </ul>	<ul style="list-style-type: none"> <li>*Listen attentively</li> <li>*Raise your hand for questions and comments</li> <li>* Value the school's and each other's space and property</li> </ul>	<ul style="list-style-type: none"> <li>*Should remain off until needed for classwork</li> <li>*Volume is muted unless needed</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in your seat until bell rings</li> <li>* Value the school's and each other's space and property</li> </ul>
Accountable	<ul style="list-style-type: none"> <li>*Have necessary materials out and ready to go.</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions the first time</li> <li>*Get help when you need it</li> <li>*Return classroom books/supplies</li> </ul>	<ul style="list-style-type: none"> <li>*Stay with your group</li> <li>*Focus on assigned tasks</li> <li>*Put materials away when done</li> </ul>	<ul style="list-style-type: none"> <li>*Take notes</li> <li>*Focus on learning</li> </ul>	<ul style="list-style-type: none"> <li>*Use only for classwork</li> <li>*Laptop is charged and working</li> <li>*Contact Help Desk to fix issues</li> </ul>	<ul style="list-style-type: none"> <li>*Return classroom books/supplies</li> </ul>
Proud	<ul style="list-style-type: none"> <li>*Bring all materials with you</li> </ul>	<ul style="list-style-type: none"> <li>*Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>*Contribute to your group's success</li> </ul>	<ul style="list-style-type: none"> <li>*Put forth best effort</li> </ul>	<ul style="list-style-type: none"> <li>*Put forth best effort</li> </ul>	<ul style="list-style-type: none"> <li>*Push chair in</li> <li>*Take your belongings with you</li> </ul>

# ATHLETIC ELIGIBILITY

## ELIGIBILITY- INTERSCHOLASTIC SPORTS

In secondary school sports, the West Mifflin Area School District subscribes to the Eligibility Regulations formulated by the P.I.A.A. It is the responsibility of each coach in each sport to become familiar with the rules and regulations that determine the eligibility of a school athlete. No coach can be exonerated if a student loses his/her eligibility and the school is embarrassed because of ignorance of the regulations.

- Eligibility will continue to be based on a 1.5 grade point average as well as the standards set through the PIAA regulations concerning eligibility.
- All eligibility for fall extra-curricular activities will be determined on the basis of final grades.
- Students may attend summer school to enhance their grade point average for eligibility purposes only based upon final grades:
  - a) For eligibility purposes only, the student must take the same or equivalent course required for graduation.
  - b) The grade for the summer school course will replace the final grade for eligibility purposes only. This grade will not replace the original grade for class rank or academic grade point average.
- The period of ineligibility will be thirty calendar days from the date of the first day of practice as defined in the PIAA handbook for the corresponding season. Students must comply with the eligibility standards of the PIAA and those of the West Mifflin Area School District. Non -athletic ineligibility begins on the first day of each quarter for all other extra-curricular activities.
- Students must pass four full credit subjects or the equivalent during the previous grading period. Two of the courses must be in mathematics, science, English or social studies.
- Grade changes by teachers are permitted up to but not to exceed two weeks after the report card distribution date for the first, second and third quarters. Grade changes will be permitted until and including the last day of June for the fourth quarter of the school year.
- Students declared ineligible for inter-scholastic athletics may participate in conditioning activities only.
- Athletes must also be in compliance with P.I.A.A. and W.P.I.A.L. attendance regulations.
- A student must be in school by 11:00 AM in order to participate in a contest or practice session. A student is ineligible to participate throughout the duration of their absence.
- If a student is dismissed early they must remain in school until 11:45AM in order to participate in a contest or practice session
- Also, any student on suspension is not eligible to attend practice or contests throughout the duration of the suspension.

## WEEKLY ATHLETIC/ACTIVITY ELIGIBILITY:

Weekly Eligibility warnings will be run on Thursday and coaches will be provided the ineligibility list to review. Students have until Friday at 1:00pm to rectify any situations that are causing that student to be ineligible. Athletic Director will have the final eligibility by Friday afternoon and will be in effect Sunday through the following Saturday.

## **ATTENDANCE**

It is the responsibility of the student and parent/guardian to be familiar with the West Mifflin Area School District Attendance Policy (# 204).

In order to be eligible to participate in extracurricular activities including athletics, a pupil must not be absent twenty (20) days or more in any school term. Twenty (20) or more days includes both absences and days suspended. A “school term” is defined as the period of time elapsing between the opening of the public schools in the fall of one year and the closing of the public schools in the spring of the following year.

When a pupil accumulates twenty (20) absences, in any one (1) school term s/he shall be declared ineligible for participation in extra-curricular activities for a period of sixty (60) school days following his/her 20<sup>th</sup> absence.

In addition to district attendance policy, The West Mifflin Area High School will have additional attendance expectation for the Homecoming Dance. A pupil must not be absent five (5) days or more before the Homecoming Dance. Five (5) or more days includes both absences and days suspended.

Building principals will have the discretion to waive this requirement on an individual basis when the parent has presented evidence of serious extenuating circumstances, such as long term hospital stay or other urgent reasons of a non-health nature.

A good attendance record is an excellent recommendation in and of itself for future school and career opportunities. The following are all LEGAL reasons for a student’s absence:

- Student illness as verified in writing by parent or physician
- Death in the immediate family
- Quarantine
- Observance of a bona fide holiday in accordance with the student’s religious beliefs
- Family educational trips and tours (approved in advance)
- Court appearance (written verification required)
- School sanctioned educational trips or tours
- Suspension from school

Students must verify absences with a written note on the day a student returns to school, but no later than three days following the absence. Absentee notes must be turned in by the student to the Main Office Lobby beginning at 7:20 AM.

The absentee note must contain the following information:

- Student’s name (First and Last)
- Grade level
- Days and dates of absences
- Reason for absence
- Signature of parent or guardian
- Phone number where a parent or guardian can be contacted during the day
- Attach physician/subpoena statement if necessary

### **HIGH SCHOOL ATTENDANCE PROCEDURES**

#### **Family Educational Trips**

Student absences resulting from family vacations with educational value will be granted **ONE (1) time per school year for no more than FIVE (5) days**. Permission **MUST** be obtained before the absence will be excused. Forms are available in the school office. Students are responsible for missed assignments and should be completed within



a time period not exceeding the number of days absent as a result of the trip. The first two and last two weeks of school as well as testing weeks will not be granted.

### **Excuses for Absences**

A student who has been absent must present an excuse from the parent/guardian for the absence within 3 days of the last day of absence. A maximum of 10 parentally excused days per school year. Medical excuses should be submitted and recorded as medical.

### **Unexcused Absences**

A student will not receive credit for any work, including tests, missed because of an unexcused absence from class and/or school. Unexcused absences include but are not limited to; failing to turn in a note after an absence, cutting class, etc. If the work or test is made up before the unexcused absence is detected, no credit will be given. In addition, the student may suffer disciplinary action.

### **Truancy**

Up to age 17, any student who has an unexcused absence is also illegally absent by state law:

**\*Section 1341 - Duty to Employ: Power of Arrest; Certification.** The board of school directors of every school district of the first, second, or third class, shall, and in any school district of the fourth class, may, employ attendance officers, or home and school visitors, whose duties shall be to enforce the provisions of this act regarding compulsory attendance.

Such attendance officers, or home and school visitors, shall, in addition to the duties imposed upon them by the provisions of this act, have full police power without warrant, and may arrest or apprehend any child who fails to attend school in compliance with the provisions of this act, or who is incorrigible, insubordinate, or disorderly during attendance at school or on his/her way to or from school.

As per the West Mifflin Area High School procedure, after the third illegal absence the Home School Visitor will send a "first notice" to the parent/guardian. Any further illegal absences will result in a citation being issued through the magistrate's office. State law allows for fines of \$300 plus costs and suspension of the student's driver's license.

### **Early Dismissals**

To ensure the safety of our students and maintain accurate attendance records, all students must follow this procedure to be released for an early dismissal from school:

1. The student **MUST** provide a written note prior to first period to the main office from the parent/guardian explaining the reason for early dismissal.
2. All notes must provide a phone number where the parent/guardian can be reached and who will be picking the student up from school.
3. If the student has a medical appointment, a doctor's excuse must be submitted upon their return to school.
4. The student must report to the main office and sign out before leaving the building.

No student is to leave the building without proper authorization to do so. Furthermore, any student who obtains, attempts to obtain, or helps to obtain an early dismissal under false pretenses will face disciplinary action.

## **Tardies**

**No student will be permitted to enter the building after 8:20 A.M. without a parent or guardian present.** It is the student's responsibility to arrive to school and to classes on time. Tardiness disrupts the educational process by interrupting classroom work; therefore, every possible effort should be made not to be tardy for school or class. In every class period the instructor/monitor is to record the time of a student's late arrival as well as keep a running tally of the student's number of tardies to the class period.

1. ***Tardy to School:*** *Students who are tardy to school (7:30 A.M.) must report to the Main Office immediately upon entering the building.*
  - a) Once in the Main Office, the time of the student's arrival to school will be recorded, and the student will be issued a late entry slip to be shown to the teacher(s) of the class(es) the student missed as a result of being tardy to school.
  - b) The student may be "tardy to school" four times without facing a disciplinary consequence. Beginning with the fifth unexcused tardy to school the following consequences will be issued:  
  
After 5 tardies = Warning letter mailed home.  
After 10 tardies = Saturday detention  
After 15 tardies = In School Reflection room and contact home  
After 20 tardies = Loss of all extra-curricular activities/events and loss of parking privilege if applicable.
  - c) If the student was tardy to school for medical reason, upon entry into the building the student should submit a doctor's note verifying such to the Attendance Office for consideration. Excused tardies will NOT count against the student.
2. ***Tardy to Class:*** Students are given plenty of time to travel from one class to another regardless of the proximity of the classes. When the late bell rings marking the beginning of the class period, students should be in their seats and/or assigned areas and prepared to begin class.
  - a) Students are expected to report on time for all classes. This includes instructional classes (English, math, social studies, etc.) and non-instructional classes (study hall, lunch, etc.).
  - b) The student's first two tardies to a class should result in a warning by the classroom teacher.
  - c) As per building practice, the student may be late to each class, ***twice per semester*** without suffering disciplinary consequence. The classroom teacher will assign the student to after-school detention for the third as well as for the fourth tardy to class. The fifth and subsequent tardies to class will be reported to the Main Office for disciplinary action. The frequency of tardies to all classes and also to school will be weighed in determining appropriate disciplinary action. On the eighth as well as all subsequent tardies to any class, a day of absence will be counted towards the student's attendance record in the class affected.

- d) Using the office telephone, socializing, or using the restroom are not reason to be tardy for class.
- e) Loitering in the halls or restrooms between classes is a common reason for being tardy to class. In addition, it may cause others to be tardy as a result of congestion in the halls; therefore, those who loiter may face disciplinary action.

## **BEHAVIOR**

In accordance with The Pennsylvania Code, West Mifflin students are expected to behave in a manner, which evidences that they “share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.” Students whose behavior does not reflect that they share this responsibility may be subject to having student privileges limited, suspended or revoked in place of or in addition to disciplinary action. See “Disciplinary Options/Responses,” “Extracurricular Activities and Eligibility,” and “Student Trips.”

## **BOMB THREATS**

"Any person who furnishes any false information to a police officer or to any appointed or elected official or to any employee of any political subdivision of this Commonwealth or to any official or employee of any public, private, or parochial school, railroad or railroad depot or station, theater, or other place of assembly concerning the placement or setting of a bomb or other explosive, knowing the same to be false, is guilty of a misdemeanor and shall, upon conviction, be sentenced to pay a fine not to exceed \$5,000 or undergo imprisonment not to exceed five years, or both" (Penal Code of Pennsylvania).

Any student making a bomb threat is also subject to suspension and/or expulsion

## **BREAKFAST PROGRAM**

Breakfast will be provided each morning for students who wish to eat breakfast before the beginning of first period. Breakfast will be run from 7:00 A.M. to 7:20 A.M. in the morning, prior to the beginning of first period (7:25 A.M.). A student eating breakfast should report directly to the cafeteria upon arrival to school. Once a student has completed eating breakfast, he/she should dispose of trash and leave the cafeteria area. At 7:20 A.M. a warning bell will ring indicating the end of the morning breakfast program. Once the warning bell rings, students must leave the cafeteria and report to their first period class.

Students are required to dispose of all trash. In addition, no food or drink may be brought into the cafeteria. Only the food and drinks provided for the breakfast program may be consumed at this time. A student not eating may not be in the cafeteria.

Anyone not following these guidelines and the instructions of the cafeteria supervisors and staff will be permanently excluded from the breakfast program. Furthermore, students who arrive tardy to their first period class may be excluded from the program.

# BULLYING

Act 26 of 2015 signed by Governor Wolf on July 10, 2015 will take effect Sept. 9, 2015.

Here are 5 things to know about Act 26.

1. The new law creates the *offense of "cyber harassment,"* which would include:
  - making seriously disparaging statements about a child's physical characteristics,
  - sexuality,
  - sexual activity or
  - mental or physical health
  - 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 the crime, a 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 *a third-degree misdemeanor, punishable by a maximum \$2,500 fine and/or one year in prison.*

<http://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2015&sessInd=0&act=26>

## **ANTI-BULLYING POLICY: #249**

West Mifflin Area School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus.

For the purposes of this policy bullying is defined as unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student (e.g. hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner.)
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
5. Cyber-bullying: forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile/social web sites such as Face-Book, TikTok, Twitter, Instagram, Snapchat and/or other social media.
6. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
7. Creating verbal statements or written remarks that are taunting, malicious, threatening, or sexual.

It is the policy of the West Mifflin Area School District that all employees and students should enjoy a working and learning environment free from all forms of discrimination, including racial and ethnic intimidation.

There is hereby established a policy strictly prohibiting all forms of racial and ethnic intimidation in any work area, learning area, activity area or any other place under the permanent or temporary control of the West Mifflin Area School District, by or toward any administrative or professional staff member, full or part-time employee, contracted services employee, job applicant, visitor, student, aide or volunteer of the West Mifflin Area School District.

All persons associated with this school system, including, but not necessarily limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an

atmosphere free from racial and ethnic intimidation. Any person who engages in racial or ethnic intimidation while acting as a member of the school community will be in violation of this policy. Appropriate sanctions shall be applied against all proven offenders of this policy. Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, involvement of Police, a loss of school privileges, exclusion from school-sponsored activities as defined in the Code of Student Conduct and/or expulsion.

## **DISCRIMINATION**

Consistent with the Pennsylvania Human Relations Act 43 P.S. SS951-963, no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

## **BUSES (TRANSPORTATION)**

Every effort is made to provide safe, comfortable, and efficient transportation for the students of the district  
**BUS RULES AND PROCEDURES**

1. Except for ordinary conversation, classroom conduct is expected. Students will conduct themselves as if they were in a classroom setting. This includes courteous behavior with no profane or abusive language. No shoes with cleats or spikes are to be worn on the bus. Personal objects such as pencils and pens must be stored carefully.
2. Do not drink or eat on the bus. Students are to refrain from eating, drinking and/or chewing gum on the bus.
3. Keep the aisle clear. Students will keep the aisles clear of items such as gym bags, projects, instruments, etc. Animals, pets and other nature items are prohibited.
4. Every student who rides a bus must get on and off at the assigned bus stop. Any student who wants to get off at a different bus stop or ride a different bus must have a written request signed by a parent or legal guardian. The request is to be shown to the principal. The student must get written permission from the principal. Permission can be denied due to overcrowding. Students must have a signed permission slip to give to the bus driver. A student will not be permitted to ride without the appropriate signed permission slip. There will be no exceptions.
5. Do not extend any part of the body or any object out of the bus window at any time.
7. Students riding the bus are to be at the bus stop at the regularly scheduled time. Students should arrive at their respective bus stops at least five (5) minutes before bus arrival time. If the bus does not arrive at the scheduled time, the students should wait a minimum of thirty (30) minutes before leaving the stop area.
8. Enter and leave the bus through the front door. Emergency exits are to be opened for emergencies only.
9. Do not damage or deface any part of the bus. Students are not to damage or deface any part of the bus. Students and/or parents must repay the cost of repairing any damage and the student may be prosecuted. A student must immediately report to the driver any visible damage to the bus.
10. All school policy rules and regulations are in effect on buses. Policies on smoking, tobacco, alcohol and drugs, fighting and weapons, as well as all other school policies and rules, will be in effect at all times on bus rides to and from school, activity runs and field trips. Violation of these policies and rules will result in further disciplinary action by the school.
11. Students waiting to catch a bus on school grounds must remain in the designated area of departure for the bus. Furthermore, students may not leave school grounds prior to

- boarding a bus. Those who do so or who attempt to do so will be subject to search, disciplinary action, and/or may lose bus privileges.
12. High school students are not permitted to ride the middle school bus for any reason.

## CARD PLAYING/GAMBLING

**Card playing is prohibited throughout the school, including that which does not involve gambling.** *This includes, but is not limited to, classrooms, study halls, lunch, breakfast and the library.*

Gambling of any kind is not permitted at any time on school district property or at school events.

## CELL PHONES/ELECTRONIC DEVICES

West Mifflin Area High School staff and administration realize that the increase in student use of personal electronic devices has positive and negative consequences for the educational environment. For the purpose of clarity, Personal Electronic Devices (known as PED's in this document) include but are not limited to cell phones, smart phones, laptops, kindles, iPads, iPods, MP3 players, hand held gaming devices. **Students who possess a PED are solely responsible for its care and the district is not liable for the theft, loss, or damage of such property.**

- From 7:25 a.m. to 2:20 p.m. PED's are permitted in the cafeteria during lunches, halls and AT TEACHER DESCRETION FOR INSTRUCTIONAL PURPOSES IN THE CLASSROOMS. This privilege may be restricted or revoked at any time following a disciplinary violation, and as directed by a staff member or building administrator.
- Bullying, inappropriate or harassing text messages, unauthorized videotaping or photographing, accessing or sharing profane websites/material, and cheating are not permitted and will be dealt with under the code of conduct. VIOLATIONS OF THIS RULE WILL RESULT IN DISCIPLINARY ACTION, AND POSSIBLE LAW ENFORCEMENT INVOLVEMENT.
- PED's are strictly forbidden in the locker rooms, pool areas, and restrooms.
- PED's must be put away when testing or when in any testing area of the building. PED's also cannot be used in the main office or while in detention.
- Headphones must be used when listening to any PED's.

As with all school practices, procedures, and policies, parental cooperation is greatly appreciated. If as the result of a true necessity/emergency a parent/guardian must contact a student during the school day, the parent/guardian may do so by calling the main office or the guidance Office.

Main Office: (412)466-9131 ext. 1001 Guidance Office: (412) 466-9131 ext. 1007

PED Disciplinary Action:

### Use of PED's in unauthorized areas

- 1<sup>st</sup> offense – teacher/security/administrator confiscates the electronic device. Student may pick up their electronic device at the end of the day in the main office. Detention will be issued.
- 2<sup>nd</sup> offense – Saturday detention. Student may pick up their electronic device at the end of the day.

3<sup>rd</sup> and all subsequent offenses – In School Reflection

\*\*\*If a student refuses to produce their phone/electronic device, the infraction will then be treated as an act of defiance which will result in an immediate In school reflection\*\*\*

## CHEATING

Cheating on tests, quizzes, homework, projects, assignments, or final exams is a serious flaw in a student's personal character. Cheating results from poor personal judgment and seriously affect's the entire class. **Cheating is identified and handled by the classroom teacher** on an individual basis. Cheating will result in a zero on the assignment or exam. Teacher may provide the opportunity to complete an alternative evaluation. The student may also be subject to disciplinary action.

## CLASSROOM ATTENDANCE

- It is the responsibility of students to arrive to school and classes on time, to keep track of their attendance for each class, to monitor their early dismissals, and to be in class unless called for or unless being attended to by the nurse.
- Since the safety of students and building security are always priorities, students must always be under the supervision of a professional staff member.
- Students may not pick and choose what assigned classes they wish to attend.
- If a student becomes ill between classes, the student must immediately report to the nurse's office. Recuperating unsupervised in a restroom is not accepted as an excuse for missing a class or being out of area.
- A student may not opt to go to the library, the restroom, a locker room, another class, etc. in place of attending an assigned class (including study halls and lunch periods) without the prior permission of the faculty member to whose class the student is assigned.
- Students, who "cut" class (to include lunch and study hall) will be subject to disciplinary action, will not receive any credit for work/tests for the period(s) missed, and may lose other privileges.
- Students that leave campus without permission will be subject to out of school suspension.
- Students that enter the pool area hallway without permission will be subject to suspension due to safety concerns.
- Students that continually report to class tardy will be subject to disciplinary action due to the repeated disruption of the educational environment.
- Students are NOT permitted to excessively miss the same class due to field trips and or club sponsored events.

## TELECOMMUNICATION ACCEPTABLE USE POLICY

The purpose of this policy is to delineate the responsibilities of district students as users of technology. The intent is to ensure that users will comply with all Local, Network and Internet acceptable use policies approved by the District.

**NOTE:** For policy purposes all applications of technology will be referred to as NETWORK.

As a user, the student will fulfill and be aware of the following:

- A. The use of the Network is a privilege that may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the User for other disciplinary actions.
- B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, as its sole discretion, believe may be unlawful, obscene, phonographic, abusive, or otherwise objectionable. Users will not use their District-approved computer account/access to obtain; view, download, or otherwise gain access to such materials.
- C. All information services and features contained on Local, District or Network resources are intended for the private use of its registered Users and any use of these resources for commercial-for-profit or other unauthorized purposes in any form, is expressly forbidden.
- D. The Local and District Electronic Mail Network resources are intended for the private use of its registered Users. The User is responsible for the User of his/her account/password and/or access privilege. Any problems that arise from the user of a User's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the Hardware/Software Accounts will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
  - 1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other Users.
  - 2. Misrepresenting other Users on the Network
  - 3. Disrupting the operations of the Network through abuse of the hardware or software.
  - 4. Malicious uses of the Network through hate mail, harassment profanity, vulgar statements, or discriminatory remarks.
  - 5. Interfering with others use of the Network.
  - 6. Extensive use for non-curriculum related communication.
  - 7. Illegal installation of copyrighted/shareware/software.
  - 8. Unauthorized downloading, copying, or use of licensed or copyrighted software.
  - 9. Allowing anyone to use an account other than the account holder.

Students are not permitted to use their own lap top computers in school. If for educational reason a student feels the need to have a personal lap top computer in school, the student must first be granted permission to do so by the administration. Permission will be granted at the discretion of the administration. The district accepts no responsibility for personal computers.

## DISRUPTION OF CLASS

**No student has the right to interfere with the education of other students.** It is the responsibility of every student to respect the rights of teachers, other students, administrators and everyone involved in the operation of the school. Students who disrupt the learning process or behave in a manner, which is detrimental to the orderly operation of the school, will be subject to disciplinary action. The severity and frequency of the student's disruptive behavior will be considered in determining the disciplinary action to be taken. Furthermore, this action may be a combination of disciplinary consequences (ex.: detention, suspension and removal from activities).



## DRESS CODE

It is the policy of West Mifflin Area High School to promote a positive learning environment that promotes the intellectual, personal and social well-being of all students. In order to maintain this environment, the Board of School Directors recognizes the vital role of enforcing this dress code. The high school administration will enforce School board policy #221.1. Please note the following high school guidelines:  
Prohibited:

- Apparel which may be considered a disruption to the orderly operation of the high school..
- Ear buds or any type of headphones are only to be worn in one ear during the school day.
- Clothing that depicts, advertises or promotes any of the following is prohibited: alcohol/drug use, violence, tobacco or tobacco related products, profane language, ethnically/racially inappropriate behavior, obscene/sexual content, gang related activities.
- Hats, hoods, bandanas or head coverings of any kind should be worn or carried in school.
- Chains or apparel that may be a safety or security concern such as chains hanging from clothing, dog chains, dog collars, spiked apparel or jewelry, etc.
- Appropriate undergarments worn and not visible.
- All shirts must touch the pants, shorts, or skirt when the student's arms are extended at the shoulder.
- Pants, shorts and skirts must be worn at or above the hips in a manner that does not expose undergarments.
- Shorts and skirts modest length (mid-thigh/fingertip length).
- Apparel which reveals the student's bare midriff, cleavage, or bra cups is prohibited.
- Holes or rips in material are not to be present above the mid-thigh/fingertips.
- No clothing displaying inappropriate messages e.g. apparel that demeans or degrades another, suggests sexual activity (innuendo) or refers to violence, alcohol, drugs or tobacco.
- No extremely tight, loose or revealing clothing.
- No tube tops, tops with spaghetti straps, halter tops, single-shoulder, low-cut or backless apparel.
- Sleeveless or "Muscle" tee shirts.
- Slippers or sleep attire
- Sunglasses may not be worn in school (Unless warranted by a medical condition verified by the school nurse).

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.

Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard. The high school administration is the final authority on the dress code. Students found in violation may be required to wear more appropriate clothing or sent home until suitably dressed.

We prefer that the students comply with the regulations by arriving at school properly attired. As always, we ask for the parents' cooperation in this matter. If you have any questions, please do not hesitate to contact the school.

The main goals of this process are to reduce the loss of instruction time and maintain acceptable dress and appearance.

Students who arrive to school in clothing that violates this dress code policy:

- First Offense: Warning, phone call home, dress corrected
- Second Offense: Letter home, dress corrected, and after school detention
- Third Offense: Parent meeting, dress corrected, Saturday detention, and no extra curricular activities for one calendar week. Ineligible for upcoming dance (Homecoming, prom, etc.).
- Fourth Offense: Progressive discipline as well as continued loss of extracurricular activities.

\*\*The administration reserves the right to impose additional consequences based on the severity of the infraction.

## **DRUG AND ALCOHOL DISCIPLINE POLICY # 227**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. A student shall not knowingly possess, use, transmit, sell or be under the influence of a controlled substance including any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind including alcohol or look-alikes (stimulants and depressants only). Use of a drug authorized for the student by a medical prescription from a registered physician shall not be considered a violation of this rule.

Further, a student shall not knowingly possess, use, transmit, sell or be under the influence of any patent medicines (over-the-counter) and/or other drugs (e.g., cough medicine, aspirin, no-doze, etc.) other than for their intended purpose and in accord with the dosage indicated on or within the manufacturer's point of sale container. Lastly a student shall not transmit or sell patent medicines (over-the-counter) or other drugs.

### **Drug Paraphernalia**

In addition, a student shall not knowingly possess, use or sell drug paraphernalia, including but not limited to, any equipment, material, device or container of any kind used, or designed for use, in growing, manufacturing, processing, preparing, packaging, storing, containing, concealing, injecting, ingesting, or inhaling a controlled substance, prescription drug, or alcoholic beverage, and which in the judgment of the school district can be clearly associated with the use of alcohol, controlled substances, prescription drugs, and look-alike drugs, substances, liquids or devices, etc.

Administration may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program.

Any student who violates this policy is subject to expulsion proceedings before the Board of School Directors and may be referred for prosecution.

This policy will govern student conduct:

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds at any time when the school is being used by any school group;
3. On the school bus or at a school bus stop;
4. Off the school grounds at any school activity, function or event; or
5. Off the school grounds going to or from school, any school activity, function or event.

## EARLY WORK EXPERIENCE PROGRAM

1. The program is designed primarily for seniors.
2. Applications for early work release are available in the guidance office.
3. After the application is completed properly and returned, a parental note granting permission for early dismissal must be presented and kept on file.
4. The time of any early release will be determined from the completed application by the principal in charge.
5. Once the early release is approved, the Guidance Office will counsel the student on scheduling and issue the proper forms for accounting purposes.
  - a. If schedule changes must be made, the student will be assigned to the same subject teacher.
  - b. Early dismissal will be the same time every day.
  - c. Student's must sign out in the main office at their designated time of dismissal.
6. Instructions will be given to the student on procuring the working certificate, on sign out procedures, and on job termination requirements.

\*All early work release students must sign out before leaving campus

## EMERGENCY INFORMATION

All students are required to have medical cards filled out for use in emergency situations. Name, address, phone, parents' names, places of work, doctors' name and number are among the items requested on the card. **If any information changes within the course of the school year it is your responsibility to notify the school office.**

## ESL

"In accordance with the Board's philosophy to provide a quality educational program for all students, the West Mifflin Area School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English" as indicated on our Home Language Survey. If you believe your child qualifies for such services, please contact your building principal.

## EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

Students are encouraged to participate and become involved in one or more areas of interest. However, students must be aware that every club, organization and event has specific rules, regulations, and by-laws that cover participation and membership. This includes but not limited to: Homecoming, Semi-Formal, Prom, Assemblies

\*\*\*Students must maintain a 1.5 GPA while passing two core classes (e.g. Math, Science, History and English) to be considered eligible for activities and events.

\*\*\* In order to be eligible to participate in extracurricular activities, a pupil must not be absent twenty (20) days or more in any school term. Twenty (20) or more days includes both absences and days suspended.

\*\*\* In addition to district attendance policy, The West Mifflin Area High School will have additional attendance expectation for the Homecoming Dance. A pupil must not be absent five (5) days or more before the Homecoming Dance. Five (5) or more days includes both absences and days suspended.

\*\*\*A student must have a zero balance on obligations. If a student does have an obligation, a minimum payment of 25 % of the total obligation must be paid to participate.

### STUDENT ACTIVITIES/EVENTS

The following is a list of clubs and sports that students can become involved with throughout the school year. Students are encouraged to join an activity and must meet both academic and attendance eligibility to participate. Please note that while list below includes most of the extra-curricular activities, it may not be entirely inclusive.

#### Extra-Curricular Activities

Art Club	Photography Club
Canteen	Rise Up
Chess Club	Robotics
Environmental Club	SADD
Freshman Class	Senior Class
Future Homemakers	Ski Club
Future Teachers	Sophomore Class
Graphics Club	Spanish Club
Gay Straight Alliance	Stand Together
Interact Club	Student Secretary
Junior Class	Tech Ed Club
Leo (Key) Club	TLC – Community Service
National Honor Society	Tri-M National Honor Society
National Thespian Society	Yearbook
Pep Club	Youth Crime Watch

## **FIGHTING/ASSAULT/THREATS**

Any student who is involved in a disagreement with another person is advised to seek the assistance of a guidance counselor, teacher, or principal in an attempt to resolve a problem rationally before a fight occurs. If a fight or assault does occur, the following procedure will be followed.

1. Any student involved in a confrontation, whether the incident is a fight or assault, will automatically be suspended for a minimum of three (3) days. A citation will be issued under Article F of the Pennsylvania Code. A mandatory hearing will be held with the District Magistrate.
2. Students who threaten another individual will be subject to an out of school suspension and possible expulsion. **All threats must be taken seriously.** Students are warned not to say anything they do not mean. Excuses such as, “I did not really mean it” or, “I was only kidding” are not acceptable.
3. Parents of students involved in a conflict and/or making threats will be required to have a hearing with the appropriate Administrator before the offending student may return to school.
4. Offenders may be required to meet with the Student Assistance Team.
5. An individual(s) who instigates others to fight may receive disciplinary action.
6. The District Magistrate will conduct a hearing at which time code violation determination will be made.
7. Any student involved is subject to social probation meaning the student will lose the privilege of participation in extracurricular events and/or activities for a period of time to be determined by the school administrator.

## **FIRE ALARM SYSTEM/BLUEPOINT SYSTEM**

The fire alarm system is intended for emergency purposes only.

BluePoint pull stations. These pull stations are specifically designed to speed the response times of law enforcement/first responders when life-threatening incidents occur within schools and other facilities.

Any student who tampers with any part of the fire alarm or Bluepoint system, including the plastic covers, may be subject to three or more days of out-of-school suspension and may face expulsion.

Any information regarding the tampering of the fire alarm or Bluepoint system will be filed with Civil Authorities for violations of the Pennsylvania Criminal Code, when deemed necessary by school officials.

## **FUNDRAISING ACTIVITIES**

All fundraising activities must be submitted to the Board of School Directors for approval. No student, individual or organization may sell anything on school property or at school sponsored events without this approval. Items not related to West Mifflin activities are not permitted to be sold on school grounds at any time.

## **GRADING PROCEDURES**

Report cards are issued every nine weeks. The marking system represents five levels of achievement. Students' achievement is frequently reflected through effort and attitude. So that both the student and parents may better understand the grading, teacher comments are represented on the respective grade level report cards. These levels indicate a student's achievement as compared to the criterion established for the course involved.

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

## **HONOR ROLL**

Students with outstanding academic achievement are to be placed on the honor roll. Each nine-week period a new honor roll is to be posted.

Physical education grades are not calculated into class rank or honor roll, but any class including physical education with a grade below "C" will eliminate a student from the Honor Roll.

Honor/CHS courses are weighted as follows:

A - 4.5   B - 3.5   C - 2.5   D - 1.5   F - 0

Advanced-Placement courses are weighted as follows:

A - 5   B - 4   C - 3

All other courses are as follows:

A - 4 B - 3 C - 2 D - 1 F - 0

A student will not be considered for the honor roll if he has an incomplete or X grade. All incomplete grades must be removed from the report card within two weeks or they become F's.

**High Honor:** Quality Point Average 3.75 or above  
**Honor:** Quality Point Average 3.1 to 3.749

### HOW TO CALCULATE HONOR ROLL

Honor Roll is calculated in the following way:

1. Total your credits for the grading period;
2. Total your quality points, per grade - as attached to each credit (i.e., - full points, per letter grade are awarded for a full credit course - while 1/2 the points are awarded for 1/2 credit course);
3. Divide your total quality points by the total number of credits - the result equals your grade point average.

Please Note:

High Honors - 3.7 & above  
Honors - 3.1  
No student is eligible for Honor Roll if a D, F or I grade appears on the report card  
Grades are not rounded up. (i.e., a 2.90 is not rounded to 3.0)

Quality points are assigned as follows:

1. One credit subjects - A = 4, B = 3, C = 2, D = 1, F = 0
2. Half credit subjects - A = 2, B = 1 1/2, C = 1, D = 1/2, F = 0
3. One credit Honors subjects - A = 4.5, B = 3.5, C = 2.5, D = 1.5, F = 0
4. One credit AP subjects - A = 5, B = 4, C = 3, D = 2, F = 0

Example A If a student has 18 quality points and 6 credits - divide 18 by 6 and the grade point average = 3.00.

Example B Mock Report Card – Final GPA

	CREDIT	GRADE	POINTS
English	1	B	3
History	1	B	3
Math	1	A	4
Science/Chemistry	1	A	4
Drawing	1/2	A	2
Physical Education		A	
TOTAL'S	4 1/2		16

Grade Point Average = 3.55

# GRADUATION REQUIREMENTS

Any class that meets five days a week for the entire term of 180 days is considered one credit. Any class that meets five days a week for one semester of 90 days is considered one-half credit. Other courses that do not meet five days a week are adjusted for credit value. Each student is required to complete the following courses:

English	4 credits (does not include 1/2 credit, elective courses)
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits (does not include 1/2 credit, elective courses)
*Arts/Humanities	2 credits
Physical Education/Health	2 credits (**defined as .5 credit/year for four years.)
Electives	6 credits

West Mifflin Area School District Policy # 217 pertains to student graduation. It is imperative that students, parents, and guardians are familiar with the graduation requirements. *Any questions regarding the graduation requirements should be directed to the high school guidance office.*

- The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.
- The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, completion of a culminating project, and results of local and state assessments.
- The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board as part of the district's Strategic Plan.

The requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12.

Graduation from West Mifflin Area High school requires satisfactory completion of a minimum of 24 credits in grades nine through twelve.

All courses taken for credit will be included in class rank except for physical education and any course graded on a pass/fail basis.

\*Arts and humanities include courses in the areas of fine and practical arts, foreign language, literature and additional social studies. These courses must be taken in addition to the required courses.

\*\*1/2 Physical Education/Health credit will be awarded to freshmen students who take the required Freshmen Seminar course.

Students may be required to complete a more enriched program if their goal mandates this completion. For example, students who wish to complete a pre-college level program with an emphasis on math and science may be required to complete four years of math and an advanced science course. Students who want an

enriched humanities curriculum may complete five units of language arts and/or five units of social studies. The goal selected will dictate the program.

Furthermore, students and their parents/guardians must be aware that in accordance with school board policy all students must complete the following as graduation requirements:

- successfully complete all coursework required by the school district as required for graduation
- successfully complete a graduation project
- demonstrate proficiency of the Pennsylvania Academic Standards in Reading, Writing, and Math by using local assessments.

Students may demonstrate proficiency on local assessments by:

- (a) attaining a designation of Proficient or above on the Keystone Exam
- (b) attaining a designation of Proficient or above on the Keystone Exam re-take in each area where they were not formerly proficient
- (c) completing local assessments, which are correlated to standards at an equivalent designation of Proficient or above. The Commonwealth defines proficient performance as “a solid understanding and adequate display of the skills identified in the academic standards.”

## GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, scheduling/registering for courses, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with a counselor.

**Except in emergencies or serious situations that demand immediate attention, the student must make an appointment to see his or her counselor.** When you leave the guidance office, it is your responsibility to get a pass indicating the time you arrived and the time you left.

## HALL PASSES

**No student is to be out of class or assigned area without a valid e-hallpass**

All students are required to generate an e-hallpass, whenever a request is made to leave the classroom or cafeteria. e-hallpass is a privilege. Abuse of this privilege will result in disciplinary action and/or pass restrictions

Teachers, staff, and administrators will use their discretion concerning the issuance hall passes; therefore, not all requests for hall passes will be granted.

Upon receiving a hall pass, the student is expected to quickly and directly move to the area to which he/she has been given permission to go.

## HARASSMENT/SEXUAL HARASSMENT

It is the policy of the District to maintain learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or



communication of a sexual nature as defined below.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to, the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon individual's status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and the corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with student discipline code.

## HAZING

### ANTI-HAZING POLICY: #247

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

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

**Endanger the physical health** shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

**Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

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

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

*Adopted: February 21, 2001*

*Further information regarding hazing may be viewed from actual policy.*

## **HEALTH EXAMINATIONS**

In compliance with the School Code, the Board shall require that students of this district submit to health and dental examinations to protect the school community from the spread of communicable disease, to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs, and the learning potential of each child is not lessened by a remediable physical disability.

Each pupil shall receive a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade. The school physician will conduct these examinations. A private examination conducted at the parent's request and at their expense will be accepted in lieu of the school examination. For each pupil transferring to the schools of this district the Superintendent shall request an adequate health record from the transferring school.

## **HEALTH OFFICE**

Students may **not** choose to recuperate in restrooms, hallways, etc. as opposed to checking in with the nurse in the health office.

To see the nurse, the student must obtain a hall pass from the classroom teacher. No student will be admitted to the nurse's office without a pass unless it is an emergency. In the event a student arrives at the office and the nurse is not present, the student must report to a faculty or staff member in the Main Office or the Main Office personnel.

If an accident occurs, the nearest teacher or staff member should be notified, and the nurse will be contacted.

*No student is permitted to carry medication of any kind - prescription or non-prescription. If it is necessary for you to take medication during the school day, you must register this medication with the nurse and follow the procedure he or she outlines.*

## **HOMEBOUND INSTRUCTION**

If a student has suffered an illness that has lasted longer than five days, he/she may require homebound instruction (instruction in home by certified tutors). Please contact the guidance office to obtain a "Homebound Instruction Application" to be filled out by the physician verifying the need for this process. Another option for homebound instruction would be West Mifflin Area School District Cyber Academy.

## **HOMELESS Education for Children and Youth Experiencing Homelessness (ECYEH)**

HOMELESS Education for Children and Youth Experiencing Homelessness (ECYEH)

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin.

If you believe that your child may qualify for this service, please contact: Melissa Wall, Home and School Visitor Phone: 412-466-9131 ext 1006 email: wallm@wmasd.org

## **HOMEWORK REQUESTS**

If a student is going to be out of school more than two days because of illness, surgery, etc., the parent or guardian may call the Guidance Office (412-466-9131) ext. 1007 to request assignments for the student. Since each of the student's teachers must be individually contacted and given time to prepare the assignments, the guidance office must at least be given a 24-hour notice prior to the time the parent/guardian would like to pick up the assignments. Parents and guardians are reminded that when picking up assignments they must first sign in at the main office and be issued a visitor's pass before going to the guidance office (See "Security").

## **INSUBORDINATION**

The employees of West Mifflin Area School District have a responsibility to maintain an orderly educational environment. In order to carry out this responsibility, they have the authority to make requests and correct the behavior of students when the need arises. Students have an obligation to comply with the reasonable requests from any and all school personnel. Any student behavior, including disrespect, which undermines the authority of school personnel, will not be tolerated. A student found to be insubordinate of an employee's reasonable request may face severe disciplinary consequences.

## **LEAVING SCHOOL GROUNDS**

To provide appropriate safety and security, no student at any time is to leave school grounds without first obtaining the needed permission from the school.

Once on school grounds, students may only leave the grounds after following proper procedure and obtaining permission from the Main Office. For example, a student may obtain an early dismissal from the Main Office (see early dismissals under Attendance), a student may be sent home through the Main Office or by the school nurse, a student may sign out in the Main Office for an “early work release” approved by the administration and guidance, or the student may be excused by the administration to leave the grounds to participate in a school function such as athletics. Any student who leaves or attempts to leave without following proper procedure will be subject to search, to disciplinary action, and/or the possible loss of privileges.

Students who are to catch a bus on school grounds (at the end of the school day or for an activity) must remain in the designated area of departure for the bus. Furthermore, students may not leave school grounds prior to boarding a bus. Those who do so or who attempt to do so will be subject to search, to disciplinary action, and/or to the possible loss of privilege.

## **LIBRARY INFORMATION CENTER**

The West Mifflin Area High School Library Information Center provides our students access to resources in a variety of formats (text, audio, digital, etc.) to support the curriculum and research personal interests. The Library is open to all students beginning at 7:00 a.m. until first period starts and after school by appointment. The library’s schedule is posted weekly on the library’s website: [www.wmasd.org/hslibrary](http://www.wmasd.org/hslibrary) and on the schedule board outside of the library.

It is the responsibility of each student to schedule appropriate research time during open library time. Since it is impossible to open the Information Center every period due to instruction, each student must plan accordingly

Before school, students should report directly to the library after entering the building. Students wishing to use the library during their lunch period should see the Librarian for a pass. When the library is not scheduled for classroom use or teacher use, it is open for study hall students to do research and leisure reading.

Students using the library during study hall should report directly to the library, sign in at the main desk, and their attendance will be registered with their study hall teacher. Students must report on time. If the library is filled, any extra students will be sent back to study hall with a pass. The library is filled on a first come first serve basis unless the student has seen the librarian and requested specific research time. When in the library, all school discipline rules apply and inappropriate behavior may lead to loss of privileges.

The library’s digital resources are available through its web site at: <http://www.wmasd.org/hslibrary>. Databases, e-books, research quality web sites, and digital audiobooks are available via the site. Students can also place holds and check on the status of their accounts using the site. Additional information and resources are available at <http://www.wmasd.org/hslibrary>.

## **LOCKERS**

All students will be assigned lockers. Students should only keep school related materials in their lockers. Each student is assigned his/her own personal locker. Students are not to use the lockers of others and should not allow other students to use their personal lockers.

Lockers are considered school district property. As such, school authorities may search a student’s locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search the District will make every effort to notify and give an opportunity

for students to be present. However, where school authorities have a reasonable suspicion that the locker contains materials, which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning even if the student is not notified or present. Student lockers and storage space will also be subject to “canine sniff search”.

At the beginning of each school year a hall locker is assigned to each student. The locker is the responsibility of the student. A combination lock is issued to each student. If you lose your lock you must purchase a replacement at the office. A school lock should be used on the school locker.

As a reminder and general rule of thumb:

- Students are to keep their lockers closed and locked when not in use.
- Students are responsible for the condition and contents of the locker assigned to them.
- Students are not to share lockers or give out the combination of lockers. In addition, lockers are to be kept clean and free of damage. Any damage or problem with a locker should be immediately reported to the Main Office.
- Common sense dictates that money and valuables should not be brought to school and/or kept in school lockers (including gym lockers). The school will not be responsible for valuables taken from lockers.

## **LOST AND DAMAGED BOOKS/MATERIALS**

We believe that students have a responsibility to maintain and secure school property issued to them. Consequently, textbooks that are new, one or two years old will be assessed at full replacement cost or (if damaged) actual repair cost. Textbooks three years old will be assessed at 70% of replacement cost or (if damaged) actual cost of repair. Library books and audiovisual materials will be assessed at full replacement cost regardless of their age.

## **LUNCH**

- Students are to report to the cafeteria for lunch on time. Tardy policies and procedures apply to the assigned lunch period just as they do to any other class.
- Every student is assigned to one lunch period.
- Outside food is not allowed to be delivered for students during the day.
- Students who refuse to follow direction, are disruptive, or otherwise behave improperly will suffer disciplinary consequence, which may include assigning the student to sit in a particular seat during the lunch period. At the discretion of the supervisor/administrator who applies the consequence, the assigned seat may be temporary or permanent. Considering the severity and/or frequency of the inappropriate behavior, the supervisor may, instead, report the misconduct to the Main Office for disciplinary action. As with any disciplinary consequence, a student may lose his/her privilege to attend after school activities/functions.
- Throwing food and/or creating unnecessary messes in the cafeteria will not be tolerated and will result in a misconduct to be referred to the Main Office.  
Note: Any student creating or participating in a disruptive food fight in the cafeteria will be suspended for a minimum of three days, plus court costs.
- After finishing lunch, the student must clear his/her area of the table and dispose of all waste paper and garbage in the proper containers.
- Students wanting to use the restroom during the lunch period may do so only after receiving permission and generating an e hallpass from a cafeteria supervisor and are limited to using the restrooms next to the cafeteria.

# METAL DETECTOR PROCEDURES

All visitors to West Mifflin Area Schools are required to enter through the designated Visitor's Entrances while school is in session.

- High School: during the hours of 6:30 AM - 2:30PM, Monday through Friday

Visitors will follow the below procedures before being authorized to enter the building:

- All visitors will utilize the air-phone to state the purpose of the visit.
- Except for parents with small children, only one visitor will enter the vestibule at one time; The officer will NOT process the visitor until only one individual is inside of the vestibule.
- All visitors will be required to present a state issued photographic identification card, which will be used to check each visitor against a national registered sex offender database and to log the visit, using Raptor System Software.
- If a visitor does not have acceptable identification he or she may not be permitted into the building.
- All visitors and their belongings will be searched prior to being granted entry into the building.
- **NO WEAPONS, DRUGS OR OTHER CONTRABAND WILL BE PERMITTED ON SCHOOL PROPERTY; VIOLATORS WILL BE PROSECUTED.**
- Upon being cleared, each visitor will be issued a temporary photographic identification badge, which will indicate the area in which the individual has been authorized to visit.
- The visitor shall wear the badge conspicuously on the chest area of the outermost garment at ALL TIMES WHILE IN THE BUILDING.
- The visitor will immediately attach the badge in the proper location, and may then be released from the captive entrance.
- Any individual who refuses to wear the badge properly will not be admitted beyond the captive entrance, and will be instructed to leave the campus at once.
- Security and staff will challenge anyone not wearing either, a valid visitor's badge or School District Identification and will ensure that the individual is escorted to the main office.
- Visitors will be required to surrender their badges at the main office prior to leaving the building and must exit through the main doorway only.
- Designated personnel will remove the visitor from the Raptor system and destroy the visitor badge.

## **STUDENT SCREENING PROCESS**

- Students will be screened daily upon arrival to school.
- No opened bottles/cups will be permitted into the building. Students who are screened and have opened bottles/cups in their possession will have to throw the bottle/cup away.
- Students will be encouraged to empty the metal contents out of their pockets, purses, bags and backpacks prior to screening.

- All purses, bags and back packs will be hand screened.
- If the metal detector alarm sounds while being screened, the student will be hand wanded.
- After students are screened they will proceed into the building to begin their school day.
- Students who refuse cooperation will be denied access into the building. They will not be permitted to return to school until accompanied by a parent/guardian. Students will not be permitted to attend school on the same day as the violation.
- If a student possesses contraband, a weapon, drugs/alcohol, the school code of conduct will be enforced.

## PARKING

Parking on school grounds is a privilege that is extended to students who have met the requirements to do so, who have earned this privilege through demonstrating appropriate behavior, and whose continued behavior maintains their access to this privilege. Students and parents should be aware and understand the Student Vehicle Search Policy # 226.2 is in effect at all times during school and at school sponsored functions and/or events. (page 49)

Parking permits are issued by priority as listed:

- Seniors involved in school-related extracurricular activities.
- Seniors participating in a “work co-op” a school-to-work program, or who have “early work releases.”
- Seniors who must drive because of personal hardship (determined through the discretion of the administration).
- Seniors with jobs immediately after school. Evidence of need will have to be provided.
- Any other senior wishing to park on school grounds who qualifies to do so.
- Once the parking permit requests of seniors have been met, using the same prioritized criteria, parking permits will be issued to underclassmen beginning with members of the junior class.

### Application for Parking Permit

Parking application packets are usually distributed to seniors at the beginning of the school year. For the remainder of the school year packets may be picked up in the Attendance Office. With the parking application, the student will receive "Student Parking: Rules and Regulations" which includes a parental/guardian permission slip to be signed by both the student and the parent/guardian. It is expected that students and parents read and follow these rules and regulations. Those students who do not abide by the rules and regulations stated in the permit application packet and through school communications will have their permits revoked and may in addition be subject to further disciplinary action.

When applying for a parking permit, the student must submit a photocopy of his/her valid driver's license, a photocopy of the vehicle registration card, a photocopy of the current insurance card for the vehicle, the completed application, the signed permission slip, and a \$30 processing fee. All must be submitted at the same time. In addition, the vehicle registration must indicate that the vehicle to be parked on school grounds is registered to the student, to the student's parent(s), or to the student's legal guardian.

Students are reminded that all cars on school property must be properly registered with the school. Parking permits are not transferable. Students who loan their permits to other drivers will have their parking privileges revoked and/or suffer disciplinary consequences.

Students who drive without a permit and those who have had their parking privileges revoked yet continue to drive may have their vehicles towed at the owner's expense, will face disciplinary consequences, and will forfeit all parking privileges.

**Lot Assignments**

\*Each student is assigned a numbered parking space. Students are prohibited from parking in any other lot areas or spaces not assigned to them. Doing so will result in the immediate loss of the student parking permit, disciplinary consequences, and/or the towing of the vehicle at the expense of the owner.

Any Student who parks on school grounds without a parking pass will be subject to an obligation for the cost of a parking pass.

**PICTURES**

Individual student picture will be taken during the fall. Students will receive notices in advance of the photo sessions. Picture money and necessary forms must be returned in a timely fashion in order to purchase pictures.

Photos/videotape footage of West Mifflin students involved in school-related activities are often used in district publications, video productions, newspapers, yearbooks, on television, and the district’s website. If for any reason you do not want photographs or video tapes of your student used in this manner, please complete the photo refusal form distributed at the beginning of the school year and return it to the main office.

**PUBLIC SHOW OF AFFECTION**

Good taste and common sense require that you keep any show of affection private. Furthermore, most people find it very embarrassing to be subjected to the public demonstrations of others. Thus, displays of affection are not permitted in school. Students failing to respect the request to refrain from such behavior and/or have repeated offenses of this nature may face disciplinary consequences.

**RELEASE OF STUDENT INFORMATION**

In accordance with the No Child Left Behind Act of 2001, section 9528, school districts must “disclose the names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning unless individual students or their parents request that the information not be released without prior consent.

Students/parents wishing to exercise the option to withhold consent of the release of information to military recruiters and/or to institutions of higher learning must obtain the appropriate form to do so from the guidance office. Once the form has been completed and signed, it is to be returned to the guidance office.

**RIGHT TO KNOW**

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends West Mifflin High School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important



information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At West Mifflin High School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Chad Licht at West Mifflin High School at 413-466-9131 or email me at Lichtc@wmasd.org.

Sincerely,

*Chad Licht*

*High School Principal*

## **SCHEDULE CHANGES**

Students should consult the course catalog in order to make informed choices concerning their future schedules. After consulting with your teachers, guidance counselor, and parents, you must have your completed course selection sheet signed by your parent and returned to your guidance counselor.

If a course selection sheet is not submitted, the guidance counselors will devise a schedule for you in line with your abilities. Absolutely no changes will be permitted in these cases.

Since time has already been provided to make schedule adjustments, no changes will be made on the opening day of school or any day thereafter.

If a student drops a course 6 or more days after the first day of that course, his or her grade for that course will be recorded as "WF" (withdrawn - failing) regardless of the grade when the drop takes place. A "WF" shall be computed in the grade point average as 0 quality points.

## SEARCH AND SEIZURE

The policy concerning criminal activity by students on school property, search of the student or a locker, and periodic searches of student lockers, shall be as follows:

- It is prohibited for any student, while at school, to possess on his/her or in a locker/storage or to use in any manner sell any substance, item, or device, the use possession, or sale of which is a crime under the laws of Pennsylvania.
- Any building administrator or teacher who reasonably suspects that a student has in his/her possession on the school property or sells or uses on school property an illegal material, shall proceed as follows:
  - By law, an administrator or teacher stands in the place of a parent to the student in all school matters or incidents and should be referred immediately to the building principal with an explanation of what facts led to the conclusions that the student possesses, uses, or sells illegal matter.
  - The principal shall then confront the student privately with the facts as related and ask the student to consent to a search of his/her person and/or locker.
  - The principal shall be persistent in his/her request and, if necessary, insist upon the search.
  - If the student uses force to resist, the police should be called for help.
  - When a search is made of a student or his/her locker, at least one (1) other teacher or school official should be present.
  - Prior to a locker search, the District will make every effort to notify and give an opportunity for students to be present. However, where school authorities have a reasonable suspicion that the locker contains materials, which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning even if the student is not notified or present.
  - Student lockers and storage space will also be subject to “canine sniff search”.
  - If illegal material is found, it should be confiscated, and marked in some identifying manner in the presence of the student, and if possible, at least one other teacher, and then held in a safe place for delivery to the police. An attempt should then be made to notify the student’s parents.
  - If illegal material is found and marked, the police should be called immediately and advised of the matter and all material should be delivered immediately to the police.
  - If it is reasonably suspected that a student has illegal material in his/her automobile on school property, school personnel shall not conduct a search of the car. The police shall be called immediately and advised them of the facts which led to the belief of the possession of illegal material.
  - Unannounced blanket searches of all student lockers may be conducted whenever the principal deems necessary. Any illegal material or evidence of the commission of a crime, shall, after identification, be confiscated and turned over to the police with a complete report.

\*\* Reasonable suspicion, while difficult of definition, is defined as a conclusion arrived at by a reasonable, prudent, and conscientious mind, from facts at hand; it is not caused

by such improper motives as dislike for the student or malice, but only from the facts, which are known. If they logically, rationally, and in exercise of good sense, lead a reasonable, prudent, and discreet person to conclude that a student has illegal material on school property or on his/her person, this is a reasonable suspicion, but there must be a fair and conscientious consideration of only the facts that are known. \*\*

- All school personnel shall cooperate with the police in every manner possible in carrying out this policy.

## **STUDENT VEHICLE SEARCH**

Any vehicle driven by a student and parked in the school district parking lots must be registered on the West Mifflin School Parking Permit Registration Form. Students are permitted to park their vehicles on school property as a matter of privilege, not of right. The district retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student vehicles on district property, including by means of sniff dog searches. Such patrols and exterior inspections may be conducted without notice, without student consent, and without a search warrant. When a generalized search is conducted in the school district parking lots and a sniff dog alerts security to a particular vehicle, the student who has registered the vehicle with the district will be notified and escorted to the vehicle where the vehicle search policy will be enforced with an interior search. The interiors of student vehicles may be inspected without warrant whenever school officials have reasonable suspicion to believe that illegal, unauthorized contraband or otherwise prohibited materials are contained inside or in the event such materials are in plain view upon inspection of the vehicle's exterior.

Where the district wishes to inspect the interior of a student's vehicle, the following guidelines are to be followed:

- Where a school official has reasonable suspicion or has made observations in plain view, the student who has registered the vehicle with the district shall be notified and given a reasonable opportunity to be present for the inspection of the interior of the vehicle. However, where there is reason to suspect that the student vehicle contains material that poses an immediate threat to the health, safety or welfare of the students or school employees, the student vehicle may be searched without prior warning to or presence of the student.
- The student in control of the vehicle will not be permitted to remove the vehicle from the premises during the reasonable duration of the search.
- Such search may include all compartments of a vehicle.
- Searches of student vehicles may be conducted by law enforcement officials where there is a clear and immediate threat to the health, safety or welfare of other students or school employees, or upon properly executed search warrants presented to school officials, or upon the intelligently or voluntarily given consent of the student.
- Where the interior of a student vehicle has been subject to a search, the parents/guardians of the student shall be notified as soon as practicable after the search has been conducted.
- In the event a school official conducts a search of the interior of a student's vehicle for reasonable suspicion, a memorandum shall be prepared to the Superintendent as soon as practicable after the search occurs, outlining the reasonable suspicion for conducting the search, and describing the manner in which the search occurred, including all witnesses present and the result of the search.
- In the event the student refuses to permit a search of the student vehicle after the district finds reasonable suspicion for the interior search, the student shall be subject to discipline under the district's Student Code of Conduct, and the district reserves the

right to immediately notify the student's parents/guardians and/or proceed to contact law enforcement authorities for the obtaining of a search warrant for the search of the interior of the vehicle.

If the results of the search present evidence of drug or alcohol possession, theft of school equipment or supplies, possession of a weapon, or the violation of any other law, statute, regulation or Board policy, the student in control of the vehicle will be disciplined appropriately under the district's Student Code of Conduct and/or appropriately referred to civil or criminal authorities for prosecution.

Parking lots will be appropriately posted to notify drivers who use the surrounding school lots that a vehicle search policy is enforced.

West Mifflin Area School District Parking Permit Registration Forms shall contain a notice to registrants that a vehicle search policy is enforced.

## SECURITY

Our building is equipped with a security system. As a result, procedures are in place that impact how students and visitors enter the building and how attendance will be recorded when a student arrives late to school.

- All entrances and exits will be locked and/or secured at 7:30 A.M. each school day or after the last school bus arrives.
- All students entering the building after 7:30 A.M. must enter through the main office entrance or designated entrance. Upon entering, school personnel will record the name, arrival time, and reason for being late. The student will then be issued a pass, which will admit the student to class.
  - The secretary will record the time the student enters within the attendance system.
- Parents, guardians, and visitors must *always* enter the building through the main office entrance where they must have a valid state identification, sign-in and be issued a visitor's pass before entering the building. No other entrance is to be used. Anyone not following this procedure may be considered trespassing.
- All those on school grounds or in the building should be aware that at all times the grounds and building are monitored through a system of recording security cameras.

## SMOKING AND USE OF TOBACCO/VAPE PRODUCTS

During the 1996 school year, Senate Bill 1315 became Act 145. This law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, on a school bus, or school property owned by, leased by or under the control of a school district, as a summary offense. School districts must initiate prosecution.

As a result of this new law the following consequences will result for students found in violation of Act 145:

**First Offense:** Two (2) days In School Reflection. SAP Referral. Refer to magistrate

**Second Offense:** Five (5) days In School Reflection. Refer to magistrate

**All Subsequent Offenses:** Out of school suspension/expulsion at Administrator discretion

**Note:** According to Act 145, all smoking or tobacco violations, including first time offenses, are subject to prosecution and fine. Students may not carry lighters or matches while on school district property or at school related events. Tobacco, vape pens, lighters, matches and all look-alike products are subject to confiscation.

## **SPECIAL EDUCATION SERVICES**

In West Mifflin, we are proud of the fine services offered through our special education programs. These include special education resource teachers, speech/language therapists, vision/hearing therapists, psychologists, and teachers of the gifted. Student's may be referred by a parent or teacher and then screened to determine their needs. For further information, contact your student's school or special education department.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is a state mandated program at the middle school and high school levels. Its purpose is to support students who are experiencing barriers to learning, which are interfering with their ability to function academically at their highest level.

The goal of student assistance is to identify students who are struggling in the school environment and to then refer them for help. This help could be within or outside of the school district. A highly trained team of school professionals who are skilled in prevention and intervention techniques carries out these actions.

This is not a discipline program. It is a helping program for students who may need assistance and always includes the student's parent/guardian in the process. Students can refer themselves and/or other students. Parents and faculty members can also refer a student about whom they may have concerns to the Student Assistance Team.

## **STUDENT TRIPS/FIELD TRIPS**

Only students enrolled at the West Mifflin Area High School are eligible for student trips. Furthermore, only students approved for a trip will be permitted to attend. Any unauthorized attendance at the trip site on a day school is in session constitutes truancy. If an unauthorized student attends a trip on a day school is not in session or before/after dismissal, she/he may not associate with anyone on the trip. Once contact has been made, unauthorized students automatically fall under the authority of the school and will be held accountable for all actions, including unauthorized attendance at the trip. However, the responsibility for the safety and well-being of that student rests solely with the student's parent/guardian. This policy applies to any trip sponsored by the school or school district.

The rules and policies of the school fully apply to students throughout the duration of a trip. This includes overnight and/or overseas trips. A student who is a discipline problem on a student trip of any kind will not only suffer disciplinary consequences but will also be banned from future trips for a minimum of at least the remainder of the year.

Students with serious/chronic behavior problems, academic issues and/or attendance problems will not be permitted on trips.

### **Behavior**

Any student that has accumulated at least one out of school suspension day may be excluded from all school related field trips.

### **Attendance**

Although an absence from a class due to participating in a trip is not counted as a class absence, there is a loss of instructional time. Thus, an absence as a result of attending a trip may place the student in possible jeopardy of academic failure.

\*\*\*\*Students who have missed 15 class sessions due to field trips/club events will not be approved to attend additional field trips or club sponsored events.

### **FIELD TRIPS**

Annual field trips within our community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Families will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Permission slips for field trips between district buildings will not be necessary.

- **Student Eligibility:** The student must be in good standing with academics, attendance and behavior.

### **OVERNIGHT TRIPS**

Because of the time duration and the distances involved, there are additional expectations for students participating in overnight trips. These expectations apply to all students other than those participating in overnight trips in conjunction with athletic teams or organizations such as the band or cheerleading. Students in these organizations must abide by the rules, regulations, and by-laws that cover participation and membership in the individual organizations as well by the expectations as listed under “Athletic Eligibility.”

#### **Student Eligibility**

- The student must be a junior or senior unless otherwise approved by the trip sponsor and the administration.
- If the trip is being made in conjunction with a class, the student must have chosen to enroll in the class sponsoring the trip (i.e.: enrolled in a French class in order to participate in the trip to France).
- The student must have a minimum overall G.P.A. of **2.0**.
- Students may not have any grades of incomplete, nor may they be failing more than two subjects.

**\*\*\*Students must maintain the appropriate GPA while passing two or more core classes. (e.g. Math, Science, History and English.)**

#### **Other expectations**

The student and the parent/guardian will be expected to fully cooperate with the administration and trip sponsor by attending required meetings and promptly completing and returning required forms (i.e.: parental permission, student medical record, payment), etc. Student trips are school functions; therefore, the policies and guidelines of the West Mifflin Area High School Student Handbook as well as the policies of the West Mifflin Area School Board will be strictly adhered to throughout the duration of the trip.

## **STUDENT VALUABLES AND CARE OF SCHOOL PROPERTY**

Each student, not the school, is responsible for his/her own personal property. Also, students are responsible for the proper care of all books, supplies, computers, furniture, etc. supplied by the school. Students who disfigure, mar, or destroy school property will be required to pay restitution. In addition, those who disfigure, mar, or destroy school property may suffer disciplinary action and/or legal action.

### **Valuables**

Most people are basically honest. Students bringing valuable to school and not taking precautions, present a temptation to the other students. Students ***should not*** bring large sums of money to school nor should they expect the school to be responsible for valuables such as cell phones, iPods/iPads or similar devices. The best solution is to leave valuables at home and not bring them to school.

Students are expected to adhere to the following guidelines to ensure the security of their belongings:

- Do not bring large amounts of money, electronic devices, and other valuables to school.
- Keep lockers locked when not in use (see LOCKERS).
- Do not share lockers or give out locker combinations.
- Lock valuables in a locker in the locker room during physical education.
- Don't let anyone else use or have access to your student ID card or ID number.

Students should immediately report the loss or damage of items to their teacher and Main Office.

## **STUDY SKILLS/PARENTAL INVOLVEMENT**

A parent can help his/her student be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with a pencil, paper and other necessary materials.
- Be an active participant in class. Listen well and take part in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.
- Check Power School weekly.
- The West Mifflin Area School District encourages the involvement of parents and guardians.

## **SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people to help us whenever regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be of your regular classroom teachers. Students who are disruptive, disrespectful and/or fail to follow classroom instructions for a substitute may face disciplinary consequences.

# THEFT OR POSSESSION OF STOLEN PROPERTY

Any students found in possession of stolen property or involved in the theft of another individual's property will be subject to severe disciplinary action. Administration will also contact West Mifflin Police Department. (Regardless of the value of the property or amount of money.)

# TITLE I COMPLAINT RESOLUTION POLICY

## TITLE I COMPLAINT RESOLUTION POLICY

### Introduction

The No Child Left Behind Act of 2001 (NCLB) legislation requires State Educational Agencies (SEAs) to adopt written procedures for "receiving and resolving any complaint alleging violations of the law in administration of programs." In accordance with this legislative requirement, the Pennsylvania Department of Education (PDE) has also required Local Educational Agencies (LEAs) to adopt written procedures for resolving complaints filed.

### Definition

A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

- a) A statement that a school has violated a requirement of federal statute or regulation that applies to Title I.
- b) The facts on which the statement is based.
- c) Information on any discussions, meetings or correspondence with a school regarding the complaint.

### Complaint Resolution Procedures

**1) Referral** – Complaints against schools should be referred to the District's Federal/State Programs Office:

Brian Plichta-Federal Programs Director  
Clara Barton Elementary School  
764 Beverly Road  
West Mifflin, PA 15122

**2) Notice to School** – The Federal/State Programs Office will notify the school Superintendent and Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.

**3) Investigation** – After receiving the Principal's response, the Federal/State Programs Office, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal/State Programs Director and the Superintendent may do an onsite investigation at the school.

**4) Opportunity to Present Evidence** – The Federal/State Programs Director may provide for the complainant and the Principal to present evidence.

- **Report and Recommended Resolution** – Once the Federal/State Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will



give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.

6) **Follow up** – The Federal/State Programs Director and the Superintendent will ensure that the resolution of the complaint is implemented.

7) **Time Limit** – The period between the Federal/State Programs Director receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.

8) **Right to Appeal** – Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

**Ms. Susan McCrone, Chief  
Division of Federal Programs  
Pennsylvania Department of Education  
333 Market Street, 7th Floor  
Harrisburg, PA 17126-0333**

## TRANSCRIPTS

The following procedure will prevail on issuing transcripts:

- A. All undergraduates will be allowed one (1) transcript to be mailed without charge.
- B. A fee of \$1.00 is charged after the first transcript issued.
- C. Request for transcripts initiated by outside institutions or agencies and requested to be sent by students will be sent free of charge.
- D. After a student has graduated and is beyond his/her first year of his/her graduation date, a fee of \$1.00 for each transcript is to be charged.
- E. All transcripts that are mailed will carry the official school seal. Transcripts that are mailed to individuals or that are hand-carried will not be marked with the official school seal and will be marked unofficial copy.
- F. If a student wishes to view his/her transcript, it may be viewed at any time with a counselor present.

## VANDALISM

Vandalism involving West Mifflin Area School District property and/or equipment and other materials is expensive to the taxpayers of the school district. Most of the students at West Mifflin respect the property of others, including the citizens of the district. However, for students who do engage in vandalism (including graffiti of any kind), the penalties are severe. In addition to making full restitution for all damages, vandals will be prosecuted and subject to disciplinary action up to and including expulsion.

# WEAPONS

Any student in possession of a weapon will be immediately suspended and, upon review, is subject to expulsion. The police will be called and charges will be filed.

The West Mifflin Area School Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. With this as a precept, the School Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

## **WEAPONS POLICY # 218.1**

It shall be the policy of the Board of School Directors that possession of a weapon by students, employees, or visitors is prohibited in any West Mifflin Area School District building or on any grounds of the West Mifflin Area School District. This policy shall also be in effect when students are on their way to or from school; in any vehicle providing authorized transportation of students to or from any West Mifflin Area School District building or special school or district-sponsored function, activity or event; and at any school function, activity or event whether or not held on district grounds.

**Weapon** shall mean any instrument or implement for the inflicting of bodily injury which serves no common lawful purpose, including but not limited to, any knife, katana blade, razor, razor blade or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, taser, shocker or stun gun, any explosive device, firearm (including pellet guns and B.B. guns), gun, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable.

**Possess** and **possession** shall mean being on the person of any student, employee or visitor, in garments, book bags, gym bags, purses, etc. or in a person's car, locker or otherwise under his or her control.

The school district shall expel for a period of not less than one (1) year any student who violates this Weapons Policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

Students possessing weapons in the school will surrender the weapon to the classroom teacher or school principal, and the following guidelines shall be applied:

1. The school principal shall immediately inform the police and the student's parent/guardian of the confiscation of the weapon and the immediate actions taken consistent with this policy.
2. The school principal will file a police report and give the weapon to the police.
3. Student's probation officers, if applicable, will be informed of the violation of Board policy and the actions taken by school personnel.
4. An immediate school conference conducted by the principal will be held with the following in attendance: student, parent/guardian, school staff who are witnesses to the event, local school district administrator, probation officer (if applicable) and police officer if available.

Adopted: 8/15/94

FROM THE PENAL CODE OF PENNSYLVANIA:

"A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution..."The definition of weapon "shall include but not be limited to any knife, cutting instrument, cutting tool, nun chuck stock, firearm, shotgun, rifle, and any tool, instrument or implement capable of inflicting serious bodily injury."

## WITHDRAWAL FROM SCHOOL

When transferring to another school:

- A. Secure a withdrawal slip from the Guidance Office.
- B. Return all books to Guidance Office.
- A. Return your lock to office.
- B. Leave your new address with the request that a transcript of your grades be mailed to the new school.
- C. Pay any and all obligations before leaving!

## Consequences for Code of Student Conduct Infractions

**No student has the right to interfere with the education of other students or the orderly operation of the school.** It is the responsibility of every student to respect the rights of teachers, other students, administrators, and everyone else involved in the operation of the school. However, when those rights are violated or inappropriate behaviors are exhibited, the person who made the mistake will be disciplined. Discipline takes many forms, most of which are listed below. The type of discipline used is intended to stop a disruption, correct a problem, or modify inappropriate student behaviors. The types of disciplinary consequences that may be issued to a student include but may not be limited to the following:

- A. **A Verbal Reprimand** - When this happens an administrator or teacher generally tells you what you did wrong and that it needs to be corrected.
- B. **A Conference With The Student** - An administrator, or teacher may meet with you to discuss a problem and what can be done to solve it.
- C. **A Mediation Agreement** – the purpose of this written agreement is to bring closure to any conflict, disagreement, etc. between/among students in order to maintain a climate within the school that is conducive to wholesome learning and living and to provide that the rights of all others involved in the educational process in the West Mifflin School District be respected.
- D. **Contacting Your Parent(s)/Guardian(s)** - An administrator, or teacher may decide to call your parent(s)/guardian(s) or write them a letter explaining what the problem is and asking for their support in helping to correct the situation.
- E. **A Conference with Your Parent(s)/Guardian(s)** - Sometimes an administrator, or teacher will ask your parents to come to the school to discuss a matter.
- F. **Removal of Privileges** - A student's school privileges may be revoked for a period of time or indefinitely. This could include, but is not limited to, restriction from attending school assemblies and/or functions, loss of parking privileges, restriction from participating in school trips not of a purely educational nature, restriction from holding a student office, restriction from participating in extra-curricular activities and groups, loss of membership in school related organizations, and loss of the privilege to be a "student worker" in any office or area of the school.
- G. **Detention** – A student may be assigned to after-school detention or Saturday detention:

### After-school Detention

1. ASD is held on designated days from 2:25 to 3:10.
2. Students are to be quiet and academically productive during the entirety of detention
3. Students who are late to ASD will be told to leave.
4. Students who are late to ASD or whose behavior is not appropriate when in ASD will suffer further disciplinary action.
5. Once detention has begun, students are not permitted to leave the detention room until detention dismissal.
6. The detention supervisor may institute additional rules or restrictions.
7. Failure to serve ASD will result in the following:

**1<sup>st</sup> failure to serve = Students will be subject to serve a  
Saturday detention/In school reflection**  
**All subsequent offenses = Student will be subject to  
In school reflection.**

### Saturday Detention

1. SD is held on Saturday from 9:00AM to 11:30AM.
2. Students are to be quiet and academically productive during the entirety of detention.
3. Students who are late to SD will be told to leave.
4. Students who are late to SD or whose behavior is not appropriate when in SD will suffer further disciplinary action.
5. Once detention has begun, students are not permitted to leave the detention room until Saturday detention is dismissed.
6. The detention supervisor may institute additional rules or restrictions.
7. Failure to serve SD will result in the following:
- 8.

**1<sup>st</sup> failure to serve = Students will be subject to  
immediate one day in school reflection**  
**All subsequent offenses = Student will be subject to one or more days  
ISR or OSS**

### In School Reflection

**Justification:** Education cannot proceed effectively without appropriate, consistent discipline. Discipline is the training of the mind and character in order to improve the quality of life. Discipline provides the orderly conduct needed to operate the school. In school suspension is designed to promote educational, social, and emotional development. In school suspension provides a program of discipline maintaining academic engagement while the student is in an educational environment instead of out of school. In school reflection will provide the component of individual counseling and responsibility training to foster improvement in student behavior.

**In school reflection:** In school reflection will be available every day during the school year. It will have a dedicated room in the school.

The in school room will be staffed by high school faculty members throughout the day as an assigned duty period.

- *Only a principal can assign a student to ISR for violations of the code of conduct.*
- The student assigned to in school reflection will be expected to work on the material for each class on the ISR schedule.

- The classroom teachers will provide the instructional material for his or her class to be completed in the ISS room.
- No electronic devices are permitted to be used.
- Students will surrender all electronic devices upon entering the ISR room.
- Students will be assigned a specific seat.
- No sleeping or the appearance of sleeping in the ISR room.
- All daily assignments must be completed on the day it is assigned.
- No talking.
- No food or drinks, except during assigned lunch period.
- Students will either bring lunch or be escorted to the cafeteria to buy lunch and eat in the ISR room.
- Students will follow all code of conduct rules while in the ISR room.
- Any violation of rules may result in additional day of ISR or out of school suspension.
- If a student is absent on an assigned ISR day, the ISR will be rescheduled the next school day.

H. **Administrative Removal** - If a student's conduct is improper and it is determined immediate removal from the school environment is necessary, an administrator may administratively remove that student. Any time that a student is administratively removed, a parent/guardian *must* report to the school for a conference with the administration and other designated personnel to discuss the reason for the student's removal. A student may be removed until that conference takes place at the discretion of the administration. As a result of the parent conference, additional disciplinary consequences may be issued to the student.

I. **Out-of-school Suspension** - If a student's conduct is improper and it is determined that he/she should not remain in the school, he/she may be suspended from school for a period of one to ten days.

**Out-of-school Suspension Rules:**

Any student who is suspended out of school **will not be permitted:**

- to attend any classes
- to participate in any school related activities
- to be on school district property
- to be in any school building
- to attend any school-related events.

Any student suspended from school is responsible to make-up all school work in the required time frame.

- As a result of suspension, a student's privileges and/or participation in certain activities, clubs, organizations, offices etc., may be limited or lost. This may include *but is not exclusive to* membership in clubs or societies (including the National Honor Society), serving as a student worker, running for student office, participation in extracurricular activities, participation in overnight trips, participation in overseas trips, participating in student trips not of an educational nature, attending certain school functions, participation in the prom, fashion show, and candidacy for the homecoming court.

J. **Expulsion**

The most serious punishment the school can impose is to expel a student. It is a very serious step and is ordered for the most serious violations of school rules or state and/or federal laws. However, this shall not deter the principal from recommending the consideration of the expulsion of a pupil on the first offense.

**WEST MIFFLIN AREA SCHOOL DISTRICT  
Three-Way School Compact**

*Staff Pledge:*

We understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- Teach grade level skills and concepts.
- Strive to meet the individual needs of your child.
- Communicate with you regarding your child's progress.
- Provide a safe, positive and healthy learning environment for your child.
- Communicate homework and classwork expectations.

Teacher's Signature \_\_\_\_\_

Title I Teachers' Signatures \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Student Pledge:*

I realize that my education is important. I know I am the one responsible for my own success.

Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Get to school on time every day.
- Complete and return homework assignments on time.
- Be responsible for my own behavior.
- Attend school regularly.
- Respect and cooperate with other students and adults.
- Ask for help when needed.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Parent/Guardian Pledge:*

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- See that my child attends school regularly and arrives on time.
- Make sure that my child gets enough sleep each night.
- See that my child's homework is completed and returned on time.
- Provide a quiet place/time for my child to do homework.
- Attend my child's school conferences.
- Communicate and work with school staff.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_