

**BELLE VERNON AREA
MIDDLE SCHOOL**

STUDENT HANDBOOK



2019-2020

**“Access the Future
Through Excellence in Education”**

This Student Agenda Book Belongs To:

Name _____

Address _____

City _____ **Phone** _____

Homeroom # _____ **Locker #** _____

BELLE VERNON AREA MIDDLE SCHOOL
500 Perry Avenue; Belle Vernon, Pennsylvania 15012
(724) 808-2500; Fax: (724) 930-6094

ADMINISTRATION:

Superintendent of Schools
Dr. Michele Dowell

BVAMS Principal
John E. Grice IV

BVAMS School Counselor
Judith Hassinger

Business Manager
James Dzurica

Solicitor
Ira Weiss, Esquire

BVASD BOARD OF DIRECTORS:

President Lou Rood
Vice President Joe Grata
Secretary Michelle Callaway-Rodriguez

Dan Engstrom
Kathleen Forte
Dan Kovatch
Stacey Livengood
Joel Whiteko
Gloria Yuschak

Treasurer: Business Manager - James Dzurica
Solicitor: Weiss, Burkhardt, Kramer, LLC.

<u>Month</u>	<u>Date</u>	SCHOOL CALENDAR		
<u>August</u>	<u>20</u>	<u>In-Service</u>		
	<u>21</u>	<u>In-Service</u>		
	<u>22</u>	<u>In-Service</u>		
	<u>26</u>	<u>First Day of Instruction</u>		
<u>September</u>	<u>2</u>	<u>Labor Day</u>	<u>NO SCHOOL</u>	
	<u>20</u>	<u>2 Hour Delay In-Service</u>		
<u>October</u>	<u>4</u>	<u>In-Service</u>	<u>NO SCHOOL</u>	
	<u>25</u>	<u>2 Hour Delay In-Service</u>		
<u>November</u>	<u>11</u>	<u>Veteran's Day Observed</u>	<u>No School for Students</u>	
	<u>12</u>	<u>Parent/Teacher Conf.</u>	<u>No School for Students</u>	
	<u>22</u>	<u>2 Hour Delay In-Service</u>		
	<u>28-29</u>	<u>Thanksgiving – Fall Recess</u>	<u>NO SCHOOL</u>	
<u>December</u>	<u>2</u>	<u>Thanksgiving – Fall Recess</u>	<u>NOSCHOOL</u>	
	<u>13</u>	<u>2 Hour Delay In-Service</u>		
	<u>23-24</u>	<u>Winter Recess</u>	<u>NO SCHOOL</u>	
	<u>25</u>	<u>Christmas Day</u>	<u>NO SCHOOL</u>	
	<u>26-31</u>	<u>Winter Recess</u>	<u>NO SCHOOL</u>	
	<u>January</u>	<u>1</u>	<u>New Year's Day</u>	<u>NO SCHOOL</u>
		<u>20</u>	<u>MLK Jr. Day</u>	<u>NO SCHOOL</u>
<u>24</u>		<u>2 Hour Delay In-Service</u>		
<u>February</u>	<u>14</u>	<u>2 Hour Delay In-Service</u>		
	<u>17</u>	<u>President's Day</u>	<u>NO SCHOOL</u>	
	<u>18</u>	<u>Parent/Teacher Conf.</u>	<u>NO SCHOOL</u>	
<u>March</u>	<u>6</u>	<u>Act 80 Senior Projects</u>	<u>NO SCHOOL</u>	
	<u>20</u>	<u>2 Hour Delay In-Service</u>		
<u>April</u>	<u>9-14</u>	<u>Spring Recess</u>	<u>NO SCHOOL</u>	
	<u>14</u>	<u>Spring Recess</u>	<u>NO SCHOOL</u>	
	<u>24</u>	<u>2 Hour Delay In-Service</u>		
<u>May</u>	<u>1</u>	<u>2 Hour Delay In-Service</u>		
	<u>15</u>	<u>Act 80 Day Prom</u>	<u>NO SCHOOL</u>	
	<u>25</u>	<u>Memorial Day</u>	<u>NO SCHOOL</u>	
<u>June</u>	<u>3</u>	<u>Last Day of Instruction</u>	<u>Commencement/Graduation</u>	
	<u>4</u>	<u>Teacher In Service/ Rain Date for Graduation</u>		

NOTE: This calendar may be altered or extended in case of emergency closing schools.

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I. ABOUT THE STUDENT HANDBOOK

Principal's Message:

I would like to welcome you to Belle Vernon Area Middle School, where this year you will "Make it Happen!" BVAMS has a longstanding tradition of civic duty, honor, and respect that we will carry on with us into the future. We are a school that develops educated and responsible citizens for a global society.

With a brand new year ahead of you, you have many decisions to make, such as what kind of student will you be, what friends will you stay close to, what influences you will accept or deny, and what parts of your life will be a priority. We at BVAMS will help you to prioritize, set and achieve your goals, and develop a true partnership with you and your family in the coming school year. We will accomplish this through consistent communication and active participation at all levels. We are committed to forming a true partnership by establishing a focus on cooperation, teamwork, dedication, and work ethic to help you "Make it Happen!"

All of us: staff, families, and students must do our part in order to develop a strong partnership and carry on the torch of success. As a school, we will model the focus of cooperation, teamwork, dedication, and work ethic by treating you and your family with respect. We will also be responsible in providing you with a challenging curriculum and knowing the needs of you the student. In return, we will expect results shown through your attitude, work ethic, academic performance, and behavior in the classroom and in the community.

In my experience, I have found that there are three types of people: those who "Make things Happen, those who "Watch things Happen;" and those who stray from their goals and are left begging the question: "What Happened?" Our Belle Vernon Area Middle School staff will work together as a team to provide you with a safe learning environment and will challenge you with a focused curriculum centered on grade level standards. We hold all of our students to high standards, and we expect nothing less than your absolute best! Do not be one of those students who "Watches Things Happen or one left begging the question, "What Happened?"

It is your time! "Make it Happen!" -John E. Grice IV

BELLE VERNON AREA MIDDLE SCHOOL PHILOSOPHY:

Because Belle Vernon Area Middle School is part of a democratic society, we believe that it is our duty to prepare our students for the responsibilities, obligations and privileges of good citizenship; but it is also our intent to encourage independent thought and critical evaluation of that society.

We believe that our modern school plant should provide the physical and human environment in which a fundamental concept of democratic life may be practiced - that of learning to live in a group where administrators, teachers and students uphold the rights of one another, recognize their responsibilities to one another, and give full support to the achievement of common interests.

We believe in the worth of every individual within the group; that we should show interest in each student and concern for his or her problems in the belief that understanding is essential for emotional growth; that our educational program should foster the moral, esthetic, physical, and intellectual development of each student so that he or she may become a productive member of the community.

We believe that the curriculum must be kept varied enough to provide for individual needs and flexible enough to meet the challenge of the rapidly changing society in which we live.

The Belle Vernon Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact the Belle Vernon Area Administration Office at 270 Crest Avenue, Belle Vernon, PA 15012 (724-808-2500).

STUDENT HANDBOOK:

At the beginning of the school year, each student will receive a Student Handbook. The Handbook will have all necessary information needed for a successful year. **Parents/Guardians are to sign and return the Parent/Guardian Acknowledgement page. The Student Handbook will also be used as a hall pass.** Students will put the time, destination on the designated area of the Student Handbook. Teachers will initial and will also add the time of return. Students will not be given hall passes unless they have their OWN Handbook signed by a faculty member. If the handbook is lost, a new one can be purchased in the Middle School Office at a cost of **\$5.00. STUDENTS MUST HAVE THEIR OWN HANDBOOK IN THEIR POSSESSION AT ALL TIMES. EXTRA COPIES CAN BE DOWNLOADED FROM THE BELLE VERNON AREA MIDDLE SCHOOL WEBSITE: <http://www.belleversonarea.net>**

During the course of the nine weeks, the appropriate use of your agenda book will be graded informally by your English Teacher Quarter 1, Social Studies Teacher Quarter 2, Math Teacher Quarter 3, and Science Teacher Quarter 4. The agenda grade will count for twenty points. Agenda book checks will occur randomly at least five times during the course of the nine week period. Students may use their device to keep a calendar, but are to keep their agenda to be used for a hall pass. The following things will be checked:

1. Each day of the week has items recorded.
2. Each day has the proper homework and tests recorded.
3. Agendas are not to be damaged and pages are not to be torn out of the agenda book.
4. The book must be used appropriately.

BELL SCHEDULES:

BVAMS Regular Bell Schedule	
Bell Times	
7:45am	Students dismissed from cafeteria
8:02am	Silent Reading Starts
8:05am	Tardy Bell
8:05am-8:15am	AM Announcements
8:18am-9:00am	Period 1
9:03am-9:45am	Period 2
9:48am-10:30am	Period 3
4 Minute Locker Exchange	
10:34-11:04am ~ LUNCH 4	10:34am-11:16am ~ Period 4/5
11:07am-11:49am ~ Period 5/6	11:19am-11:49am ~ LUNCH 6
11:52am-12:34pm ~ Period 7/8	11:19am-12:04pm ~ Period 6/7 12:04pm-12:34pm ~ LUNCH 8
4 Minute Locker Exchange	
12:38pm-1:20pm	Period 9
1:23pm-2:05pm	Period 10
2:08pm-2:50pm	Intervention/Enrichment Days 123456
2:54pm-3:15pm	Bus Dismissal

BVAMS 2 Hour Delay Bell Schedule	
Bell Times	
9:45am	Students dismissed from cafeteria
10:02am	Silent Reading Starts
10:05am	Tardy Bell
10:05am-10:15am	AM Announcements
10:15am-10:45am	Period 1
10:45am-11:15am	Period 2
11:15am-11:45am	Period 3
2 Minute Locker Exchange	
11:47am-12:17pm ~ LUNCH 4	11:47am-12:17pm ~ Period 4/5
12:17pm-12:47pm ~ Period 5/6	12:17pm-12:47pm ~ LUNCH 6
12:47pm-1:17pm ~ Period 7/8	12:47pm-1:17pm ~ LUNCH 8
2 Minute Locker Exchange	
1:19pm-1:49pm	Period 9
1:52pm-2:19pm	Period 10
2:22pm-2:50pm	Intervention/Enrichment Days 123456
2:54pm-3:15pm	Bus Dismissal

II. ATTENDANCE AND ABSENCES

ARRIVAL AT SCHOOL:

If you arrive at school before the first bell in the morning (7:45 a.m.) you must enter the building through the lobby and then go directly to the gymnasium or cafeteria area. Unless you have special permission, you should never go to any other part of the building before the first admission bell. At the 7:45 a.m. bell, students will report to their lockers and be in homeroom period by 8:02 a.m. Students arriving to school or to homeroom period after 8:05 a.m. will be considered tardy. Any student who accumulates 3 unexcused tardies to school will automatically be issued a detention and/or placed on the No Privilege List.

LATE ADMITTANCE:

Students arriving to school after 8:05 a.m. must sign in and report to the main office. **A written parental excuse or a School Absence Verification Form must be presented when students arrive to school tardy in order to excuse their tardiness. Parental handwritten notes and absence reports turned in the next day will not be accepted.**

The student's attendance record will be marked as follows:

Arrivals –

8:05 – 10:30 AM – Tardy

10:31 – 11:49 AM – ½ Day Absent

After 11:50 AM – Full Day Absent

Leaving –

7:55 – 11:49 AM – Full Day Absent

11:50 - 12:30 PM – ½ Day Absent

12:31 or Later – Early Dismissal

Students must be in school for a ½ Day to be eligible for activities.

Parents/Guardians and students are reminded that if a student is tardy, comes in ½ day, leaves early or is absent, you MUST ALWAYS cover these absences with a written parental excuse or Absence Verification Form.

EARLY DISMISSALS:

Parents requesting an early dismissal for their son/daughter must send a note stating the reason for the early dismissal. **There will be NO early dismissals accepted from parents/guardians by phone, except for medical/illness (as approved by the School Nurse) or for extreme family emergencies.** The early dismissal request must be presented to the Middle School Office for approval upon arrival to school. These early dismissals should be ONLY for legitimate medical appointments. **There will be NO dismissals for “personal” reasons.**

Early dismissal requests will be randomly confirmed by calling the home phone to obtain verification of the dismissal and the name of the person who will assume responsibility for the student. Early dismissal students will be listed on the bulletin noting the time of dismissal.

ABSENCE FROM SCHOOL:

A Belle Vernon Area Student Absence Verification Form must be completed by a parent/ guardian and returned to the Middle School Office upon your return to school. Please include the student’s full first and last name on the excuse. FAILURE TO PRESENT AN EXCUSE BY THE THIRD DAY WILL RESULT IN AN UNEXCUSED/UNLAWFUL ABSENCE. (Please review the following student compulsory attendance policy regarding maximum number of days permissible). Excused absences are for reasons of personal illness, death in the family and doctor or dental appointments. The excuse must show the dates of absence, the reason for absence and the parent signature.

NOTE: If a student has consulted with a doctor for an illness, the student should request a written statement from the doctor to present to the Office.

In addition to obtaining Absence Verification Forms from the homeroom period teacher or the Middle School Office, this form

can be downloaded from the Belle Vernon Area Middle School website at: <http://www.belleversonarea.net>

STUDENT COMPULSORY ATTENDANCE & SCHOOL ATTENDANCE IMPROVEMENT PLAN:

The Belle Vernon Area School District enforces the Student Compulsory Attendance and School Attendance Improvement Plan that was passed by the Commonwealth of Pennsylvania in 2017. It is essential that every parent/guardian or person in parental relation, having control or charge of any child or children of compulsory school age, is familiar with this regulation as well as the penalties for violation of attendance requirements.

Compulsory school age refers to the period of a child's life from the time he or she enters school as a beginner until the age of seventeen (17) or upon his or her graduation from high school.

The Department of Education and all school districts in the Commonwealth of Pennsylvania are obligated to comply with State and Federal requirements for student attendance and truancy. Each school district within the Commonwealth of Pennsylvania is responsible for monitoring and maintaining attendance records of all students.

In accordance with the Compulsory Attendance and School Attendance Improvement Plan, all absences will be treated as unlawful until the school district receives and accepts a written excuse from a parent/guardian explaining the reason for a child's absence. The written excuse must be submitted with three calendar days of the student's absence. Failure to do so will result in the absence being permanently recorded as unlawful.

Excused Absences:

- Personal illness
- Quarantine of the individual or home
- Death in the family
- Educational trips, as approved by administration

- Religious holiday
- Required court appearance
- Emergencies that affect the child

Unexcused Absences:

Absences are considered unexcused and/or illegal for any reason not listed in Excused Section. Absences are considered unexcused when a student fails to provide school officials with a proper written excuse within three (3) days of his/her return to school.

Students who miss ten (10) consecutive school days will be dropped from the active membership unless the school is provided with evidence that the absence is legal.

A maximum of ten (10) days of lawful absences, verified by parental notification, may be permitted during a school year. Each absence beyond a total of ten (10) days during a school year will require a written doctor's excuse.

The following action will be taken to notify Parents/Guardians of their child's unlawful absences:

1. First Unlawful Absence:
A notice of unlawful absence will be sent to the child's parent/guardian.
2. Second Unlawful Absence:
A second notice of unlawful absence will be sent to the child's parent/guardian.
3. Third Unlawful Absence:
A third notice of unlawful absence will be delivered to the student, parent/guardian's residence by the Truant Officer, along with an invitation to attend the School Attendance Improvement Conference (SAIC).
A school/family conference will be held to discuss the truancy and a School Attendance Improvement Plan (SAIP) will be established.

4. **Sixth Unlawful Absence:**

A final notice of unlawful absence will be sent to the child's parent/guardian from the School and a referral will be made to a Community-Based Attendance Improvement Program. The School will file a citation with Magisterial District Judge against the parent/guardian in parental relation in the same household as the child.

Once the Student is chronically absent (10+ unexcused absences), the School shall refer the Student to Westmoreland or Fayette County's Youth Agencies only if the Student continues to incur additional absences after being referred to SAP Liaison and the Student and parent/guardian refuse to follow the recommended plan from the SAIC.

After this step, the District IS NOT obligated to inform parents/guardians in writing of their child's absences.

If any child, of any age, continues to be truant after the above action has been taken, the following can occur:

Possible sentences for parents/guardians found to be in violation of the Compulsory Attendance Law:

1. Paying fines of up to \$300.00 for each offense, plus court costs.
2. Completing a Parenting Education Program.
3. In cases where the party convicted fails to pay the fine or complete the Parenting Education Program, a subsequent sentencing to the county jail for no more than five (5) days will occur.
4. In lieu of or in addition to any other sentence imposed, the parent/guardian may be required to perform

community service in the School District for a period not to exceed six (6) months.

For children convicted of violation of compulsory attendance requirements by the Magisterial District Judge or Court, including a court not of record, a certified record of the conviction or other disposition must be sent to the Department of Transportation.

DEFINED TERMS

RELIGIOUS HOLIDAY:

Upon written request of parents/guardians a pupil may be excused from attending school for observance of valid religious holidays in accordance with the District policies. A pupil's absence from school will be recorded as an excused absence. Students are responsible for making up all instructional assignments missed during the period of absence.

EDUCATIONAL TRIPS:

Students may be legally excused from school to participate in personal tours and trips for educational reasons, as provided by School District Policy.

The prior approval of the Principal is required five (5) days prior to a trip to be marked as an excused absence. Students are responsible to obtain and complete all classroom assignments.

If the student takes a personal trip or tour without the proper prior approval, his/her make up privileges will be forfeited and the day of absence will be unexcused.

SUSPENSIONS:

Students serving out of school suspensions are considered legally absent. Students may make up all work missed upon return to school in accordance with established guidelines for makeup work.

CLASS CUTS:

Regular attendance to classes is most important. Because of this belief, the student's unauthorized absence from classes is considered an unexcused absence. Any student with an unauthorized absence from class will be subject to disciplinary action.

An unauthorized class absence shall be designated a class cut. Students shall not be permitted to make up any work missed during a class cut. A failing grade will be recorded for examinations missed or graded class work due on the day of the class cut.

Chronic class cuts by any student may require that a parental conference be scheduled to resolve the problem.

Disciplinary action for class cuts, including study halls, is defined in the student handbook.

FIELD TRIPS:

Field trips, as permitted by School Policy, can be a very beneficial part of a student's educational experience. School sponsored field trips will be noted for attendance purposes, but will not be counted as an absence towards denial of credit. Field trips are a privilege; therefore, the following guidelines are set forth:

1. Students on the denial of privileges list are not permitted to go on field trips until detentions and obligations are made up.
2. Students must have parental permission forms filled out in order to be eligible to go on a field trip. These forms will be distributed by the teacher or sponsor responsible for the trip.
3. **Students absent from any classes in excess of ten times per semester, regardless of reason, will be excluded from field trip participation.** Likewise, students academically failing ANY class will not be permitted to attend any field trip during the time the grade remains failing.

4. **No student will be allowed to attend more than two field trips per month.** The Principal may make exceptions on a case by case basis.
5. Students must obtain a Field Trip Approval from Subject Teacher Form from the teacher/sponsor or office. All classroom teachers' signatures approving the student going on a field trip must be completed. Classroom teachers have the right to deny a student the privilege of going on a field trip only if that student has excessive absences, has taken an excessive number of field trips, or if the academic performance of the student is not satisfactory at the time of the field trip. If a student is not eligible for a field trip for any of the above reasons, then the student may not attend that event.
6. A student going on a field trip must submit both the "Parental Permission" and "Field Trip Approval from Subject Teacher Form" to the teacher or sponsor responsible for the field trip at least **four days prior to the field trip.**
7. The teacher or sponsor responsible for a field trip will submit to the office for the daily bulletin a list of students eligible for the field trip two days prior to the trip.
8. Any student who goes on a field trip is responsible for getting the work AHEAD OF TIME for classes he or she will miss. The student is responsible for turning in all work on the same day as those who were in the class on the day of the field trip.
Also, any homework assigned for the day following the field trip should be prepared by the student and ready to hand in upon returning to class. **It is the student's responsibility (not the teacher's) to make sure that all work is completed.**
9. Student competitions are not considered as a general field trip, and are not subject to the rules outlined above. However, students will still be required to complete a Competition Approval from Subject Teacher

Form and return to their teacher/sponsor four days prior to the competition.

STUDENT OUT OF STATE TRAVEL POLICY:

No contests for students shall be permitted to take place in any school or to use the name of any school without the approval of the Principal and/or the Superintendent.

Participation in interstate or regional tournaments, festivals, exhibitions or other types of multiple school competitions or individual student competition representing the School District may be approved by the Superintendent only if the event appears on the approved list of the National Association of Secondary School Principals or the National Elementary Principals Association.

The loss of class time for preparation and for competition shall be kept to a minimum. **Out of state trips will not be funded by the District.**

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES:

Participation in extracurricular activities requires a minimum of ½ day attendance at school the day of the practice or event. Students who are excused early from school to participate in athletic events, when the event necessitates early dismissal by the school, are not considered as absent from school.

MAKEUP WORK AFTER ABSENCE:

There is certain minimal work that may be assigned as make-up work which the student will be required to complete. It is the student's duty to request make-up work and not the teachers' obligation to assign work. Requests for make-up work will only be honored if a student has missed 3 or more days.

III. ACADEMICS

GRADING:

NINE WEEKS GRADES:

At the close of each nine weeks, each subject teacher will submit grades for each student.

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

0 - 59% F

A student must attain a 3.0, or better, quality point average to qualify for the honor roll. High honor ranges from 3.51 to 3.99. Highest honor is 4.0. No student with an unsatisfactory "U" and/or below a "C" grade is eligible for the honor roll. No student who has an "incomplete" is eligible for the honor roll; however, a student may qualify by making up all work and assuming the responsibility of reporting this fact to the office.

GRADES AND REPORT CARDS:

Report cards are posted four (4) times a year. Grades are given in percentage. A student must earn an average of 60% or better to receive credit. Additionally, parents/guardians can monitor student progress via the eSchoolPlus Home Access Center, which can be accessed the Belle Vernon Area School District Website. There is also an app for this process. Any questions regarding eSchoolPlus accounts and passwords can be directed to Child Accounting at 724-808-2500 ext. 1108.

INCOMPLETE GRADES:

Any incomplete received for a nine-week grading period must be made up within fifteen (15) school days after the end of the nine-week period.

MAKEUP DEADLINE FOR INCOMPLETE GRADES

First Nine Week	60 th	School Day
Second Nine Weeks	105 th	School Day
Third Nine Weeks	150 th	School Day
Fourth Nine Weeks	15 th	School Day - Next Year

1. If an incomplete grade is received in the final nine weeks period, the student will be permitted the first fifteen days of the next school year to erase the incomplete, provided the first three grading periods show no incompletes.

2. All incomplete grades must be made up to receive course credit. Failure to complete a major course requirement will result in the student not receiving credit for the subject. If an incomplete is not erased, the final grade will be "0."

An incomplete grade received in any of the first three grading periods and not erased by the 180th day results in a **Final Average of "0."**

NOTE: *Tests should be considered a major course requirement. Tests that are not made up within two weeks will be recorded as "0." Extensions may be granted for test make up depending upon the length of the absence. All other extensions are dependent upon the course syllabus and teacher discretion.*

3. Incompletes that are made up after the fifteenth day will be recorded as "0." The purpose of make-up after the fifteenth day is to erase the "I" for possible course credit. Course work not completed by these dates will result in a **Final Average of "0."**

UNSATISFACTORY PROGRESS REPORTS:

For those students receiving a failing grade for the first five weeks of each grading period--the subject teacher issuing the grade must complete an "Unsatisfactory Progress Report Form"

no later than the final day of that period. This form will be sent home to the parent/guardian.

STANDARDS FOR PROMOTION:

Promotion at the high school level is based on the number of units or credits earned:

1. Assignment to grade 8 will depend upon the satisfactory completion of **4 credits**.
2. Assignment to grade 9 will depend upon the satisfactory completion of **4 credits**.

AVERAGING NINE WEEKS GRADES:

The semester grade average will be the average of the two nine-week percentages converted to a letter grade according to the District Percentage Grading Scale.

A full year course grade average will be the average of the four nine-week percentages according to the District Percentage Grading Scale.

ISSUING AND RETURNING REPORT CARDS:

Report cards will only be accessed via the eSchoolPlus Home Access Center. A printed report card will be printed upon request.

TABULATING HONOR ROLL:

As of July 2017 the district administration office will prepare an honor roll at the close of each report period. The honor roll will consist of three levels, Honor, High Honor and Highest Honor. In order for a student to qualify, the following requirements must be met:

1. The student must be carrying a minimum load of five (5) solid subjects.
2. Students who have an "Incomplete" when their teachers turned in grades to Administration WILL NOT be eligible for the honor roll.
3. A student must attain a 3.0 or better quality point average to qualify for the honor roll.

A quality point average is obtained by totaling all numerical values of grades earned and dividing this total by the total number of grades received. Honors range from 3.0 to 3.49, High Honors range from 3.5 to 3.74, Highest Honors are 3.75 to 4.0 and above.

The district administration office will prepare an honor roll at the close of each nine week grading period.

4. A "D" automatically will drop anyone for the honor roll.
5. In ungraded courses, an unsatisfactory (U) or non-passing grade (0) will automatically drop anyone from honor roll status.

Class Placement:

Assigning students to classes is a lengthy process that involves a team effort by teachers and administrators. In order to provide the best possible learning environment for each student, placement decisions include gender and ethnic balance, levels of academic achievement, balance of students with special needs and student interest, motivation and behavior. There is a procedure by which parents may provide input about their child in relation to class placement. Requests for specific teachers are discouraged. However, listing the individual needs of your child enhances the ability of the school staff to make the best possible placement. We will do our best to work with parents toward that goal and consider all input. The Principal does reserve the right to make the final decision on student placement. Finally, please note that any requests of schedule changes during the first three weeks of school will not be accepted.

PHYSICAL EDUCATION EXCUSE

State law requires that all students participate in physical education classes. Students excused from gym classes, having presented a legal excuse, will be required to complete written course work concerning sports information.

PHYSICAL EDUCATION GRADING, POLICIES AND ATTIRE:

1. Must wear shorts or sweatpants and white t-shirt with sleeves. All shorts must be fingertip length and worn on the waist and pants must not drag on the floor

2. Must wear securely tied athletic tennis shoes and socks. No boots or any type of platform or designer sneakers.
3. Lockers: Each student is advised NOT to bring valuables such as wallets, money, watches, rings and gold chains to physical education class. Students should bring a lock daily to class to secure any personal belongings.

It is the responsibility of each individual to take care of his/her own personal valuables and to secure items in a LOCKED locker before leaving the locker room area. The Instructor will NOT hold any valuables unless arrangements are made prior to class.

ACTIVE PARTICIPATION IN EACH AREA IS NECESSARY FOR A GOOD PHYSICAL EDUCATION GRADE

Grading Scale: A total of 4 points can be earned each day.

	Advanced (1)	Proficient (0.5)	Below Expectations (0)	Score:
Sportsmanship/ Respect	Encourages others, takes turns, shares, no put-downs	Takes turns, takes care of self, usually positive	Requires frequent intervention, demeans others, selfish, often not positive	
Effort / Participation	Awesome participation always on task, constantly pushes self	Steady participation on task, usually pushes self	Not yet working, passive participation rarely on task, seldom pushes self	
Safety	Followed all rules and safety guidelines	Followed most rules and safety guidelines,	Did not follow rules and safety guidelines	

		but broke 1 or more rule	on a consistent basis	
Clothing	Dressed in entire proper PE attire	Has proper shoes and athletic shorts and top	Does not have proper shoes and cannot participate in class activities	

ATHLETIC/ACTIVITY ELIGIBILITY:

The Belle Vernon Area School District considers it imperative that students who devote significant time to middle school athletics and/or activities must be able to satisfy the graduation requirements as set forth in the District's Strategic Plan. This policy applies to students in grades 7-12 who participate in district sponsored athletic programs.

Students are encouraged to review eSchoolPlus Home Access Center For updates on their grades. Eligibility will be run on the Thursday and coaches will be provided the ineligibility list to review. Students have until Friday at 3:00pm to rectify any situations that are causing that student to ineligible. Final eligibility will be emailed to the Athletic Director Friday afternoon and will be in effect Sunday through the following Saturday.

A student is eligible to participate if he/she meets the following requirements:

1. In order to be academically eligible, the student-athlete must be passing at least 4 full-credit subjects, or the equivalent, as of each Friday during a grading period. According to PIAA policy, these do not need to be core classes. In addition, if a student athlete is failing 2 or more

classes, the student athlete will not be eligible. Should a student-athlete fail to meet this requirement, he/she will lose their eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student-athlete meets this requirement.

2. Successfully earns 4.0 credits per year.

3. The student-athlete must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If a student-athlete fails to meet this requirement, he/she will lose their eligibility for the first 15 school days of the next grading period, beginning on the first day that report cards are issued. Students who fail to pass four full-credit subjects or the equivalent during the previous school-year must enroll in and successfully pass a credit recovery course in order to be eligible for extracurricular activities during the fall semester of the following school year. Failure to do so will result in being ineligible for the first 15 days of the fall semester.

4. Is not considered to have excessive absences as defined by the district and outlined in the Student Handbook. Athletes must also be in compliance with P.I.A.A. and W.P.I.A.L. attendance regulations.

5. Students cannot participate in any co-curricular activity on the day of their absence from school. Students who are suspended or expelled from school are not permitted to participate in or attend any co-curricular activity. Students who are assigned detention are not permitted to participate in or attend any co-curricular activity during the time of the detention.

IV. DISCIPLINE

DISCIPLINE POLICY **FOR THE** **BELLE VERNON AREA SCHOOL DISTRICT**

The following discipline guidelines represent the input of the Department of Education, the BELLE VERNON AREA SCHOOL DISTRICT BOARD OF EDUCATION, the citizens, the Administration, the Faculty and the students of the BELLE VERNON AREA SCHOOL DISTRICT. The guidelines are an attempt to provide a step by step approach to the very important and complex issue of student conduct, while also giving clear direction to school personnel for day to day discipline problems.

The discipline policy presents four levels of misconduct, provides examples of misbehavior in each level, presents general procedures to be followed by school personnel and lists various discipline options. It is important to note that student conduct, teacher response and Administrative response and action **MUST BE DOCUMENTED** at each level. The policy also applies to student actions at school activities after the regular school day.

DEFINITION OF TERMS

DETENTION

Students assigned detention will serve their detention after school on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Special arrangements can be made with the Middle School Administration to serve a detention from 7:00 a.m. – 8:00 a.m. Detention will be a period of directed study and all electronic devices will be confiscated. Students assigned detention will be expected to provide their own transportation. Failure to report for an assigned detention will result in an In-School Suspension.

Students on the Denial of Privilege List will not be permitted to participate in any extracurricular activities.

Additionally, all detentions must be served in order for senior students to participate in commencement exercises. When a student is put on in-school suspension, he or she is removed from the traditional classroom environment and put into a special suspension classroom, led by a teacher or team of teachers. School assignments will be provided.

Furthermore, students who fail to serve a detention in a timely manner will be assigned a half day of in school suspension.

TEMPORARY SUSPENSION

The student will not report to school for a period of one to three days.

FULL SUSPENSION

The student will not report to school for a period of one to ten days. Students under suspension will not be permitted to attend school functions, participate in school activities or loiter on school property during the period of suspension. Suspended students will be required to complete all class assignments for days suspended within two weeks following the period of suspension.

EXPULSION:

The student will be permanently removed from school for a designated period of time beyond ten days.

NOTE: The penalty of expulsion may be imposed only by the Board of Education after a formal hearing. The procedure for a formal hearing will be as follows:

FORMAL HEARING PROCEDURES:

A formal hearing may be held before the Board of Education or a duly authorized committee of the Board, preferably composed of no less than three members of the Board of Education. The

hearing committee's decision is advisory in cases of expulsion. A majority vote of the entire Board of Education is required to expel a student.

At this formal hearing, the following due process requirements are to be observed.

- a. Notification of the charges in writing.
- b. Sufficient notice of the time and place of the hearing.
- c. The right to an impartial tribunal.
- d. The right to be represented by counsel.
- e. The right to be presented with the names of witnesses against the student, and copies and the statements and affidavits of those witnesses.
- f. The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
- g. The student's right to testify and produce witnesses on his own behalf.
- h. A record must be kept of the hearing. The student is entitled, at the student's expense, to a copy of the transcript.
- i. The proceeding must be held with all reasonable speed.

Where the student is dissatisfied with the results of the hearing, recourse can be had through the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

BEHAVIORAL CONTRACT:

A written agreement acceptable to both Teacher/Principal and pupil which states that the pupil will follow a certain course of action. Violation of the agreement or "breaking the contract" will result in an automatic referral to the next level of misconduct.

SCHOOL TARDINESS:

Students are expected to report to school on time. For each time of unexcused tardiness in excess of three times in a given nine week period, the student shall be assigned to detention.

Continued tardiness will result in additional detentions or further disciplinary action. Failure to serve assigned detentions will result on being placed on the Denial of Privilege List. Denial of privilege is defined as: **The loss of privilege to attend or participate in any school activity and may only be given a pass to use the restroom or visit the School Nurse.**

TOBACCO PRODUCTS

Smoking or use of smokeless tobacco or electric/vapor cigarettes by students on school property, including school buses IS PROHIBITED. Any violation of this policy shall subject the student to discipline under the District Discipline Code adopted February, 1989 and shall be punishable by a fine of fifty dollars (\$50.00), as well as a mandatory smoking cessation course paid for by the student.

DRUGS, CONTROLLED SUBSTANCES AND ALCOHOLIC BEVERAGES:

This policy will apply to drugs and controlled substances as defined by the Laws of the Commonwealth of Pennsylvania including, but not limited to, drugs or controlled substances as defined by "The Controlled Substances, Drug, Device and Cosmetic Act of April 14, 1972" (hereinafter referred to in this policy as "The Act") or amendments to such Act (See Level IV Misconduct). The policy also applies to lookalike substances.

a. Controlled Substances:

A drug, substance or immediate precursor included in Schedule I through V of the Act. Examples of such controlled substances are marijuana, opiates and other narcotics.

b. Drugs:

As defined in the Act and including substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animal.

c. Prescription Drugs:

Those drugs pursuant to federal law may be dispensed only upon prescription from a physician.

d. Alcoholic Beverages:

A liquid for consumption with a percentage alcoholic content including, but not limited to, liquor, beer and wine.

This policy is in compliance with the Drug and

Alcohol Policy adopted by the BELLE VERNON AREA SCHOOL DISTRICT BOARD OF EDUCATION and will apply to the use, possession, consumption, distribution or sale of alcoholic beverages, as well as being under the influence of drugs and/or alcoholic beverages.

BEHAVIORAL REFERRAL FORM

Form to be completed by the Teacher on the Teacher Access Center when referring a student discipline problem from Level I to Level IV.

ZERO TOLERANCE:

In order to maintain a positive student interaction at BELLE VERNON AREA HIGH SCHOOL, and to ensure the safety of all students at our school; any student who is involved in a physical fight, regardless of who “started” the fight, will be suspended “Out of School” (O.S.S.) for three (3) days. After an informal hearing is held, an additional, seven (7) Days O.S.S. may then be administered. The pupils involved in the fight must attend an

informal hearing with parent/guardian on the fourth day with the Principal/Superintendent.

TIME OUT/DISCIPLINE PROTOCOL:

Instead of punishing students for misbehaviors in the school setting, the goal of the Time Out Process is to provide an atmosphere that allows students to evaluate behaviors they have chosen, to accept responsibility for their choices, and to develop the skills to make more effective choices. Our goal is reduced disruptions in the school setting, thus increasing instructional time for all students. To accomplish this goal, a system of Time Out steps will be used when students show inappropriate behavior. The Time Out Process involves three steps. In order for the Time Out Process to work effectively, the steps must be followed consistently throughout the school.

TIME OUT 1 – Students will give a verbal commitment to change behavior.

"Billy, what are you doing?"

"What should you be doing?"

"What will you do to improve your behavior?"

If the misbehavior continues or if the student refuses to commit to improving, the student moves on to Time Out 2.

TIME OUT 2 – Student will leave classroom/area to develop an action plan with Time Out / ISS teacher.

The teacher should include the following information in an email when

referring a student for Time Out 2:

- Documentation of previous Time Out 1 warnings and dates.
- Documentation of phone calls home with relevant parental comments.
- Written explanation explaining the nature of the misconduct.

The student will:

- Evaluate his/her behavior to develop an acceptable plan.
- Complete a referral form through the school website, www.belleversonarea.net upon arrival to the ISS/Time Out Room.

TIME OUT 3 – Failure to complete or comply with plan in Time Out 3 will prompt the principal to notify the parent/guardian of the following:

- The student has chosen not to write an acceptable plan for improvement.
- The student will earn an in-school suspension.
- The student will complete a referral form through the school website, www.belleversonarea.net upon arrival to the after-school detention room.
- The office will email or mail home a copy of the completed plan for improvement.

LEVEL 1: VERBAL WARNINGS

Transgressions requiring a verbal warning (Time Out I):

- General Classroom Disturbances
- Disrespect
- Cheating
- Failure to Complete Assignments
- Failure to Follow Directions
- Running, Boisterous, or General Hallway Misconduct
- Classroom Tardiness
- Public Displays of Affection

LEVEL 2: INTERMEDIATE DISCIPLINARY ACTION – TIME OUT II

Moderate misbehavior requiring documentation and consequences (Time Out II, Parent Contact):

- Continued Level 1 Violations
- Classroom Tardiness in Excess of 4 Tardies
- Forged Passes and/or Excuses
- Excessive School Tardiness
- Class Cutting
- Chronic Irregular Absences

- Smoking or Use of Tobacco
- Bus Misconduct
- Motor Vehicle Violations
- Gambling
- Insubordination
- Leaving the Classroom Without Permission
- Bullying
- Violation of Cell Phone Policy
- Violation of Internet Acceptable Use Policy

LEVEL 3: URGENT DISCIPLINARY ACTION – TIME OUT III

Severe misbehavior requiring an office referral AND student retention (Time Out III, Parent Phone Call, Administrative Disciplinary Action – Detention(s) and/or In-School Suspensions):

- Continued Level 2 Violations
- Fighting
- Vandalism
- Stealing
- Threats to Others/Verbal or Sexual Harassment, Coercion, and Communication
- Possession and/or Use of Fireworks, Smoke Bombs, or Other Such Devices
- Student Demonstration, Boycotts, or Walkouts
- Ethnic Intimidation
- Profane Language
- Truancy
- Possession and/or Distribution of Pornographic Material
- Disorderly Conduct

LEVEL 4: IMMEDIATE OFFICE REFERRAL

Behavior requiring immediate disciplinary action by an administrator (Parent Phone Call, Administrative Disciplinary Action – Out of School Suspension and/or Expulsion)

- Continued Level 3 Violations
- Assault/Battery
- Arson
- Bomb Threats

- Furnishing, Selling, and/or Possession of Drugs, Lookalike Substances or Alcohol
- Being Under the Influence of Drugs or Alcohol
- Possession or Transfer of Drug-Related Paraphernalia
- False Alarms and/or Tampering With Fire Control Equipment
- Extortion
- Possession and/or Transfer of Dangerous Weapons

**V. BELLE VERNON AREA SCHOOL DISTRICT POLICIES,
PROCEDURES AND REGULATIONS**

BELLE VERNON AREA SCHOOL DISTRICT - BULLYING POLICY

Pursuant to section 218.2. Prohibition against bullying, the Belle Vernon Area School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment and/or bullying. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by students.

Harassment and/or bullying in any form is strictly prohibited. Bullying is an intentional electronic, written, verbal or physical act directed at another student that is severe, persistent or pervasive and has the intent or effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. Bullying may include acts that occur outside of school. Students who have been bullied should promptly report the incident to a school official.

Each staff member shall be responsible to maintain an educational environment free from all forms of bullying. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying. Students shall be encouraged to report bullying complaints to District

employees. All employees who receive a bullying complaint shall investigate to determine if bullying has occurred. If the behavior is found to meet the definition of bullying, a written documentation must be submitted to the building Principal. The Principal or his/her designee will inform parents of the bully and the one who is bullied.

A substantiated charge against a District student shall subject such student to disciplinary action, consistent with the student discipline code.

BUS REGULATIONS:

Students have the responsibility to themselves and their fellow students to board the buses and be seated quickly and quietly. Any student who refuses, does not obey the bus driver, smokes on a bus, is in possession of prohibited articles, is involved in any rowdy behavior or uses rough language at a bus stop or in a school bus will have their bus privileges revoked.

The following rules are enforced at all times. Students failing to comply shall be reported to Administration for disciplinary action.

1. Students are to ride only their assigned bus. If a student wishes to go to a friend or relative's home after school, parents must send a written and signed parental note to the office upon arriving to school.
2. Students are not permitted to push or shove while loading or disembarking.
3. Students should not extend arms or head from an open window nor should they shout any inappropriate language or obscene gestures from an open window.
4. Students should not throw any objects from a bus window.
5. Students riding a school bus are under the direct supervision of the bus driver. Drivers shall have the authority to assign seats to any or all students.
6. NO DRUGS/LOOKALIKE SUBSTANCES, VAPOR DEVICES, ALCOHOL OR TOBACCO PRODUCTS

BUS USE OF AUDIO AND VIDEO EQUIPMENT

All buses serving the Belle Vernon Area School District transportation needs are subject to being both **audio and video** recorded in order to assist in ensuring that the students are transported in a manner that protects them, as well as the school bus operator from physical injury, verbal abuse, and threats. Such recordings, both **audio and video**, may be utilized in all disciplinary and security investigations of students and adult employees of the Belle Vernon Area School District and its contracted service providers

DRESS CODE:

According to Belle Vernon Area School Board Policy, the Board authorized the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

1. Present a hazard to the health or safety of the student, him/herself or to others in school.
2. Materially interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her own education objectives because of blocked vision or restricted movement.

Relative to the previous listed policies:

1. All head coverings must be removed upon entering the school building.
2. Mini-skirts, halter, strapless, backless tops or spaghetti straps are NOT permitted in the typical classroom situation. For occasions which are ceremonial in nature or events where more formal attire is required, exceptions may be made. Spandex may only be worn

- under other garments and is not permitted for gym class.
3. Undergarments should be covered by appropriate clothing.
 4. Leggings/Yoga Pants are permitted but are asked be accompanied by tops that extend over students' hips.
 5. Any articles of clothing, jewelry or other items with indecent, suggestive, offensive or obscene language, pictures or symbols are NOT permitted.
 6. All tops must extend below the waistline.
 5. Shorts should be a length that is appropriate (an appropriate length for shorts is measured by arms and hands down on your side and shorts may not be shorter than fingertip length).
 7. Footwear must be worn at all times.
 8. All belts, wristbands or neckbands with studs, spikes or dangerous protrusions that might endanger the well-being of faculty, students or employees are not permitted.
 9. T-shirts with obscene gestures or t-shirts referring to alcohol, drugs, tobacco or any other inappropriate gestures and/or statements are NOT permitted.

All attire will be checked by the FIRST PERIOD TEACHER. Any offending student(s) will be sent to the High School Office. Inappropriately dressed students will be sent home or instructed to call home for a change of clothes.

LIBRARY

Our library is open to all students. It is designated to serve the needs of students who must complete research work, for reading current periodicals and newspapers and for students who wish to obtain books for assigned or leisure reading. Students who wish to use the library for research must secure a library permit from a subject teacher excusing the student from their assigned study hall so they may work in the library. To

read current periodicals or obtain a book for leisure reading, a pass must be obtained from the librarian before the start of the first period. Students who have permission must report directly to their assigned study hall and present the library permit to their study hall teacher before they may be excused to the library. Upon arrival at the library, students must present their permits to the librarian and remain in the library for the duration of the period. Students are responsible for library materials taken out in their name and must pay for any damaged or lost books. Fines (two cents per day) for overdue books must be paid in order to continue use of the library.

BVAMS LIBRARY TECHNOLOGY EQUIPMENT SIGN OUT

Electronic devices and technology are available for all BVASD students for sign out. Equipment can be reserved for checkout in the BVAMS Library.

Any district-owned equipment issued to a student is done so in support of the student's education at BVA and is to be used by that student for educational purposes only.

Any equipment issued to a student must be returned when due, immediately upon request by the student's teacher, activity sponsor, or the issuing department, or, upon graduation, withdrawal, or dismissal, no later than the student's last day enrolled at BVA, in the same condition as when it was issued. In addition, students are prohibited both from making or allowing anyone else to make unauthorized copies of software, and from installing unlicensed software on a district-owned computer.

The student or the student's parent or guardian is financially responsible for any fees associated with returning equipment late, and for repairing or replacing any equipment issued to the student that is damaged, lost, or stolen due to the negligence of the student. Negligence includes, but is not limited to, failing to exercise proper care in securing equipment from the risk of

damage, loss, or theft. Regardless of negligence, the student or the student's parent or guardian is financially responsible for repairing or replacing any damaged, lost, or stolen equipment that the student has taken off-campus without authorization.

Equipment Sign-Out:

Students who sign out technology equipment:

1. Are solely responsible for the equipment they check out.
2. Agree to treat equipment with respect.
3. Are responsible for returning equipment by the return date.

Note: If equipment is broken or lost through neglect, the borrower will be billed for replacement costs.

Consequences for not returning technology equipment on time:

1. Within a week of being overdue: A "friendly reminder" email notification will be sent.
2. A week overdue: Parents will be notified and a non-refundable \$25 late fee will be billed/applied to obligations.
3. More than two weeks overdue: The cost of replacing the equipment will be billed/ applied to student obligations.

The BVASD Technology Department is solely responsible for determining when damaged equipment will be repaired or replaced, for arranging for equipment repairs, and for purchasing replacement equipment. The student's teacher or activity sponsor, a representative of the office that issued the equipment, are jointly responsible for determining whether the student was negligent regarding the security of any equipment issued to him or her that was damaged, lost, or stolen. The student may appeal this determination to the Principal, whose decision is final.

LOCKERS

School lockers are the property of the District and are subject to control by the District. Lockers may be entered by District personnel as necessary for school upkeep and maintenance and may be inspected periodically for cleanliness. Lockers may be searched, without a search warrant, upon reasonable suspicion that the locker contains contraband or that the search may reveal evidence of a violation of law or school rule. A locker is assigned to each student. Students are accountable for any damage to their locker and may have to bear the cost for repairs. We strongly urge that students use padlocks or combination locks thereby keeping their lockers secure at all times. Locker needs are to be done in the morning before homeroom period, after the third period, and before the start of the tenth period. Students should refrain from entering lockers at unspecified times. Locks are available in the Office for student use and must be returned before the last day of school. If the lock is not returned, the student will have an unpaid \$2.00 fee entered on their student record.

CAFETERIA AND LUNCH

All students are to report to the cafeteria where they will remain during the entire lunch period unless excused to go elsewhere. Students are not to stop at restrooms on their way to lunch. Lunches may be purchased on a daily basis in the cafeteria or money can be deposited into the student's lunch account and deducted on a daily basis when the student makes a purchase. Students who exhibit unacceptable behavior in the cafeteria will be seated elsewhere. Continued misbehavior will result in the students' parents being notified.

CAFETERIA PROCEDURES

- Each lunch period is 30 minutes.
- Students are not to enter and leave the cafeteria at will.

- No food should be taken by students from the cafeteria.
- After eating, students must remove all items that they brought to their table.
- Uneaten food and beverage are to be discarded in the waste container.
- Trays with tableware are to be placed in the dishwashing area as directed by school personnel.
- Students will leave the cafeteria only when excused to the restroom or dismissed by the supervisor.
- Students who drop their lunch trays/containers by accident will clean the area.

SEXUAL HARASSMENT POLICY

Sexual harassment in the Belle Vernon Area School District is forbidden by law and by the district. It is the District's policy to maintain an educational climate and working environment free from unsolicited and unwelcome sexual harassment and intimidation. Sexual harassment includes, but is not limited to, such behaviors as repeated offensive sexual flirtations, advances, propositions, patting, touching, or pinching, staring at, or brushing against the body, sexually degrading words used to describe an individual, or the display in the school of sexually suggestive objects or pictures. A good guideline is that any sexual attention should be avoided. Incidents of alleged sexual harassment shall be reported to the building principal. A detailed complaint form is available in the school office.

SMOKING AND TOBACCO PRODUCTS

Smoking, tobacco usage and the possession of tobacco products by students at any time in a school building, on a school bus, on school property (including stadiums), and while students are

engaged in school activities in other locations leased by or under the control of the school district is prohibited.

Tobacco products are defined as lighted or unlighted cigarettes, cigars, pipes, or other lighted smoking products and smokeless tobacco including electronic cigarettes. (Vapes)

Students who violate this policy shall be subject to disciplinary action in accordance with Belle Vernon Area School District's discipline code. In addition, the school district shall initiate prosecution of students convicted of possessing or using tobacco in a school building, on a school bus, on school property (including stadiums), or in other locations leased by or under the control of the school district. A civil fine up to \$50.00 will be imposed as well as mandatory tobacco cessation program at the student's expense.

SPECIAL EDUCATION AWARENESS NOTICE

The Belle Vernon Area School District and the Westmoreland Intermediate Unit work jointly to offer effective quality special education programming for the children in our district. The Westmoreland Intermediate Unit (W.I.U. #7) encompasses an area which services 17 school districts within Westmoreland County. The purpose of the Intermediate Unit is to provide special education services and technical assistance in planning, developing, implementing, supervising, and administering special education programs in districts under its jurisdiction whether they are district-operated or intermediate unit operated programs.

The following is a list of the special education services and programs provided by *BELLE VERNON AREA SCHOOL DISTRICT*:

- Autism/pervasive

- developmental disorder
- Deaf/blindness
- Detention
- Emotional disturbance
- Hearing impairment
- Instruction in the Home
- Life Skills
- Mental retardation
- Mentally gifted
- Multiple disabilities
- Orthopedic impairment
- Other health impairment
- Specific learning disability
- Speech or language impairment
- Vision impairment including blindness

REFERRAL PROCESS

Initially, if a child at the elementary school level (K-5) is recognized by school personnel or parents as experiencing learning or behavioral difficulties, a team convenes and discusses possible interventions to assist that child. Instructional modifications and adaptations are then determined and implemented in the regular education environment. If difficulties persist after interventions are tried, the team then reconvenes and recommends a multidisciplinary evaluation to determine the need of specialized instruction-a referral will be made after trying initial interventions directly to the school psychologist to begin a multidisciplinary evaluation with parent permission. At the other grade levels, a team meets as listed above first. If necessary, a referral will be made after trying initial interventions directly to the school psychologist to begin a multidisciplinary evaluation with parent permission.

Parents can also choose to request an evaluation in writing to the school district administration. The district then evaluates the child without cost to the parents.

The teacher may, based on classroom performance of the child and acting as a representative of the school district, request that the child be referred for evaluation by the district. A parent's permission to evaluate must be granted in writing before an official evaluation can take place. No evaluation of the child may take place without parental permission.

Confidentiality of the information obtained is protected as outlined in *BELLE VERNON AREA SCHOOL DISTRICT'S* Student Record Policy.

THE IDENTIFICATION, EVALUATION AND PLACEMENT

**Regulatory Authority: 34CRF 300.111(A)(I)(II)(C)(1)(2) and
22 PA Code 14.121(A)**

1. The Local Education Agency (LEA) has an Annual Public Notice.
2. The LEA adopted and uses a public outreach awareness system to locate and identify all children thought to be eligible for special education within the LEA's jurisdiction.
3. The LEA's public awareness system includes methods for reaching homeless children, wards of the state, children with disabilities attending private schools, and highly mobile children, including attending private schools, and highly mobile children, including migrant children.
4. The LEA conducts public awareness activities to inform the public of its special education services and programs and the manner in which to request them.
5. Written information regarding services and programs and how to request them is published in the LEA Handbook and LEA website.
6. The LEA's public awareness effort includes information regarding potential signs of development delays other risk factors that could indicate disabilities.
7. The LEA provides Annual Public Notice to the parents throughout the LEA of child identification activities.
8. The annual Public Notice is published or announced in newspapers, electronic media and other media with circulation adequate to notify parents throughout the LEA.
9. The Annual Public Notice informs parents of child of identification activities and procedures followed to ensure confidentiality of information pertaining to students with disabilities.

Please review the following Draft of the Annual Public Notice

**ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION
SERVICES AND PROGRAMS, SERVICES FOR GIFTED
STUDENTS AND SERVICES FOR PROTECTED
HANDICAPPED STUDENTS**

Notice to Parents:

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504 Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education

Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school

shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (1) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (2) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact (or insert MAWA contact).

EVALUATION PROCESS:

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit. The addresses of these entities are as follows:

Westmoreland Intermediate Unit
102 Equity Drive
Greensburg, PA 15601-7190
1-800-327-9487
724-836-2460

BVASD Special Education Department

PROCESS - THE EDUCATION OF

EXCEPTIONAL CHILDREN

The Individuals with Disabilities Education Act (IDEA) sets forth the following minimum procedures that must be followed in the identification, evaluation and educational placement of exceptional children.

STEP 1: A child is recognized by school personnel and/or parents as possibly being exceptional and in need of special education.

STEP 2: At all grade levels a team convenes to discuss possible interventions to see if the learning and/or behavioral problem(s) can be corrected within the regular education environment. Instructional modifications within the regular classroom are implemented to ascertain if the problem can be corrected within the regular education utilizing appropriate modifications and adaptations. If difficulties persist despite interventions, the team recommends and makes a referral to the school psychologist to begin a multidisciplinary evaluation with written parent permission.

STEP 3: An evaluation to specifically determine the child's exceptionality, educational strengths, weaknesses and needs is scheduled by the school with prior knowledge and written approval by the parents. If agreement to evaluate is not achieved, either the school system or parents may initiate the procedural safeguard system. The evaluation procedures and materials must be selected and administered so as to not be racially or culturally discriminatory.

STEP 4: A meeting with the parents, school personnel, and if appropriate the child, is scheduled to discuss the results of the Evaluation Report (ER). Signatures are required indicating agreement or disagreement with the report. Those disagreeing are encouraged to write a dissenting opinion.

STEP 5: If child is deemed exceptional, an Individualized Education Program (IEP) is developed based upon that

evaluation. From this IEP team meeting or others that follow, the child's (IEP) will be developed, written and agreed to by the school, parents, and the child (entire IEP team) where appropriate. The IEP Team determines appropriate educational placement while maintaining Least Restrictive Environment.

STEP 6: When an IEP is agreed to by the parents and school, then the parents are issued a Notice of Recommended Educational Placement (NOREP) to sign. The education to be provided to the child will be in conformity with the IEP. If for any reason the school and parents cannot agree on the appropriateness of the IEP, either party may initiate the system outlined in the procedural safeguards.

STEP 7: At least annually, each child's IEP and his/her school performance in relation to it will be reviewed for the purpose of specifying the future educational program for the child.

STEP 8: At least every three years, a multidisciplinary reevaluation is conducted to review a child's program and eligibility for special education. In the case of a child diagnosed intellectual disability, an evaluation will take place at least every two years.

PROVISION OF PSYCHOLOGICAL
COUNSELING SERVICES

Belle Vernon Area School District parents are not charged for psychological counseling services that students require if the service is a necessary related service.

**FAMILIES IN TRANSITION & EDUCATION FOR CHILDREN AND
YOUTH EXPERIENCING HOMELESSNESS POLICY**

Homelessness exists in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse,

neglect and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds and others. Their lack of permanent housing can lead to potentially serious physical, emotional and mental consequences. Belle Vernon Area School District will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. Belle Vernon Area School District will also follow the requirements of the McKenney-Vento Act.

It is the policy of our District to view children as individuals. Therefore, this policy will not refer to children as homeless; it will instead use the term ***children and youth in transition***. Under federal law, children and youth in transition must have access to appropriate public education, including preschool and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation and harassment.

STATE LAWS GOVERNING STUDENT EMPLOYMENT:

1. The hours of employment during the school term for 14 and 15 year olds:
 - a. Maximum 3 hours on school days
 - b. Maximum 18 hours per week
 - c. Maximum 8 hours on non-school days.
 - d. Night work - may not work after 7:00 p.m. or before 7:00 a.m.
 - e. Summer - Maximum 8 hours per day; 40 hours week.
2. The hours of employment during the school term for 16 and 17 year olds:
 - a. Maximum 8 hours on any given day. Maximum 28 hours per week- Monday through Friday. An additional 8 hours on Saturday and Sunday is permitted for a maximum of 44 hours per week.

b. May not work after 12:00 midnight Sunday through Thursday or before 6:00 a.m. any day. Exception: Preceding non-school day 1:00 a.m. No limits during summer months. Working papers may be secured in the High School main office.

INTERNET USAGE FOR THE BELLE VERNON AREA SCHOOL DISTRICT

The Belle Vernon Area School District provides Internet access to students. We are pleased to provide this supervised opportunity to your child and believe that the Internet can offer vast and extended educational resources to enhance your child's education.

The Internet is an electronic highway that connects computers all over the world. It allows users to communicate with each other through E-mail, explore library and museum holdings, search educational resources, and transfer files on the Internet to local computers. The Belle Vernon Area School District is providing Internet access only for educational use. The use of the Internet technology will be strictly for educational purposes, curriculum activities or classroom learning projects that support the goals, objectives and academic standards of the Belle Vernon Area School District. With this educational opportunity also comes responsibility. An Internet Access User policy and Ethics Code has been established in accordance with the Westmoreland Intermediate Unit's commitment to "appropriate educational use." Accordingly, the Belle Vernon Area School District requires all Internet users to agree to the Belle Vernon Area School District User Policy for Internet Access. It is the responsibility of your child to comply with this policy and code. Failure to do so can result in the suspension of your child's Internet access privileges and possible prosecution under State and Federal law for applicable violations. All students will be given a computer login ID and password. It is forbidden to use another student's login ID or to let anyone use yours. Each student will be held accountable for any infractions occurring with their assigned login ID and password.

IV. PROGRAMS

LUNCH PROGRAM:

The Belle Vernon Area School District is a member of the National School Breakfast/Lunch Program. Breakfast and lunch are served daily at the cost of \$1.15 and \$2.45 respectively as of July 12, 2017. As a member of the NSBP and the NSLP, families may apply for the free and reduced program. Those who currently are registered with SNAP will automatically be placed into the program and confirmation will be sent in July 2016. Applications will be available for the first week of August and will be available along with other information on the website at www.bellevnonarea.net/bvacafe.

For further information, please contact Monte Maugle, FSD.
Email: monte.maugle@bellevnonarea.net

For any further information, please contact: Monte Maugle, FSD
Email: monte.maugle@bellevnonarea.net. A breakfast program is offered.

Students who wish to purchase breakfast are to go directly to the breakfast line upon arrival to school. All students are to complete breakfast and clean their tables before 7:55 a.m.

STUDENT MEAL CHARGING

Purpose

The Belle Vernon Area School District (the school district) is committed to providing nutritious meals to all students. The district must establish consistent meal account procedures throughout the district. Unpaid charges place a financial burden on the food service department and school district. The goals of this policy are:

1. To establish a consistent and official district policy regarding meal charges and collection of charges.
2. To treat all students with dignity in the serving line regarding meal accounts.

3. To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible.
4. To establish policies that are age appropriate.
5. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

VII. COUNSELING OFFICE

COUNSELING OFFICE

Individual counseling is a private, confidential service provided to students who may be experiencing difficulty in any realm of life. Group counseling are also provided when appropriate or necessary. Information services are available to students as an aid in exploring the self and the world of work. The testing program has been developed as a tool to create a realistic profile of individual students to help them make sound decisions concerning their goals and lifestyles.

PROVISION OF PSYCHOLOGICAL COUNSELING SERVICES

Belle Vernon Area School District parents are not charged for psychological counseling services that students require if the service is a necessary related service.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

S.A.P. is a formal, consistent and systematic approach to the early identification of students who are at risk due to drug/alcohol, mental health or personal problems. This program provides for intervention with and referral of these students to appropriate services as well as support for students returning to school after treatment. The S.A.P. also works to prevent student problems through awareness campaigns, fostering a positive school climate and a promotion of personal wellness in all students. Thus, S.A.P. is an intervention, not a treatment program that integrates a process of information gathering,

intervention and referral through a Core Team of trained school personnel who meet regularly to identify, intervene with, and motivate at-risk students into seeking appropriate help through the S.A.P. The Core Team will be assisted in its referral efforts by a Core Team Liaison, representing both the mental health and drug and alcohol treatment systems.

HOMEWORK

Homework is a valuable tool which we encourage. Homework assignments teach good study habits, improve skills, contribute to development of self-discipline, and increase responsibility. Homework serves as preparation for classroom instruction and enhances the knowledge learned therein.

VIII. MEDICAL

ILLNESS AT SCHOOL Students should report illness to their classroom teacher. The health room is used for emergencies only, and at the discretion of the nurse or principal. **Students must have a pass from their subject teacher before reporting to the office for illness.**

ACCIDENTS

Students are to report accidents to their respective teachers. School accident insurance may be purchased at the beginning of the school term. The school district is not responsible for medical expenses of injuries suffered at the school.

HEALTH SERVICES

Our school nurse provides these general health screening services:

Vision
Hearing (7th grade)
Height and weight

The nurse assists the school physicians with dental and physical screenings. Except in cases of emergency, students must secure a pass from their teacher before visiting our school nurse who is in our building.

EMERGENCY CARE – STANDING ORDERS
Dr. Marc Cordero, M.D., School Physician

Children's Acetaminophen...Minor Pain/Fever
Ibuprofen...Minor Pain/Fever
Diphenhydramine HCl... Allergic Reaction
Calcium Carbonate Antacid.... Dyspepsia
Collyrium Eye Wash...Ocular Irritations
Saline Contact Solution...Contact Lenses
Hydrogen Peroxide...Antiseptic
Isopropyl Alcohol...Antimicrobial
Bactine...Antiseptic
Bacitracin Ointment...Wound Care, Antibacterial
Caladryl...Skin Irritation, Contact Dermatitis
Epi-pen Auto-injector 0.3 mg....Anaphylaxis
Silver Sulfadiazine 1% Cream...Burns
Glucagon Emergency Kit...Severe Hypoglycemia
w/Unresponsiveness
Glucometer / Blood Glucose Testing...Management of Diabetes Mellitus
Glucose Tablets/Gel ...Hypoglycemia
Cepacol Lozenges...Minor Sore Throat,Cough
Oral Anesthetic...Toothache, Stomatitis
Oxygen PRN @ 4 L/min...Cardiac/Respiratory Distress
AED...Cardiac Arrest
Ambulance Transport (R/WNES)...Serious Accident and/or Illness

IX. GENERAL INFORMATION

ASSEMBLIES:

Assembly activities are held as frequently as possible and when pertinent. These programs are meant not only to provide enjoyment for the students, but also to add to their educational and cultural experience. Much effort goes into scheduling, planning, fund-raising, and implementing these events. While all students may not have a keen interest in particular subjects, it is hoped that they will approach all presentations with open minds. Students' best behavior and cooperation at these activities will insure their continuation. The following rules apply for all assemblies:

- Students will be seated by grade level and class.
- No switching seats or leaving seats empty.
- Remain seated - no standing or sitting on backs of chairs.
- Food, beverages or chewing gum are not permitted.
- At the assembly's conclusion all students will remain seated until dismissed.

AWARDS

At the end of each school year, members of Belle Vernon Area's student body receive awards and commendation for participation in various academic and athletic activities. During our awards ceremonies students with perfect attendance are given special recognition and certificates of academic achievement are issued to students who attained honor roll status all four nine-week periods. Eighth grade members of our band, chorus, student council, newspaper staff, yearbook staff, art club, drama club and other organizations receive awards for their membership. Students who participated in the Spelling Bee

and Gifted competitions are recognized for their achievements. The American Legion awards for patriotism are presented by representatives of the Belle Vernon and Fayette City American Legions to an eighth grade girl and boy from each respective area. Distinguished Leopard awards are issued to a boy and girl from each grade level, having been chosen by their teachers for qualities among which are honor, scholarship, service, loyalty, leadership, and courage.

BACK PACK and BOOK BAG POLICY

Students may carry back packs or book bags into school. Back packs and book bags must remain in the student's locker until dismissal. Students will have access to the lockers at designated times throughout the day. Back packs and book bags will be subject to security searches.

Students will be permitted to carry gym clothes in a bag, but said bags are to be placed in their lockers until they have PE, or after they have PE. PE lockers are provided.

No student will be permitted to carry back packs, book bags or similar items in the halls, classrooms, cafeteria, library, etc., during the school day except to store the items in the locker at the onset of the day.

BOOKS

Students are responsible for all books issued to them. Lost or destroyed books will result in the student accruing fees and the student will subsequently be placed on the no privilege list. Students are required to bring books to classes, including study halls.

Lockers are not to be visited during change of class. Students should take everything needed for each session from your locker in the morning before homeroom period, before the fourth period and before the ninth period.

CHEATING No student shall intentionally possess, handle or transmit any devices or maneuvers that could reasonably be construed as being utilized to deceive or defraud the educational institution. No student shall intentionally assist other student(s), nor conspire with other student(s) to utilize tricks, theft, impersonation/copying or other means of obtaining improper access to answers or questions in an attempt to falsely represent oneself in a deceptive manner.

Cheating as a first (1st) offense shall be classified as an academic problem, to be handled by each individual teacher, followed by a conference with the Principal and an issuance of a detention. Repeated cheating in the same course of study shall be classified as repetitive on or after the second (2nd) proven case of cheating.

CLASS EXCUSAL FOR LAVATORY PURPOSES

Students must ask permission from their teachers and be signed out in order that they may be excused from class. While excused, students must carry their agenda books signed by the teacher.

DANCES

Student dances are announced on the Belle Vernon Area website belleversonarea.net. Also, flyers are posted in each classroom throughout the school during the week of a dance. Information regarding rules and regulations governing dances is also posted in each classroom. Tickets are sold on Tuesday, Wednesday and Thursday the week of the dance. No tickets are sold the day of the dance. The price of a dance ticket is \$3.00 which includes all refreshments and snacks. When purchasing a dance ticket, each student must present their entire Agenda Book with the proper signature of a parent or guardian on the appropriate line of the form found in this agenda book. Written permission notes from parents are not acceptable - the Agenda Book must be signed and presented.

DANCE RULES

Our school dances are optional activities and are chaperoned by staff. Total student behavior and adherence to the following rules

determines whether dances will continue to be held.

- Students must be up to date in all class work and assignments to attend the dance.
- Only students who are presently enrolled at Belle Vernon Area may attend all yearly dances.
- Dance hours are from 7:00 PM to 10:00 PM.
- Students will not be admitted until 7:00 PM and no one is permitted to leave the dance before 10:00 PM. Parents are requested to arrive at our school promptly at 10:00 PM for their child. Exceptions must be made in writing.
- Students must make arrangements for rides home before coming to the dance. No calls are permitted from the office phone.
- Students are expected to be in attendance the entire day of the dance.
- When entering the dance, students must have their tickets and be orderly. Pushing, shoving or cutting in line makes everyone wait longer.
- The entire ticket must be presented for admittance to the dance.
- Hats or coverings on top of heads are not permitted. No masks may be worn.
- Students are not to exhibit any displays of being overly affectionate toward each other.
- Only one person at a time may be seated on a chair.
- Normal rules of conduct and behavior, including the dress code that is in effect during the school day will apply at the dance.
- All coats will be placed on tables in the lobby. The coat area and hallways are off limits during the dance. No one is permitted in the office.

- Once in the cafeteria, students are not allowed to go out into the hall and are not to ask permission to do so.
- Students who are granted permission to use restroom facilities must use the rear cafeteria door to be excused.
- No one is permitted on the stage nor to touch the disc jockey's table.
- No standing in front of the speakers.
- No tickets will be sold the day of the dance.
- Tickets are not transferable from one student to another.
- Students not attending the dance are not permitted on school grounds.
- While dancing, students are not to bump into others.
- Lifting others, jumping or dancing wildly are hazardous and not permitted.
- Chairs may not be moved from stacks.
- There is to be no sliding nor riding chairs; no standing or placing feet on chairs.
- Grouping together to form a long chain of students is not allowed.
- Those not dancing are to remain around the perimeter of the dance area - not in the middle of the room.
- Pushing, shoving or cutting in line for refreshments causes everyone to wait longer before they may eat.
- Making a mess with refreshments deducts from dance time.
- Students who do not comply with dance regulations or fail to maintain proper conduct will be removed from the dance area and will not be permitted to attend future dances.

**PARENT/GUARDIAN PERMISSION FOR
STUDENTS TO PURCHASE BELLE VERNON AREA DANCE TICKETS**

STUDENT NAME _____ **HOMEROOM #** _____

In order to purchase a dance ticket, each student must bring their entire Agenda Book (no pages are to be torn out of the agenda book) with the proper signature of a parent or guardian on the line corresponding to the dance. Students and parents are asked to thoroughly review the articles **Dances and Dance Rules** in this Agenda Book. To attend the dance, all class work and assignments must be up to date. By signing on the appropriate line, I have given permission for my son/daughter to purchase a dance ticket for the designated date.

<u>DANCE #</u>	<u>PARENT/GUARDIAN SIGNATURE</u>	<u>DATE</u>
<u>1</u>	_____	_____
<u>2</u>	_____	_____
<u>3</u>	_____	_____
<u>4</u>	_____	_____
<u>5</u>	_____	_____

All signatures must be on this page — written notes will not be accepted

EARLY DISMISSAL REQUESTS

Students who must be excused earlier than our normal dismissal time must obtain a permit from our office by presenting a written request signed by their parent/ guardian on the morning of the proposed dismissal. We strongly discourage requests to release students from school so they may attend events in which younger siblings are involved. Parents/guardians are required to enter our school's office and sign a form before the student may be released for an early dismissal.

ELECTRONIC DEVICES ~ AWAY FOR THE DAY POLICY:

Science supports an "Away for the Day" policy. When students do not have the freedom of accessing their phones during school hours, they are more engaged socially and academically. Use of electronic devices, some of which include cellular phones, iPods, Mp3 players, and/or smart watches, etc. may be used before and after school only. Cell phones, smart watches and any other communication devices are to be placed in student lockers from the start of homeroom until after the last period of the day. Texting and videotaping are not permitted anytime during the school day. Failure to follow these guidelines will result in a detention and confiscation of the phone. The cell phone may be retrieved by the parent at the end of the day. This policy is in effect throughout the entire school day. Requests to use the phone or cell phone will be screened and the conversation monitored. Students are to make arrangements to go to friend's home BEFORE they arrive at school that day. Upon suspicion or determination that a student is using an electronic device and/or cellular phone in his or her possession, the student will be requested to voluntarily surrender the item(s). The electronic device will only be released to the parents/guardians of the student. Student's denial of possession of electronic devices or resistance to comply with a directive to relinquish the item(s) will result in a search of the student's possessions and/or person, suspension and school officials will immediately summon the local police department if warranted.

Use of devices to read eBooks may be permitted with Principal permission only. Misuse of said devices will result in denial of use.

Emergency Card:

A new card must be completed each year. Please complete the front and back of the emergency card. Any change of information, such as address, telephone number, employment, emergency numbers, should be reported to the school office immediately. Please be sure that friends or relatives who are listed on the emergency card are in the immediate area and are aware they might be called upon to transport or give assistance to your child if you are unavailable.

FIRE DRILLS

Fire drill regulations and directions are posted near the door of each classroom. The fire drill signal is much different from other bells or buzzers. When the signal sounds, students must leave everything and line up quickly and quietly, following the leaders out the proper exits in a single file to a distance of at least 50 feet from the building. Remember, the key to an efficient fire drill - Quickly and Quietly. Talking or horseplay during fire drills will not be tolerated.

FOOD AND DRINKS & OPEN CONTAINER POLICY

Open containers are prohibited from being carried into the school building. Open Containers is defined as any drink container that was previously open prior to entry into the school, i.e. coffee cups, sports drinks, energy drinks, etc.

Open food and drinks are to be consumed in the cafeteria and **NOT** carried to other parts of the school. No food or drinks are permissible in any classroom due to students with severe allergies. Water is permitted.

No open containers will be permitted to leave the cafeteria area during breakfasts or lunches.

If, at any point, a student is asked to throw away food or drinks, or put away open containers, the student must comply. Any disrespect in this matter will lead to further disciplinary action.

LOCKDOWN AND EVACUATION:

Students will be educated in the ALiCE Safety Protocol in regards to how to respond if and when an intruder should enter the building. ALiCE stands for Alert, Lockdown, Inform, Counter and Evacuate (Not a linear response).

At the sound of an Alert, all work is to be stopped. Students and staff are expected to respond in a common sense manner to improve survivability by either Locking Down and Barricading, Evacuating or Countering based on the Information that they receive.

FUNDRAISER:

Usually in September or October, BVAMS undertakes a major fund raising event. Money earned from the fund-raiser is used to pay for student activities such as assemblies, yearbooks, awards, clubs, dances, and prizes associated with the program itself. These incentive prizes are earned by students based upon their level of participation in the sale. Students may also earn discounts on the price of their yearbook. One-third, two-thirds, or totally free discount levels are offered based upon the student's level of participation. Last year the cost of a yearbook for those who earned no discount was about \$50.00. At the start of the program students are given papers explaining all aspects of the program including prizes, deadlines and responsibilities. A more detailed list of expenditures is provided at that time also.

HALL TRAFFIC

Upon arrival at school, students must report directly to the gymnasium, their homeroom, or to the cafeteria (if eating

breakfast). Particular attention must be paid to our traffic rules. Students must move in an orderly fashion while changing classes and use the appropriate stairs as designated. Loitering, getting drinks from fountains, stopping in restrooms, or waiting for classmates is not permitted. There will be no running at any time, however, STUDENTS SHOULD WALK WITHOUT DELAY. During inclement weather, students should be extremely cautious while walking inside and outside the school since floors and walkways may be slippery.

While changing classes, the stairs near the office are to be used for up traffic; the stairs at the opposite end of the corridor are to be used for down traffic.

LOST AND FOUND:

Articles found in and around the school should be turned into the Middle School Office or the lost and found box in the lobby.

MATERIALS DELIVERED TO SCHOOL

When a student arranges to have items delivered to the school office from home, it is the student's responsibility to retrieve the material. Office personnel will not interrupt class to inform students of these deliveries.

PUBLICATION OF STUDENT NAME AND PHOTO

Parents who do not want their child's name or photo published must notify the building principal in writing indicating that they do not give permission to have their child's name or photo published.

SCHOOL CLOSINGS:

Information regarding necessary school delays or cancellations is broadcast on radio station KDKA (1020 AM), Froggy 94.9, 98.3, 103.5, 104.3 FM and television stations KDKA, WPXI, and WTAE. (www.KDKA.com) The district's website (bellevnonarea.net) will list notifications. Each family should have an alternative

contingency action plan for their children in the event that an early dismissal should occur. Please be certain that you have made necessary arrangements for the care of your child should circumstances arise that will cause your child to arrive home before a parent or guardian. Students and parents will be notified (called, E-mailed) via School Messenger of school cancellations and delays as soon as this information is available.

SCHOOL MESSENGER:

Belle Vernon Area School District has partnered with School Messenger to bring a new messaging service to parents and students.

Where applicable, the Administration will make use of Twitter to communicate important information.

The District will be sending automatic phone calls and emails to parents regarding Emergencies, Attendance, Cancellations, and Delays at school. Updates might relate to any district information or events.

Be sure your contact information including primary phone number, alternate phone number and email address is current with the school.

Learn more at

www.schoolmessenger.com

<http://www.belleversonarea.net/schoolmessenger>



SCHOOL TELEPHONES

The office telephone is restricted to school personnel. In cases of illness, school personnel will make the necessary calls. Transportation arrangements for special events, etc. should be made prior to coming to school. Students must attain permission from office staff in order to use the office phone to call their parent/guardian

SEARCH AND SEIZURE

Students are advised that school property, such as desks and lockers, may be searched by District personnel, without a search warrant, if District personnel have a reasonable suspicion that the search will reveal evidence of a violation of law or a school rule. At any time while the student is within the jurisdiction of the school his/her possessions or his/her person may be subject to a search by District personnel, without a search warrant, if the District personnel have a reasonable suspicion that the search will reveal a violation of law or a school rule.

SHOWING OF AFFECTION

Public display of affection in school is not permitted. Such conduct will require notification of parents. Kissing and caressing are strictly prohibited.

STUDENTS STAYING AFTER SCHOOL:

Parents picking up students after school should arrive at 2:50pm. Students are NOT to remain on school grounds after dismissal unless involved in an authorized school activity. Any student staying after school to attend a school sponsored activity MUST have written permission from their parent/guardian. The permission note must be presented to the office no later than morning homeroom of that day.

STUDENTS LEAVING SCHOOL AS A WALKER:

Student must have a note signed and dated by parent/guardian giving them permission to be dismissed as a walker. The note must be presented to the office no later than morning homeroom of that day.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or

valuable property to school. Students, not the school, are responsible for their personal property. In physical education class check your watches, jewelry, and/or other valuables with the teacher. Students have the option of borrowing a lock from the office if necessary.

TAKE YOUR CHILD TO WORK DAY:

Take Your Child To Work Day will be counted as an educational trip with the submission of the proper excuse form.

VISITORS:

Visitors will be permitted to enter the Belle Vernon Area Middle School to conduct school business. All visitors are required to sign in with proper identification in the office and must obtain a visitors pass from the Middle School Office. Requests should not be made to bring visitors from other schools or out of town friends or relatives during the regular school day. Students are not permitted to bring their children or any other students not currently enrolled in the Belle Vernon Area Middle School to school at any time during the regular school day. Also, former students are not permitted to visit teachers during the course of the school day but may do so after dismissal at 3:00 p.m.

WEAPONS AND SAFE SCHOOLS POLICY

Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

“Weapon” shall include, but not be limited to any firearms, knife, cutting instrument, cutting tool, nunchuk stick, taser, shocker, laser, laser pointer, stun gun, razor blade, brass knuckle, metal pipe, club, explosive device, mace, pepper spray or other such irritating or poisonous substances, or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession of weapons and/or replicas of weapons is prohibited in any school district building, on school property at any time, at any school sponsored activity, and in any public conveyance providing transportation to or from school or to or from a school sponsored activity. Threatening communications are considered in violation of this policy. Students in violation of minimum of

one (1) year unless otherwise recommended by the Superintendent. Additionally all such incidents will be reported to the appropriate police department and the Department of

DISCLAIMER POLICY:

This and any such book is only a representation of established policies at the time of publication. New policies may be adopted and others may be amended, as the need arises.

SURVEILLANCE: Students may be recorded by video camera during the school day and on school buses.

GUARDIAN REVIEW

I have reviewed the contents of this Agenda Book for this school year.

Date

Signature of Parent/Guardian

***Students are advised to be careful with their Agenda books.
Replacement books cost \$5.00.**

***To be read and signed by parents or guardians of students
who are under 18:***

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Policy for the student's access to the School District's computer network and the Internet. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District computer network and the Internet.

Date

Signature of Parent/Guardian

TECHNOLOGY EQUIPMENT SIGN OUT
PARENT/GUARDIAN AGREEMENT
(As found in detail on page 41.)

Equipment Sign-Out:

Technology equipment is available for all BVASD students for sign out. Equipment can be reserved for checkout in the BVAHS Library

Students who sign out technology equipment:

4. Are solely responsible for the equipment they check out.
5. Agree to treat equipment with respect.
6. Are responsible for returning equipment by the return date.

Note: If equipment is broken or lost through neglect, the borrower will be billed for replacement costs.

Consequences for not returning technology equipment on time:

4. Within a week of being overdue: A "friendly reminder" email notification will be sent.
5. A week overdue: Parents will be notified and a non-refundable \$25 late fee will be billed/applied to obligations.
6. More than two weeks overdue: The cost of replacing the equipment will be billed/ applied to student obligations.

Please Print:

STUDENT NAME:

PARENT/GUARDIAN SIGNATURE:

DATE:

PEST MANAGEMENT (INTEGRATED)

The Belle Vernon Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building custodians, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents of guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the district in writing. To be placed on this registry, parents must notify the district in writing. Please include your name(s), student’s name(s), student’s room number(s), address, day phone number, evening phone number, to contact you by U.S. Mail or contacted by phone.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification. Exceptions to this notification include disinfectants and anti-microbial products; self –containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. Each year the district will prepare a new notification registry.

Important Reference Information

**Belle Vernon Area School District Home Page –
<http://www.bellevnonarea.net>**