Welcome to the 2013 – 2014 School Year

It gives me great pleasure to welcome you all to a new school year at West Mifflin Area High School. I’m sure all of us are somewhat reluctant to give up the pleasures of summer, but the excitement of a new school year is very enticing. The freshmen, class of 2017, are now high school students. The sophomores, the class of 2016, are now veteran high school students. The juniors, the class of 2015, have become upper classmen, and, of course, our seniors have become this school year’s graduating class – the class of 2014!

Please take advantage of all a new school year has to offer. A new school year gives you a chance to improve those areas of your school experience that have not turned out as you had hoped. In addition, it allows you to build on the successes of the previous year. Get motivated. Make plans to improve. Set new challenging goals.

You should feel confident that you would not be alone in your pursuit to improve and achieve new goals. The TITAN will be with you also striving to improve. Who or what is the “TITAN”? Well, the TITAN is not the building. It’s not the faculty, staff, or administration. It’s not your parents, the school board, or the community. It’s not the band, the athletic teams, or the extracurricular organizations. It’s not the freshmen, sophomores, juniors, or seniors. It’s not me. It’s not you. It’s all of us. We are the TITANS! Together we will improve and reach new goals to make this the best school year ever.

Sincerely,

Mr. Phillip K. Woods
Principal
WEST MIFFLIN AREA HIGH SCHOOL
STUDENT HANDBOOK

Alma Mater

We salute you Alma Mater
Hail to you West Mifflin High!
With honor, truth, and the strength to be
We pledge eternal loyalty.
To you our Alma Mater
And the trust we’ve learned from thee,
You’ll live forever in our hearts and memories.

By: Vito A. DiSalvo

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.
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.

- Students should be offered a wide, varied curriculum that fosters collaboration, problem-solving, and preparation for real-world experiences and future careers.

- Extra-curricular activities are an important part of educating the whole student.

- The school should provide access to technology and resources to enhance the learning environment.

- Curriculum and instruction should prepare students to become productive members of society and assets to the community.

- 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.

- The school climate should be one that promotes the safety and welfare of students and staff and encourages a healthful lifestyle.

- 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.
The West Mifflin Area School District is committed to affirmative action to assure equal opportunity for all persons regardless of race, color, religion, natural origin, ancestry, sex or handicap.

**PHILOSOPHY OF EDUCATION**

We, the administration and faculty of West Mifflin Area High School, believe that our philosophy of education must be in accordance with the overall development and understanding of all students. Although all students share the need for recognition, praise, security and success, they differ with regard to socio-economic background, mental abilities, physical development, and emotional stability. In addition, we recognize and will help develop the students' self-respect for others, thus, enabling them to become self-directing individuals. As a result, we have established programs to meet the needs of our students for the changing times.

In order to fulfill the needs of the students, we acknowledge that the role of the staff is vital in providing the highest quality of education. Administrators, faculty and special service personnel share in the responsibilities of being professionally competent in their subject areas and knowledgeable in educational practices. Staff members strive to create a wholesome, positive atmosphere for learning by being empathetic, impartial, and ethical in all student relationships, and by encouraging students to be critical, active participants in the educational process.

We believe that students cannot fully realize their special talents and potentialities without first attaining specific goals in each subject area. The attainment of these goals will further develop their powers of critical, analytical, and logical thinking. In addition, attaining these goals will aid them in their abilities to complete meaningful projects successfully and in their understanding of the basic skills necessary for career success.

**STUDENT SAFETY**

At West Mifflin, we value the safety of our students. The school district is responsible for student welfare:

1. during instructional hours of the school day
2. during instructional hours on district property
3. in school district vehicles
4. at events before, during and/or after school when directly supervised by school personnel
5. while at the bus stop in the morning and until they reach home in the afternoon

As we all know, safety is an important part of our daily lives. To protect all individuals, **NO DANGEROUS ITEMS OF ANY KIND MAY BE BROUGHT INTO THE SCHOOL FOR ANY REASON**. Students must follow all safety measures when working with machinery. Taking the necessary precautions will minimize accidents and lessen the chances of injury. The school district does have a contract with the West Mifflin Emergency Medical Service in case of...
emergency. In order to maintain the orderly operation of a school, and to preserve an educational environment, a sample list of prohibited articles and equipment is presented:

- skateboards/hockey sticks/sports equipment
- lighted, or ignited objects
- pagers/beepers/cellular phones/electronic devices
- toys, squirt guns, balls, yo-yos, cards, etc.
- weapons (see WMASD Board policy)

Furthermore, students who are found to be in possession of a weapon will be brought to the Board of Education for possible expulsion from school and be prosecuted to the fullest extent of the law.

Additionally, students who are found to be fighting, including but not limited to hitting, kicking, or pushing another student(s) in a hostile, aggressive manner while in school and/or at a school event, shall be suspended and/or taken to an expulsion hearing. Included with this action may be reference to the West Mifflin Area Police for citation.

**RIGHT TO REQUEST TEACHER QUALIFICATIONS**

As a parent of a student in the West Mifflin Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Part of the No Child Left Behind law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each child’s classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;

- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;

- The teacher’s college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and

- Whether any teacher’s aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact the principal of your child’s school.

**Thank you for your concerns and commitment to your child’s education.**

**WEST MIFFLIN HIGH SCHOOL DIRECTORY**
ADMINISTRATION: (412) 466-9131

Phillip Woods – Building Principal ext. 1000
Robert Campana – Grade Level Principal ext. 1004
Chad Licht – Grade Level Principal ext. 1003
Mark Hart – Director of Security ext. 1318
Scott Stephenson – Athletic Director ext. 1030

GUIDANCE COUNSELORS: (412) 466 – 9131

Ms. Molly Harbst – A to G ext. 1010
Mr. Tom Ruffing – H to N ext. 1009
Mrs. Jennifer Shields – O to Z ext. 1008

SCHOOL LIBRARIAN: (412) 466 – 9131

Mrs. Patricia King – ext. 1047

SCHOOL NURSE: (412) 466 – 9131

Mrs. Christine Chiponis – ext. 1011
INTRODUCTION

This handbook is designed to make you aware of those things that concern you and will impact on your tenure as a high school student. It is more than just a list of rules. Also included are policies and procedures that are designed to provide a safe, comfortable environment, an environment necessary for learning.

One of the most important lessons education should teach is self-discipline. While it does not appear as a classroom subject, it underlies the whole educational structure. It is training that develops self-control, character, order, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in your school, you may form a positive attitude towards it. It will help you to do your part in making your school an effective place for learning and also help develop the habit of self-restraint, which will make you a better person.

Proper conduct is expected from all students on school buses, on school district grounds, in classrooms, in the cafeteria, in all areas of the building, at extracurricular activities, and at athletic events. For specific rules and regulations, students are urged to consult this handbook. Students are reminded that violations of the code of conduct will result in disciplinary action.

Each student has been issued a handbook. *It is your responsibility to carefully read it, pay close attention to the discussion of it in your social studies class, and take the test on the information. In addition, it is also your responsibility to give your parents or guardian an opportunity to read the handbook within the first few days of school.* If there are any questions, please ask a teacher, dean, counselor, or principal.

Failure on the part of the student and/or parent or guardian to read the handbook does not excuse the student from following the policies, procedures, and regulations addressed therein.

The student handbook is revised and updated each year. However, throughout the year circumstances may necessitate additions, changes, or adaptations. When possible, students will be made aware of these modifications through announcements. School authorities reserve the right, however, to make decisions, with or without notice, regarding the health, safety, well-being, and protection of students, staff, visitors, and property.
West Mifflin Area High School

GENERAL INFORMATION

THE SCHOOL DAY
The school building is open at 7:00 a.m. Bus students arriving before 7:20 a.m. are expected to conduct themselves properly until they are permitted to move to their lockers and first period. Students must be in homerooms/first period before the 7:30 tardy bell.

INCLEMENT WEATHER
During inclement weather, students should listen to radio station KDKA or WTAE for school delays or cancellation.

WEST MIFFLIN AREA HIGH SCHOOL BELL SCHEDULE

Schedule for 13 - 14

<table>
<thead>
<tr>
<th>Regular Bell Schedule</th>
<th>Schedule “A”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students enter building</td>
<td>7:10</td>
</tr>
<tr>
<td>Students report to lockers</td>
<td>7:20</td>
</tr>
<tr>
<td>Breakfast Ends/report bell</td>
<td>7:25</td>
</tr>
<tr>
<td>First Period</td>
<td>7:30 – 8:20 (50)</td>
</tr>
<tr>
<td>Second Period</td>
<td>8:24 – 9:13 (49)</td>
</tr>
<tr>
<td>Third Period</td>
<td>9:17 – 10:06 (49)</td>
</tr>
<tr>
<td>Fourth Period/Lunch A</td>
<td>10:10 – 10:55 (45)</td>
</tr>
<tr>
<td>Fifth Period/Lunch B</td>
<td>10:59 – 11:44 (45)</td>
</tr>
<tr>
<td>Sixth Period/Lunch C</td>
<td>11:48 – 12:33 (45)</td>
</tr>
<tr>
<td>Seventh Period</td>
<td>12:37 – 1:26 (49)</td>
</tr>
<tr>
<td>Eighth Period</td>
<td>1:30 – 2:20 (50)</td>
</tr>
<tr>
<td>End Teacher Day</td>
<td>2:20 – 2:55</td>
</tr>
</tbody>
</table>

** P.M. Vo-tech students will eat period 5 and leave for Vo-tech at 11:45 P.M.
Basic Rules of Student Conduct

Be a responsible person
Set a good example for others in and out of school
Know right from wrong
Recognize that there is no excuse for being violent
Follow directives given to you by the adults in the building
  ● Be positive
  ● Be polite
  ● Be prompt
  ● Be prepared
  ● Be responsible
  ● Be respectful

The Purpose of the Code of Student Conduct

The West Mifflin Area High School maintains high standards for all students. The Code of Student Conduct was created to provide students and their parents with a clear understanding of those high standards. While the majority of students consistently demonstrate acceptable behavior, there remains a need to define acceptable student behavior.

Certain behaviors are unacceptable in public life and our purpose is to provide our students with guidance and a clear set of expectations for their public behavior before and after school (including school-sponsored functions). All possible means will be employed to improve student behavior, but the student should always remember that the ultimate responsibility for his/her behavior is the student’s alone. The goal of our school is to assist all students to “mature and be prepared to enter” into adult society.

Parents and students may refer to:
  ● The School District Calendar
  ● The Student/Parent Handbook
• The School District Strategic Plan
• School Board Policy and manuals
• Annual school assemblies

For a more detailed description of expectations of students in the West Mifflin Area Schools.

**Guidelines for the Code of Student Conduct**

The code provides for four levels of consequences based upon the severity of student behavior. Levels One and Two are basically student classroom behavior problems. Levels Three and Four are more severe and require the intervention of the building administrators.

**Student Responsibility:**

> Be prompt, be polite, be responsible, and be respectful

**Teacher Responsibility:**

> Be fair and consistent, be in contact with parents, and act in the best interests of all students

**Parent Responsibility:**

> Be aware of your son/daughter’s academic and discipline record, communicate with teachers by telephone or personal conferences

**Administrator Responsibility:**

> Be in contact with parents whenever problems arise, be fair and consistent, work with teachers, parents and students to resolve problems and to avoid repetition of violations of the Code of Student Conduct

**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.
*West Mifflin Area Athletic Eligibility*

1) 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.

2) All eligibility for *fall extra-curricular activities* will be determined on the basis of **final grades**.

3) 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.

4) 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.

5) 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.

6) 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.

7) Students declared ineligible for inter-scholastic athletics may participate in conditioning activities only.

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**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 20th absence.

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 assigned teachers who are stationed in the Main Office Lobby beginning at 7:20 AM.

All other excuses other than the above will be considered ILLEGAL, but may be reviewed on a case-by-case basis by the Administration.

The 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

   **Excuse forms are in the office for this purpose**
HIGH SCHOOL ATTENDANCE PROCEDURES

The following procedures particularly apply to students in grades 9 – 12 attending West Mifflin Area High School:

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.

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. **The student should keep medical excuses for an absence** in the event that they are needed as documentation for a request for a waiver to the attendance policy.

Unexcused Absences
A student is not permitted to 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 8:00 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
   Attendance Office immediately upon entering the building.
   
a) Once in the Attendance 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 per nine weeks** without
   facing a disciplinary consequence. Beginning with the **fifth unexcused
   tardy to school Saturday detention will be assigned.** The number and
   frequency of the student's unexcused tardies may be considered in
determining the form of disciplinary action taken by the Main Office. On the
   eighth as well as all subsequent tardies to school, a day of absence will be
   counted towards the student’s attendance record in the period(s) effected by
   the student’s tardiness. In addition, the student's parking privileges may be
   suspended or revoked.

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.

   **Schedule changes will not be made as a result of a student failing to report to school or class at its scheduled starting time.**
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 purchase breakfast before the beginning of first period. Breakfast will be run from 7:10 A.M. to 7:25 A.M. in the morning, prior to the beginning of first period (7:30 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: 25 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.

No food or drink may be taken out of the cafeteria at any time. 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

WEST MIFFLIN AREA SCHOOL DISTRICT

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 web sites such as My-Space and Face-Book.
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.

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities as defined in the Code of Student Conduct.
Every effort is made to provide safe, comfortable, and efficient transportation for the students of the district. **Any and all questions or concerns dealing with transportation should be directed to the district’s transportation director by calling 412-466-9131.**

**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 bus clean.**

4. **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.

5. **Stay in your assigned seat.** Students are to remain in their assigned seats at all times. Two students in a seat must permit a third student to sit with them. Students will refrain from standing, kneeling or lying in the seats or in the aisles. 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.

6. **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.

**SCHOOL BUS DISCIPLINE**

**HIGH SCHOOL STUDENTS ARE NOT PERMITTED TO RIDE THE MIDDLE SCHOOL BUS FOR ANY REASON.**

_The driver or bus monitor is in charge of school bus discipline/conduct unless a teacher or administrator is present._

School principals may use severe disciplinary actions without regard to the student’s number of previous violations.

**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 must be shut off and kept in student’s locker.

Students are not permitted to possess or use a cell phone for any reason during the school day or while being transported to or from school by way of district transportation. This includes making or receiving calls, sending or receiving text messages, using phones as calculators or timepieces, playing games on phones, using photographic phone functions, or using a phone for any other function it may provide.

The phone is to be turned off and taken directly to the student’s locker upon entering the building and must be kept their throughout the school day. Under no circumstances should the phone leave the locker, or be carried by the student during the school day.

Violation of these guidelines will result in confiscation of the cell phone as well as disciplinary action.

The primary purpose of allowing students to bring cell phones into the building is so the phones may be used after school hours. This particularly applies to those students who are involved in after school extra-curricular programs.

Although students are not permitted to have cell phones in their possession during the school day, the school accepts no responsibility for lost, damaged, or stolen cell phones.

Students who have a necessity to use a phone during the school day may do so by using the phone in the main lobby area near the main office.

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 high school office, the guidance office or the Main Office. (412) 466-9131 ext. 1001

Recommended Disciplinary Action:

Possession of cell phone

1st offense – teacher/security/administrator confiscates the phone
and the parent must pick it up in the main office.

2nd and all subsequent offenses – Repeat offenders are subject to severe disciplinary action.

***If a student refuses to produce their phone, the cell phone infraction will then be treated as an act of defiance which will result in an immediate three day suspension***

**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 affects 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**

Students must report to their assigned classes:

- 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.
- 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) without the prior permission of the faculty member to whose class the student is assigned.
- A staff member or administrator should always have knowledge of the location of a student.
- 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.
- Students, who “cut” class 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 three day suspension due to safety concerns.
• Students that continually report to class tardy will be subject to out of school suspension due to their repeated disruption of the educational environment.

Absences from class that apply to the attendance policy include excused absences, unexcused absences, absences as a result of being late to class or to school, and absences not as a result of the student’s being called from or excused from the class by a school authority.

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.

CLASS RING

Students may order class rings during their sophomore year when the representative comes for the distribution of the junior rings.

A twenty ($20.00) deposit is required at the time of measurement. The balance is to be paid upon receiving the ring.

COMPUTER USE AND ELECTRONIC NETWORKING

WEST MIFFLIN AREA SCHOOL DISTRICT
ACCEPTABLE USE OF POLICY FOR TECHNOLOGY

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.
The West Mifflin Area School District has adopted a Crisis Management-Safety and Security Plan. This plan of action will be implemented in all buildings and all facilities of the school district. Every principal and administrator will have a quick reference and detailed plan available.

Detailed copies of the plan are available in each building and the central administration office for your review.

### 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.

### 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

The high school administration will enforce School board policy #221.1. Please note the following high school guidelines:

- No hats, head coverings of any kind, or bandanas worn or carried in school.
- No chains or apparel that may be a safety or security concern such as chains hanging from clothing, dog chains, dog collars, etc.
- No spiked apparel or jewelry.
- 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.
- No sagging of pants.
- No bare midriffs.
• Shorts and skirts of reasonable length (mid-thigh/fingertip length).
• 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 are not permitted.
• No slippers
• No sleeping attire.
• Sunglasses may not be worn in school (Unless warranted by a medical condition verified by the school nurse).

DRESS AND GROOMING

The Board recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others. The administration and faculty have the right to adjudicate any garment that is detrimental to the learning process or the health and welfare of other students.

No student will be permitted to wear any clothing promoting the use of, the distribution of, or the benefits of any alcoholic beverage or any illegal drugs. Also, clothing that has references to sex, violence, vulgarities, double and/or implied meanings, or images, will not be permitted in school or at school-sponsored activities.

No student will be permitted to wear trousers or slacks that fall below the natural waist. Clothing of any student must fit properly at all times. All students must wear shirts or blouses that have sleeves.

Hats, scarves and other head coverings are not be worn nor carried in school.

Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some types of covering should be considered.

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.

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

1st OFFENSE – The student will be taken aside and presented with the option of having a parent bring in clothes or to change into garments available at school – laundered clothing such as tee-shirts, jackets, or trousers are stored at the school for just this purpose. The student will be made aware that if they do not comply with the policy, a Saturday detention will be assigned in the future.

2nd AND ALL SUBSEQUENT OFFENSES - Repeat offenders are subject to more severe disciplinary action.

**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 an 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.

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

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.

**Anabolic Steroids**

Students shall be made aware of the dangers of steroid use and that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sales could subject them to suspension, expulsion, and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.
**EARLY ARRIVAL**

Students arriving to school prior to 7:20 a.m. must wait in the auditorium lobby, the lobby of the gymnasium or report to the cafeteria for breakfast until the 7:20 a.m. bell rings. No student is to be in any other areas of the building before 7:20 a.m. without a written pass from a teacher. The student must obtain this pass the previous day.

There is to be no loitering on campus or in the parking lots. Students must enter the building as they arrive.

Once a student has arrived, he/she may not leave school grounds unless granted an early dismissal or permission from a school official.

**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.
6. Instructions will be given to the student on procuring the working certificate, on sign out procedures, and on job termination requirements.

***Any student that does not leave the building at the time of their work release will be subject to disciplinary action.***

**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, please 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**

The high school has a large number of clubs, organizations, and athletic teams. 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 team has specific rules, regulations, and by-laws that cover participation and membership. When joining any group, students should become very familiar with all aspects of the organization's constitution and by-laws. Since specific rules and regulations are somewhat different for each group and team, rules of eligibility apply before any student can become a member. See also “Athletic Eligibility.”

**ACTIVITIES**

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**

<table>
<thead>
<tr>
<th>Art Club</th>
<th>Key Club (Seniors)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band &amp; Auxiliaries</td>
<td>Newspaper (Titan Tribune)</td>
</tr>
<tr>
<td>Student Secretaries</td>
<td>Pep Club</td>
</tr>
<tr>
<td>Biology Club</td>
<td>Ski Club</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Student Council</td>
</tr>
<tr>
<td>Drama Club</td>
<td>Stage Crew</td>
</tr>
<tr>
<td>Future Teachers</td>
<td>Spanish Club</td>
</tr>
<tr>
<td>German Club</td>
<td>The Future is Mine</td>
</tr>
<tr>
<td>Homecoming Court</td>
<td>Titan Leaders</td>
</tr>
<tr>
<td>Interact Club (Rotary)</td>
<td>Yearbook</td>
</tr>
</tbody>
</table>
**Sports**

<table>
<thead>
<tr>
<th>Baseball</th>
<th>Soccer (Boys &amp; Girls)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis</td>
<td>Basketball (Girls &amp; Boys)</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Softball (Girls)</td>
</tr>
<tr>
<td>Cross Country (Boys &amp; Girls)</td>
<td>Track &amp; Field (Boys &amp; Girls)</td>
</tr>
<tr>
<td>Football</td>
<td>Golf</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Volleyball (Girls)</td>
</tr>
<tr>
<td></td>
<td>Swimming (Boys &amp; Girls)</td>
</tr>
</tbody>
</table>

**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. Also see “Student Trips.”

Any student that does not meet the extra-curricular requirements due to attendance will not be permitted to attend.

**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.
## FIRE ALARM SYSTEM

The fire alarm system is intended for emergency purposes only. Any student who tampers with any part of the fire alarm system, including the plastic covers, may be subject to three or more days of out-of-school suspension. Any information regarding the tampering of the fire alarm system will be filed with Civil Authorities for violations of the Pennsylvania Criminal Code, when deemed necessary by school officials.

## FOOD/DRINK

Students are not permitted to eat or drink in any other part of the building other than the cafeteria.

To keep our building clean and comfortable the consumption of food and drinks is limited to the cafeteria area. This applies not only to students who purchase food or drink from the school cafeteria, but also to those who bring food and/or drink into the building. Therefore, no eating or drinking is to take place in classrooms, hallways, etc., and no food or drink should be stored in student lockers unless it is to be consumed in the cafeteria on the day it is brought into the building.

The primary purpose of the vending machines in the building is to provide students with snacks and drinks after school; therefore, most of the vending machines are off during the school day.

Violation of the building policies pertaining to food and drink will result in confiscation of the food/drink in addition to disciplinary action.

## 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.
REPORT CARDS AND GRADING SYSTEM

Report cards are issued every nine weeks. These reports show your progress in school. The marking system represents five levels of achievement. These levels indicate a student’s achievement as compared to the criterion established for the course involved. Success breeds success. Students should set a goal and work to attain it.

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

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.

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. Its purpose is:

A. To give recognition and to dignify scholastic achievement
B. To give motivation and incentive to students.

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 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

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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

Every quarter report cards are distributed and honor rolls are posted. Special honor roll recognition will be given to deserving students at the end of each academic quarter. Consistent academic achievement certificates will be awarded for those students maintaining honor roll status for the first two quarters of the year and subsequent report card periods.

**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 ½ the points are awarded for ½ 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 = 1½, C = 1, D = ½, 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.
## Mock Report Card – Final GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>1</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>1</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Science/Chem.</td>
<td>1</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Drawing</td>
<td>½</td>
<td>A</td>
<td>2</td>
</tr>
<tr>
<td>PE</td>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Grade Point Average = 3.55

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### GRADUATION REQUIREMENTS

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 23 credits in grades nine through twelve.
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**: 5 credits

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:

(a) successfully complete all coursework required by the school district as required for graduation
(b) successfully complete a graduation project
(c) 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.

Students must also sign into the Guidance Office each time they enter and sign out when they leave.

HALL PASSES

No student is to be out of class or assigned area without a valid hall pass!

With the exception of moving between classes, students are not to move anywhere on school grounds without a hall pass. Hall passes must be completed (including date, time, and signature) by the teacher, staff member, or administrator initiating the pass. The Hall pass should be visible at all times.

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. Furthermore, students who in anyway misuse or abuse permission to move as well as students who in anyway falsify a hall pass, duplicate a hall pass, or forge any part of a hall pass will face automatic suspension.

Students are expected to conduct themselves in an appropriate manner in the halls. It is the responsibility of every student in the halls to respect the rights of others and to contribute to the
safe and orderly exchange of classes. Disruptive behavior and excessive loitering in between classes will not be tolerated. Students are not permitted to carry food or drinks with them in between classes. Those who do not meet these expectations will face disciplinary action as well.

**Students who wish to leave a study hall to make up a test, etc. must first report to the study hall and present a signed pass to the study hall monitor from the teacher requesting the student. Students must have the approval of the study hall teacher to leave the study hall.**

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**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:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, or when
2. 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
3. Such conduct has the purpose of 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

WEST MIFFLIN AREA SCHOOL DISTRICT

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 insure 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.

**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. 1003 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”).

**No work will be gathered for suspended students unless the suspension lasts longer than 3 days.**
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.

INTEGRATED PEST MANAGEMENT POLICY

The school district will annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds. Information regarding pest management activities shall be available to the public at the district’s administrative office.

LEAVING SCHOOL GROUNDS

To provide appropriate safety and security, no student at anytime 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 will be subject to search upon reentering the building. 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.
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 homeroom. After school access is by appointment.

Students wishing to use the library during the school day should see the Librarian for a pass. Before school, students should ask for a pass when entering the building. 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. The weekly schedule of open study hall periods is posted on the library doors.

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.

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 it’s 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.

Resource Circulation Procedure:
1. Resources circulate for a 10 school day period. The date the material is to be returned will be stamped on the front of the material.
2. Any material that is not returned on time or renewed will be subject to a fine of $.05 cents per day late. Any unpaid fines will result in obligations.
3. Any unreturned or damaged materials will result in monetary obligations and overdue fines.
The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers and cabinets for such storage. Such lockers and cabinets are provided to students based on mere convenience. The District asserts that it does not relinquish, and in fact, retains District control over such student storage and cabinet areas.

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.**

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:

1. **Students are to keep their lockers closed and locked when not in use.**

2. **Students are responsible for the condition and contents of the locker assigned to them.** Therefore, 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.

3. 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.

*No student is to leave the cafeteria or the building during lunch.*

Every student is assigned to one lunch period. Our “open” cafeteria adds to the comfort provided by our facility. This openness should not be interpreted as an invitation to leave the cafeteria without permission or to stop in the cafeteria at any other time than an assigned lunch period.

Whether students purchase lunches in the cafeteria or bring all or part of their lunches, all students must eat lunch in the cafeteria. No food or drink, including containers for water and other beverages, may be taken outside the cafeteria at any time (see “Food and Drinks”).

In order to most efficiently serve the student body, every student should know his/her student identification number to purchase food from the cafeteria. Students who do not know their ID numbers will be told to go to the back of the serving line until others are served.

Students must cooperate with cafeteria supervisors/employees:

- During lunch, the student may be sociable, but is expected to be courteous and mannerly.

- 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.
  
  \textit{Note: Throwing of food or objects in the cafeteria is, at minimum, an automatic one day suspension. 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 the hall pass from a cafeteria supervisor and are limited to using the restrooms next to the cafeteria.

\section*{PARKING}

\textbf{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 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)}

\textbf{Parking Limitations}

As the school year opens, student parking will be limited to members of the senior class who have a true need to drive. When the fall sport seasons come to an end, parking privileges may be extended to underclassmen. Parking permits are issued by priority as listed:

1. Seniors involved in school-related extracurricular activities

2. Seniors participating in a “work co-op” a school-to-work program, or who have “early work releases.”

3. Seniors who must drive because of personal hardship (determined through the discretion of the administration).
4. Seniors with jobs immediately after school. Evidence of need will have to be provided.

5. Any other senior wishing to park on school grounds who qualifies to do so.

6. 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**

Packing 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**

*Students are prohibited from parking in any designated lot areas or spaces assigned to faculty, staff, or visitors. 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.

POSSSESSION OF A WEAPON

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, 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, tazer, 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.

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."

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.
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.

Students are not permitted to possess or use an electronic device for any reason during the school day. This includes but is not limited to radios, pagers (beepers), tape recorders/players, MP3 players, CD players, cameras, DVD recorders/players, laser pens, or other electronic equipment into the school building. These items are subject to confiscation, and the student may face disciplinary action for using them inappropriately during classes (including
breakfast, lunch, library, and study halls). At the discretion of the administration, a parent or guardian will be required to report to the school to have the item(s) returned.

The electronic device is to be turned off and to be taken directly to the student’s locker upon entering the building and must be kept there throughout the school day. Under no circumstances should the electronic device leave the locker, or be carried by the student during the school day. This includes headphones belonging to an electronic device.

Violation of these guidelines will result in confiscation of the electronic device as well as disciplinary action.

Although students are not permitted to have electronic devices in their possession during the school day, the school accepts no responsibility for lost, damaged, or stolen cell phones.

Recommended Disciplinary Action:

Possession of electronic device

1st offense – teacher/security/administrator confiscates the device and the parent must pick it up in the main office.

2nd and all subsequent offenses – Repeat offenders are subject to severe disciplinary action.

***If a student refuses to produce their electronic device, the electronic device infraction will then be treated as an act of defiance which will result in an immediate three day suspension***

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.
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.

During STEP-UP DAY, all students were provided with a copy of their next year’s schedule. In addition, students were provided dates and times to make appropriate schedule changes. When making changes during the predetermined times, students may not request a schedule change merely to change times, sections, or teachers.

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

Interrogations and Searches by Staff

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:

1. 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.

2. 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:
   a. 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.
   b. 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.
   c. The principal shall be persistent in his/her request and, if necessary, insist upon the search.
d. If the student uses force to resist, the police should be called for help.

e. When a search is made of a student or his/her locker, at least one (1) other teacher or school official should be present.

f. 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.

g. Student lockers and storage space will also be subject to “canine sniff search”.

h. 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.

i. 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.

j. 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 of the facts which led to the belief of the possession of illegal material.

3. 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 difficulty 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.**

4. 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 vehicles exterior. Where the district wishes to inspect the interior of a student’s vehicle, the following guidelines are to be followed:

1. 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.

2. 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.

3. Such search may include all compartments of a vehicle.

4. 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.

5. 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.

6. 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.

7. 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.

1. **All entrances and exits will be locked and secured at 7:30 A.M.** each school day or after the last school bus arrives.

2. **All students entering the building after 7:30 A.M. must enter through the main office entrance.** Upon entering the attendance office, a secretary 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 attendance secretary will record the time the student enters within the attendance system.

3. **Parents, guardians, and visitors must always enter the building through the main office entrance where they must 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.

4. **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.**

5. **As a matter of safety and security, students may be searched with a wand/metal detector when deemed necessary by the administration and/or security staff of the school.**
SMOKING AND USE OF TOBACCO PRODUCTS

Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, of diseases, and of chronic disability in our country. Chewing tobacco and snuff, leading causes of oral cancer and gum disease, also pose a health hazard.

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:

<table>
<thead>
<tr>
<th>First Offense</th>
<th>One day of out-of-school suspension.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Offense</td>
<td>Two days of out-of-school suspension and the student will be cited and referral to the smoking awareness class.</td>
</tr>
<tr>
<td>All Subsequent Offenses</td>
<td>Three or more days of out-of-school suspension and the student will be cited.</td>
</tr>
</tbody>
</table>

According to the law, pupil is defined as “a person between the age of 6 and 21 who is enrolled in school.”

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 and look alike products, lighters, and matches 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 ATHLETE EXPECTATIONS**

1. Student athletes must meet the eligibility requirements of the district.
2. Student athletes must follow all attendance policies, meet academic requirements, and abide by the West Mifflin High School Code of Student Conduct.
3. Student athletes must meet all requirements of the WPIAL and PIAA.
4. Student athletes must demonstrate true sportsmanship and accept victory and defeat.
5. Student athletes must respect the property and facilities of their school as well as others.
6. Student athletes must display self discipline, respect authority and place team goals above personal objectives.
7. Student athletes must establish goals and strive to reach them.
8.

**STUDENT IDENTIFICATION CARDS**

Student Identification Cards will be utilized by the West Mifflin Area School District for cafeteria accounting, and identification purposes in all district buildings.

Students in grades K through 12 will have their student photo identification cards taken on a time schedule to be determined by the district and at the expense of the district for the initial card. Replacement cards will be the cost of the student with fees determined by the district.
**District**
The student shall be held accountable and responsible for the maintenance and use of his/her card.

All students in the district will be issued an initial photo identification card at the expense of the district. In the event the student loses the card, the student will be charged:

**REPLACEMENT CARD $3.00**

Student cards are the property of the West Mifflin Area School District. Therefore, when a student leaves the district, the card must be returned to the designated area as required by specific building.

Fees collected in the student identification system are to be utilized exclusively in maintaining the photo identification system.

**Secondary**

Students must have the identification card on their person at all times during the school day.

Students would be required to present the card:

1. When requested by teachers, administrators, security or transportation personnel.
2. For cafeteria accounting purposes.
3. For use in the media centers, if applicable.
4. When purchasing a ticket and/or admission for athletic/school activities.

Refusal of a student to show his/her identification card will be considered a violation of proper student behavior. Fraudulent use of the identification card is also a violation of proper student behavior.

Failure to comply with the guidelines and policy of the identification cards will be subject to disciplinary measures.

**STUDENT 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 (also see “Field Trips”).

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 and/or attendance problems will not be permitted on trips, except field trips of a purely academic nature.**

**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. Therefore, the following guideline pertaining to attendance should be used:

**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.”

**A.) 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).

Students will be granted participation by priority. The present level of study will determine priority (i.e.: a level 4 student would have priority over a level 3 student, etc.).
B.) Academic Requirements

1. If the trip is linked to a class or classes (i.e.: French, Spanish,), the student must be enrolled in that class and carrying a minimum B (2.5+) cumulative average in that class.

2. The student must have a minimum overall G.P.A. of 2.0.

3. Students may not have any grades of incomplete, nor may they be failing more than two subjects.

C.) Other expectations

1. 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.

2. 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.

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**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.

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 the Main Office.
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:

1. Come to class prepared with a pencil, paper and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

The West Mifflin Area School District encourages the involvement of parents and guardians.

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.

TELEPHONES

If a student has a serious reason to use these phones during the school day, he or she must get a pass from the teacher or cafeteria supervisor, report to the Main Office. Students on the phone without a pass or who do not follow the provisions of this procedure are subject to detention and/or other disciplinary action.

- The office telephones are business phones and should not be used by students except in an emergency.
- Telephone conversations should not last more than 2 or 3 minutes.
- Students are not to use the phones before reporting to a class or an assigned area.
- Although students are permitted to have cell phones on school premises (see Cell Phones”), students are not to use cell phones to receive or make calls during school hours.

According to the Penal Code of Pennsylvania, "Whoever telephones another person and addresses to or about such other person any lewd lascivious or indecent words, language, suggestion or proposal, or whoever anonymously telephones another person expressly for the purpose of annoying, molesting or harassing such person or his or her family is guilty of a
misdemeanor and upon conviction will be fined in any sum not exceeding $500 or undergo imprisonment for not more than one year or both."

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**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)

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**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.

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**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, MP3 players or similar devices. The best solution is to leave valuables at home and not bring them to school.
**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.

**WITHDRAWAL FROM SCHOOL**

When transferring to another school:

A. Secure a withdrawal slip from the Guidance Office.
B. Return all books to Guidance Office.
C. Return your lock to office.
D. Leave your new address with the request that a transcript of your grades be mailed to the new school.
E. 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 3:25.
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:

   * 1st failure to serve = Students will be subject to immediate one day out of school suspension
   * All subsequent offenses = Student will be subject to multiple days out of school suspension.
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:

   *1st failure to serve* = Students will be subject to immediate one day out of school suspension

   *All subsequent offenses* = Student will be subject to multiple days out of school suspension.

I. 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.

J. 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:

1. 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. **No work will be gathered for suspended students unless the suspension lasts longer than 3 days.**

2. 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.

K. **Alternative Placement**

As a result of the needs of the student and/or the discretion of the school district, alternative placement may be implemented. One form of alternative placement is the “LEAD” Program. The LEAD Program is the West Mifflin Area School District's in-house alternative placement program for secondary students. The program is a separate entity operating as a night school at West Mifflin Area High School. It was designed to help students who are experiencing academic, attendance, and/or behavioral difficulties in the regular school setting which have placed the students in danger of being removed and/or placed in off campus alternative programs. **Alternative Placements will be consider for any student who has accumulated 12 or more suspension days and or has offenses related to drugs or violent offenses.**

L. **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.