

***BELLE VERNON AREA
HIGH SCHOOL***

STUDENT HANDBOOK



2018-2019

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

**Alma Mater:
Our Alma Mater,
We'll Be True to Thee.
To Valor and Integrity
We Pledge Our Loyalty.
Hail, Mighty Leopards
Our Hearts Remain
In Steadfast Love for
GOLD AND WHITE
Our Memories Not In Vain.**

BELLE VERNON AREA HIGH SCHOOL
425 Crest Avenue; Belle Vernon, Pennsylvania 15012
(724) 808-2500; Fax: (724) 930-7909

ADMINISTRATION:

Acting Superintendent of Schools
Dr. Michele Dowell

Ms. Tiffany Gratchic
BVAHS Assistant Principal
BVA eAcademy

BVAHS Principal
Dr. Jason A. Boone

Business Manager
James Dzurica

Solicitor
Ira Weiss, Esquire

BVASD BOARD OF DIRECTORS:

Board President: Lou Rood
Vice President: John M. Nusser
Secretary: Daniel J. Sepesky
Asst. Treasurer: Joel C. Whiteko

Aaron J. Bialon
Michelle Callaway-Rodriguez
Kathleen Forte
Joe Grata
Gloria Yuschak

SCHOOL CODE: 390230

STUDENT NAME: _____

PERIOD 1 TEACHER(S): _____

2018-2019 School Calendar

<u>Month</u>	<u>Date</u>		
August	21	Teacher In-Service	
	22	Teacher In-Service	
	23	Teacher In-Service	
	27	FIRST DAY OF INSTRUCTION	
September	3	Labor Day	NO SCHOOL
	14	2 Hour Delay Teacher In-Service	
October	26	2 Hour Delay Teacher In-Service	
November	12	Veteran's Day	No School for Students
	13	Parent/Teacher Conference	NO SCHOOL
	16	2 Hour Delay Teacher In-Service	
	22	Fall Recess	NO SCHOOL
	23	Fall Recess	NO SCHOOL
26	Fall Recess	NO SCHOOL	
December	7	2 Hour Delay Teacher In-Service	
	21	Winter Recess	NO SCHOOL
January	2	Classes Resume	
	21	Martin Luther King Jr. Day	NO SCHOOL
	25	2 Hour Delay Teacher In-Service	
February	4	Teacher In-Service	
	15	2 Hour Delay Teacher In-Service	
	18	Presidents Day	NO SCHOOL (1st Make-up Day)
	19	Parent Teacher Conferences	No School for Students
March	8	Act 80 Day Senior Projects	No School for Students
	15	2 Hour Delay Teacher In-Service	
April	18	Spring Recess	NO SCHOOL (3th Make-up Day)
	19	Spring Recess	NO SCHOOL
	22	Spring Recess	NO SCHOOL (4 th Make-up Day)
	23	Spring Recess	NO SCHOOL (2 nd Make-up Day)
	26	2 Hour Delay Teacher In-Service	
May	3	2 Hour Delay Teacher In-Service	
	17	Act 80 Day	No School for Students
	27	Memorial Day	NO SCHOOL
June	5	LAST DAY OF INSTRUCTION (Graduation)	
	6	Teacher In-Service (Rain Date for Graduation)	

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**BELLE VERNON AREA
HIGH SCHOOL
PRINCIPALS' MESSAGE**

We would like to extend a warm welcome to the students and parents of Belle Vernon Area High School, home of the Leopards. Belle Vernon Area High School has a longstanding tradition of excellence in academics, the arts, and athletics. Our goal is to develop educated and responsible citizens ready to adapt to and make significant contributions to the needs of our 21 century society.

Our wish is to see that everyone has a very successful school year. This can only happen if we all work together. Our focus is simple: Student Learning! We will address this focus by examining the following questions: **1. What is it that we want the students to learn? 2. How do we know if they learned it? 3. What do we do if they did not learn it? How do we push those who did learn it even further? 4. How do we make learning fun, relevant, and challenging?**

This Student Handbook is a very important manual for you and your parents/guardians. Please read it in its entirety and become familiar with its contents. There is information contained in this handbook that will help you understand school policies, procedures, and extracurricular programs.

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, respect, and behavior in the classroom and in the community.

The Administration, faculty and staff are always willing to assist you with any concern or issue. If you have questions, please do not hesitate to seek assistance. Have a great year!

COMPLIANCE POLICY STATEMENT

The BELLE VERNON AREA SCHOOL DISTRICT offers vocational programs in Family and Consumer Science and Business Education. Admission to these programs is based on interest, desire, personal objectives and career goals.

It is the policy of the BELLE VERNON AREA SCHOOL DISTRICT not to discriminate based on age, sex, handicap, race, color and/or national origin in its educational and vocational programs, activities or employment as required by *Title IX, Section 504 and Title VI*.

For information about your rights or grievance procedures, contact the *Title IX Coordinators and Section 504 Coordinators*, and Jason A. Boone at the BELLE VERNON AREA HIGH SCHOOL, (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 and 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 High 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 HIGH SCHOOL WEBSITE:**
<http://www.bellevnonarea.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 book 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. Agenda books are not to be damaged and pages are not to be torn out of the agenda book.
4. The agenda book must be used appropriately.

BELL SCHEDULES

**BELLE VERNON AREA HIGH SCHOOL
REGULAR BELL SCHEDULE
2018-2019**

12 PERIOD DAY	42 MINUTE PERIODS
7:30am - 8:12am	PERIOD 1
8:12am - 8:24am	AM ANNOUNCEMENTS
8:28am - 9:10am	PERIOD 2
9:14am - 9:56am	PERIOD 3

PERIODS 4, 6, 8 & 10 LUNCHE

GROUP 1		GROUP 2	
Period 4 LUNCH	9:56am - 10:26am	Period 4-5	10:00am - 10:42am
Period 5-6	10:30am - 11:12am	Period 6 LUNCH	10:42am - 11:12am
Period 7-8	11:16am - 11:58am	Period 7-8	11:16am - 11:58am
Period 9-10	12:02pm - 12:44pm	Period 9-10	12:02pm - 12:44pm

GROUP 3		GROUP 4	
Period 4-5	10:00am - 10:42am	Period 4-5	10:00am - 10:42am
Period 6-7	10:46am - 11:28am	Period 6-7	10:46am - 11:28am
Period 8 LUNCH	11:28am - 11:58am	Period 8-9	11:32am - 12:14pm
Period 9-10	12:02pm - 12:44pm	Period 10 LUNCH	12:14pm - 12:44pm

12:48pm - 1:30pm	PERIOD 11
1:30pm - 1:38pm	PM ANNOUNCEMENTS
1:42pm - 2:24pm	PERIOD 12

- A.M. MVCTC will depart at 7:25a.m.**
- A.M. CWCTC will depart at 7:30a.m.**
- A.M. CWCTC will return at 11:15a.m.**
- A.M. MVCTC will return at 10:30a.m.**
- P.M. CWCTC will depart 11:15a.m.**
- P.M. MVCTC will depart at 11:30a.m.**

BELL SCHEDULES

**BELLE VERNON AREA HIGH SCHOOL
ACADEMIC INTERVENTION PERIOD
AM BELL SCHEDULE
2018-2019**

12 PERIOD DAY			
7:30am - 8:08am		PERIOD 1	
8:09am - 8:09am		AM ANNOUNCEMENTS	
8:13am - 8:51am		PERIOD 2	
8:55am - 9:33am		PERIOD 3	
9:33am - 10:23am		ACADEMIC INTERVENTION PERIOD	
PERIODS 4, 6, 8 & 10 LUNCHES			
GROUP 1		GROUP 2	
Period 4 LUNCH	10:23am - 10:53am	Period 4-5	10:27am - 11:05am
Period 5-6	10:57am - 11:35am	Period 6 LUNCH	11:05am - 11:35am
Period 7-8	11:39am - 12:17pm	Period 7-8	11:39am - 12:17pm
Period 9-10	12:21pm - 12:59pm	Period 9-10	12:21pm - 12:59pm
GROUP 3		GROUP 4	
Period 4-5	10:27am - 11:05am	Period 4-5	10:27am - 11:05am
Period 6-7	11:09am - 11:47am	Period 6-7	11:09am - 11:47am
Period 8 LUNCH	11:47am - 12:17pm	Period 8-9	11:51am - 12:29pm
Period 9-10	12:21pm - 12:59pm	Period 10 LUNCH	12:29pm - 12:59pm
1:03pm - 1:41pm		PERIOD 11	
1:41pm - 1:42pm		PM ANNOUNCEMENTS	
1:46pm - 2:24pm		PERIOD 12	

AM CTC Times:

7:35am AM CWCTC Departs BVAHS
 11:20am AM CWCTC Arrives @ BVAHS - Goes to Library
 7:35am AM MVCTC Departs BVAHS
 10:45am AM MVCTC Arrives @ BVAHS - Goes to Library

PM CTC Times:

11:35am PM CWCTC Departs BVAHS
 2:55pm PM CWCTC Arrives @ BVAHS
 11:35am PM MVCTC Departs BVAHS
 2:24pm PM MVCTC Arrives @ BVAHS

BELL SCHEDULES

**BELLE VERNON AREA HIGH SCHOOL
ACADEMIC INTERVENTION PERIOD
PM BELL SCHEDULE
2018-2019**

12 PERIOD DAY	
7:30am - 8:08am	PERIOD 1
8:09am - 8:09am	AM ANNOUNCEMENTS
8:13am - 8:51am	PERIOD 2
8:55am - 9:33am	PERIOD 3
PERIODS 4, 6, 8 & 10 LUNCHES	
GROUP 1	
Period 4 LUNCH 9:33am - 10:03am	Period 4-5 9:37am - 10:15am
Period 5-6 10:07am - 10:45am	Period 6 LUNCH 10:15am - 10:45am
Period 7-8 10:49am - 11:27am	Period 7-8 10:49am - 11:27am
Period 9-10 11:31pm - 12:09pm	Period 9-10 11:31pm - 12:09pm
GROUP 3	
Period 4-5 9:37am - 10:15am	Period 4-5 10:37am - 10:15am
Period 6-7 10:19am - 10:57am	Period 6-7 10:19am - 10:57am
Period 8 LUNCH 11:57am - 11:27pm	Period 8-9 11:01am - 11:39pm
Period 9-10 11:31pm - 12:09pm	Period 10 LUNCH 11:39pm - 12:09pm
12:13pm - 1:03pm	ACADEMIC INTERVENTION PERIOD
1:03pm - 1:41pm	PERIOD 11
1:41pm - 1:42pm	PM ANNOUNCEMENTS
1:46pm - 2:24pm	PERIOD 12

AM CTC Times:

7:35am AM CWCTC Departs BVAHS
 10:49am AM CWCTC Arrives @ BVAHS
 7:35am AM MVCTC Departs BVAHS
 10:15am AM MVCTC Arrives @ BVAHS

PM CTC Times:

10:45am PM MVCTC/CWCTC Goes to Library
 11:15am PM CWCTC Departs BVAHS
 2:55pm PM CWCTC Arrives @ BVAHS
 11:28am PM MVCTC Departs BVAHS
 2:24pm PM MVCTC Arrives @ BVAHS

BELL SCHEDULES

**BELLE VERNON AREA HIGH SCHOOL
2 HOUR DELAY BELL SCHEDULE
2018-2019**

12 PERIOD DAY			
9:30am - 9:56am		PERIOD 1	
9:56am - 10:02am		AM ANNOUNCEMENTS	
10:06am - 10:32am		PERIOD 2	
10:36am - 11:02am		PERIOD 3	
PERIODS 4, 6, 8 & 10 LUNCHES			
GROUP 1		GROUP 2	
Period 4 LUNCH	11:06am - 11:36am	Period 4-5	11:06am - 11:36am
Period 5-6	11:40am - 12:10pm	Period 6 LUNCH	11:40am - 12:10 am
Period 7-8	12:14pm - 12:44pm	Period 7-8	12:14pm - 12:44pm
Period 9-10	12:48pm - 1:18pm	Period 9-10	12:48pm - 1:18pm
GROUP 3		GROUP 4	
Period 4-5	11:06am - 11:36am	Period 4-5	11:06am - 11:36am
Period 6-7	11:40am - 12:10pm	Period 6-7	11:40am - 12:10pm
Period 8 LUNCH	12:14pm - 12:44pm	Period 8-9	12:14pm - 12:44pm
Period 9-10	12:48pm - 1:18pm	Period 10 LUNCH	12:48pm - 1:18pm
1:22pm - 1:48pm		PERIOD 11	
1:48pm - 1:54pm		PM ANNOUNCEMENTS	
1:58pm - 2:24pm		PERIOD 12	

AM CTC Times:

9:30am AM CWCTC Departs BVAHS
11:15am AM CWCTC Arrives @ BVAHS Goes to Library
9:25am AM MVCTC Departs BVAHS
11:15am AM MVCTC Arrives @ BVAHS Goes to Library

PM CTC Times:

12:10pm PM MVCTC/CWCTC Departs BVAHS
2:55pm PM CWCTC Arrives @ BVAHS
2:24pm PM MVCTC Arrives @ BVAHS

II. ATTENDANCE AND ABSENCES

ARRIVAL AT SCHOOL:

If you arrive at school before the first bell in the morning (7:25 a.m.) you must enter the building through the auditorium and then go directly to the 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 7:25 a.m. bell, students will report to their lockers and be in first period by 7:30 a.m. Students arriving to school or to first period after 7:30 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 7:30 a.m. must sign in and go through the metal detectors. **A written parental excuse or Belle Vernon Area High 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:

Students excused prior to:	11:15 a.m.	Full Day
Students excused after:	11:45 a.m.	½ Day
Students reporting to school:	7:30 a.m.-11:15a.m.	Tardy
Students reporting to school after:	11:15 a.m.	½ Day
Students reporting to school after:	12:45 p.m.	Full Day

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 High 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.

Any student being dismissed early as a driver or by a parent/guardian must sign out in the High School Office and should complete a Belle Vernon Area Student Absence Verification Form and return to the Office within three days.

ABSENCE FROM SCHOOL:

A Belle Vernon Area Student Absence Verification Form must be completed by a parent/ guardian and returned to the High 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.

Students who are eighteen (18) years of age or older and are not residing with a parent/guardian are considered independent to sign their own excuses.

In addition to obtaining Absence Verification Forms from the first period teacher or the High School Office, this form can be downloaded from the Belle Vernon Area High School website at:
<http://belleversonarea.net/bvahs/site/default.asp>

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.

NOTE: Any child who has not attained the age of thirteen (13) who fails to comply with the Compulsory Attendance Requirements and is habitually truant, will be referred by the School District to the local County Children and Youth Agency for services.

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.

1. Upon first conviction:
The child's privilege for operating an automobile will be suspended for ninety (90) days.

2. Upon the second or subsequent conviction:
 - a. The child's operating privileges will be suspended for six (6) months.
 - b. Children who do not yet have a driver's license will be ineligible to apply for a license for the time period of ninety (90) days for the first conviction and six (6) months for the second and any subsequent conviction.

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.

COLLEGE/TECHNICAL SCHOOL VISITATIONS

Those students who choose to continue their formal education beyond high school are encouraged to do so. Visitations to potential schools are permitted according to established guidelines.

Visits should be cleared at least one day prior to the trip by submitting a written permission slip from a parent/guardian to the High School Office. Following the visit, a verifying note from the school visited should be returned to the office as the excuse for the absence.

These visitations are serious matters and should be used for the proper purpose and not abused.

Students are reminded that absences for this purpose are included in the total allowable excused absences for the school year.

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.

COMMENCEMENT

Commencement is a school-sponsored activity and is thus subject to all policies, rules and consequences governing such events. Please remember that this honorable celebration is a privilege and not a right.

III. ACADEMICS

BVA DETAILED REQUIREMENTS FOR GRADUATION – CLASSES OF 2018, 2019, 2020 & 2021 (27 credits required)

4 CREDITS OF ENGLISH

3 CREDITS (full-year classes) OF MATH

3 CREDITS OF SOCIAL STUDIES

3 CREDITS (full-year classes) OF SCIENCE

1 ADDITIONAL CREDIT OF EITHER MATH OR SCIENCE

**5 CREDITS OF SCIENCE, TECHNOLOGY, RESEARCH, ENGINEERING,
ARTS, and MATHEMATICS**

2 CREDITS OF HEALTH/PHYSICAL EDUCATION

4 CREDITS OF ELECTIVES

1 CREDIT OF SENIOR PROJECT

1 CREDIT FOR COMPLETING KEYSTONE REQUIREMENTS

CAREER & TECHNOLOGY STUDENTS – CLASSES OF 2018, 2019, 2020
& 2021 (26 credits required)**

- 4 CREDITS OF ENGLISH**
- 3 CREDITS (full-year classes) OF MATH**
- 3 CREDITS OF SOCIAL STUDIES**
- 3 CREDITS (full-year classes) OF SCIENCE**
- 1 ADDITIONAL CREDIT OF EITHER MATH OR SCIENCE**
- 4 CREDITS OF SCIENCE, TECHNOLOGY, RESEARCH, ENGINEERING,
ARTS, and MATHEMATICS**
- 2 CREDITS OF HEALTH/PHYSICAL EDUCATION**
- 4 CREDITS OF ELECTIVES**
- 1 CREDIT OF SENIOR PROJECT**
- 1 CREDIT FOR COMPLETING KEYSTONE REQUIREMENTS**

**** Must successfully complete a specific program.**

**BELLE VERNON AREA HIGH SCHOOL
GRADUATION REQUIREMENTS
2017-2018**

All students are required to meet these graduation requirements:

1. Successfully complete 27 credits for the High School Graduating classes of 2017 and beyond (26 for Career & Technology students).
2. Successfully complete the requirements for the High School Senior Project.
3. Score at the "proficient level or higher" on the Keystone Exams in Algebra 1, Literature, and Biology OR fulfill the requirements below that are considered equivalent to performance on the Keystone Exams:
 - a. Successfully complete the requirements for graduation as described in the Individualized Education Plan (IEP).
 - b. If a student did not meet the "proficient level or higher" on the Keystone Exams, he/she must score at the "proficient level or higher" on the Belle Vernon Area School District Local Assessment in Algebra 1, Literature, and/or Biology. The exam will be based on the Belle Vernon Area School curriculum and will include a focus on selected academic standards. The score will reflect the school district's and the Pennsylvania Department of Education's expectations for proficiency in Algebra 1, Literature, and/or Biology.
4. Successfully complete a minimum of 4 credits within the High School their senior year if transferring from a cyber

institution.

BVA eACADEMY

1. The student must complete the course no later than the last day of instruction for the semester or end of year for a year-long course unless approved by the BVA eAcademy administration.
2. The student may be required to report to the school to meet with the teacher and/or BVA eAcademy administration to review assignments, complete assessments, etc. Also, the teacher may designate a specific time for students to participate in on-line activities.
3. Any student requesting to drop a class (within the 15-day probationary period) must follow the same procedure as traditional classes, by having the request approved by the Counseling Office and BVA eAcademy administration. Also, the student will be responsible for fees associated with the course if dropping a course beyond the 15-day probationary period.
4. The same academic standards and expectations apply to on-line classes as do in the traditional classroom setting.
5. Upon request, BVA eAcademy administration can make available for parents their child's activity report to monitor their child's assignments and progress.
6. If a student fails a BVA eAcademy course the student will be required to reimburse the Belle Vernon Area School District.

GRADING

NINE WEEKS GRADES:

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

GRADES AND REPORT CARDS:

Report cards can be accessed four times a year on line. 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:

1. 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. **SENIORS MUST HAVE ALL "I's" MADE UP IN ORDER TO GRADUATE.**

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 of the following year

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."**

**BELLE VERNON AREA SCHOOL DISTRICT
PERCENTAGE GRADING SCALE AND QUALITY POINTS**

Grade	AP Courses And College in HS	Honors Courses	College Prep/ Career
A (90%-100%)	5	4.5	4
B (80%-89%)	4	3.5	3
C (70%-79%)	3	2.5	2
D (60%-69%)	1	1	1
F (59% and below)	0	0	0

Any student who enrolls in an AP course will be encouraged to take the AP Exam in the Spring. The Belle Vernon Area School District will reimburse the cost of the exam (\$89.00 per exam, subject to change) for those students that show proficiency and earn a score of a 3, 4, or 5 on the AP Exam. Fee reduction is available to those who qualify to help offset the cost of the exam(s); inquire in the Counseling Office.

All students who want to enroll in an Honors or AP course in their Junior (11th grade) year need to have successfully completed the Honors course that is the prerequisite to the Honors/AP level course during their Sophomore (10th grade) year.

CLASS RANK:

Post-secondary schools of education occasionally use a student's high school class ranking as one criterion for assessing the student's ability to succeed. Should a post-secondary school need a student's class rank, the Counseling Office may provide if they submit a formal request.

At the BELLE VERNON AREA SCHOOL DISTRICT, class rank is based upon grades earned in a maximum of 8.0 credits per year during the ninth, tenth, eleventh and twelfth grades. Credits earned in excess of 8.0 credits (more specifically – external courses) will not be included in QPA or class rank calculations. To calculate estimated GPA, divide the

total number of quality points by the total number of classes for that nine week period. A student's final QPA can be determined using the final average. Class rank will be on a weighted grading system based on a student's TOTAL QUALITY POINTS instead of Quality Point Average. QPA will still be used to determine the honor roll and will be one of the components for admission into the National Honor Society.

- To address schedule conflicts, external courses and independent study courses may be considered.
- If a course is offered and can be taken within BVAHS, then a student may not receive credit for an external course.

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 10 will depend upon the satisfactory completion of **6 credits**.
2. Assignment to grade 11 will depend upon the satisfactory completion of **12 credits**.
3. Assignment to grade 12 will depend upon the satisfactory completion of **18 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 and Quality Points for each grade.

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. **Honors** will be 3.5 to 3.74
High Honors will be 3.75 – 3.94; any grades lower than 80% will disqualify a student from the list .
Highest Honors will be 3.95 and above; any grades lower than 80% will disqualify a student from the list.
4. A "D" automatically will drop anyone from the honor roll including Honors Courses.
5. In ungraded courses, an unsatisfactory (U) or non-passing grade (0) will automatically drop anyone from honor roll status.

PHYSICAL EDUCATION GRADING AND POLICIES:

ATTIRE:

1. Must wear shorts or sweatpants and white t-shirt with sleeves. First name must be imprinted on the front of the t-shirt and last name must be imprinted on the back of the t-shirt. 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. Women must wear one piece swim suit that is appropriate for co-ed swimming.
4. Men must wear swim trunks that are appropriate for co-ed swimming.
5. Bringing a towel and flip flops is recommended.
6. There are to be NO two piece bathing suits for females unless a dark colored t-shirt cover-up is also worn.

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, but broke 1 or more rule	Did not follow rules and safety guidelines 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	

PHYSICAL EDUCATION POLICIES:

1. Class Attendance:
 A failure for the grading period will result if a combination of absences plus zeros equals the following during that grading period:
 - a. Two classes per week = Seven
 - b. Three classes per week = Ten
 - c. Four classes per week = Fourteen

d. Five classes per week = Sixteen

Students must pass each nine week period to receive a passing grade for the year

2. Make-Up Work

- Students will have two weeks from the date of a required test, assignment, or class to make it up. **It is the student's responsibility to check for missed assignments and schedule a make-up.**
- Make up options include: 1) Participation in another PE class; 2) 30 minutes of strength, aquatic, or aerobic training after school (scheduled with teacher); typically 2 make-up classes will be held each 9 weeks; 3) Home workouts with track-able Fitness Apps (further info can be accessed on school wires) or 4) BVA HS PE Club activity make up. Ask your teacher for details.
- Students will not be permitted to make up class if they have not dressed for class or the class absence is unexcused.

3. Medical Excuses

- Students may only be excused from physical education with a medical excuse from a doctor. No parent notes will be accepted. The school nurse can excuse a student from class in an emergency sickness. Students must obtain a note prior to coming to class.
- There is a "Can Do" form (on school wires) for students to take to the doctor's office to be completed.
- This form must be completed so teachers know what students can and cannot participate in during class activities.
- Students who are excused from **all types** of physical activity will be required to complete a written assignment during class. Failure to turn assignments in on time will affect daily grade percentage.
- **Extended Medical** – may jeopardize credits needed for graduation and need to be handled through the student's counselor and Physical Education Teacher. *The semester may need to be rescheduled at a later date to earn the necessary credits for graduation.*

4. 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.

At the end of class the lock must be removed.

The Instructor will NOT hold any valuables.

HIGH SCHOOL PHYSICAL EDUCATION REQUIREMENT

High school students must earn at least 2 credits of Physical Education/Health as a requirement for graduation from Belle Vernon Area High School. This requirement may be fulfilled by successful completion of Physical Education courses at Belle Vernon Area High School and/or through extracurricular activities or outside sports as pre-approved by the Belle Vernon Area High School Administration. All 9th&10th grade students must take PE. High school students receive letter grades for Physical Education courses taken at Belle Vernon Area High School. Summer activities will not be considered for Physical Education credit.

PHYSICAL EDUCATION CREDITS FOR OUTSIDE ACTIVITIES

Students who participate in BVAHS-sanctioned athletics (Football, Soccer, Volleyball, Golf, Marching Band, Swimming, Cheerleading, Basketball, Wrestling, Baseball, Softball, Unified Track and Track) at Belle Vernon Area High School may receive 0.5 to 1 credits each year during their Junior and Senior years. Credit values will be determined as follows:

Participation in one sport or two sports = 0.5 credits

Participation in more than two sports = 1 credit

Students who participate in a sport outside of Belle Vernon Area High School will not receive any PE credit. Students must request credit for these athletic activities by submitting a BVAHS Credit for Outside Activity Form. This form must be submitted by the student each time credit is requested and pre-approved by the Principal. No more than 1 credit of Physical Education may be earned in this manner in any given school year.

PE credits earned for outside activities will not be calculated in a student's QPA.

PHYSICAL EDUCATION EXEMPTIONS FOR HIGH SCHOOL STUDENTS

Physical Education exemptions for high school students will only be granted for extenuating physical or medical conditions. These exemptions should be coordinated through the Counseling Office.

ATHLETIC/ACTIVITY ELIGIBILITY:

The Belle Vernon Area School District considers it imperative that students who devote significant time to high 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 9-12 who participate in district sponsored athletic programs and/or marching band (which includes majorettes and drill team members).

Students are encouraged to review eSchoolPlus Home Access Center for updates on their grades. Eligibility will be run on 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 be 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. Successfully earns 6.5 credits per year, with one credit in English, Math, Social Studies and Science.
2. Achieves a passing grade in each subject during the time of participation. Failure to earn a passing grade in each core subject will result in the student being deemed ineligible for participation. Grades are reviewed on a weekly basis. Students will remain ineligible until a passing grade is achieved in each subject and duly noted on the weekly grade report.
3. Earns, as referenced in the Strategic Plan, a QPA of 1.5 or higher in the preceding semester. For students entering ninth grade, the QPA requirement is waived for the first semester of ninth grade only.
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.

Students being deemed ineligible will be afforded tutoring opportunities. Requests for temporary exceptions to this policy will be reviewed and evaluated by the High School Administration.

5. Students who fail to earn a passing grade from a previous school-year in all four core subject areas must enroll in and successfully pass a credit recovery course in order that they may be eligible for extracurricular activities during the Fall Semester of the following school-year. Failure to do so will result in ineligibility for the first three weeks of the first marking period.

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

1. **DETENTION**
Students assigned detention will serve their detention after school on Tuesdays and Thursdays from 2:30 p.m. – 3:30 p.m. Special arrangements can be made with the High School

Administration to serve a detention from 6:30 a.m. – 7:30 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.

2. **IN SCHOOL SUSPENSION**

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.

3. **TEMPORARY SUSPENSION**

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

4. **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.

5. **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.

5. **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.

6. **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.**

7. **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.

8. **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.

9. **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.

10. **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.bellevnonarea.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.bellevnonarea.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 telephone the Transportation Supervisor at 724-808-2500 extension 7111. The Transportation Supervisor may grant permission to the High School to issue a transportation pass to the student. This procedure is only for special instances and not a routine occurrence.
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 to 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.

DRIVING REGULATIONS

Since ample buses are provided for students' need, parking permits are restricted and considered a privilege.

IN ADDITION TO PROVISIONS OUTLINED IN POLICY #241 SET FORTH BY THE BOARD OF EDUCATION THE FOLLOWING REGULATIONS MUST BE OBEYED:

1. Complete the student drive application online for High School Office Approval.
2. Single occasion permits or part time permits will be considered for special reasons and are to be utilized only on designated days as approved by the Principal. With parent and Principal permission, students are asked to bring a note from a parent that includes the make, model, license plate number and color of the vehicle.
3. Motorbikes are not permitted on the school grounds and, therefore, consideration will not be given for driving privileges.
4. Cars must be parked in the designated student parking area and **UNDER NO CONDITION ARE THEY TO BE FREQUENTED DURING THE SCHOOL DAY.** Breaking of this rule will result in the immediate suspension of the driving privilege.

5. The drivers of unauthorized vehicles in the school parking lot are subject to disciplinary action which would include suspension from school and referral to the police department with charge of unlawful parking (\$5.00/day fee). Vehicles may be towed at the owner's expense for habitual violators.
6. Under no circumstances will student vehicles be permitted to leave the grounds until all buses have cleared the area.
7. Students driving authorized vehicles must park in the designated area (West-Fellsburg side parking lot) in their assigned space ONLY and report directly to the building upon arrival. Students are not permitted to remain in their cars.
8. Safe driving habits should be practiced at all times, considering that there are buses, automobiles and students walking on the campus. The parking pass is to be displayed on the authorized vehicle rear view mirror, in clear view, at all times.
9. Any violation of the regulations could lead to revoking of the privilege to drive to school for a period of time or permanently.
10. Students are NOT to lend their parking passes to anyone without prior approval by the Principals.
11. Any disciplinary referral, including tardy to class or school will result in the following:

1 st Offense:	Verbal Warning
2 nd Offense:	10 day suspension
3 rd Offense:	10 day suspension
4 th Offense:	10 day suspension

Driving privileges will be revoked for tardiness or excessive absences. After a student has compiled three (3) unexcused tardies to school in a school year, the driving permit will be revoked for a period of ten (10) school days. After a total of six (6) unexcused tardies to school in a school year, the permit will be revoked for an additional ten (10) school days. After a student has compiled more than ten (10) unexcused tardies to school in a school year, the driving permit will be revoked for twenty (20) school days.

STUDENT VEHICLES:

Under the Policy #241 of the BELLE VERNON AREA SCHOOL DISTRICT BOARD OF EDUCATION, it states:

The Belle Vernon Area School District considers student driving permits a privilege and establishes the standards by which permits are issued. The procedure for applying for a driving permit is outlined in the Student Handbook.

Students driving to school are required to have a permit to park on school property. Parking is limited to the student parking lot at the High School. Other than those with current, numbered passes that have been approved through the office allowing for one specific space, students ARE NOT permitted to park in the Elementary School parking lot. Violators will be towed at the owner's expense. ALL VEHICLES PARKED ON SCHOOL PROPERTY ARE SUBJECT TO SEARCH.

In order for a student to be considered for a full or part time driving permit he/she must meet the following academic requirements:

1. Earned a cumulative grade point average of 2.00 or higher in the preceding school year.
2. Earned a minimum of 6.5 credits in the preceding school year.
3. Maintain a grade point average of 2.00 or higher in each grading period of the current school year.
4. Students with NO prior discipline record will receive first consideration when parking passes are issued.

Failure to meet and/or maintain the above academic standards will result in the student being deemed ineligible for a driving permit.

After a permit is issued, the student will be permitted to drive one (1) other student (in addition to siblings) to school upon receipt of a written permission slip from the parent/guardian.

All other regulations, as enumerated in the Student Handbook, must also be complied with in order to receive and/or maintain a driving permit.

Requests for temporary exceptions to this policy will be reviewed and evaluated by the High School Administration.

No one is to be in or to use the car at any time during the school day. Students are not to loiter in the parking lot before school

ANY STUDENT THAT PARKS HIS/HER VEHICLE ILLEGALLY ON BELLE VERNON AREA SCHOOL DISTRICT PROPERTY WILL EARN A \$5.00 / DAY PARKING OBLIGATION. THIS WILL NEED TO BE PAID PRIOR TO THE ISSUING OF A DIPLOMA. ANY STUDENT WITH AN OUTSTANDING OBLIGATION WILL NOT BE PERMITTED TO WALK DURING THE GRADUATION CEREMONY. THIS INCLUDES THE SIDE PARKING LOT BY ROSTRAVER ELEMENTARY SCHOOL (BELOW THE LINE).

THE LIBRARY/MEDIA CENTER
RULES, REGULATIONS AND PROCEDURES:

The purpose of the Belle Vernon Area High School Media Center is to contribute to the achievement of the educational objectives of the Belle Vernon Area School District by widening, deepening and intensifying learning; supporting the curriculum and furthering the intellectual, social and moral development of the students. Belle Vernon Area School District endorses the Library Bill of Rights.

1. Obtaining Library Pass:
 - a. Students desiring to use the Library for doing research work must secure a library pass from the subject teacher giving the assignment.
 - b. For reading current publications, students must obtain a library pass from the study hall teacher at the beginning of each class period.
 - c. **Ten (10) passes** from classroom study halls will be honored.
 - d. Students who would like to go to the Library during their scheduled lunch period, must obtain a library pass from the school Librarian prior to that Lunch period.
NO FOOD IS TO BE EATEN IN THE LIBRARY.
 - e. Coffee may be consumed in the sectioned off portion of the Library.
2. The procedure to be followed for reporting to the Library:
 - a. Students, having obtained and filled out a library pass, **will report directly to the Library.**
 - b. Upon arriving at the Library, students will present their pass to the Librarian at the checkout counter and must sign in on the appropriate clipboard. They will remain in the Library during the entire period. At the end of the period, they will report to their next scheduled classroom.
 - c. After the Librarian/aide has collected all permits, they will remove the stub parts of permits and forward them to the

study hall teachers for roll checking purposes.

3. Rights and Responsibilities of Users:

a. **Users can:**

1. Examine and use interactive electronic formats.
2. Examine a broad range of opinions, ideas and information in the educational process.
3. Locate and use information on the Internet as provided by acceptable use policy guidelines
4. Retain ownership of their own intellectual works as users of the Internet.

b. **Users cannot:**

1. Use the network for commercial or for profit purposes.
2. Participate in harassment, discriminatory remarks and other inappropriate behaviors.
3. Use the network for any illegal activity, including violation of copyright or other contracts.
4. Damage computers, computer systems or computer networks.
5. Invade the privacy of network users.
6. Gain unauthorized access to computer networks, resources or materials.
7. Use the network to access obscene or pornographic materials.
8. Access chat groups.
9. Access social networking websites.

BVAHS 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 BVAHS 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.

LOCKER ASSIGNMENTS AND REGULATIONS:

A locker has been assigned to each student by the High School Office. Students are to occupy this assigned locker ONLY and will be held responsible for any damage or illegal items that may be associated with their locker.

Students are responsible for purchasing a combination lock for their locker. Combination locks are available in the office by request for a charge \$2.00.

If you cannot get into your locker for any reason, your lock will be cut off and you will be responsible for the purchase of a new one.

We strongly urge you to have a lock on your locker at all times. THE BELLE VERNON AREA HIGH SCHOOL IS NOT RESPONSIBLE FOR ANY LOSS WHICH MAY OCCUR. However, all losses, including textbooks should be reported promptly to the High School Office.

The following regulations are to be interpreted in conjunction with the BELLE VERNON AREA SCHOOL DISTRICT Locker Search Policy #226 which provides that the lockers are the property of the BELLE VERNON AREA SCHOOL DISTRICT and details a search procedure.

LOCKER SEARCHES:

1. All searches will be conducted with the primary purpose and justification for any action to protect the health, safety and welfare of students, faculty, school property and the education process.
2. School lockers and desks are owned and controlled by the BELLE VERNON AREA SCHOOL DISTRICT.

3. Under provisions outlined in the BELLE VERNON AREA SCHOOL DISTRICT Locker Search Policy #226, the school Principal or authorized delegate shall have the right at any time to search lockers and desks.
4. Lockers will be searched by the Principal and witness, or authorized delegate when a student has been caught using, selling or possessing alcohol, any drug or drug-like substances.
This will occur during a cooperative investigation based upon the policy situations.
5. If necessary, a student's desk, automobile (if brought on district property), purse and in some cases a student's person will be subject to a search (without warrant) by the Principal or authorized delegate acting under this policy.
6. Any student who refuses to cooperate with an investigation, even after notification of parents, will make it necessary for the police to be called to conduct a search with a proper warrant.

LUNCHTIME REGULATIONS:

1. Students are to remain ONLY in the cafeteria area during all lunch periods. No socializing is permitted in the Office Lobby area. When weather permits, students are allowed in the immediate courtyard area with administrative approval (NOT BEHIND THE BUILDING).
2. Students should report to their lockers before their scheduled lunch period to secure books for their remaining afternoon classes.
3. Please refer to the bell system for times of Lunches 4, 6, 8 and 10.
4. Those students who fail to observe proper conduct during the lunch period shall be assigned to a designated table during the lunch period. All of their activities shall be restricted to this table.
5. In the event that a student with a severe food allergy needs specific seating, then a table may be designated for said student upon request.

CALCULATOR POLICY

The Belle Vernon Area School District believes that it is an essential skill for our students to be proficient with the use of modern technology such as graphic calculators. On the other hand, there are

certain skills that need to be taught without the use of calculators to have a better understanding of the topic. Those skills can be reinforced later with the use of a calculator. Therefore, the use of calculators will be limited to certain topics determined by grade level.

BELLE VERNON AREA HIGH SCHOOL
METAL DETECTOR SYSTEM - POLICY AND PROCEDURES

1. Students have the right to receive an education in a safe and healthy environment.
2. Students have a responsibility to submit to a search by the metal detector system in order to create a safe environment.
3. The purpose and presence of the metal detector system in the BELLE VERNON AREA HIGH SCHOOL is to discourage the presence of any illegal weapon and to provide a safe climate for all students and staff in a manner which reasonably balances limited intrusions on individual freedoms against the public interest in preserving an atmosphere conducive to education.
4. According to the Pennsylvania Crimes Code, it is a misdemeanor of the first degree to possess any weapon in a school, school program or school bus (18 Pa. C.S.A. Section 912). In addition, the School Code requires an expulsion of not less than one (1) year for any student who it is determined brought or possesses a weapon on school property, any school program or school bus.
5. The use of metal detectors, for the purpose of the search of students and visitors, will be conducted by authorized school and security personnel.
6. Metal detectors shall be used for the comprehensive and random search of students and visitors.
7. Metal detectors shall be used for the comprehensive and random searches at BELLE VERNON AREA HIGH SCHOOL programs and activities, athletic events or any other school sponsored activity.
8. All visitors entering the school building during school hours may be required to pass through the metal detector system. Anyone refusing to comply shall be denied entry to the school or school sponsored activity.
9. Any student refusing to pass through the metal detector system may be subject to search by an Administrator and/or out of school suspension for up to three (3) days. An informal

hearing is required by the Principal with the student and their parent/guardian.

10. These policies and procedures are both applicable during and after school hours.

SEXUAL HARASSMENT POLICY

PURPOSE:

Under provisions outlined in the U.S. Civil Rights, Act of 1964, Title VII; Equal Employment Opportunity Commission Regulations published at 29 CFR Section 2604, Section 1604, it is hereby noted that Sexual Harassment in the BELLE VERNON AREA SCHOOL DISTRICT is forbidden by law and by the BELLE VERNON AREA SCHOOL DISTRICT. The following policy outlines the BELLE VERNON AREA SCHOOL DISTRICT Board of Education's position regarding such on-the-job behavior. The Board of Education of the BELLE VERNON AREA SCHOOL DISTRICT recognizes its responsibility to establish and maintain an educational climate and working environment free from unsolicited and unwelcome sexual harassment and intimidation. The BELLE VERNON AREA SCHOOL DISTRICT'S Board of Education will also seek to provide a system of review should an allegation of such conduct be made.

AUTHORITY:

It shall be a violation of this policy for any member of the BELLE VERNON AREA SCHOOL DISTRICT staff to harass a student through conduct or communications of a sexual nature as defined below.

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

DEFINITION:

As outlined in EEOC Guidelines on Sexual Harassment, Federal Regulation Volume 45, #219; PHRC Guidelines; PA Bulletin Volume II, #5 Policy Memo Office of Civil Rights USDE August 1981, Sexual Harassment shall consist of:

1. Unwelcomed sexual advances.
2. Requests for sexual favors and;
3. Other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to

another member or when made by any student to a school staff member when:

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

Sexual harassment, as defined above, may include, but is not limited to the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person, with sexual or demeaning implications.
4. Unwelcomed touching.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

GUIDELINES:

Any person who alleges sexual harassment by any staff member or student in the BELLE VERNON AREA SCHOOL DISTRICT may complain directly to the building Principal. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be represented consistent with the BELLE VERNON AREA SCHOOL DISTRICT'S legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the BELLE VERNON AREA SCHOOL DISTRICT shall subject such staff member to disciplinary action, which may include discharge pursuant to the applicable

provisions of the School Code and any Collective Bargaining Agreement.

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

Notice of this policy shall be circulated to all departments and incorporated into the Teacher and Student Handbooks. It shall also be distributed to all organizations in the community having cooperative agreements with the public schools.

Training sessions on this policy and the prevention of sexual harassment shall be held as necessary to promote and maintain the learning environment as free from sexual harassment.

COMPLAINT PROCEDURE:

The complainant should complete his/her name, current date, the time, place and date of the incident, and check his/her appropriate status, i.e. student, employee, other.

The complainant shall identify the accused and attempt to identify the status of the accused, i.e. student, employee, school director, etc. The complainant should describe the incident in his/her own words in as much detail as possible, sign and date the report, and list all persons who may have witnessed the incident.

The original copy of the complaint should be given directly to the building Principal or if the complaint involves the building Principal directly to the Superintendent.

The word "Confidential" should appear on the front of the envelope. The complainant should keep a copy of the complaint, and a copy should be handed to the building Principal. All information relating to the complaint is to be considered confidential.

Upon receipt of the official complaint, the Principal or Superintendent shall assign an investigation team. The make-up of the investigation team will vary according to the status of the complainant and the accused, as well as the severity of the accusation. The Principal or Superintendent reserves the right to expand the number of persons on the investigation team. Typical representation might include:

1. Student vs. Student —
Principal and a Member of the Staff who is of the same sex as the complainant
2. Student vs. Staff —
Principal or Superintendent, District Solicitor and a student or staff member who is of the same sex as the complainant

It shall be the duty of the investigation team to interview the complainant, the accused and all witnesses. Signed statements by all parties shall be obtained prior to the interview.

The investigation team shall be responsible for a concise statement of findings, avoiding subjective comments when possible. The investigation team shall make specific recommendations based on the findings. Such recommendations may suggest that a letter of reprimand be written or that further disciplinary action be taken, etc.

A final review will be conducted by the Superintendent. Final action will be stated and attached to the complaint and forwarded to the complainant and accused within ten (10) days of the conclusion of the investigation and final review.

BELLE VERNON AREA SCHOOL DISTRICT SMOKING POLICY

The Board of Education prohibits smoking, tobacco usage and the possession of tobacco products by all students at any time in a school building, on a school bus, on school property, and while engaged in school activities in other locations leased by or under the control of the school district.

The Board of Education recognizes that smoking and other uses of tobacco presents health and safety hazards which can have serious consequences for both users and non-users.

For purposes of this policy, tobacco shall be defined as a lighted or non-lighted cigarette, cigar and pipe; or other lighted smoking product; smokeless tobacco in any form; and any type of e-cigarette and/or vapor pen.

In addition to the stated policy, the BELLE VERNON AREA SCHOOL DISTRICT discipline code addresses tobacco use. The discipline code states:

Students who violate this policy shall be subject to the following disciplinary actions:

1. Possession of tobacco products - \$50.00 fine and one (1) day detention for each violation
2. Use of tobacco in a school building or on a school bus - \$50.00 fine and three (3) day detention for each violation.
3. Use of tobacco on school property and/or while engaged in school activities in other locations - \$50.00 fine and two (2) day detention for each violation.

Lighters or matches will be confiscated if found at the metal detectors and will not be returned.

Any violation of the policy shall subject the student to action under the District discipline code, in addition to a mandatory smoking cessation class paid for by the student.

SPECIAL EDUCATION AWARENESS NOTICE

The *BELLE VERNON AREA SCHOOL DISTRICT* and the Westmoreland Intermediate Unit work hand in hand 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 includes 17 school districts within Westmoreland County. The purpose of the intermediate unit is to provide special education services and technical and assistance in planning, developing, implementing, supervision administering special education programs in districts under its jurisdiction whether they are district operated or intermediate unit operated programs. If you have any specific questions regarding the services offered, you may contact the Westmoreland Intermediate Unit #7 Supervisor at 724-836-2460.

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
Emotional disturbance
Hearing impairment
Mental retardation
Multiple disabilities
Orthopedic impairment
Other health impairment
Specific learning disability
Speech or language impairment
Vision impairment including blindness
Mentally gifted
Homebound instruction
Detention

REFERRAL PROCESS

Initially, if a child at the primary school level (K-2) is recognized by school personnel or parents as experiencing learning or behavioral difficulties, the Response to Intervention (RTI) Team convenes. Instructional modifications and adaptations are then determined and implemented in the regular education environment. If difficulties persist after intervention, the RTI Team again convenes and recommends a multidisciplinary evaluation to determine the need of specialized instruction. At the other grade levels, a referral is made 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 must then evaluate 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 screened for possible evaluation by the district. A parent's permission to evaluate must be granted in writing before such an 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 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 the primary level (K-2) the Response to Intervention (RTI) Team convenes. Instructional modifications within the regular classroom are implemented to ascertain if the problem can be corrected within the regular education environment. If it cannot, the RTI Team recommends a multidisciplinary evaluation. All other levels (Grade 3-12) the referral is made to the school psychologist to begin a multidisciplinary evaluation.
- 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: From this meeting or others that follow, the child's Individualized Education Program (IEP) will be developed, written and agreed to by the school, parents, and the child where appropriate. The IEP Team determines appropriate educational placement.
- 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 may initiate the procedural safeguard system.

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.

**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 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 and 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
Belle Vernon Area School District
270 Crest Avenue
Belle Vernon, PA 15012
724-808-2500 Ext. 1105

Charter School Offices are not available.

The school district, intermediate unit or charter school will not discriminate in employment, educational programs or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

<p>PROVISION OF PSYCHOLOGICAL COUNSELING SERVICES Belle Vernon Area School District parents are not charged for psychological counseling services that students require if the</p>
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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.

USER POLICY FOR INTERNET ACCESS

BELLE VERNON AREA SCHOOL DISTRICT has a commitment to provide technological tools for expanding educational opportunities for students, faculty and staff. The internet enables users to access various databases for educational and instructional pursuits. To insure proper and acceptable use of these resources, users must agree to adhere to common sense guidelines. In addition, this policy attempts to ensure copyright laws and protect students from accessing resources of a sensitive nature or information that may cause harm to them or others.

1. The use of the Internet is a privilege, not a right. Any inappropriate use will result in a suspension of the privilege.
2. Internet accounts are to be used only by authorized BELLE VERNON AREA SCHOOL DISTRICT users.
3. The sole use and purpose of the Internet resources must be for instructional or educational purposes.
4. The use of the Internet to reproduce copyrighted materials is prohibited.
5. To safeguard your privacy/well-being, do not reveal personal information such as your name, address, phone number, social security number or account numbers to other Internet users.
6. The use of the Internet to access sensitive/pornographic material is strictly prohibited.
7. The use of threatening, obscene or harassing remarks is prohibited.
8. The use of the Internet for personal or private business is strictly prohibited.
9. The use of the Internet for product advertisement is prohibited.
10. The use of Internet for political lobbying is prohibited.

11. The use of the Internet to play games or to participate in competitions is prohibited, unless they are for supervised educational purposes.
12. All communications and information accessible via the Network should be assumed to be private property.
13. Users shall not intentionally seek information belonging to other users. This includes files or copies of files, other data and passwords.
14. Users shall not misrepresent other users on the Network.
15. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Service. Therefore, do not tamper, interfere or intercept another user's E-Mail.
16. Use of school technology on the Internet for fraudulent or illegal copying or communication; taking/modification of material in violation of the law is prohibited and will be referred to the appropriate authorities.
17. The Network shall not be used to disrupt the work of others; hardware or software shall not be destroyed or abused in any way.
18. The user shall be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.

VI. PROGRAMS

BREAKFAST/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 2017. 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 7:25 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.

DRIVERS EDUCATION PROGRAM:

Instructor: Mr. Gino Fagnilli

Description: The Pennsylvania Academy of Driving provides BVA students theory course instruction, behind-the-wheel instruction, and the End-of-Course Skills Test to obtain a driver's license. All aspects of instruction are available year-round. The on-line course may be taken at the student's convenience and is available to all students beginning at age 16. Students must have a valid learner's permit to begin behind-the-wheel instruction. Students may begin behind-the-wheel instruction prior to completing the theory course. Both behind-the-wheel and theory course must be completed prior to the End-of-Course Skills Test. A course certificate will be issued upon completion. Auto insurance discounts may apply with course certificate. A sign-up sheet is posted in the main office. For more information contact Mr. Gino Fagnilli at 412-818-5774, or ginofagnilli@gmail.com

**STUDENT ASSISTANCE INTERVENTION FOR BELLE VERNON AREA
SCHOOL DISTRICT:**

The Student Assistance Program (SAP) is a formal systematic approach to the early identification of students who are at risk due to drug/alcohol, mental health or other personal problems. SAP is an intervention, not a treatment program and makes referrals of students to appropriate services. A core team of school personnel review student referrals and a formal information gathering process begins. Ultimately, the core team assists the student and parent/guardian in pursuing a course of action designated to resolve the identified problem. Core team members include: Jason A. Boone, Stephanie McHugh, Vickie McCullough, Emily Koebler and Sharon Stapleton; Mental Health Liaison. Information may be obtained by calling Dr. Jason Boone, or the Counseling Office at (724) 808-2500.

VII. COUNSELING SERVICES

**BELLE VERNON AREA HIGH SCHOOL
COUNSELING STAFF MESSAGE**

You, as a student at BELLE VERNON AREA HIGH SCHOOL, are a unique individual. You are responsible for the decisions you make regarding your career choices, your academic choices and your classroom work and behavior.

You should seek assistance from your Parents, Teachers, Counselors or Administrators for the important decisions which face you throughout your years at BELLE VERNON AREA HIGH SCHOOL.

The Counseling Department is here to help you fulfill your academic, career, and personal/social goals as well as to help you grow to your fullest potential.

**Stephanie Nese
A-K Grade, CTC School Counselor**

**Dr. Stephanie A. McHugh
L-Z Grade, NCAA Athletics School Counselor, Professional Mentorship
& Testing Coordinator**

**Elizabeth Wilson
Registrar**

It is essential that your decision regarding the selection of curricula and courses reflect your future educational goals and also meet all credit requirements necessary for graduation.

If you have any questions regarding the necessary credits needed for promotion and/or graduation, please consult your school counselor.

HOMEWORK REQUESTS

If a student will be absent from school for **more than three days** due to illness, hospitalization, etc., the student or parent/guardian should:

1. Visit your eSchoolPlus Home Access Center and the Teacher Websites for daily activities and assignments.
2. Contact teachers individually through their e-mail for clarification or further information (E-mail addresses as well as telephone extensions are available on the school web site (www.bellevnonarea.net if you wish to make direct contact).
3. Call the Counseling Office if you are unable to follow the above. Since each teacher must be contacted individually and given time to prepare several days of assignments, the Counseling Office must be given a 24 hour notice prior to the time the parent/guardian will pick up the assignments.

If a student is out of school for field trips, vacations, sporting events, etc., it is his or her own responsibility to meet with teachers prior to leaving to gather any class work or assignments they might miss. Teachers are available each day after school until 2:55 p.m. to help students with subject work.

SCHEDULE CHANGES:

Prior to the opening day of school, each student will receive a schedule. This is the student's admission to his/her classes. Once selected, it is the administration's expectation that a subject must be continued for the entire year and cannot be dropped under any condition except after a pupil's consultation with his/her counselor and final approval of the High School principal.

NOTE: After August 1, no changes in requested courses will be honored. Should a teacher recommend or support a course level change, the change will occur without penalty to the student only within the first ten (10) days of school and as the Master Schedule permits. Should a teacher recommend or support a

course level change after the tenth day of school, the changed class will be given a grade “W” (Withdraw), which will appear on a report card/transcript for “zero” quality points.

TRANSFER TO ANOTHER SCHOOL:

If a student plans to transfer out of the school district, the student must notify the Counseling Department. The student will receive a “Notice of Withdrawal” which should be taken to each subject teacher. All teachers will evaluate and record grades on the Notice of Withdrawal. After completion, the Notice of Withdrawal should be returned to the Counseling Department. Students who are withdrawing from Belle Vernon Area High School must do the following:

1. Hand in all books to subject teachers.
2. See the counselor to secure transfer papers.
3. Leave the new address with the High School Counseling Department.

PROCEDURES FOR SCHEDULING STUDENTS WITH THE COUNSELOR

Meetings with students may be divided into two general classes:

1. Meetings that are regularly scheduled by the student -- stop into the Counseling Office to make an appointment.
2. Meetings initiated by the counselor in order to deliver counseling services of an academic, career, or social/emotional nature.

Students desiring to see a counselor may set up a meeting by submitting their name to their first period teacher or by stopping into the Counseling Office to make an appointment. The counselor will schedule a meeting for the student and return the green appointment slip to the student. Student appointments are essentially scheduled during study hall periods when possible. If study halls are unavailable, as in some cases, a conference is set up at the best possible time where the least possible intrusion into the student's course studies occurs.

In some cases, a counselor may give a pass directly to the student. In this case the student will present the counselor's pass to the teacher in charge at the time of the scheduled meeting. The counselor will sign the pass and re-admittance time on the pass at the conclusion of the meeting. Counselors will make every effort not to interrupt the student's classroom instruction.

VIII. MEDICAL

EARLY DISMISSAL DUE TO ILLNESS:

If a student becomes ill during the school day, he/she MUST secure an excuse from the School Nurse or Principal before going home. **A student is never permitted to go home unless properly excused. Anyone leaving school without proper authority will be considered illegally absent and must have the Principal's permission to return to class.**

The following procedures should be followed for proper dismissal due to illness:

1. If a parent cannot be reached, the next call will be the emergency number listed on the student's emergency card. Only a near relative will be called (grandparent, aunt, uncle, brother or sister if they are over 18 years of age).
2. In the event of a student's family not being able to be reached, the Office will have the student return to the Nurse's Office to determine if the student should return to class or remain in the Health Room until a parent/guardian is contacted.
3. Students leaving school due to illness must bring their blue Nurse's Report to the office. The person consenting to dismiss an ill student must sign them out on the "Sign Out Sheet" in the Main Office.
4. Any student who drives to school and becomes ill may have the Nurse call for a parent or guardian to come for them.
5. A written parental excuse must be submitted within three days for ALL early dismissals.
6. If the student drove to school, the School Nurse, along with the parent, will determine whether the student is well enough to drive their vehicle home. If the student is driving them self-home, they must "Sign Out" in the Office.

FIRST AID:

Emergency care of a student is limited to first aid that may be administered by the School Nurse, Doctor or designated Teacher who has had first aid training.

Students who become ill may be sent home by the Nurse upon notifying the High School Office. The home is called to inform the

parent/guardian and a request is made of the family to come for the student. In case of need for hospital care, parents give consent and assume full responsibility for transportation needs.

INJURY OR ILLNESS:

Any injury or illness should immediately be brought to the attention of the High School Nurse. Medical assistance will be provided as the conditions demand.

INSURANCE:

Any student participating in extra-curricular activities is required to be covered under a medical insurance plan. If a student does not have medical coverage, Student Accident Group Insurance is available for purchase. All necessary paperwork is available online.

MEDICAL SERVICES AND PROVISIONS:

The BELLE VERNON AREA SCHOOL DISTRICT employs a School Nurse who is on duty every day. The Nurse's Office/Health Room, is located opposite the High School Office. The teacher will issue a pass to students needing to see the School Nurse.

SPECIAL HEALTH PROBLEMS:

Students with health problems are to report to the School Nurse at the beginning of the school term or when such a problem arises. Every effort will be made to inform teachers of disabled students so that they may be placed to advantage in the classroom or given special consideration.

Medication must be left in the High School Nurse's Office. No medication, including aspirin is to be kept in a student's possession or locker.

MEDICATION POLICY:

The Belle Vernon Area School District recognizes that the utilization of medication is a necessary, serious, and growing health concern affecting our students and staff. Whenever possible, parents/guardians should administer medications at home. The school district recognizes that there may be circumstances when a medication must be administered at school. All medication, whether prescriptive or non-prescriptive, must be administered in accordance with the Guidelines for Pennsylvania Schools for the Administration of

Medications and Emergency Care, issued by the PA Department of Health (3/30/10) and the Nurse Practice Act of the Commonwealth of Pennsylvania.

All medication given in school (**both prescription and over the counter**) must have both a written order from a physician and a consent form from the parent/guardian. Non-prescription (over the counter) medication cannot be given without a written order from your physician. This is a new law as of March, 2010.

Medication must be left in the High School Nurse's Office. **Students are not permitted to carry medication with them.** The only exception to this rule are students who have physician orders to carry albuterol inhalers and epi pens. Such students must have proper documentation and training between the School Nurse and the Student to show competency to administer medication.

Controlled substances, such as Ritalin, Adderall, antidepressants and pain medication **MUST BE BROUGHT TO SCHOOL BY PARENTS/GUARDIANS.**

Medication that is brought to school in a container other than the original prescription bottle or manufacturer's packaging will not be administered.

STANDING ORDERS:

The only non-prescription (over the counter) medication that can be administered in school without your physician's signature are medications included within the school's STANDING ORDERS. Our school physician provides a medical directive for standing orders to authorize the administration of specific over the counter medications in the school setting. There are also medications in the standing orders for emergency situations. Parents **MUST** sign a consent form **PRIOR** to the administration of any of these medications. **A consent form must be signed at the beginning of each school year.** Listed are Belle Vernon Area's Standing Order Medications.

**BELLE VERNON AREA SCHOOL DISTRICT
DEPARTMENT OF NURSING SERVICES
EMERGENCY CARE – STANDING ORDERS
Dr. Marc Cordero, M. D., School Physician**

Acetaminophen	Minor Pain/Fever
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/Respirator Distress
AED	Cardiac Arrest
Ambulance Transport (R/WNES.....	Serious Accident and/or Illness

IX. GENERAL INFORMATION

ANNOUNCEMENTS:

Any faculty member, extracurricular sponsor or athletic personnel who has an a.m. or p.m. announcement **should e-mail that announcement to bvatv@bellevernonarea.net** Please indicate the date(s), a.m./p.m. or both and if you would like this announcement listed on the daily bulletin.

BRING YOUR OWN DEVICE POLICY:

The BELLE VERNON AREA SCHOOL DISTRICT recognizes the needs of 21st century learners and strives to accommodate those changing needs. Items such as mobile phones, radios, mp3 players, electronic pagers, iPads, eReaders, Laptop Computers, tablets or any other type of electronic device that may disrupt the education process are permissible in the building under the following circumstances.

1. These devices can be used in the cafeteria before school, After school and during lunches. If use of the device causes a disruption of any kind, the student will be asked to put the device away. If the student refuses to put the device away, the device will be confiscated and placed in the office for a parent/guardian to pick up after school, and the student earns an automatic day of in-school suspension.
2. These devices can be used during study hall. If use of the device causes a disruption of any kind, the student will be asked to put the device away. If the student refuses to put the device away, the device will be confiscated and placed in the office for a parent/guardian to pick up after school, and the student earns an automatic day of in-school suspension.
3. These devices can be used during the normal course of an instructional lesson if the teacher incorporates its use for educational purposes. If use of the device causes a disruption of any kind, the student will be asked to put the device away. If the student refuses to put the device away, the device will be confiscated and placed in the office for a parent/guardian to pick up after school, and the student earns an automatic day of in-school suspension. **Likewise, Should the teacher collect all phones to prior to the lesson, each student is asked to comply.**
4. If any of these items are confiscated by a faculty member or Administration, the parent/guardian will be the only person permitted to retrieve the item. Students that are uncooperative with Administration or Faculty requests regarding prohibited articles will receive a temporary suspension.
5. **Students' use of mobile phones for calling and texting purposes during school hours is prohibited. If an emergency call needs to be placed, students are required to go to the office to make the call on their mobile phone.**
6. **The use of an electronic device to display sexually explicit or sensitive images of another student is a criminal offense and subject to prosecution.**
7. **The use of a device for bullying purposes is subject to Belle Vernon Area School District's "Zero Tolerance" Policy and related consequences.**
8. **Accessing social media sites (e.g., Facebook, Twitter, etc.) during school hours through a district or personal electronic device is prohibited. A student in violation of this rule is**

subject to device confiscation and appropriate disciplinary actions.

ASSEMBLIES:

A number of assembly programs will be held throughout the year. These programs are held for the benefit of the student body and are held in the auditorium or gymnasium. Students will be dismissed to the assemblies via the intercom from the office.

Students are to sit in assigned seats during assembly programs.

Student conduct in the assemblies should be guided by consideration for the interests of others. Please cooperate with the following guidelines for assembly conduct:

1. Move to the assembly in a quiet, orderly manner and sit in your assigned seat.
2. All talking should cease when the program begins.
3. During the program, you should be attentive.
4. There should be no whistling, shouting or other disturbances.
5. When dismissed, leave the assembly orderly and quietly.

CHEATING:

Whenever a student is guilty of cheating, the Teacher shall collect the student's papers, mark a "0" for the work and notify the parents and the High School Office immediately. Students caught cheating are subject to disciplinary action.

FIRE DRILLS:

Each Teacher will explain to their students the route they are to take in leaving the building for Fire Drills. THE EVACUATION ROUTE IS POSTED IN EACH ROOM.

At the Fire Alarm Signal, all work is to be stopped. All windows are to be closed, lights are to be turned out and the door closed by the last person leaving the room. All movement must be rapid, subdued and orderly.

On leaving the building, all groups will move to their designated places. Class groups should remain grouped together and arranged so as to facilitate the taking of roll by the Teacher in charge. Each Teacher is responsible for all students assigned to him/her and should be with his/her group at all times. The Fire Marshall requires all

Teachers to have their roll books with them when evacuating the building for fire.

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.

All food and drinks are strictly prohibited in the following areas of the High School:

- 1. Gymnasium**
- 2. Auditorium**
- 3. Any Computer Lab**
- 4. The Computer Lab Area of the Library**

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.

FOOD AND DRINKS IN SCHOOL:

During the school day all food and/or drinks, whether brought from home or purchased from the cafeteria or school vending machines, must be consumed in the cafeteria during breakfast or lunch periods. Prior to 7:25am all food and/or beverages whether brought into the school or purchased from the Cafeteria must be consumed. All garbage must be disposed of properly. Faculty members will supervise class projects incorporating food and beverage consumption, “transferring” these procedures to the classroom setting. **Students violating this policy will have the product confiscated without a refund. Disciplinary action may also be taken.**

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.

LOST AND FOUND:

Articles found in and around the school should be turned into the High School Office. Articles will be taken to Room 105 where the owners may claim their property by identifying it. Students should notify the High School Office immediately of lost articles.

RESTROOMS:

Loitering in the restrooms is NOT PERMITTED. No more than one person may occupy a lavatory stall at one time. Students are expected to use the lavatory facilities and leave so others may use the restrooms.

SCHOOL DELAYS/CANCELLATIONS:

As soon as it is determined, all students and faculty members will receive a SchoolMessenger telephone message if there is a delay or cancellation

In addition, delays and cancellations will be aired on three major television stations and KDKA Radio. Information will also be available on their respective websites as well as the School District's website

KDKA-TV	www.kdka.com
WPXI-TV	www.wpxi.com
WTAE-TV	www.thepittsburghchannel.com
BVASD	www.bellevnonarea.net

SCHOOL MESSENGER:

Belle Vernon Area School District has partnered with SchoolMessenger 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.bellevnonarea.net/schoolmessenger>



STUDENT VALUABLES:

Students are cautioned not to bring large amounts of money, electronic devices, cameras or any other valuable to school. Students, not the school, are responsible for their personal property. YOUR ASSIGNED SCHOOL LOCKER SHOULD BE LOCKED AT ALL TIMES.

STUDY HALLS:

1. Study halls are mandatory assignments. All student schedules will specify the study hall room. Study hall teachers will have a roster to check attendance each day. An unexcused absence from a study hall will be considered a class cut.
2. After attendance has been checked by the study hall teacher, students may be excused for reasons of going to the Library/Media Center or keeping an appointment with a member of the professional staff. Only a maximum of ten (10) students may go to the Library/Media Center, rotating each day. **Students are permitted to the Library/Media Center if they have a pass from a subject teacher prior to arriving to study hall.**
3. Each student must have a pass listing his/her name, date, destination, time of day and signature of the study hall teacher. Passes are only valid for the first five (5) minutes of the class period.

4. All study halls will be supervised so that students have the opportunity for quiet study. Study halls are areas in which quiet study must occur and distractions must be kept at a minimum.
5. All games, including card games are not permissible in school. Gambling, lotteries, etc. are prohibited at all times. Study halls are an extension of the classroom. **Sleeping is not permitted. Students are not permitted to consume food and/or drinks during study halls.**

TELEPHONE CALLS:

If a phone call comes in for a student, he/she will not be called from class unless it is an extreme emergency. Important messages will be attempted to be given to students between classes. Students needing to contact parent/guardians during the school days should be referred to the appropriate Office; High School Office, Counseling Office, Nurse's Office.

NO parental telephone calls will be taken by the High School Office to have students excused; except for medical/illness or extreme emergencies. Verification will be made to assure the authenticity of the dismissal.

TEXTBOOK RESPONSIBILITY:

Textbooks in Pennsylvania are purchased for the use of pupils at public expense. Pupils are held responsible for the loss of, or damage to school books and school property. When books are lost, pupils should report the matter to the teacher of the subject and also make inquiry at the Lost and Found Box in Room 105. If the book cannot be found, a new book should be procured immediately. If the lost book is not returned prior to the close of the school term, the money paid for the second book will not be refunded. All lost or damaged books must be paid for at the High School Office.

VISITORS:

Visitors will be permitted to enter the Belle Vernon Area High School to conduct school business. All visitors are required to sign in with proper identification in the office and may be required to pass through the Metal Detection System, and must obtain a visitors pass from the

High 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 High 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 2:24p.m.

INTERNET SAFETY
PARENT/GUARDIAN AGREEMENT

To be read and signed by parents and/or guardians of students who are under the age of 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. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District, and the Data Acquisition Site that provide the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, or whatever kind, that may result from the child's or ward's use of her or her access to such networks or his or her violation of the foregoing policy. 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.

Please Print:

STUDENT NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

TECHNOLOGY EQUIPMENT SIGN OUT
PARENT/GUARDIAN AGREEMENT

(As found in detail on page 47.)

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: _____

GUARDIAN ACKNOWLEDGEMENT

I have read the Belle Vernon Area High School Student Handbook in its entirety and understand that the policies and procedures outlined in the Handbook will be enforced.

Please Print:

STUDENT NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

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

**PLEASE SIGN AND RETURN THIS SHEET WITH YOUR SON/DAUGHTER
TO THEIR FIRST PERIOD TEACHER
BY FRIDAY, SEPTEMBER 7, 2018.**

THANK YOU FOR YOUR CONSIDERATION.