



**BLAIRSVILLE MIDDLE SCHOOL  
2010-2011  
PARENT-STUDENT HANDBOOK**



**Blairsville-Saltsburg School District  
Administrative Offices  
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Blairsville, PA 15717  
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**OUR MISSION**

The mission of the Blairsville-Saltsburg School District is to prepare each student to become a responsible, productive, and competitive member of an ever-changing global society.

**BLAIRSVILLE MIDDLE SCHOOL**

**104 School Lane  
Blairsville, PA 15717  
Phone: 724-459-5500 Fax: 724-459-0213**

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Lacie Cook	Emotional Support	Amanda McAnulty	Spanish
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Stacy Faulk	English - Grades 6,7	Beth O'Barto	Nurse
Janice Foister	Life Skills	Leah Onorato	Reading – Grades 6,7,8
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Kathleen Hanlon	French	William F. Popp	English – Grades 7,8
Cheryl Henkel	School Psychologist	Janet Ross	Family/Consumer Scienc
Susan Herby	Instructional Assistant	Barbara Stile	Learning Support
Joseph Intrieri	Science/History Grade 6	Kevin Stoner	Social Studies 7,8
Jeannine Jones	Instructional Assistant	Joy Watt	Technology Assistant
Kimberly Joyce	Learning Support	Allison Weir	Social Studies 6,7

**Please be advised that the Policy Manual for the Blairsville-Saltsburg School District is currently under review and revision by the Board of School Directors. Any updated policy supersedes any information that may be contained in this handbook.**

# BLAIRSVILLE MIDDLE SCHOOL

## Bell Schedule 2010-11

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### DAILY BELL SCHEDULE

School Opens: 7:15

Warning Bell: 7:27

Homeroom: 7:30 - 7:55

Period 1: 7:58 - 8:40

Period 2: 8:43 - 9:25

Period 3: 9:28 - 10:10

Period 4: 10:13 - 10:55

Period 5: 10:58 - 11:40

Period 6: 11:43 - 12:25

Lunch C: 12:28 - 12:58
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Period 7: 1:01 - 1:43

Period 8: 1:46 - 2:30

Morning Announcements: 7:30 - 7:35

Student Dismissal: 2:30 (Bell)

Teacher Dismissal: 2:45

### 2-HR. DELAY BELL SCHEDULE

Teacher Report Time: 7:15

Warning Bell: 9:27

Homeroom: 9:30 - 9:35

Period 1: 9:38 - 9:55

Period 2: 9:58 - 10:15

Period 3: 10:18 - 10:35

Period 4: 10:38 - 10:55

Period 5: 10:58 - 11:40

Period 6: 11:43 - 12:25

Lunch C: 12:28 - 12:58
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Period 7: 1:01 - 1:43

Period 8: 1:46 - 2:30

Morning Announcements: 9:30-9:35

Student Dismissal: 2:30 (Bell)

Teacher Dismissal: 2:45

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# ACADEMICS

## GRADING AND REPORT CARDS

### Grade Reports

There are four marking periods of 9-weeks each in the school year. Students will receive grade reports at the conclusion of each grading period. This report also includes teacher comments and a report of absences for each class. In addition, students and parents are issued an interim progress report during the mid-point of each quarter. Students and parents may also view daily student progress via the web with EdLine.

### Incomplete Grades

An Incomplete "I" is issued for work not completed by a specific time. The "I" will change to an "E" if work is not completed at the conclusion of the following nine-week period or summer following the 4th quarter. **It is the student's responsibility** to make arrangements with the classroom teacher to complete all requirements for grade changes.

### Passing a Subject

In order to pass a subject, a student must do ALL of the following:

1. Pass one (I) nine-week grading period second semester.
2. Achieve a 68% cumulative average.
3. Pass a competency-based final assessment.

### Grading System

Grade	%	Description	# Value	Range
A	93-100	Outstanding	4	3.5 - 4.0
B	85-92	Above Average	3	2.5-3.4
C	76-84	Average	2	1.5-2.4
D	68-75	Poor	1	0.5-1.4
E	0-67	Failing	0	0.0-0.4

Grades are determined by assessing the student's academic achievement based on the established curriculum and individual classroom guidelines, which includes class participation. Those grades are then used to calculate the GPA (Grade or Percentage Point Average) for each nine-week period. This is calculated by adding percentage scores on the report card and then dividing that sum by the number of credits taken. This is the student's cumulative percentage score for the nine-week period

### Grading

Honor Roll lists are reported at the end of each grading period and will be listed in the newspaper. There are three divisions of the Honor Roll:

- **Distinguished Honor Roll:** Students with a 95% or higher GPA
- **High Honor Roll:** Students with a 90% to 94.99% GPA
- **Honor Roll:** Students with an 85% to 89.99% GPA

*Students with an "I" (incomplete) in any subject are not eligible for the honor roll. When considering Honor Roll and other recognitions, grade point averages will not be rounded up or down.*

## Failures

No credit is given for a subject that is failed. If a student fails a required subject, it is the responsibility of the student to make arrangements for repeating the class. Such arrangements include the following:

1. **Attend an approved summer school program.** Obtain the appropriate forms and signatures from the Guidance Office.
2. **Private Tutoring.** This must be performed by a certified teacher and approved in advance by the Principal.
3. **Repeat the subject the following school year.** This should be discussed with the guidance department prior to scheduling classes for the following year especially if more than one subject was failed.

## ATTENDANCE

### DISTRICT STATEMENT

Attendance for students is mandatory as required by Pennsylvania State Public School Code of 1949 Section 1327 and Blairsville-Saltsburg School District Policy 204. Penalties and legal action for violation of the compulsory attendance regulation will be enforced as cited in section 1333 of the same code.

### FAILURE FOR ATTENDANCE (FA) POLICY (Grades 7-12)

A student accumulating any combination of seven (7) or more non-medical tardies or absences in a class or classes during a one nine week grading period, will receive an FA (Failure for Attendance) grade for that nine week period regardless of the actual percentage score achieved in that class. However, if, in the next sequential nine week marking period, during that same school year, the student accumulates a combination of less than seven (7) absences and/or tardies in the class or classes in which he/she received an FA grade then the FA grade will be erased and the student will be awarded the percentage score he/she initially earned.

### ATTENDANCE PROCEDURES

#### Absence from School

When a student is tardy or absent from school, regardless of the length of the absence, the parent or guardian shall furnish a written explanation (excuse) for the absence of the child. A written excuse is the parents' only protection from arrest and should be presented to the attendance officer immediately upon return from the absence; i.e., the day following the absence the student is to report to the attendance office prior to reporting to homeroom and submit his/her excuse. The student has two (2) days after his/her return from an absence to turn in the excuse to the attendance office. After these two days, if no excuse is submitted, the absence will automatically be marked unexcused/illegal. Failure to provide an excuse may result in legal action as described in the Pennsylvania Public School Code of 1949.

## Excused Absences

A student's absence will be recorded as excused if the absence occurred due to legitimate reasons as determined by the principal based upon review of the written excuse. The following are examples of excused absence reasons: 1) personal illness; 2) quarantine, 3) death in immediate family, 4) approved religious holiday, 5) required court attendance, 6) family educational trips (with prior approval from building principal), 7) educational tours (with prior approval of building principal), 8) school-sponsored activities, 9) athletic or extracurricular events, or 10) any event that has prior approval of the building principal. Students must use the approved form from the main office or on the school website.

## Maximum Absences

A maximum of ten (10) days of cumulative lawful absences, without a doctor's excuse, may be permitted during a school year. All absences beyond ten (10) cumulative days **WILL** require an excuse from a licensed physician. Parents/guardians will be notified in writing when the ten (10) day limit is reached. Failure to provide a physician's excuse will result in charges being filed with the District Magistrate. When the student has missed 20 days without a doctor's excuse, an Administrative Hearing may be held.

The school can at any time require a student to have a doctor's excuse for any absences. Failure or refusal to supply a valid doctor's excuse will result in an unlawful absence. **Any altered physician's certificates will be considered illegal and may be referred to the authorities.**

## Illegal Absences

A student's absence will be recorded as illegal if the absence occurred due to any of the following:

1. The student's failure to submit a written excuse within 2 days of his/her return to school from his/her parent or guardian indicating the reason for the absence
2. Absence due to parental neglect
3. Unapproved family travel
4. Unapproved educational travel
5. Oversleeping
6. Missing the school bus
7. Working at home
8. Truancy
9. Other reasons not sanctioned under "excused absences"
10. Parent's written excuse for a reason not valid under PA Code

**First Offense:** When a student has obtained the first unlawful absence, as verified by the building attendance committee, the parent will be notified by mail with a "Notice of First Illegal Absence" letter. This letter is to be considered a warning.

**Third Offense:** Upon obtaining the third unlawful absence, as verified by the attendance committee, the parent/guardian will be contacted by the attendance officer and will receive a "Notice of Final Illegal Absence" via certified mail. The packet will include a Truancy Elimination Plan (TEP) developed by the attendance committee. Upon receipt of the TEP, the parent/guardian will be required to contact the school to schedule a meeting to agree to the terms of the plan. The plan will go into effect on the date noted as part of the plan.

**Subsequent Offenses:** Further unlawful absences past the effective date of the TEP will result in truancy charges being filed with the District Magistrate. If a parent or guardian is found guilty of violating the compulsory attendance law, the parent may be fined up to \$300. Students found in violation of compulsory attendance laws also face suspension of their driver's license or may become ineligible to apply for a driver's license. Truancy charges will be filed with the District Magistrate on a weekly basis. In addition, the local county Children and Youth Services may be contacted regarding truant behavior.

Schoolwork missed due to an illegal absence is not allowed to be made up. This loss of instructional time will have a negative effect on student achievement in each class.

### Building Attendance Committee

In order to more effectively monitor student attendance, the Building Attendance Committee has been formed. Members may include the building principal, school Attendance Officer, guidance counselors, and school nurse.

### Tardy Policy

Students are considered tardy if they arrive after 7:30 a.m. Any student that is unreasonably tardy (after 11:00 a.m.) will be marked as absent for the day and will not be permitted to participate in activities after school that day. Participants in activities are expected to report to school on time the day following the activity. A student can receive an excused tardy in the following ways:

1. Upon arriving to school late, a student must turn in an excuse from a physician or dentist for an appointment they had that morning.
2. If a student is required to be at a hearing, a legal excuse from the magistrate or court must be turned in upon a student's arrival at school.
3. A student going for their driver's permit or driver's license must show a legal paper or show a permit with the date stamped on it, passed or failed.

### Early Dismissals

This procedure has been implemented for your protection.

1. A written request from the parent or guardian must be submitted by 7:30 am. This request must include the reason for the dismissal and the exact time the student is to be dismissed.
2. If the parent/guardian or a designated person is picking up the student, that person **must** come to the office and sign out the student. If the student is driving him/herself, this **must** be stated in the note.
3. Upon return to school, the student **must** submit a slip from the doctor, dentist, magistrate, driver's license center, etc. indicating the appointment date and time or the **absence will be unexcused**.

Parents and students are encouraged to make personal appointments before or after school hours since being dismissed early can cause a disruption to the educational process. These absences will also accrue toward the FA policy unless a physician's excuse is presented with two (2) days of the appointment.

**At no time are students permitted to leave the building without permission from the office.**

## Educational Trips

Educational trips are a legitimate excuse for being absent from school. Arrangements/reservations/appointments for such trips are usually made well in advance of the day of the trip and permission to be excused from school must be granted by the principal **at least three days (3) prior** to the intended absence of the trip to be considered excused. Obtain the proper EDUCATIONAL TRIP REQUEST FORM from the office, complete it and return it to the office at least three (3) days prior to the date the absence is requested. Upon returning to school, complete the Trip Summary Form. Failure to comply with this policy **MAY** result in your absence being recorded as unexcused.

## Religious Holidays

A pupil may be excused from school for observance of bona fide religious holidays by particular religious groups, in accordance with Pennsylvania School Laws upon submission of a written request by the parent prior to the day of absence.

## Participation in Extracurricular Events

An extracurricular participant must be in full attendance the day of and day after a game or event in order to participate.

## Withdrawal Procedure

Students may withdraw from school in accordance with School Board Policy #206 following the established procedure. See the guidance office for details.

# TRANSPORTATION

## BUSSING

Bus transportation and bus routes have been arranged through the collaborative efforts of the Smith Bus Company and Blairsville-Saltsburg School District for the safety and convenience of our students. The following restrictions apply:

1. Students are to ride their scheduled bus.
2. Students will be assigned seats on the bus according to the bus driver.
3. Students will remain seated while bus is in motion.
4. Loud playing radios are not permitted on the bus.
5. Food and drink are not to be consumed on the bus.
6. The school discipline policy is in effect on the bus. In addition, any fines or fees that are associated with a discipline issue may be billed to the student through the transportation office.
7. Be polite, courteous, and respectful on the bus.
8. **Students are not permitted to ride a bus other than his/her assigned bus without written permission from the school office\*.**

\*A parent/guardian permission slip **and** phone call must be supplied prior to receiving permission to ride another bus. A Boarding Pass must be procured from the office.

# ATHLETICS AND ACTIVITIES

## ELIGIBILITY

### Eligibility for Co-Curricular Activities

Participation in co-curricular events is a privilege extended to the students by the school district. This privilege may be revoked for students who are suspended or placed on Behavior Probation. The good conduct and good sportsmanship of all participants and observers of school activities and sporting events is essential. As a member of these groups, students represent the Blairsville-Saltsburg School District and should conduct themselves in a manner that reflects the pride, quality and sportsmanship indicative of BSSD schools. Schools are governed by many outside agencies, and violation of their regulations could affect the entire school. Students must always do their best and remember to cooperate in maintaining BSSD's reputation of good sportsmanship.

## PARTICIPATION

### Participation Rules

All students must constantly be passing four full credits. Eligibility will be checked weekly.

Any student absent from school, unless permitted by the office, will not be able to participate in, or attend, any activities for that day. Students must be in school by 7:30 a.m. to be considered eligible for activities that day. Students absent from school on a Friday may not participate in weekend activities. According to PIAA regulations, if a student is absent for a total of 20 or more days during a semester (10 per 9 weeks), that student is not eligible for athletics until they have been in attendance for a total of 60 school days following the 20<sup>th</sup> day of absence. Each case will be reviewed individually and a final decision made by the Principal and Athletic Director.

Students on any form of suspension cannot participate in, or attend, any after-school activities or events.

*Regulations applying to student behavior during school hours will also apply to out of school activities. (Field trips, athletic events, etc.)*

## GENERAL PROCEDURES AND GUIDELINES

### STUDENT DRESS

It is the responsibility of students to dress and groom themselves appropriately for school. They must meet fair standards of safety and health, as not to cause substantial disruption to the educational process. Certain attire is not appropriate for the educational environment. Any clothing or jewelry with an intended or implied message related to drugs, alcohol, sex, etc. are such examples and will not be permitted. Extremes in school dress and clothing or lack of clothing which is considered to be a hazard to safety or of questionable taste will not be permitted.

The following is a set of guidelines to be followed in regard to student dress. This is not considered to be a comprehensive list, but a guide to better understand the parameters set by the Administration.

- No hats, bandanas, gloves, sunglasses, and any other accessory as deemed by the building Principal.
- No lounge pants, pajama tops or pajama bottoms.
- No short shorts, or spandex shorts. All shorts and skirts must be within 6 inches of the middle of the kneecap.
- No shirts or tops that expose the midriff. No low cut shirts, blouses or tops.
- No strapless tops, see-through or mesh clothing. All tops must have two (2) straps that are a minimum of two (2) inches wide.
- No pants, shorts, or skirts may be worn below the waist and/or in a manner that reveals undergarments, underwear, or skin when standing or sitting; and no pants or shorts that are excessively large or worn off the waist.
- No coats, jackets, gloves, or other garments designed for protection from outside weather shall be worn indoors between 7:30 am and 2:30 pm.
- No chains, spiked jewelry, dog collars, or jewelry with potential to create a hazard or disruption are permitted.
- No excessive hairstyles (including Mohawks) or hair coloring of an "unnatural" color will be permitted.
- No eyebrow or lip piercings are permitted. Nose piercings must be studs of 14-gauge or smaller ONLY. During physical education classes all jewelry must be removed.
- No clothing, patches, buttons, etc. that are obscene, vulgar, suggestive, or sexual or that promote drug, alcohol, tobacco or violence or convey a double meaning will be permitted.
- No backpacks will be permitted to be carried between 7:30 am and 2:30 pm.

### ELECTRONIC DEVICES

Cell phones and other electronic devices must be kept in the students' locker from 7:15 until 2:30 per B-SSD policy and may not be used under any circumstances.

The following will occur should a student violate this policy:

1. The item will be confiscated and returned to the student at the end of the day.
2. The item will be confiscated and returned to a parent or guardian during operating hours.
3. The item will be confiscated and returned to a parent or guardian at the end of the school year.

## OTHER BUILDING PROCEDURES

### Cafeteria

Students may deposit any amount of money in their lunch accounts by giving it to the cafeteria personnel. Also, student lunches may be purchased in the cafeteria daily. Students are requested to have the correct change to prevent delays in the serving line. Students must remain in the cafeteria during their lunch period. Food cannot be delivered to school during the lunch periods.

Cafeteria Supervisors have the authority to establish and enforce procedures for managing the cafeteria. Basic procedures include the following:

- No line cutting, running or other disruptive behavior will be tolerated.
- Keep the tables and eating areas clean. Report spills or accidents to cafeteria personnel immediately.
- When students have finished eating, they will throw rubbish, milk cartons, etc., in the disposal cans provided in the cafeteria and place trays and dishes on the dishwasher counter.
- Students are to remain in the cafeteria and are excused with permission of the supervising staff member only.
- **The delivery of food or bringing of food by parents/guardians from an outside vendor (restaurant or fast-food) to the school for lunch is not permitted.**
- **ALL** food will be consumed in the cafeteria.
- Be respectful at all times.
- Eating in the cafeteria is a privilege, not a right.
- **Food and open containers are not permitted outside the cafeteria.**

### Homework

Students are responsible for completing all homework assignments. Assignments should be noted in the Student Agenda Handbook in all classes. Work assigned during student absence must be completed and students will be granted an amount of time equal to the absence to complete the work.

### Hall Passes

The Student Agenda Planner is the primary pass system when students have short-term needs such as a trip to a locker, a restroom visit, a trip to the office, etc. Students will present their Planner to their teacher when requesting such a pass. The teacher will initial the Planner in the appropriate slot (day/period) and indicate the time.

Students who need to visit the nurse's office or guidance office **MUST** first report to his/her scheduled class and secure a written pass prior to going to the nurse or counselor. **DROP-INS** are not permitted, and students **ARE NOT** to be late for or disrupt any educational process during this procedure.

### Academic Dishonesty

Our district maintains a zero tolerance position on cheating: i.e., the direct use of another student's work, plagiarism, the giving of answers, the use of cheat sheets or similar materials, etc. The academic penalties for cheating are:

- |                 |   |
|-----------------|---|
| First Offense:  | A warning and no credit for the assignment. |
| Second Offense: | A failing grade for the nine-week period.   |
| Third Offense:  | A failing grade for the class.              |

## Field Trip Procedures

A certain number of field trips are planned each year. However, all trips must be approved by the building Principal, and receive final approval from the School Board. Each child is required to bring a permission slip signed by either a parent or guardian. On occasion, special clothing may be desirable in the form of jeans, raincoat, etc. All students must ride the bus to and from the field trip. Students are not permitted to ride to or from the field trip with a parent or guardian.

**Note:** The school discipline code applies during all field trips.

## Telephone

Students who need to use the phone must report the office after receiving permission from their classroom teacher. The office phones may be used after receiving permission. **Students are not to use the classroom phones.**

## Dismissal

Bus students and students who drive will be dismissed from the building by the 2:30 p.m. bell. Bus students will board the buses at the main entrance. Riders will be dismissed following the buses - parents are to park and meet their children in the designated area. Next, student drivers will be dismissed. Finally, Walkers will exit front, main doors after the student drivers.

## Visitors and Guests

The visitation policy of the Blairsville-Saltsburg School District is to receive only those visitors who wish to tend to school business. All visitors must report to the office, register the time and day of their visit and obtain a Visitor's Pass. Students must receive permission in advance, **from the principal**, prior to bringing visitors to school. Parents and visitors are not permitted to interrupt or disturb classrooms at any time.

## Books

Any book that is lost, damaged or destroyed beyond repair will be paid for at the office before a new book is issued. Teachers will not issue replacements until students present a receipt from the office. A check of all textbooks will be made at the close of each semester. The teachers will assess fines where there is evidence that the proper care has not been taken of the book. Any new hardback book damaged beyond normal use, but still useable, shall be assessed a fine of \$5.00. Charges for lost or badly damaged books will be made according to the following scale:

- 1<sup>st</sup> year of use - Full price
- 2<sup>nd</sup> year of use - Full price
- 3<sup>rd</sup> year of use - Less 20%
- 4<sup>th</sup> year of use - Less 30%
- 5<sup>th</sup> year of use - Less 50%

A minimum of \$10.00 will be charged for all lost textbooks.

## School Debts

The student must pay for any material that is lost or destroyed by the student, which belongs to the school. If a student fails to pay for the material at the time it is lost or destroyed, it will be recorded as a debt which must be paid prior to the end of the school year.

## Fire Drill/Emergency Drill Regulations

Maximum safety in case of a fire can be realized through the efficient and orderly evacuation of the school. Fire Drills will be conducted on a monthly basis to insure that the buildings can be evacuated in such a manner. When the fire alarm sounds, follow the directions of your teacher and begin the following procedure:

The students nearest the classroom door will open the door and continue to hold the door open until all students have exited the room. The teacher will be the last to leave the room. Teachers will turn out the classroom lights and close the classroom door before leading students out of the building.

- Do not attempt to remove books or wraps.
- Exit the room in an orderly fashion.
- Remain a safe distance from the building.
- When the signal is given to return, reverse this procedure

## Student Agenda Handbooks

All students are required to use the Student Agenda Handbook provided by the school. It must be carried with students at all times with the exception of to and from lunch. It will function in three main ways:

1. As the student's copy of the Discipline and Attendance Policies
2. As the primary pass system
3. As a daily assignment book

*Lost planners must be replaced at the student's expense, cost \$5.00*

## Vending Machines

The use of vending machines is limited to after-school hours. The use of vending machines in the cafeteria is limited to use during students assigned lunch. Students are not to use the vending machines other than the above designated times.

## Use of Medication

Prescription and non-prescription medications will be administered to students **by the nurse**. A written note signed by the parent/guardian indicating the exact time(s) and dosage of the medication must be presented to the nurse with the medication. All medications shall be securely stored in the school office/health room and kept in the original labeled container. This includes aspirin and Tylenol. A STUDENT MAY NOT CARRY HIS/HER OWN MEDICATION, including over the counter medicines. If caught, they could be subject to discipline under Article IV of the BSSD Drug and Alcohol Policy

## Health Curriculum

Your son/daughter will receive instruction about Acquired Immune Deficiency Syndrome (AIDS) as part of the health curriculum. The AIDS instruction will include information about the nature, transmission and prevention of the disease. The instruction will also include the emphasis that abstinence is the only 100% certain method of birth control and preventing transmittable diseases/AIDS.

The district will excuse any pupil from this instruction if it conflicts with religious beliefs or moral principles of the pupil, parent or guardian. Written requests to be excused must be presented to the building principal.

All curriculum materials used in the instruction will be available to parents or guardians during normal school hours or at a parent conference.

## NOTICES

### CHAPTER 15 ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Blairsville-Saltsburg School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact your building Principal.

## LOCKERS

Lockers are the property of the school district and are on loan to students for use. Only school-issued locks are permitted on lockers.

All students will be issued a lock for their assigned locker by the school through their homerooms. **Students should not reveal their locker combination to anyone else. Lockers should not be shared.** Lockers and their contents, including school-issued materials, are the responsibilities of the students. Because lockers may be subject to search and because **students will be held responsible for anything found in their lockers**, it is a school rule that lockers or combinations not be shared. This rule is designed to protect students. Locks that are damaged or removed from the lockers will have to be replaced by the students to whom they are issued at a cost of \$5.00.

## SEARCH AND SEIZURE

The school district acknowledges the need to provide a safe learning environment for its staff and students and in accordance with Board Policies #218 and 219, the search and seizure policy will be as follows:

**Locker Search** - All lockers are and shall remain the property of the Blairsville-Saltsburg School District. Therefore, students cannot expect a right to privacy when using the district's lockers. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

**Personal Property** - Any item which has been brought onto school grounds is subject to search in the interest of the safety and well being of all individuals.

**Vehicle Search** - Any vehicle on school property is subject to search if the principal or his designee has established reasonable suspicion or probable cause for possession of contraband or stolen property.

The District reserves the right to request intervention from police authorities, including the use of canine units, which will have the same rights as detailed within the Search and Seizure guidelines. Police intervention shall be in accordance with School Board Policy #218.

If the school delegate finds that a student is in violation of public law, or if that student has placed himself/herself, or the staff and students on the campus at risk, then that individual will be subject to the discipline guidelines as defined in this Student Handbook.

## USE OF VIDEO SURVEILLANCE EQUIPMENT

Video surveillance equipment will be in use in the school hallways, cafeteria and on the buses. Privacy is not to be expected in these areas.

## B-SSD POLICIES AND PROCEDURES

### STUDENT RIGHTS AND RESPONSIBILITIES

Students' rights and responsibilities are governed by Pennsylvania School Code and BSSD District Policy. Those can be found by visiting our website: [www.b-ssd.org](http://www.b-ssd.org). Specific codes and policies include:

12.1	<i>Free Education and Attendance</i>
12.2	<i>Student Responsibilities</i>
12.3	<i>School Rules</i>
12.4	<i>Discrimination</i>
12.6	<i>Exclusion from school</i>
12.7	<i>Exclusion from classes - in-school suspension</i>
12.8	<i>Hearings</i>
12.9	<i>Freedom of Expression</i>
12.10	<i>Flag Salute and Pledge of Allegiance</i>
12.11	<i>Hair and Dress</i>
12.12	<i>Confidential communications</i>
12.14	<i>Searches</i>

### DRUG AND ALCOHOL POLICY

The Blairsville-Saltsburg School District is committed to an environment free from the unlawful use of drugs and alcohol for its students. In conjunction with the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226), Blairsville-Saltsburg School District will annually provide a statement of standards of conduct to all students. The Drug-Free Schools and Communities Act requires that as a condition of receiving drug-free school funds, all education agencies must adopt and implement programs to prevent the unlawful possession, use or distribution of drugs and alcohol by students.

#### **Legal Consequences of Drug and Alcohol Violations**

Blairsville-Saltsburg School District absolutely prohibits the unlawful manufacture, distribution, possession or use of a controlled substance or alcohol on Blairsville-Saltsburg School District premises or while participating in or attending school related activities of the district on the school premises. All applicable legal sanction under local, state or federal law for the unlawful possession or distribution of drugs or alcohol will be applied.

## Blairsville-Saltsburg School District Drug and Alcohol Policy

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	DISPOSITION OF SUBSTANCE	DISCIPLINE/REHABILITATION	NOTIFY LLE
<b>ARTICLE I</b> A professional staff member is concerned about student behavior, including but not limited to tardiness, absenteeism, etc. It may or may not be related to the use of drugs, alcohol, or mood-altering substances.	1. Observe and record inappropriate behaviors. 2. Discuss concerns with student and a verbal warning may be issued. 3. Ask for a change in the student's behavior. In order to facilitate this process, use of a written student contract is recommended. 4. If tardiness is a problem, refer to the student's behavior plan. 5. If no satisfactory change, refer student to Core team.	Core Team will investigate as needed	Notification of behavior and/or performance indicators if warranted.	N/A	An intervention conference will be held if the Core Team feels it is indicated by the data plus Policy #16.	N/A
<b>ARTICLE II</b> A student demonstrates symptoms of possible drug or alcohol use (staggering, slurred speech, incoherence, excessive sweating, loss of response, vomiting, unresponsiveness, etc.). This situation will be handled as a medical emergency.	All standard health and first-aid procedures will be followed. The student will not be left unsupervised.	If drug or alcohol use is confirmed, the Principal or authorized designate is responsible for initiating the investigation procedures normally employed when a student is apprehended for possession of a controlled substance. If drug or alcohol use is suspected.	Yes	If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of medical attention. If the substance has been sealed, documented and submitted to the police for analysis.	Minimum - 10 day suspension if drug or alcohol use is verified Minimum of 4-10 days suspension. Maximum - Possible recommendation for expulsion.	Yes, if chemical substance is confiscated.
<b>ARTICLE III</b> This student is found in possession of paraphernalia which includes, but is not limited to, pipes, bongs, pipes, stones and needles).	School personnel will confiscate the paraphernalia, escort the student to the Principal's office, or summon the Principal or a School Security member writes a succinct report of incident.	The Principal or designee will request that the student empty his/her pockets and/or purse and volunteer all paraphernalia. Upon reasonable suspicion, all personal property will be searched according to school policy. The student shall not be left unsupervised.	The Principal or designee will attempt to contact the parent/guardian immediately and describe the situation. The Principal or designee will attempt to provide the parent/guardian with an opportunity to be present when police are involved.	When paraphernalia is confiscated, it will be properly documented and stored.	Refer to Core Team. Minimum - School Board Hearing.	Yes, if appropriate.
<b>ARTICLE IV</b> The student is found in possession of using or is found in possession of a controlled substance when attending any school sponsored function or travel, on or off school property, and including any athletic or activity event at another school district, school, or public/private location.	The group sponsor or accompanying administrator will be notified. Security to be summoned if necessary.	The sponsor(s) or administrator(s) will request that the student empty his/her pockets and/or purse and volunteer all drug like substances. The student will not be left unsupervised.	A parent/guardian will be contacted immediately and describe the situation. The Principal or designee will attempt to provide the parent/guardian with an opportunity to be present when police are involved.	Substance will be sealed, documented, and turned over to police with a request for analysis.	Refer to Core Team Minimum - 4-10 days (full suspension) Maximum - School Board hearing. Exclusion from extracurricular activities at the discretion of the Principal.	Yes
<b>ARTICLE V</b> A student is caught with drugs or alcohol for the first time and is cooperative with investigation.	Professional staff will confiscate substance and escort student to Principal's office.	The Principal or designee will request that the student empty pockets and/or purse and volunteer all drug-like substances. The student will be searched and then the student's locker, backpack, and personal property will be searched in accordance with school policy and Chapter 12, Section 12.14 of the PA Public School Code. The student will not be left unsupervised.	The Principal or designee will attempt to contact the parent/guardian immediately and describe the situation. A parent conference will be arranged.	Substance will be sealed, documented, and turned over to the police with a request for analysis.	Refer to Core Team Minimum - 4-10 days suspension Maximum - School Board hearing Assessment by a licensed drug and alcohol professional for compliance with its recommendation. Exclusion from extracurricular activities at the discretion of the Principal.	Yes
<b>ARTICLE VI</b> A student is caught with drugs or alcohol for the first time and is uncooperative with investigation.	Professional staff will summon Principal and confiscate drug.	The student will be appropriately searched. The student's locker, desk, and all personal property will be searched according to the PA Public School Code. The student will not be left unsupervised.	The Principal or designee will attempt to contact the parent/guardian immediately and describe the situation. A parent conference will be arranged.	Substance will be sealed, documented, and turned over to the police with a request for analysis.	Refer to Core Team Minimum - 4-10 days suspension Maximum - 10 days and alcohol facility within 10 days and compliance with its recommendation. Exclusion from extracurricular activities at the discretion of the Principal.	Yes
<b>ARTICLE VII</b> A student is caught again in possession of a drug or alcohol.	The teacher will summon the Principal or escort the student to the Principal's office.	The student will be appropriately searched. The student's locker, desk, and all personal property will be searched according to School policy and the PA Public School Code. The student will not be left unsupervised.	The parent will be asked to report to the school.	Substance will be sealed, documented, and turned over to the police with a request for analysis.	Refer to Core Team Minimum - 4-10 days suspension Maximum - School Board hearing Assessment by a licensed drug and alcohol professional for compliance with its recommendation. Exclusion from extracurricular activities at the discretion of the Principal.	Yes
<b>ARTICLE VIII</b> A student is distributing a drug, mood-altering substance, or alcohol.	School personnel will confiscate chemical(s), escort student to the Principal's office or summon the Principal or a designee. Contact police.	Police will handle from legal point of view. Core Team will gather data, assess and plan for intervention process without inaction.	The Principal or designee will attempt to contact the parent/guardian immediately and describe the situation. The Principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.	Substance will be sealed, documented, and turned over to the police with a request for analysis.	Refer to Core Team Out of School suspension with possible return to school approved, assessment by a licensed drug and alcohol facility for compliance with its recommendation.	Yes

## Counseling, Treatment, Rehabilitation or Reentry Programs

Blairsville-Saltsburg School District students and employees may contact the ARIN Prevention Unit for resource material or the following agencies for information about counseling, treatment, rehabilitation or reentry programs.

### Treatment Resources

Armstrong/Indiana County  
Drug and Alcohol Commission  
Shelocta, PA 15774  
(724) 354-2746

The Open Door  
20 South Sixth Street  
Indiana, PA 15701  
(724) 465-2605 or 800-794-2112

#### Other toll free sources of information:

1-800-COCAINE - Cocaine Helpline  
1-800-NCA-Call - National Council on Alcoholism Information  
1-800-662-HELP - National Institute on Drug and Alcohol

### NON-DISCRIMINATION POLICY

The Blairsville-Saltsburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices in accordance with federal and state statutes and regulations. For information regarding civil rights, grievance procedures or services, activities, and person, contact your building Principal.

### ASSAULT / HARASSMENT

The Blairsville-Saltsburg School District will not tolerate any form of Assault which is defined as: Engaging in a course of conduct, or repeatedly committing acts which seriously alarms, harms, or annoys another person. Including, but not limited to: Harassment, Sexual Harassment, Ethnic Intimidation and Physical Assault.

In addition to district consequences, civil penalties for assault include imprisonment for a term of not more than 90 days and maximum fine of \$300.00. (See PA Civil code, Chapter 27, lines 2709-3309).

### WEAPONS POLICY

In accordance with Section 1317.2 to the Public School Code provides that school districts must expel for a period of at least one year "any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any conveyance providing transportation to a school or school sponsored activity". 24 PA. Stat. Ann. 1317.2(A). The Act defines "weapon" to include, but not be limited to, "any knife, cutting instrument, cutting tool, nunchak, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting bodily injury".

### ATTENDANCE POLICY

Attendance for students is mandatory as required by Pennsylvania State Public School Code of 1949 Section 1327 and Blairsville-Saltsburg School District Policy 204#2. Penalties and legal action for violation of the compulsory attendance regulation will be enforced as cited in section 1333 of the same code.

## DISCIPLINE POLICY AND PROCEDURES

### Guidelines for Conduct

The Board shall require each student of this District to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules (Board Policy 216).

*Page 19 of this handbook shows the Recommended Disciplinary Guidelines adopted by the Administrative Team based on Policy 216.*

### Disciplinary Option

**Lunch Room Detention (LRD)** - Removes students to Room 113 to be supervised by a member of the professional staff while eating their lunch. Students not reporting to Lunch Room Detention will receive an additional day of LRD.

**After-School Detention (ASD)** - Will convene from 2:35 to 4:35 p.m. This session will be supervised by a member of the professional staff and the students are to be prepared for academic work. Students not prepared will be assigned additional ASD or suspended. Also, students who fail to attend assigned ASD will be assigned additional days or will be suspended. Parents are responsible for the students' transportation home.

**In-School Suspension (ISS)** - Removes students from their regular school day schedule, placing them in a different location. Students are provided with their schoolwork for the day and are required to complete the work provided. They are also responsible for making up any other work missed that day. Lunch is also eaten in that location.

**Out-of-School Suspension (OSS)** - Students are removed from the educational setting for a period from one (1) day to ten (10) days. Cases of repeat offenders requiring OSS will be taken before the Board of Directors for review. Parents are notified in writing when their child is assigned OSS. Students are expected to make up all work missed during a suspension.

**Behavior Probation (BP)** - A student placed on Behavior Probation is not permitted to attend, as a participant or spectator, any school functions or extracurricular activities such as the sporting events, concerts, assemblies, musical, etc. Students may be placed on Behavior Probation following a review of the student's behavior by the principal at his/her discretion.

### Limits on Participation

A student who is suspended may not attend any school function during the duration of the suspension. This includes weekends if the suspension is Friday and Monday of the same weekend.

## RECOMMENDED DISCIPLINARY GUIDELINES

		Occurrences / Consequences		
		1	2	3
<b>I. Handled By Classroom Teacher:</b>				
A.	Tardiness - Failure to be physically present in the classroom and prepared to begin class on time.	Warning	Parent Call	TAD for each offense
B.	Food / Drink in the Classroom - Possession of opened food or beverage containers without permission from the School Nurse or Building Principal. Upon Office Referral, will be handled as "Insubordination."	Warning	Removal + TAD Parent Call	Office Referral
C.	Public Display of Affection - Any outward display of affection (hand-holding, hugging, kissing) or any other gesture that could be construed as such. Upon Office Referral, will be handled as "Insubordination."	Warning	Removal + TAD Parent Call	Office Referral
D.	Cheating - Copying of another student's work, discussion of assessment items, Plagiarism, or any other action that may be construed as cheating.	"0" for assign. + TAD Parent Call + Office	"0" for MP. Parent Conf + Office	"F" for year. Parent Conf. + Office
E.	Disruptive Behavior - Any behavior that disrupts the learning environment. May include talking, failure to follow directions or complete assignments.	Warning Seat Change	Removal + TAD Parent Call	Office Referral
F.	Obscenity or Profanity - Use of profanity toward teacher or another student, the possession of obscene materials, or the discussion of activities/actions considered obscene.	Removal + TAD Parent Call	Office Referral	
G.	Disrespectful Behavior - Any behavior which the teacher or staff member deems to be disrespectful. Should be an action more severe than those under "Disruptive Behavior."	Removal + TAD Parent Call	Office Referral	
H.	Cutting Class - Failure to attend a scheduled class, study hall, lunch, assembly, or any scheduled required activity during the regular school day.	Office Referral		
I.	Possession of Forged Notes - Any note from a parent, hall pass, etc. that is believed to be fraudulent.	Office Referral		
J.	Dress Code - Any violation of the Dress Code Policy as stated in the current school year Handbook. Upon Office Referral, will be handled as "Insubordination."	Office Referral		
K.	Cell Phone / Electronic Device - Possession of any electronic device (audio device, cell phone, laser pointer, etc.) not directly associated with instructional necessity. (Exceptions: calculator, etc.)	Confiscate, Tag, Taken to Office		

TAD=Teacher Assigned Detention; ASD=After School Detention; ISS=In-School Suspension; OSS=Out-of-School Suspension;  
 SAP=SAP Team Referral; LLE=Local Law Enforcement; ◆=May Require Outside Agency  
 Expulsion=Recommendation for Expulsion sent to Board of School Directors

[Note: These are guidelines only. Any infraction may warrant more or less severe penalties (or different penalties) based on the circumstances presented.]

II. Handled By Administration:		Occurrences / Consequences				
		1	2	3	4	5
A.	Cutting Class - Failure to attend a scheduled class, study hall, lunch, assembly, or any scheduled required activity during the regular school day. Leaving campus w/o permission moves to level 2.	1 ASD per cut	1 ISS	3 ISS	5 OSS	10 OSS Expulsion
B.	Student Disruption - Any behavior that disrupts the learning environment.	1 ISS	3 ISS	5 OSS	10 OSS Expulsion	
C.	Possession or Use of Forged School Notes - The use of forgery or illegally obtained school forms.	1 ISS	3 ISS	5 OSS	10 OSS Expulsion	
D. ♦	Obscenity or Profanity - The use of any obscenity or profanity reported by a teacher within the school.	1 ISS	3 ISS	5 OSS	10 OSS Expulsion	
E.	Failure to Identify Self / Lying to Avoid Blame - When asked to identify him/her self, students resists or gives wrong name. Also, falsification of statements to place the blame on someone other than the true actor.	1 ISS	3 ISS	5 OSS	10 OSS Expulsion	
F.	Cafeteria Disruption - Any action that takes place in the cafeteria that disrupts others. More severe actions will follow other parts of the discipline code. Clean up if necessary.	5 Lunch Detentions	1 ISS	3 ISS	5 OSS	10 OSS Expulsion
G.	Bus Misbehavior - Any action that takes place on the bus that disrupts others. More severe actions will follow other parts of the discipline code.	1 ASD	1 ISS + 3d off bus	3 ISS + 5d off bus	5 OSS, LLE+ Bus removal	10 OSS, LLE Expulsion
H.	Insubordination - The conscious refusal to obey a reasonable order or directive by a faculty or staff member which is consistent with school policy.	1 ISS	3 ISS	5 OSS	10 OSS Expulsion	
I.	Failure to Serve Disciplinary Assignment - Failure to attend Detention or Suspension when assigned. Failure to serve detention begins at level 1.	2X Original Assignment	Next Level	5 OSS	10 OSS Expulsion	
J.	Intimidation / Instigation - Any act which makes one student feel intimidated by another. Otherwise, any actions which are deliberately or intentionally stirring conflict.	1-3 ISS SAP	3-5 ISS	5-10 OSS	10 OSS Expulsion	
K.	Cheating - (Also includes academic penalties assessed by classroom teacher.)	1 TAD	3 ISS	5 OSS	10 OSS Expulsion	
L.	Disrespectful Behavior - Any behavior which the teacher or staff member deems to be disrespectful. Should be an action more severe than those under "Disruptive Behavior."	1 ISS	3 ISS	5 OSS	10 OSS Expulsion	
M. ♦	Physical Contact - Physical contact between two or more students. Any hostile encounter which involves physical contact or force between two or more students. If any injury exists, go directly to Fight / Assault.	3 ISS to 5 OSS	Go To Assault			
N. ♦	Harassment / Bullying - Unwelcome advances of a verbal or physical nature which demean a person and/or create a hostile or offensive learning environment. Can also include use of discriminatory slurs. Sexual Harassment begins at level 2.	3-5 ISS SAP	5-10 OSS	Expulsion		
O. ♦	Student Responsibilities or Other Actions - Other major disruptions to the educational process or those noted in Title 22 §12.2 of PA Code.	Actions at discretion of Administration				
P. ♦	Parking / Driving Violation - Parking in a school lot without a permit, parking in a space other than the one assigned. Driving in a manner that may endanger people or school property.	1 ASD Warning	1 ISS \$10 Fine	3 OSS, Fine, Revocation	5 OSS, Fine, LLE	10 OSS, LLE Expulsion
Q.	Cell Phone / Electronic Device - Possession of any electronic device (audio device, cell phone, laser pointer, etc.) not directly associated with instructional necessity. (Exceptions: calculator, etc.)	Returned to Student at end of day	Returned to Student at end of day	Returned to Parent during school hours	Returned to Parent at end of School Year	

		Occurrences / Consequences				
		1	2	3	4	5
<b>III. Handled by Administration and Local Law Enforcement (LLE):</b>						
A.	Possession or Use of Tobacco or Related Products - Possession or use of tobacco or tobacco-related products on school property. Includes lighters, matches, etc. (Non-academic)	1 ISS / SAP LLE	3 ISS / SAP LLE	5 OSS / SAP LLE	10 OSS + LLE Expulsion	
B.	Disorderly Conduct - Creating an offensive condition by any act which serves no legitimate purpose. Actions may include fighting, obscene language or gestures, irregular attendance patterns, or building-wide disruptions.	3 OSS LLE	5 OSS LLE	10 OSS + LLE Expulsion		
C.	Drugs and Alcohol - Covers the suspicion of use, actual use, or possession of any drug, mood-altering substance, or alcohol.	As outlined in District Drug/Alcohol Policy				
D.	Theft - Wrongful taking, obtaining, or withholding of any property from an owner with the intent to deprive said owner of such property or to appropriate the same for oneself or a third person.	3 ISS LLE	5 OSS LLE	10 OSS + LLE Expulsion		
E.	Vandalism - Injury to, defacement of, or destruction of school or another person's property. (Reimbursement must be made prior to returning to school.)	3 ISS LLE	5 OSS LLE	10 OSS + LLE Expulsion		
F.	Incorrigible Behavior - Excessive disciplinary infractions by any one student. (May be initiated upon 3 <sup>rd</sup> disciplinary infraction of any offense in Category II or III.)	5 OSS LLE	10 OSS + LLE Expulsion			
G.	Threat to Person(s) - Expression(s) toward a student, a school employee, or a visitor that conveys intent to inflict damage, evil, or injury.	5 OSS LLE	10 OSS + LLE Expulsion			
H.	Fight / Assault - Inflicting physical injury upon another person.	5 OSS LLE	10 OSS + LLE Expulsion			
I.	Possession of Knives or Injurious Instrument - Possession of any injurious instrument not classified as a firearm or explosive.	10 OSS + LLE Expulsion				
J.	Robbery / Extortion - Use or threat of the immediate use of physical force upon another for the purpose of committing a theft / Seeking or obtaining a payment or other profit from another person by intimidation or threat of injury to a person or property.	10 OSS + LLE Expulsion				
K.	Arson - Starting a fire or causing an explosion with the intent to destroy or cause damage.	10 OSS + LLE Expulsion				
L.	Tampering with Fire Alarm or Equipment - Tampering with or destruction of any fire alarm or fire equipment. (Includes setting off false fire alarm.)	10 OSS + LLE Expulsion				
M.	Making Terroristic Threats - Threatening to commit an act of violence with the intent to terrorize another or to cause a building to be evacuated.	10 OSS + LLE Expulsion				
N.	Dangerous Weapon / Explosive - Possession of a firearm (or similar item) or any explosive device (including fireworks). Other stipulations as outlined in weapons policy.	10 OSS + LLE Expulsion				
O.	Other Onerous Actions - Any actions that are grossly negligent, severe in nature, or otherwise not covered in this section of the discipline plan.	10 OSS + LLE Expulsion				
		Actions determined by Building Administrator, Superintendent, School Board or other outside agency.				