

BLAIRSVILLE MIDDLE SCHOOL
2008-09
PARENT-STUDENT HANDBOOK

Blairsville-Saltsburg School District
Administrative Offices
102 School Lane
Blairsville PA 15717
Phone: 724-459-5500 Fax: 724-459-9209

Arnold J. Nadonley - Superintendent
Theresa Hanley – Director of Education
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BOARD OF EDUCATION

Paul A. Bell
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Linda Johnson
Michael LaMantia
George L. Rowley

B. Edward Smith
Michael Smith
Brett Treece

MISSION STATEMENT

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. To accomplish our mission, we are committed to providing leadership opportunities that challenge and actively engage our students in the learning process. *Achieving Excellence in Education by Focusing on Student Learning* requires the cooperative efforts of all people and organizations associated with our District to provide a positive school climate and to enable all students to become lifelong learners.

BLAIRSVILLE MIDDLE SCHOOL
104 School Lane
Blairsville, PA 15717

Phone: 724-459-5500, ext. 3128 Fax: 724-459-0213

Debra Shirley, Principal

Mark Zerfoss, Guidance Counselor
Jessica Pritts, Guidance Counselor

Deborah Lutton, Principal's Secretary
Lynn Soltesz, Guidance Secretary

Shelley Anderson	Instructional Assistant	Julianne Lloyd	Math – Grade 8
Richard Artley	Health/Physical Education	Amanda McAnulty	World Language
James Buckles	Math – Grade 7	Yolande McCloskey	Media Center
Linda Chapla	Art	Mary Jane Mikesic	Health/Physical Education
Josh Cunningham	Comparative Studies 7	Robin Miller	Instructional Assistant
Valerie DeMarines	Science – Grade 8	Alice Moore	Band/General Music
Jill Elkin	Instructional Assistant	Debra Moorhead	Family & Consumer Science
Stacy Faulk	English – Grade 7	Joanna Morgan	Learning Support
Janice Foister	Lifeskills	Beth O'Barto	School Nurse
John Forte	Science – Grade 7	Leah Onorato	Reading – Grade 7
Michael Funyak	Technology Education	Fred Popp	English – Grade 8
Kimberly Henigin	Language Arts – Grade 6	Brenda Rovison	Reading – Grade 6
Cheryl Henkel	School Psychologist	Barbara Stile	Learning Support
Susan Herby	Instructional Assistant	Kevin Stoner	Early American History 8
Joseph Intrieri	Science – Grade 6	Scott Stuchal	Math – Grade 6
Stacie Isenberg	Technology Mentor	Randall Thorn	Chorus/General Music
Kimberly Joyce	Learning Support	Joy Watt	Technology Assistant
Karen Kunkle	Gifted/Talented	Denise Zabinski	Speech/Language Clinician

ACADEMICS

GRADING POLICY

The grading system for the Blairsville-Saltsburg School District is as follows:

A final grade for the year will be determined using some combination of quarterly grades, final exam and performance assessments.

Each grading period and the final exam will be shown as a letter grade on the quarterly report card. Corresponding percentage grades are shown on the table below.

1. The grade the student earns will show on the report card each nine weeks. (Variations are noted below.) Shading with a + or – will not be used. The report card is to be taken home, signed by the parent and the envelope is returned to school the following school day.
2. The grading system will be as follows:

A Outstanding	D Below Average	O Outstanding	P Pass
B Above Average	E Failing	S Satisfactory	F Fail
C Average	I Incomplete	U Unsatisfactory	

(All subjects will be graded each report period)
3. Numerical value for grades will be A – 4, B – 3, C – 2, D – 1, E – 0.
4. Incomplete grades will be given for work not completed by the specified time. Work must be completed and grades will be assigned accordingly. Each quarter, all “I’s” must be removed, or they will be replaced with “E’s”. Final Quarter “I’s” may affect promotion requirements unless resolved.
5. In computing grades, the following guide will be used:
6.

3.5 - 4.0 A 93 – 100%	1.5 – 2.4 ... C 76 – 84%	0.0 – 0.4 E 0-67%
2.5 – 3.4 B 85 – 92 %	0.5 – 1.4 ... D 68 – 75%	
7. Students must pass at least one of the first two grading periods and one of the final two grading periods to receive a passing grade for the year. Downward progress may require summer school attendance.
8. FAILURES – Students may not fail more than one major subject each year in order to be promoted. If a student fails for the year, it is the responsibility of the student to make arrangements for repeating the class(es). Such arrangements include the following:
 - A. Attend an approved summer school program. The student must obtain the appropriate forms and signatures from the guidance office. Cost/transportation is the responsibility of the parent/guardian.
 - B. Private tutoring must be performed by a certified teacher and the goals and objectives and method of evaluation approved in advance by the principal.

CHEATING POLICY

Our district maintains a zero tolerance position on cheating: *i.e.*, the direct use of another student’s work, talking to another student during a test, the giving of answers, the use of cheat sheets or similar materials, asking questions of another student, using cell phones/text messaging, talking aloud to oneself, *etc.* The penalty for cheating is:

First Offense: A warning and no credit for the assignment/test.

Second Offense: A failing grade for the nine-week period

Third Offense: A failing grade for the class

Student stealing, distributing or using unauthorized tests or any other such major form of cheating will receive an “E” grade for the grading period in the subject involved and other disciplinary actions will be assigned. Student committing plagiarism, “the use of another person’s words or ideas without an acknowledgment of the source,” he or she will receive a “zero” for that assignment with no opportunity for re-doing assignment.

SCHEDULE CHANGES

Student motivated schedule changes must occur during the first ten days of school. Schedule changes are accepted by the guidance counselor after the student notifies the guidance office secretary of the request and will be completed if the request is to add/drop only an elective class. Changing a schedule to accommodate a student’s social need to be with a friend

or a group of students will not be honored. Withdrawal from an elective class (i.e. dropping band or chorus) without academic consequence must occur by the tenth day of school. Requests to withdraw from a class after that tenth day time frame will result in Withdrawal Failure (WF) for that class. The request to withdraw from an elective class must be accompanied by a note from the student's parent/guardian giving permission for this to occur. The guidance counselor will call the parent/guardian to arrange a meeting with the principal, guidance counselor, teacher, and parent to discuss the consequence of the withdrawal from the class. The withdrawal will be represented on the student's report card as WF unless indicated differently by the Superintendent and the Principal and no credit given for any time the student successfully participated in that class. A modified/new schedule will then be recreated for the student.

HONOR ROLL

Requirements for honor roll recognition at Blairsville/Saltsburg Middle Schools are as follows:

Distinguished Honor Roll – 4.00 grade point average

High Honor Roll – 3.50 to 3.99 grade point average

Honor Roll – 3.00 to 3.49 grade point average

Classes that are graded with "O", "S", "U", or "P" will not be included in computing the Honor Roll. Any student receiving a "D", "E", "P", "I", or "U" in any subject area or receives a "C" in more than one core subject area is automatically eliminated from the Honor Roll. For an incomplete grade, "I", the work must be submitted before a new grade average can be computed.

PROMOTION

In grades 6, 7, and 8 a student may not fail more than one major subject each year in order to be promoted. A major subject is a class scheduled to meet 5 days a week for an entire year. Students who fail more than one major subject may be transferred to the next grade if it is considered to be in the best interest of the student. The administration and staff will make this decision.

STANDARDIZED TESTING

The Pennsylvania State System of Assessment (PSSA) is administered to 6th, 7th, and 8th graders in the spring and the writing component to 8th graders also in the spring. A criterion referenced test called **4Sight**, is administered during the 9-week grading periods.

WITHDRAWALS FROM SCHOOL

Students withdrawing from school are to use the following procedure:

1. The parent or guardian who enrolled the student meets with the guidance counselor and signs a withdrawal form for the clearance of books, locker and any other obligations.
2. The student has all teachers sign the withdrawal form. The student then takes the form to the main office for signatures.
3. The student returns the completed form to the guidance office.
4. All financial responsibilities must be taken care of before the last attended day.

ATHLETICS

ATTENDANCE ELIGIBILITY

Students absent from school on the day of an athletic or extracurricular event are NOT permitted to attend practice, tryouts, or competitions. Additionally, students participating in PIAA sports must be in attendance for 60 days following the 20th day of absence during a semester before becoming eligible. **Attendance does carry into the next school year.**

CONDUCT OF ATHLETES AND SPECTATORS AT ATHLETIC EVENTS

Students and their guests are welcome to attend interscholastic athletic competitions to support our Blairsville teams. Students and spectators are expected to demonstrate good sportsmanship and appropriate social behavior during all athletic events, both at home and away competitions. Students who leave an event will not be permitted to return. Please protect the gymnasium floor by wearing tennis shoes and consuming food and beverages in the gym lobby. In addition, have any signs or posters you wish to hang in the gym approved by and administrator prior to the athletic competition. All rules in the Discipline section of this handbook will be enforced. The School District reserves the right to eject any athlete or spectator who does not comply with the established student conduct and the PA Interscholastic Athletic Association (PIAA) rules. The PIAA offered the following guidelines to member schools.

PARTICIPATION PERIOD

Students may only participate in interscholastic sports for a total of 6 years in grades 7-12. **The Pennsylvania Interscholastic Athletic Association rules apply to grades 7 through 12. The PIAA prohibits participation of fifth and sixth grade students in interscholastic sports.**

PHYSICAL EXAMINATIONS

To be eligible to participate in Blairsville-Saltsburg interscholastic competitions, a student must have PIAA Parent/Physician Certificate on file in the athletic director's office **before** the first practice. Students may choose to have their own physicians complete the form or schedule a time with the school's physician. Physicals must be conducted within six (6) weeks of the first practice date.

ACADEMIC AND CURRICULAR REQUIREMENTS (P.I.A.A. interscholastic competition grades 7-9)

- A student must pursue a curriculum defined and approved by administration.
- You must be passing at least four full-credit subjects or the equivalent as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility according to P.I.A.A rules.
- You must pass at least four full credit subjects or the equivalent during the previous grading period, except that eligibility for the 1st grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 days of the next grading period, beginning on the first day report cards are distributed.
- Any student on the Academic Ineligibility list or the Behavior Probation List due to disciplinary action or attendance, will be ineligible to participate until detention hours, suspensions and/or removal from Behavior Probation list are completed.

STUDENT CONDUCT ELIGIBILITY

The head coach of each program develops the rules for tryouts, participation, and behavior. All participants are expected to follow the rules and demonstrate proper conduct at all times – during practices- at home and away. A student may, at any time be withdrawn from competition if his/her citizenship is such that he/she is considered an unworthy representative of the Blairsville-Saltsburg School District. Expectations and consequences regarding student conduct are detailed in the Discipline Policy.

ATTENDANCE

ATTENDANCE LAW/REQUIREMENTS: COMPULSORY SCHOOL ATTENDANCE

Section 1327 of the Pennsylvania School Code requires that every child of school age, having legal residence in the Commonwealth, attend a public or private school meeting standards prescribed by the State Board of Education. "Every parent, guardian, or other person having control or charge of any child of school age is required to send such child to school." The Pennsylvania School Code (PS-13-1333) stipulates compulsory school attendance requirements and penalties for violations. Students must meet Pennsylvania instructional time requirements as well.

ARRIVAL PROCEDURES

Students arriving earlier than 7:20 A.M. must remain in the lobby or patio (weather permitting). Students must arrive in their homeroom by 7:35 A.M. to be considered on time. Those arriving after the bell must obtain a tardy notice form the Main Office.

Attendance is required of all students during the days that school is in session. A student's absence is excused when one of the following conditions presents reasonable cause for absence from school:

- | | |
|-----------------------------|--|
| * Illness/quarantine | * Observance of a major religious holiday |
| * Recovery from accident | * Family trip, approved by the principal |
| * Death in immediate family | * Urgent reasons determined by the principal |

Most absences for other reasons such as recreational activities, oversleeping, missed bus, babysitting, skipping school, are **unexcused** and may be classified as parent neglect or truancy. Students will be considered to be in attendance if they are (1) receiving approved tutorial instruction or health care, (2) receiving approved homebound instruction, or (3) on a school approved activity, sponsored field trip, or educational field trip approved by the principal. **Absences for reasons not listed above or not approved by the school administration shall be recorded as unexcused.** In instances where the school administration believes that absences due to illness are chronic and/or irregular, or there is reason to question the child's absence, a physician's statement certifying the absence may be required.

ABSENCE FROM SCHOOL

When a student is tardy or absent from school, regardless of the length of the absence, the parent/guardian shall furnish a written excuse (explanation) of the absence for the child. **A written excuse is the parent's only protection from arrest.** The student must put the excuse in the **EXCUSES BOX** in the Main Office. Reminders to submit excuses will not be provided to the student. If the excuse is not submitted to the Office the absence will automatically be unexcused/illegal.

MEDICAL ABSENCES/LATE ARRIVALS/EARLY DISMISSALS

It is in the best interest of students and parents that absences, tardiness, and/or early dismissals due to medical appointments or other official business be supported with a note from the physician's office.

ABSENCES:

- A student is considered to have a one-half (1/2) day absence if he/she arrives after 9:00 a.m. and before 11:00 a.m.
- A student who arrives after 11:00 a.m. is considered to be absent for the entire day unless the student returns with a valid doctor's excuse.
- A student who arrives late or is dismissed early for medical reasons will be treated as an excused absence if he/she returns with a valid excuse.
- Once a student has accumulated three (3) unexcused/illegal days of absence during the student's career, beginning with the 4th unexcused/illegal absence, all additional unexcused/illegal absences will be referred to Children and Youth Services and the District Magistrate.
- A student who receives **five (5) unexcused/illegal days** during the school year will be placed on **Behavior Probation the remainder of the school year.**
- A student who is absent for ten (10) days during the school year will receive a letter stating that any further absence **MAY** require a doctor's excuse.
- A student who is absent for fifteen (15) days during the school year will receive a letter stating that any further absences **WILL** require a doctor's excuse or the absence will be counted as unexcused, illegal/unlawful.
- **A student who is absent for fifteen (15) days during the school year will be placed on Behavior Probation for the remainder of the school year.** The principal may waive this depending on the nature of the absences.
- A student who is absent for twenty (20) days during the school year will be required to establish a meeting with his/her parents and the building principal where a determination will be made if the student should be disciplined by the Board of Education. Behavior Probation is in effect for the remainder of the year.
- An extracurricular participant must be in full attendance the day of a game, event or practice in order to participate. Any extracurricular participant who is absent the day following a game or event without a medical excuse **will be excluded from participation in the next scheduled game or event** unless mitigating circumstances allow the principal to waive this requirement.

RETURN TO SCHOOL AFTER ABSENCE PROCEDURE

Upon return to school after an absence, the student must always submit a written excuse to the front office Excuse Box within three (3) days. **If the excuse is not presented by the end of the third day following the absence, the absence(s) will be unexcused.** The responsibility for providing the excuses rests upon the student and parent, not the school district. Parent/guardian(s) may verify that the excuse has been presented to the school by calling the Attendance Officer at 724-459-8880 ext. 2116.

The written excuse must contain the (1) student's name (2) date(s) of absence (3) reason for the absence, and (4) parent/guardian signature and phone number.

Excuses determined to be a forgery, or to be willfully false, will be considered invalid. The resultant action may be the recording of the absence as unexcused/unlawful and school or legal disciplinary responses as per the State Code and School Board policies. Discipline action may follow.

The Administration may refuse to accept a parent/guardian written excuse and may require physician, or other appropriate, verification for the stated reason of absence.

TARDY:

- Students are considered tardy if they arrive after 7:35 a.m. and before 9:00 a.m.
- A student is permitted a total of five (5) unexcused tardies throughout the school year. Commencing with the sixth (6th) tardy, a student will be assigned detention and placed on Behavioral Probation until they have sustained non-tardy attendance for a period of twenty (20) school days. Once the twenty (20) school day benchmark has been successfully reached, a student will be removed from Behavioral Probation. Any tardy thereafter will automatically restart the Behavioral Probation and two hours of after-school detention (ASD) will be assigned for each successive tardy.
- Students who accumulate seven (7) tardies through the school year will be subject to in-school suspension at the discretion of the principal.

The following definitions are provided to assist in understanding the policy principals and procedures established by the Board of School Directors:

Compulsory School Age: The period of a child's life from the time the child's parents elect to have the child enter school, which shall be no later than eight (8) years of age, until the age of seventeen (17) years.

Full Attendance: Arrival of student by 7:35 A.M. and remaining in school until the 2:28 P.M. dismissal.

Tardiness: Absence of a student at the time a given class and/or school day begins, 7:35 a.m., provided the student is in attendance before 9:00 a.m.

Excused Tardy: Late arrivals after 7:35 a.m. bell and before 9:00 a.m. accompanied by a medical excuse.

Unexcused Tardy: Late arrivals due to sleeping in, missing the bus, child care responsibilities, etc.

Truancy: The failure of a child to attend school regularly as required by law without acceptable reason, or willful violation of the compulsory attendance laws.

Unexcused Absence: An unacceptable reason for the absence that is not excused by the attendance officer/principal and/or the student's failure to submit a written excuse within three (3) days of his/her return to school.

Unlawful Absence: The unexcused absence of a pupil under 17 years of age.

TARDINESS TO CLASS

Students must arrive in their homerooms by 7:35 A.M. to be considered on time. Students arriving to school after the tardy bell are **not** permitted into the class without a pass from the Office. Any student who has not entered the assigned class **before the beginning of class** is considered **tardy to class**. Such tardiness may only be excused if a **pass is furnished from the previous teacher**. The school office will **only issue a pass if the tardiness to class is due to office action/intervention**.

PARTICIPATION RULES

Any student absent from school, unless permitted by the office, will not be able to participate in, or attend, any activities that day or in after-school activities. Students must be in full attendance in school to be considered eligible for activities that day. Students absent from school on a Friday may not participate in weekend activities.

DISMISSAL PROCEDURES

Students will be dismissed at 2:28 P.M. and are to leave the school campus unless they are staying for a supervised after-school activity or detention. Upon dismissal, students are to go directly to their designated exits without delay. The buses leave at 2:30 P.M. Students who miss the bus must make arrangements to be picked up from the school. Students using alternate transportation are to exit the building via the school after the buses are gone.

STUDENT PRESENCE BEFORE AND WAITING AFTER SCHOOL DISMISSAL

Rationale

Often times, students in the middle or high school levels will not ride home on the bus at the conclusion of the school day because they plan to meet a parent or guardian at the elementary school for transportation. Such students may have parents who work at the school or perhaps are involved in a school activity with younger siblings. While this practice appears to be innocuous, it has become a disruption to the school environment and guidelines were developed to quell this process.

For both the safety and security of the elementary building, BMS students who wish to ride with their parent/guardian who is at the elementary school must adhere to the procedure set forth hereafter.

Guidelines

1. No student is permitted to enter the elementary school after the middle school dismissal except by special permission of the principal.
2. Any student who needs to wait for a parent/guardian who is at the elementary after the middle school dismissal, must provide to the front office a note signed by the parent stating that the student is waiting for his/her parent.
3. Any BMS student who has provided the office a note from the parent and secured permission to wait, must sit on the BMS Lobby steps. During this time he/she will be unsupervised and the school district will assume no liability or responsibility for the student. The parent/guardian must come to BMS to pick the student up after the elementary dismissal.

EARLY DISMISSAL

Early Dismissals from school are approved by only the nurse for medical reasons and the principal for medical or any other reason. Students requesting early dismissal from school must bring an excuse from the parent/guardian to the office in the morning before 1st period. The excuse must include the: (1) date, (2) time of dismissal, (3) reason for the request, (4) physician name and phone number, and (4) parent/guardian signature. **Parent/Guardian(s) are required to sign out their child(ren) in the office where identification will be verified.** *Only those whose names appear on the child's School Emergency Card will be permitted to sign out students from school.* The student must have the doctor, dentist or person responsible for **approved** activity provide an excuse and then return it upon arrival to school. Early dismissals for attendance to Blairsville Elementary School activities are NOT permitted UNLESS the BMS student is a sibling of the BES student AND the activity is either the Kindergarten Circus or 5th Grade Promotion Ceremony.

HALF-DAY ABSENCES

Due to the difficulty in arranging appointments with various health care services, etc., students may find it necessary to arrive late, leave early from school, or leave school for a portion of the day. The absences will be recorded as ½ day if the student:

- Follows the criteria specified in Early Dismissal Section
- Arrives after 9:00 a.m. and before 11:00 a.m.

- Departs with more than (2) hours remaining in the school day
These conditions are counted as excused absences only if they meet the Excused Absence criteria.

NOTIFICATION OF EXCESSIVE ABSENCE

Excessive absence whether excused or unexcused, may seriously affect school success. This includes full day absence, tardiness and early dismissals. Parent/guardians will be notified by mail when absenteeism is excessive.

10 Day Letter: When a pupil accumulates ten (10) days of non-medically verified absences a letter of notification will be sent to the parent/guardian(s) indicating that a physician’s note will be required if the number of absences totals 15 days.

Excuses from physicians are defined as medically approved; excuses from parents are non-medically approved and will not be accepted after the 15 day letter is sent

15 Day Letter: Once a student reaches fifteen (15) non-medically verified absence days, the parent/guardian will be notified that ALL subsequent absences require a medically approved (physician’s) excuse.

Often times, the school may not be aware of a medical concern that hinders a student’s ability to attend school on a regular basis. A physician’s statement should be provided which can be taken into consideration in support of recurring absences.

EDUCATIONAL FAMILY TRIPS

Students are permitted to be absent from school for family educational trips. Student attendance records will be reviewed by the administration prior to approval. The student may obtain a “Request for Educational Absence” form from the front office to have signed by all his/her teachers in advance. The form must be returned to the office prior to leaving on the trip. Make up of class work missed is the total responsibility of the student.

EMERGENCY WEATHER INFORMATION

Radio Announcements for Emergency School Closing:

KDKA – 1020 AM	WHJB – 620 AM or 107.1 FM	WDAD – 1450 AM
WCCS – 1160 AM	WLCY FM – 106.3 FM	WTAE – 1250AM or 96FM

TV Announcements for Emergency School Closing:

WTAE – Channel 4	WPXI – Channel 11	KDKA – Channel 2	WJAC – Channel 6
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The superintendent may decide that due to predictions of severe weather or unplanned events, such as power outages, water line breaks, *etc.*, an Emergency Early Dismissal may be called and students will be dismissed from school earlier than the scheduled time. In this event, the radio and television stations listed will be advised and they in turn would broadcast the dismissal times for the students. In this situation, the parent/guardian has the responsibility to have alternate care or supervision plans established **and the child needs to be aware of that plan for his/her bus drop-off.**

HOMEWORK POLICY

If a student is absent, it is his/her responsibility to make up the missed schoolwork. This will in some cases require the parent or student to contact the school for homework assignments. To view any homework assignments for the current day, the BMS Webpage can be accessed to provide that information. The parent or student may also call the *Homework Hotline* daily. If books and support materials are needed, the parent may call and homework assignments will then be requested from the teacher. Assignments may be picked up the **following day** by 2:45 P.M. in the office. It is the parent’s or student’s responsibility to see that the assignments are picked up or to request another student to bring the assignments home. **The school office will not take the responsibility for seeing that assignments are delivered to the student.**

TARDINESS TO SCHOOL

Students arriving to school after 7:35 a.m. are considered tardy to school. Any student arriving late to school must (1) present a written note from the parent/guardian that (2) explains the reason for tardiness and (3) contains a parent/guardian signature and phone number. Medical appointments are verified as medically approved absences with an excuse written by the medical personnel on letterhead stationary. A hall pass will be given by the office to the student.

Students accumulating five (5) unexcused tardies will be assigned After School Detention for each successive unexcused tardy. Failure to attend After School Detention will result in rescheduling for the next detention day. Continuing to miss the detention may result in additional time assigned, Lunch Detention, Behavior Probation and/or In-School Suspension.

UNEXCUSED ABSENCE FROM SCHOOL

Student work missed on days coded as unexcused will not be included in grade calculations. Parents may be contacted by school personnel and/or referred to truancy/court agencies if student absenteeism or tardiness is excessive or fails to meet the legal school policy requirements.

UNLAWFUL ABSENCE FROM SCHOOL

When a student has accumulated three days of unlawful absences, the student will be referred to the Attendance Office and/or Principal. *Letter:* A letter will be mailed to the parent/guardian(s) stating that the next, and all future, unexcused absences will be filed with the magistrate. Children and Youth Services are also notified of the child's attendance record and the filing with the magistrate.

The procedures listed above are delineated in the Indiana County Truancy Protocol Procedures in the policy section of the Students Handbook.

DISCIPLINE

Discipline is essential to a safe learning environment. An effective school discipline structure presents categories of student misbehaviors as well as suggested disciplinary responses/consequences associated with each. The intention is to (1) identify types of student behaviors that are unacceptable, (2) establish points of reference for policy making, (3) provide disciplinary practices and procedures that are consistent, fair, and equitable and (4) assist students to identifying better choices in future situations. To achieve these intentions, students, parent/guardian(s), teachers, counselors, and administrators must work together. Parents will be made aware of problems through phone calls, written notices, conference requests, and legal authorities if necessary.

The Student Handbook outlines the expectations, policies, and procedures for the responsible student behavior. This information is distributed to every student. The information is reviewed at grade level meetings with the administration. It is the responsibility of students to know and follow the rules. Following, the grade-level review meeting, students are expected to provide the information to their parent/guardian(s). They are then to return the receipt acknowledgement form to the Homeroom teacher who will forward it to the Main Office.

Students are expected to assist in maintaining a safe and orderly learning environment by providing information in matters relating to health, safety and welfare of the school community and school property. It is the responsibility of the student to know and follow the class and school rules.

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.

DEFINITIONS

Lunch Detention: Students assigned Lunch Detention will be required to eat in an isolated area of the cafeteria or assigned area. The student must purchase his/her lunch items in one visit to the serving line, and return to the teacher-designated seat assignment. Students will not be permitted to converse with other students or move from their seats until the instructor gives permission. Failure to serve or comply with required procedures will result in reassignment and/or alternate detentions. Continuation of inappropriate cafeteria behavior may result in reassignment and/or alternate discipline.

After-School Detention: Students assigned After-School Detention will be required to stay from 2:30 until 4:30 P.M. on the Tuesday assigned and comply with the procedures set forth by the supervising teacher. The students are to be prepared for academic work and parents are responsible for students' transportation. Students will be dismissed at 4:30 p.m. and exit the school via the lobby.

In-School Suspension: Students assigned to In-School Suspension report to the office upon arrival to the school on the day(s) assigned. Students are to be prepared for academic work. Current class work is provided for the student, however, if the student has a reading or class project, the time remaining after the class work is completed can be used to complete the assignments. Sleeping is not permitted. The student must sit upright, remain quiet and comply with the supervising teacher's direction. Violation of this may result in additional time assigned or other disciplinary action. Lunch will be eaten according to the supervising teacher's schedule. Students may bring a lunch from home. Repeat offenders will have a lunch ordered for them from the cafeteria.

Out-of-School Suspension: Students assigned Out-of-School Suspension are not permitted to attend school or any school functions while on suspension. **If a student is suspended four (4) or more days, a conference with the administration, parent, and student is required before the student may return. Assignments may be picked up at the end of the second day of suspension, by the parent or designated student for students suspended more than two days.**

Academic Probation: Students who demonstrate an unwillingness to complete or fail to turn in required assignments, are failing more than **one** class at the permission slip deadline or date determined by the sponsor, have an excess of 10% absentee rate for the 9-weeks, except for those students with a diagnosed medical reason, refused to attend after-school detention or have In-School Suspension or Out-of-School Suspension within 3 weeks of the activity may be placed on the Academic Probation List. Students on Academic Probation have the same restrictions imposed as those on the Behavior Probation.

Behavior Probation: Students who have a discipline record with multiple offenses, have acquired six (6) or more unexcused tardies, refused to attend multiple after-school detentions, have accumulated more than six (6) combined in-school or out-of-school suspensions, may be placed on Behavior Probation. These students are not permitted to attend, as a participant or spectator, **any** school functions or extracurricular activities, such as sporting events, concerts, assemblies, dances, *etc.* The

Principal will place students on Behavior Probation following a review of the student's behavior profile. Only the Principal can remove a student from Behavior Probation.

Attending Activities: Only students enrolled in the Blairsville Middle School are permitted to attend school functions and school activities. A student who is suspended or on Behavior Probation may not attend any school function during the duration of the suspension/probation. If the suspension is Friday and Monday of the same weekend, the student may not attend weekend activities. **Deposits and payments made for field trip and school related activities held on the day of suspension are non-refundable.**

Leaving School: Any student who leaves school without permission may be suspended from school for a period of time to be determined by the principal. The student may be reinstated by returning with his/her parents or guardian.

Fines: Students may have a citation filed against them with the Indiana County magistrate and a fine may be assessed.

Restitution: Thefts, vandalism or misuse of property could result in financial restitution being made to the school or injured party.

Expulsion: Students may be expelled for discipline violations by the Blairsville-Saltsburg School District following due process and School Board Intervention.*

*School Board Intervention is a meeting of the parent/guardian(s), suspended school and committee of the School Board. Such a meeting is required before any student can return to school from a 10-day out-of-school suspension. The administration or Board may also request a Board Intervention meeting for other disciplinary issues.

VIOLATION OF SCHOOL RULES: Levels I-IV

The specific misbehaviors described in each of the Levels are **not** an exhaustive list, but are examples of the types of conduct that are inappropriate and subject to disciplinary action. Any action that may disrupt the educational processes or negatively affect the health, safety, and welfare of fellow students, teachers, or other school personnel is subject to disciplinary action.

LEVEL I: Level I Violations are minor or initial behaviors that disrupt the orderly process of classroom learning, operations of the school or school-sponsored activities. Level I misbehaviors will be handled by the individual teachers or administrators. Level I misbehaviors may be indicative of a problem, and as such may be referred to appropriate support staff.

Unmodified Level I misbehaviors will be referred to the administration as a Level II offense.

Level I continued:

Examples:

Disruptive conduct in the classroom, hall, study hall, auditorium, cafeteria or locker room
Personal possession of non-instructional items (i.e. games, cards, walkman, ipods, MP3s, cell phones, etc.)
Eating/drinking outside the cafeteria
Failure to follow class/school rules
Public displays of affection
Wrestling and/or "horse play"
Passive Defiance
Failure to attend ASD

Teacher/Administrative Response

Options:

Confiscation
Verbal reprimand
Counselor referral
Parent/guardian contact
Behav Prob
Restitution
Detention
Task assignment: i.e. apology, explanation, behavior contract
Any action deemed necessary and appropriate by the principal

LEVEL II: Level II misbehaviors are those whose frequency or seriousness tends to disrupt the learning climate of the school or school-sponsored activities. These misbehaviors generally require the intervention of administrative

personnel because previous implementation of disciplinary options failed to correct the situation. Also included in this level, are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action at the administrative level.

Examples:

Continued or Extreme Level I misbehaviors
Disrespect toward staff/students
Failure to report to the Office or assigned area
Absent from or leaving class without permission
Failure to serve or comply with Detention rules and procedures
Unlawful absence from school
Unexcused tardiness (5) times to class, homeroom or school
Cheating or lying
Vandalism
Misuse of hall pass/student planner
Refusal to follow the dress code
Intimidation of others/harassment
Unauthorized possession/use of school/student/teacher property
Unauthorized sales (*i.e.* candy, collector cards)

Teacher/Administrative Response Options:

Verbal reprimand
Counselor referral
Confiscation of Item
Parent/guardian contact/conference
Detention
Behavior Probation
Restitution
Suspension
Task Assignment: *i.e.* written apology, behavior contract, explanation and analysis
Referral to Student Assistance Team
Any action deemed necessary and appropriate by principal

LEVEL III: Level III misbehaviors are those that disrupt the learning climate of the school by violating persons or property or endanger the health and safety of others, including willful defiance of authority. These offenses are referred to the administrative personnel. Involved faculty members will promptly submit a discipline referral form.

Examples:

Continuation of Level II misbehaviors
Extreme Level II misbehaviors
Fighting, Gambling, Forgery
Vandalism, Stealing, Sexual harassment
Student/Staff harassment
Threats/intimidation of others
Ethnic/racial/religious/gender slurs
Defiance/Insubordination
Violation of rules during school-sponsored event
Abusive, obscene, vulgar or disrespectful language/writing/gestures/materials

Administrative Response Options:

Confiscation
Restitution
After-School Detention
In-School Suspension
Out-of-School Suspension
Parent/guardian conferences
Probation
Superintendent notification
Referral to student Assistance Team
Police/District Magistrate notification
Referral to outside support agencies
Any action deemed necessary and appropriate by the principal

LEVEL IV: Level IV misbehaviors seriously threaten the health, safety, or welfare of others. Such actions will require administrative and/or school board action and possible intervention of law enforcement/outside agencies.

Examples:

Continuation of Extreme Level III misbehaviors
Use/possession of tobacco products
Use/possession of pagers, beepers, cell phones
Student or Staff harassment
Assault/Battery
Setting of false alarms or bomb threats
Violation of local, state federal codes/laws/ordinances
Use/possession of drugs, look-alike drugs, alcohol, drug paraphernalia
Use/possession of any items that can be classified

Administrative Response Options

Probation
Restitution
Out-of-School Suspension
Superintendent hearing
School Board Intervention*
Legal prosecution
Police/District Magistrate notification
Any action deemed necessary and appropriate by the principal

as weapon or explosive

Police Cooperation: The school administration will cooperate with all police or local authorities. However, authorities will not interview a student until an attempt has been made by school administrators to contact a parent/guardian and giving them the opportunity to be present. If a parent or guardian cannot be contacted or present, the school administrator will be present with the student and act on behalf of the parent or guardian.

GENERAL PROCEDURES

AUTHORITY OF TEACHERS

Every teacher in the public school will have the right to exercise the same authority as to the conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as parents/guardians or persons of parental relation to such pupils may exercise over them. (Section 1317 of the School Code)

BOOK BAGS

Students are encouraged to use book bags to carry their books and supplied to and from school. This provides protection for school materials, helps decrease loss of necessary items, and encourages organizational skills. However, once students arrive at the middle school, book bags are to be stored in their lockers. Book bags in the hallways pose safety problems due to their size and weight. Carrying book bags to classes may also invite students to have inappropriate items in school. Students are permitted to stop by their lockers at scheduled times identified by their teachers.

OPEN CONTAINERS

Open containers are restricted to cafeteria use unless authorized by the teacher during a classroom activity. Any sharing of beverages is **strictly prohibited**

CHANGE IN STUDENT CONTACT INFORMATION

In order to provide for the safety and welfare of your child, **it is the responsibility of the parent/guardian to report changes in student information**, (*i.e.* address, phone numbers, emergency contact, guardianship, *etc.*) to the school office. Appropriate forms may be reissued for verification and parent/guardian signature.

CONFERENCES WITH THE PRINCIPAL

Meetings with the Principal need to be scheduled by calling the office. Drop-in, unscheduled meetings may not always be able to be accommodated in a convenient, time-efficient manner. Your time is valuable too, therefore, please call to schedule conferences.

DANCES

Evening dances are sponsored by the PTO, classes and other school organizations during the school year.

- Only students who are enrolled at BMS may attend these functions.
- Proper behavior is expected from all attendees.
- All students must follow dress code guidelines. Any dress code infraction will result in an automatic 2 hour After School Detention and a minimal restriction from attending the next dance.
- All dances will be held in the BMS gymnasium.
- As a safety precaution, students who leave the dance must be signed-out by the responsible parent/adult. The adult(s) will locate the child(ren) and then sign the child(ren) out on the appropriate form held by the host organization. **Failure to comply with this simple but important safety requirement will result in restricting the student(s) from attending the next dance.**
- Behavior incidents occurring during the dance may result in restriction from attending the next dance or one of the following: ASD, removal from dance, parent contact, ISS, OSS, Behav Prob.

FIELD TRIPS (Class/Educational/Activity)

Field trips are a privilege students at Blairsville Middle School are provided through various classes, activities, clubs and organizations. Students need to accept the responsibility to be eligible to participate in the field trip opportunities. Prices for group rates and reservations are made based upon the numbers identified by the teachers/sponsors by a deadline date.

Deposits for field trip and school related activities are non-refundable. For a student to be permitted to attend a field trip, the following guidelines must be followed:

- Signed permission forms must be submitted by the pre-determined date established by the teachers/sponsors.
- Students cannot be failing more than one (1) subject.

- Student attendance
- Discipline Record
- Students cannot be on Academic or Behavior Probation the day of the field trip.

If one or more of these guidelines are violated, the student will be ineligible to participate in the field trip and will be required to attend his/her school classes. An absence on the day of a field trip/activity must be for a valid reason as identified in the **attendance section** of this handbook. If excused the absence will count; if the absence counts as an unexcused absence, the procedures outlined in the **unexcused absences section** of this handbook will be followed.

HEALTH CARE CENTER

The Health Care Center is located in the hallway between the high school and the middle school. Students requesting to visit the nurse must first ask for a pass from the classroom teacher. If the student is very ill, the students should be accompanied to the health center. The school nurse will contact the student's parent/guardian or an adult listed on the emergency care card if the child is to leave school. Every effort will be made to contact the parent(s)/guardian. If no adult listed on the emergency care card can be reached, the school authorities will take whatever action is believed necessary. **The principal and/or nurse are the ONLY persons who can approve a student's early dismissal from school. Contact made by the student to inform/request an early dismissal for health reasons is not permitted.**

Use of Medications During School Hours

The nurse will administer prescription and non-prescription medications to students. 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 upon arrival to school. All medications shall be securely stored in the school office/health room and kept in the original labeled container. This also includes over-the-counter medications such as Advil, Tylenol, or any cold/cough medications.

Use of Medications During After School Activities

Students involved in any after school activity must give prescription and non-prescription medications to their Coach, Athletic Trainer, Director, or Sponsor of the after school activity. A written note signed by the parent/guardian indicating the exact time(s) and dosage of the medication must be included along with an emergency phone number of a parent. All medications shall be kept in the original labeled container. This also includes over-the-counter medications such as Advil, Tylenol, or any cold/cough medications.

Accident Reports

All accidents that result in injury to a student while on school property, going to and from school, or during a school-sponsored activity away from school property should be reported immediately to the nurse. The forms for reporting accidents are available in the Health Care Center and in the office. Non-school related accidents should also be reported to the nurse to assist her in planning for the student's needs.

Leaving School

Any student who becomes ill or is called home during the day at any time is to report to the middle school office before leaving for home. **The parent must come to the middle school office and sign out their child. In no case will a student be dismissed to a person waiting in a car in front of the building.**

HOMEWORK ASSIGNMENTS

In addition to the daily assignment notebook provided to each child, other avenues to pursue for your child's assignment may be:

- **The Homework Hotline** – This is a daily update of the assignments from all classes. Just call 724-459-8880 and follow the prompts.
- www.b-ssd.org – Website
- **Teacher e-mail**
- **Call the school to talk to your child's teacher(s)**

LOCKERS

1. Student lockers are the property of the Blairsville-Saltsburg School District.
2. Your homeroom teacher will assign a locker to you. Students are not permitted to change this locker assignment without the direction and supervision of the homeroom teacher.
3. You should keep in your locker all outside weather apparel, books, and supplies, but no jewelry or anything of great value.
4. Keep your locker clean. Periodic inspections are held during the year.
5. The school is not responsible for losses that may occur; however, all losses should be reported to the office.

6. Lockers will not be visited during classes. Students should be prepared for their classes when they arrive in their classroom. An average of 3 minutes is allotted for change of classes, sufficient time to go to the restroom, get class materials, get or put away gym clothes, arrive and be seated ready for most classes
7. To ensure a safer school environment, a combination lock will be provided by the school at no charge and all lockers must be locked when unattended. **Only school issued locks are permitted.** For safety reasons, do not share your combination with your peers. If you lose your lock, a replacement will be provided and a cost of \$5.00 will be charged to the student.

LOCKER SEARCHES

Students should not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials. Random, periodic or sweeping searches of all lockers will be conducted by school officials. During a locker search, school officials will seize illegal and inappropriate materials. Such materials may be used as evidence against the students in disciplinary proceedings. Prior to a locker search a student shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to health, welfare and safety of students in the school, students' lockers may be searched without prior warning. In the event that police officers and Drug Dog Task Force identify a locker during their search, lockers to either side of the initially identified locker will also be searched.

LOST AND FOUND

The Lost and Found is located in the office. All articles found in or around the building should be taken to the office at the finder's earliest convenience. Students who have lost articles should ask in the office about the article and report their loss. The items turned in will be held for a short time period and then discarded or given to Goodwill Industries.

PHYSICAL EDUCATION CLASS

When a student is not physically capable to take gym class, a note from the parent/guardian must be sent to request that the student be excused from Physical Education for (1) day each quarter grading period. The student will take his/her note directly to the P.E. teacher who will honor the request. For conditions requiring additional days, a written medical excuse is required and will be given to the office or the student's grade will be affected according to the teacher's guidelines.

PROHIBITED ARTICLES

Items such as cigarette lighters, matches, canes, water guns, sling shots, bean shooters, knives, rubber bands, laser lights, *etc.* are not permitted on school property or buses, and will be confiscated.

Radios, Television Sets, Cassette Recorders, CD and DVD Players, ipods, MP3's, Laser Lights, etc.

Students are prohibited to bring such equipment to school except with a teacher's permission for a class purpose. They are to be stored in the office after classroom use. The school accepts no responsibility for these items.

Cell Phones

Sometimes due to involvement in after school extra-curricular activities, BMS students may need to contact a parent/guardian when a school phone is not available. For this purpose, cell phones may be used **after** school. For any other reason or purpose, cell phones are not permitted.

Students who bring a cell phone are required to turn off the cell phone before entering the building and keep it in their locker until dismissal. Locked lockers are highly recommended. The school accepts no responsibility for these items. Any use of a cell phone is restricted until dismissal is complete at the end of the day. Students caught in personal possession of a cell phone are in violation of this procedure.

Students who do not comply with these procedures will have their phones confiscated and a minimum of a 2 hour ASD will be assigned. Repeat offenses will result in additional consequences.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. A student who requests permission to be excused from his/her class for make-up work, special organization meetings, *etc.*, must acquire a signed hall pass from the receiving teacher prior to the period.

TELEPHONE

Students who need to use the phone must be sent **with a pass** to the office by a teacher/staff member. The office telephone is a business phone and may be used by the students on an "as available" basis. All students must realize that the office gets very busy and timing of the student's request are contingent upon this factor.

MESSAGES TO STUDENTS

The office will not deliver messages unless it is an extreme emergency. It is important to realize that interruptions inhibit the educational process. Please encourage your child to remember to bring homework, lunches, gym clothes, etc. Items brought to the school for students will not be delivered. It is the student's responsibility to come to the office and get the item during a time when it will be the least intrusive to your child's learning.

Delivery of gifts, balloons, flowers, etc.

Delivery of gifts, balloons, flowers, etc. to students **is prohibited**. Personal invitations for birthday or any other parties are not to be delivered at school, during school, or at any school sponsored function. The school also will not provide any addresses or telephone numbers.

Leaving School

Any student who becomes ill or is called home during the day at any time is to report to the middle school office before leaving for home. **The parent must come to the middle school office and sign out their child. In no case will a student be dismissed to a person waiting in a car in front of the building.**

FUNDRAISING

All fundraisers must have prior approval of the principal. A school-wide fundraiser is held in January. Participation in every fundraiser is totally voluntary.

VISITORS TO SCHOOL

1. All visitors to school must first report to the principal's office to obtain a visitor's pass.
2. A student wishing to bring a visitor to school must request permission, complete the visitor request form and have all teachers involved give their permission to bring the visitor to their classes at least one week prior to the day requested. All visitors must be middle school age to be considered appropriate. The principal has the final decision and can refuse to issue a visitor's pass. The office has the right to refuse to issue a visitor's pass. To avoid embarrassment, students are urged not to invite students from other schools, whose school is not in session on a particular day.

BOOK DAMAGE POLICY

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. Fines will be assessed by the teachers where there is evidence that the proper care has not been shown for the book. Any new hardback book damaged beyond normal use, but still useable, should be assessed a fine of \$10.00. Charges for lost or badly damaged books will be made according to the following scale:

- 1st year of use -- Full price
- 2nd year of use --Full price
- 3rd year of use--less 20%
- 4th year of use--less 30%
- 5th year of use --less 50%

SCHOOL DEBTS

Any material belonging to the school that is lost or destroyed by a student must be paid for by that student. If a student fails to pay for the material at the time it is lost or destroyed, it will be recorded as a debt. In cases of malicious destruction, disciplinary action will also be taken. Cafeteria debts and library fines must be paid prior to the end of each quarter and the end of the school year. Fundraiser money should be paid to BMS by the established due date. If the money is not received by the specified date, a letter will be sent and the consequences specified will be imposed if payment is not prompt. Also, your child's participation in future fundraising efforts will be denied. **If the debts are not paid, report cards will be held and the student's names will be added to the Behavior Probation list.** Debts will be carried over to the following year(s). All school debts must be paid before a student transfers to another school or before a student can graduate.

**TRANSPORTATION
Student Transportation Guidelines**

Conduct of students on the school bus is an important factor in the safe transportation of school students. Students who misbehave can jeopardize the safety and welfare of other students.

Beginning with the 2006-2007 school year, the District will add a new component to student safety on school buses. Because discipline on some of the buses is a real problem, the District is now going to file disorderly conduct charges for certain student actions. Examples are as follows: standing on the bus, moving about the bus while it is in motion

excessive loud and boisterous talk, harassment of other students or the bus driver, leaning out or throwing things out the window, or any activity that distracts the driver from watching the road and practicing good driving techniques. The above are examples of student actions and are not limited to those listed.

What does filing disorderly conduct charges mean to you? This means that after the charges are filed and the student is served with the charges from the police, a hearing will be held before the District Justice. If the student is found guilty, the charge may result in a \$300 to \$400 fine and possible other punishment. The school district will provide all possible evidence to the District Justice including the tapes from the cameras on the school buses.

Expectations

In order to establish a safe and efficient school bus transportation program, the following rules and regulations have been established:

* Permission must be granted from the office before a student rides another bus.

1. Students are to ride their assigned bus unless there is an emergency.
2. **Students are not permitted to ride a bus other than his/her assigned bus without written permission from the school office.** When parents request that students ride a different bus to another student's home, **BOTH** students must have a note from each parent granting permission. **This may be followed with a phone call to the office to confirm the request was received.** A Boarding Pass will be issued to the student from the office.
3. **Students should board the bus and remain seated throughout the bus ride. Students will receive assigned seating and must sit in that seat for the entire school year or until the bus driver reassigns seats.**
4. **Listen to the bus driver and follow his/her directions. Talk quietly so the driver is not distracted.** Be polite, courteous and respectful on the bus.
5. **Students are not permitted to throw anything out windows or within the bus. Keep hands, arms, and head inside the bus at all times.**
6. **No food or drink is permitted on the school bus.**
7. **Loud music is not permitted on the bus.**
8. Harassment and Bullying are not permitted on the bus.
9. Physical contact is not permitted on the bus.
10. Vulgar language/name calling/ words to incite a fight are not permitted on the bus.
11. **Students must remain seated until the bus comes to a complete stop before making an attempt to get off the bus. DO NOT walk in the aisle way while the bus is still moving.**
12. The school discipline policy is in effect on the bus.

The Blairsville-Saltsburg School District reserves the right to use cameras on the school buses and utilize video and audio taping as a method of determining student discipline.

With the addition of audio taping, the District will be taking a stronger stand with student discipline on the school buses and at school bus stops. Students are given the privilege of having transportation available to them; it is not a requirement of the District. Therefore, we strongly urge you to review the school bus guidelines with your child(ren), in support of our effort to improve behavior on the school bus and at school bus stops. Students who violate the guidelines will be disciplined. Unless the action is considered a major violation, discipline will be assigned on a progressive basis understanding that the bus driver will make attempts to have students modify their unacceptable behaviors. Students receiving any discipline write up delivered to the school office will automatically receive the minimum assignment of 2 hour After School Detention. Other discipline may include a possible suspension of their riding privileges. In this event, the parent/guardian is responsible for making other transportation arrangements for the student to attend school. Suspension of bus privileges does not constitute an excusable absence from school.

Discipline

1. **Students riding the school buses are under the direct supervision of the bus driver. The bus driver has the authority to administer the following disciplinary actions:**
 - a. **Talk with the student about his/her misconduct.**
 - b. **Change the student's seat.**
 - c. **Restrict bus privileges, i.e., not permitted to peer bus window, last person to depart bus at the school, etc.**
 - d. **Report student to building principal.**
2. **If a student continually misbehaves, the driver will report the student to the building principal to handle discipline. The driver shall record, in writing, each verbal warning and restriction of bus privileges. When it is necessary for the driver to issue a Bus Conduct Report to the principal, one of the following discipline measures will occur:**

Secondary

1st Notice: Student will be given a warning and/or a two (2) hour after school detention and a copy of the Bus Conduct Report will be sent home.

2nd Notice: Student will be given three (3) days suspension of bus privileges and a copy of the Bus Conduct Report will be sent home.

3rd Notice: Student will be given five (5) days suspensions of bus privileges and a copy of the Bus Conduct Report will be sent home.

4th Notice: Student will be given ten (10) days suspension of bus privileges with a possibility of suspension of school bus privileges for the remainder of the year.

Immediate suspension of school bus privileges and filing of a disorderly conduct charge, at the discretion of the building principal or in accordance with school board policy, will be issued upon any of the following infractions:

- **Personal Assault (pushing, hitting, tripping, kicking, slapping, grabbing, spitting at, pulling hair, pinching, or continued verbal abuse)**
- **Fighting (violent behavior, intent to injure, punches to face, etc.)**
- **Threatening another person with an object**
- **Setting off firecrackers or “poppers”**
- **Use of tobacco, alcoholic beverages, or drugs on the bus**
- **Possession of alcoholic beverages or drugs on the bus**
- **Incident was recorded on video/audio**
- **Repeated misbehavior on the school bus after receiving official warning**

Weather

When inclement weather does not permit school buses to run on a regular schedule due to poor road conditions, the following guidelines will be followed:

One Hour Delay – All buses will run one hour later than the normally scheduled time.

Two Hour Delay – All buses will run two hours later than the normally scheduled time

Early Dismissal – Parents will be notified via the radio and news stations in the event that students are dismissed early from school.

Please tune in to the following radio/TV stations for reports regarding our school district: WLCY, WDAD/WQMU, KDKA – Radio 1020, SJAC – Channel 6, WTAJ – Channel 10, WHJB, WPXI – Channel 11, WCCS, WWCP/WATM – Channel 8/23, WTAE – Channel 4, WPXS – TV, WPSU – FM.

In the event that the school bus is unable to safely travel your road and you are unable to transport your child to school, the day will be considered an excused absence. Each school office will be given a list of the areas that the school buses were not able to travel for verification of excuses.

If road conditions improve during the transporting of secondary students and the bus is able to reach the elementary students in an area they were not able to travel earlier, your secondary student should ride the elementary bus. If the elementary bus is available for secondary students to ride, they will not be given an excused absence for the day they miss.

If you have any questions regarding a bus not picking up or dropping off your child, please call Smith Bus Company at (724) 459-6930.

Bus Stops

Anyone interested in requesting a new bus stop/bus route or a change in an existing bus stop/bus route should contact Leigh A. Free, Transportation Coordinator, at (724) 459-5500, Ext.1113.

Please review these transportation guidelines with your children so that both you and your children understand the repercussions of not following the rules. Bus drivers will be asked to read the rules to the students within the first week of school but it is ultimately the parent’s responsibility to insure your children understand safe school bus riding practices. There will be no exceptions to the above discipline.

If you do not wish to have your child video or audio taped on the school bus, you will be permitted to transport your child to and from school each day.

DRESS CODE OF THE BLAIRSVILLE-SALTSBURG SCHOOL DISTRICT

We recognize that each student’s mode of dress and grooming are an expression of personal style and individual preference. Dress regulations serve as a guide for students. Students are expected to exhibit cleanliness and good taste in their personal appearance. Students are expected to dress in a manner that will protect their modesty, is tasteful and appropriate. A student’s appearance will be a source of pride not only to their school, but also to the individual and his/her family.

The students have the responsibility to dress and groom themselves appropriately for school. They must meet standards of safety and health, and not cause disruption to the education process. If a student is uncertain as to the appropriateness of clothing for school wear, he/she should check with the principal before wearing the clothing to school. The principal reserves the privilege to override the guidelines for special school events, *i.e.* spirit days, hat days, *etc.*

Students not adhering to the dress guidelines will be required to modify their dress, or parents will be called to make arrangements for an appropriate change of clothing. It is understood that if attention is directed toward a student's garment regarding its inappropriateness for school, the garment is not to be worn again to school. If there is a question about the appropriateness of dress, the principal will make the final determination.

Students who are defiant or disrespectful can be subject to disciplinary action imposed by the teacher or the principal. Students who are sent to the office because of non-compliance or defiance of school personnel's request to modify their clothing are subject to discipline action(s).

The following list identifies examples of **unacceptable clothing and accessories**. This is not considered to be a comprehensive listing of unacceptable dress for the school environment, but is a guide to better understand the parameters set by the administration.

- Hats, bandanas, hoods and sunglasses cannot be worn in school.
- For safety reasons, no bare feet, untied shoelaces, and shower flip-flops.
- No pajamas (tops and/or bottoms)
- No shirts or tops that expose the midriff (the bottom of the top garment and the top of the bottom garment must overlap or be tucked one inside the other.)
- No halter tops, strapless tops, tube tops, tops with only one strap, see-through tops or mesh clothing, tank tops with straps less than 2 inches wide, spaghetti straps.
- No low-cut shirts/blouses or tops.
- No low-cut armholes or muscle shirts.
- No short shorts, cut-off shorts or biking shorts. All shorts and skirts must be **fingertip length or longer**. The last day shorts are to be worn is November 1. Students are permitted to start wearing shorts March 15.
- No pants/shorts/skirts worn below the waist and/or in a manner that reveals undergarments, underwear or skin when standing or sitting.
- No pants/shorts that are excessively too large or are worn off the waist. **All pants must be belted at the waist.**
- Coats, jackets or garments designed for protection from outside weather shall not be worn in the school building under ordinary circumstances.
- No spiked jewelry, dog collars or jewelry with the potential for creating a hazard.
- No chain of any length hanging from clothing, purses, wallets or backpacks.
- No "camo" (camouflage) clothing or camouflage patterned clothing of any color.
- Only natural hair color is permitted: exotic colors (red, yellow, pink, orange, blue, purple, green, etc.) are inappropriate and unnatural. Unnatural hair coloring will be required to be either washed out or chemically changed and the natural hair color restored immediately.
- No spiked hair or unusual hairstyles are permitted. Hair should be combed so that the eyes are not covered.
- No facial jewelry, pins, accessories are permitted. All pierced accessories on the face must be removed or covered by a band aid before arriving to school. Earring(s) may be worn in/on the ear. Other body piercings must be covered or concealed.
- During Physical Education and Technology Education classes, all jewelry must be removed.
- No clothing, patches, buttons, pins or other accessories that are obscene, vulgar, seductive, demeaning, suggestive, disrespectful, or conveys a double meaning are permitted.
- Clothing, patches, buttons, pins with product advertisements which promote drugs, alcohol, tobacco or violence are not permitted.
- Backpacks are not permitted to be carried in the school between 7:35 a.m. and 2:35 p.m.

DINING SERVICES

The school cafeteria is maintained as a vital part of the health program of the school district. The school provides both breakfast and lunch items. Students participating in the breakfast program must arrive in the cafeteria in a timely manner so that students have time to eat and return to their homeroom **before** the 7:35 a.m. bell. If compliance with scheduled return time to class becomes an issue, breakfast privileges may be limited and eating at home may be an alternative. All students are scheduled for lunch in the cafeteria where hot lunches are offered. A-la-carte and beverage items are available as well. Students may elect to carry their lunches.

CAFETERIA PROCEDURES

The following procedures and policies are designed to encourage a safe and healthy atmosphere. The monitors will enforce the procedures. Students will:

- Be respectful of the cafeteria staff, custodians, monitors and other students.
- Report to the cafeteria during their assigned lunch period.
- NOT “jump line” or deter others.
- Consume all food in the cafeteria, unless authorized by an administrator.
- Return trays and utensils to the dishwashing area.
- Keep conversations at a reasonable volume with those at their table.
- Only hand objects, food, etc. directly to the recipient.
- Use restrooms adjacent to the cafeteria. The monitor will give permission for (1) person to be dismissed at a time and the student will sign in/out with the monitor.
- Keep the cafeteria clean of debris
- No food/open beverage containers will leave the cafeteria. The student will consume or dispose of it.
- Remain in the cafeteria unless permission and a pass is given by a monitor.
- If permission to leave the cafeteria is given, the student must have a pass to the destination and return to the cafeteria before the end of the lunch period.

Cafeteria monitors may assign clean-up duties, lunch detention and/or refer students to the administration for further discipline. Any student referred to the office for inappropriate behavior(s) by the cafeteria supervisors or school personnel may be assigned two hours after school detention unless the action is considered a major violation or is a repeated offense. Lunch privileges may be limited.

Federal and state regulations prohibit deliveries and the sale of competitive/non-nutritional foods between the hours of 10:30 AM and 2:00 PM. All food consumed by students other than in the cafeteria during lunch must be pre-approved by the administration.

COMPUTERIZED MEAL PAYMENT AND DEBIT SYSTEM

At BMS the student Personal Identification Number (PIN) is used for cafeteria purchases. Students can establish debit accounts in which they may deposit money to cover the cost of lunches and snacks that are purchased. The debit system is optional and students may still use cash.

Students can deposit money into their accounts during breakfast and lunch. The cafeteria will accept cash or personal checks. No change will be given for checks. Cash cannot be withdrawn from the account once the deposit is made.

All food must be paid for at the time of purchase. Students will not be given credit. Free and reduced lunch students must have money in their accounts, or cash, to make purchases for second meals and ala Carte items.

FREE AND REDUCED LUNCH PROGRAM

The BSSD participates in the National School Lunch Program (NSLP) sponsored by the US Department of Agriculture (USDA). Families may qualify for free or reduced-price school meals through the NSLP. Eligibility for this program is based on family size and income, and is determined by Direct Certification or by submitting a Free and Reduced School Lunch Application.

Even if the student was eligible in the prior year and he/she is automatically eligible for the first 10 days of the new school year, a new application must be submitted and approved prior to the end of the 10-day of school for the free and reduced lunch service to continue.

Applications are provided to all students at the beginning of each school year. Forms, at other times, may be obtained in the school office.

EMERGENCY PROCEDURES

EVACUATION DRILLS

The routes for fires and other emergencies requiring evacuation are posted in each room. Students should study the plan and become familiar with it. When a fire drill sounds or evacuation order is given, students will immediately stand and leave the room silently, WALKING in an orderly fashion. No one is to pass another student. The first students to reach the outside

door are to hold it open until all have left the building. Students are to remain silent during the entire drill and follow all teacher instructions. Students may reenter after the teachers or administrator gives the “all clear” signal.

WEATHER DRILLS

Each classroom will have signs showing the designated safe areas for extreme weather drills. During a tornado warning, students will immediately report to the designated interior walls of the building, away from glass windows and doorways. Students are to take the tornado safety posture – crouching on their knees, placing hands over their heads. If a tornado imminent signal is heard, students will immediately take the tornado safety posture, crouching below their desks and other furniture, facing away from all glass windows.

LOCK DOWN DRILLS (Code Blue-Medical, Code Blue Non-Medical, Code Red)

Students must remain in a school personnel supervised area. ALL instructions provided by the administration and teachers are to be followed without question.

During all emergency drills, students MUST remain silent and in designated safety areas until the “all clear” signal is given.

BSSD POLICIES

SECTION I - 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. Specific codes and policies include:

12.1 Free Education and Attendance

12.3 School Rules

12.4 Discrimination

12.6 Exclusion from class – suspensions & Hearings/ Due Process

12.8 Freedom of Expression

12.9 Flag Salute

12.11 Confidential communications

12.13 Searches/Lockers

12.15 Pupils Right of Refusal / Animal Dissection

Blairsville-Saltsburg School District #709 Acceptable Uses of the Computers, Networks, Internet, Electronic Communication Systems and Information

1. Purpose

The Blairsville-Saltsburg School District (“School District”) provides employees, students and guest (“users”) with access to the School District’s electronic communication systems and networks, which includes Internet access, whether wired or wireless, or by any other means.

Computers, networks, Internet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. The Board will provide access to the School District’s CIS systems in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of the School District.

For uses, the School District’s CIS systems must be used primarily for education-related purposes and performance of School District job duties. Incidental personal use of school computers is permitted for employees so long as such use does not interfere with the employee’s job duties and performance, with systems operations, or with other system users. Personal use must comply with this policy and all other applicable School District policies, procedures and rules contained in this policy, as well as Internet service provider (“ISP”) terms, local, state, and federal laws and must not damage the School District’s CIS systems. Students may only use the CIS systems for educational purposes. At the same time, employees’, and students’ personal technology devices brought onto the School District’s property or suspected to contain School District information may be legally accessed to ensure compliance with this Policy and other School District’s resources, and to comply with the law. Users may not use computers not provided by the district to access the School District’s Intranet, Internet or any other CIS systems unless approved by the Coordinator of Management Information Systems.

The School District intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets. Consequently, employees and students are required to fully comply with this policy, and to immediately report any violations or suspicious activities to your building administrator. Conduct otherwise will result in actions further described in Consequences for Inappropriate, Unauthorized and Illegal Use, found as the last sections of this policy, and provided in relevant School District policies.

2. Definitions

Access to the Internet – A computer shall be considered to have access to the Internet if the computer is equipped with a modem or is connected to a network that has access to the Internet, whether by wire, wireless, cable, or any other means.

18 U.S.C. Sec. 2256 (8)20 U.S.C. Sec. 6777 (e)(1)

Child Pornography – Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct.
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct.
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Computer – Includes any School District owned, leased or licensed or employee, student and guest owned personal hardware, software, or other technology used on School District premises or at School District events, or connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. Computer includes, but is not limited to, School District, employee, students, and guest: desktop, notebook, powerbook, tablet PC or laptop computers, printers, cables, modems, and other peripherals; specialized electronic equipment used for students' special educational purposes; global position system (GPS) equipment; personal digital assistants (PDA's); cell phones, with or without Internet access and/or recording and/or camera and other capabilities, mobile phones, or wireless devices; beepers; paging devices, laser pointers and attachments, and any other such technology developed.

18 U.S.C. Sec. 2256 (8)

Electronic Communication Systems – Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire radio electromagnetic, photo optical or photo electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, Global Positioning Systems, Personal Digital Assistants, facsimile machines, cell phones, with or without Internet access and/or electronic mail and/or recording devices, cameras, and other capabilities.

Educational Purpose – Includes use of the CIS systems for classroom activities, professional or career development, and to support the School District's curriculum, policy and mission statement.

Harmful to Minors – Any picture, image, graphic image file, or other visual depictions that:

1. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

20 U.S.C. Sec. 677 (e) (6), 9134 (f)

47 U.S.C. Sec 254 (h)

Incidental Personal Use – Use of School District CIS systems by an individual employee for occasional personal communications. Personal use must comply with this policy and all other School District policies, procedures and rules, as well as ISP, local, state, and federal laws and may not interfere with the employee's job duties and performance, with system operations, or with other system users, and must not damage the School District's CIS system. Under no circumstances should the employee believe their use is private. The School District reserves the right to monitor, track, access, and log the use of its CIS systems at any time.

Minor – For purposes of compliance with the Children's Internet Protection Act ("CIPA"), an individual who has not yet attained the age of seventeen (17). For other purposes, minor shall mean the age of minority as defined in the relevant law.

20 U.S.C. Sec. 677 (e) (4), 9134 (f)

47 U.S.C. Sec 254 (h)

Network – A system that links two or more computer systems, including all components necessary to effect the operation, including, but not limited to: computers, copper and fiber cabling, wireless communications and links, equipment closets and enclosures, network electronics, telephone lines, printers and other computers and/or networks to which the network may be connected, such as the Internet or those of other institutions.

Obscene – Analysis of the material meets the following elements:

1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene.
3. Whether the work taken as a whole lacks serious literary, artistic, political, or scientific value.

18 U.S.C. Sec 1460

Sexual Act and Sexual Contact – As defined at 18 U.S.C. § 2246(2), and at 18 U.S.C. § 2246(3), 18 Pa.C.S.A. § 5903.

Technology Protection Measure(s) – A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

20 U.S.C. Sec. 9134(f)

47 U.S.C. Sec 254 (h)

Visual Depictions – Undeveloped film and videotape and data stored on computer disk, flash-drive or by electronic means which is capable of conversion into a visual image but does not include mere words.

20 U.S.C. Sec. 9134(f); 47 U.S.C. Sec. 254 (h);

18 U.S.C. 1460, 2256

3. Authority

Access to the School District's CIS systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the School District, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The School District will cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.

It is often necessary to access user accounts in order to perform routine maintenance and security tasks; system administrators have the right to access by interception, and the stored communication of user accounts for any reason in order to uphold this policy and to maintain the system. **USERS HAVE NO PRIVACY EXPECTATION IN THE CONTENTS OF THEIR PERSONAL FILES OR ANY OF THEIR USE OF THE SCHOOL DISTRICT'S CIS SYSTEMS. THE SCHOOL DISTRICT RESERVES THE RIGHT TO MONITOR, TRACK, LOG AND ACCESS CIS SYSTEMS USE AND TO MONITOR AND ALLOCATE FILESERVER SPACE.**

P.L. 106-554 Sec. 1711, 1721

The School District reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, the School District operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. *Inappropriate matter* includes, but is not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic, and advocates the destruction of property or advocates physical violence. Measures designed to restrict adults' and minors' access to material harmful to minors may be disabled to enable an adult to access *bona fide* research or for another lawful purpose.

The School District has the right, but not the duty, to monitor, track, log, access and report all aspects of its computer information technology and related systems of all users and of any employee's, student's and guest's personal computers, network, Internet, electronic communication systems, and media brought on to School District premises or at School District events, connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) to insure compliance with this policy and other School District policies, to protect the School District's resources, and to comply with the law.

The School District reserves the right to restrict or limit usage of lower priority CIS systems and computer uses when network and computing requirements exceed available capacity according to the following priorities:

1. Highest – uses that directly supports the education of the students.
2. Medium - uses that indirectly benefit the education of the student.
3. Lowest - uses that include reasonable and limited educationally-related interpersonal communications and incidental personnel communications.
4. Forbidden – all activities in violation of this policy.

The School District additionally reserves the right to:

1. Determine which CIS systems services will be provided through School District resources.
2. View and monitor network traffic, file server space, processor, and system utilization, and all applications provided through the network and communications systems, including e-mail.
3. Remove excess e-mail or files taking up an inordinate amount of fileserver disk space after a reasonable time.
4. Revoke user privileges, remove user accounts, or refer to legal authorities when violation of this and any other applicable School District policies occur or state or federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, and destruction of School District resources and equipment.

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, and illegal, can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the School District cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions explained further in Section 12 Consequences for Inappropriate, Unauthorized and Illegal Use, found in the last section of this policy and as provided in relevant School District policies.

4. Delegation of Responsibility

Employees must know how to use the School District's CIS systems, and software relevant to the employee's responsibilities and practice proper etiquette, School District ethical behavior, and agree to the requirements of this policy.

Coordinator of Management Information Systems and/or designee will serve as the coordinator to oversee the School District's CIS systems and will work with other regional or state organizations as necessary, to educate employees, approve activities, provide leadership for proper training for all users in the use of the CIS systems and the requirements of this policy, establish a system to insure adequate supervision of the CIS systems, maintain executed user agreements, and interpret and enforce this policy.

The Coordinator of Management Information Systems and/or designee will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, and establish the School District virus protection process.

Unless otherwise denied for cause, student access to the CIS systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All users have the responsibility to respect the rights of all other users within the School District and School District CIS systems, and to abide by the rules established by the School District, its ISP, local, state and federal laws.

Access to the CIS Systems

1. CIS systems user accounts will be used only by authorized owners of the accounts for authorized purposes.
2. An account will be made available according to a procedure developed by appropriate School District authorities.

3. CIS System. The School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Policy, as well as other relevant School District policies, will govern use of the School District's CIS systems for students, employees and guests. Use of the CIS systems will also be governed by the other relevant School District policies.
4. Types of Services included, but not limited to:
 - a. World Wide Web. School District employees, students, and guests will have access to the Web through the School District's CIS systems as needed.
 - b. E-Mail. School District employees may be provided assigned individual e-mail accounts for work related, and incidental personal use, as needed. Students may be assigned e-mail accounts, as necessary, upon teachers' request, who will also supervise the students' use of the e-mail service.
 - c. Guest Accounts. Guests, which include but are not limited to, volunteers, independent contractors and adult education instructors, may receive an individual account with the approval of the Coordinator of Management Information Systems and/or designee if there is a specific, School District-related purpose requiring such access. Use of the CIS systems by a guest must be specifically limited to the School District-related purpose. An agreement will be required and parental signature will be required if the guest is a minor.
5. Access to all data on, taken from, or compiled using School District computers is subject to inspection and discipline. Users have no right to expect that School District information placed on users' personal computers, networks, Internet, and electronic communications systems is beyond the access of the School District. The School District reserves the right to legally access users' personal equipment for School District information.

Parental Notification and Responsibility

The School District will notify the parents about the School District CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the School District to monitor and enforce a wide range of social values in student use of the Internet. Further, the School District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The

School District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the School's District's CIS system. Parents are responsible for monitoring their children's use of the School District's CIS systems when they are accessing the systems.

School District Limitation of Liability

The School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the School District's CIS systems will be error-free or without defect. The School District does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the School District, nor is the School District responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. The School District shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the computers, network and electronic communications systems. The School District will not be responsible for stolen, damaged, or lost personal devices of students, employees, contractors/vendors and guests. The School District shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The School District shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the School District's CIS systems. In no event shall the School District be liable to the user for any damages whether direct, indirect, special or consequential, arising out the use of the CIS systems.

Prohibitions

The use of the School District's CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.

These prohibitions are in effect any time School District resources are accessed whether on School District property, when using mobile commuting equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when an employee, student or guest uses their own equipment.

Students are prohibited from visibly possessing and using their personal computers, as defined in this policy, on School District premises and property (including but not limited to, buses and other vehicles), at School District events, or through connection to the School District CIS systems, unless expressed permission has been granted by a teacher or administrator, who will then assume the responsibility to supervise the student in its use, or unless an IEP team determines such is necessary, in which case, an employee will supervise the student in its use. Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a computer due to their medical condition, or the medical condition of a member of their family, with notice and the approval of the school administrator may qualify for an exemption of this prohibition.

General Prohibitions

Users are prohibited from using School District CIS systems to:

1. Communicate about non-work or non-school related communications unless the employees' use comports with this policy's definition of incidental personal use.
2. Access or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property.
3. Access or transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.
4. Cyber bullying another individual.
5. Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.
6. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.
7. Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
8. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations) that are not for school-related purposes or required for employees to perform their job duties.

SC 1317.1

9. Facilitate any illegal activity.
10. Communicate through e-mail for non-educational purposes or activities, unless it is for an incidental personal use as defined in this policy. The use of e-mail to mass mail non-educational or non-work related information is expressly prohibited (for example, the use of the "everyone distribution list, building level distribution lists, or other email distributions lists to offer personal items for sale is prohibited).
11. Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District policies); conduct unauthorized fund raising or advertising on behalf of the School District and non-school School District organizations; resell of School District computer resources to individuals or organizations who are not related to the School District; or use the School District's name in any unauthorized manner that would reflect negatively on the School District, its employees, or students. *Commercial purposes* are defined as offering or providing goods or services or purchasing goods or services for personal use. School District acquisition policies will be followed for School District purchase of goods or supplies through the School District system.
12. Political lobbying.
13. Install, distribute, reproduce or use copyrighted software on School District computers, or copy School District software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright. See Section 8 Copyright Infringement in this Policy and the School District's Copyright Policy for additional information.
14. Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on School District computers is restricted to the Coordinator of Management Information Systems or designee.
15. Encrypt messages using encryption software that is not authorized by the School District from any access point on School District equipment or School District property. Employees and students must use School District approved encryption to protect the confidentiality of sensitive or critical information in the School District's approved manner.
16. Access, interfere, possess, or distribute confidential or private information without permission of the School District Administration. An example includes accessing other students' accounts to obtain their grades.
17. Violate the privacy or security of electronic information.
18. Use the systems to send any School District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the School District's business, or educational interest.
19. Sending unsolicited commercial electronic mail messages, also known as spam.
20. Posting personal or professional web pages without administrative approval.
21. Posting anonymous messages

Access and Security Prohibitions

Users must immediately notify the Coordinator of Management Information Systems and/or designee if they have identified a possible security problem. Students, employees, and guests must read, understand, provide a signed acknowledgment form, and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, nondisclosure and physical information security policies. The following activities related to access to the School District's CIS systems, and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of others or giving your password to another. Users will be held responsible for the result of any misuse of the users' user name or password while the users' systems access were left unattended and accessible to others, whether intentional or through negligence.
3. Using or attempting to use computer accounts of others, these actions are illegal, even with consent, or if only for the purpose of "browsing".
4. Altering a communication originally received from another person or computer with the intent to deceive.
18 Pa. C.S.A. Sec. 5703
5. Using School District resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for the promotion of or the sale of drugs, alcohol, weapons, engaging in criminal activity, or being involved in a terroristic threat against any person or property.
6. Disabling or circumventing any School District security, program or device, for example, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.
7. Transmitting electronic communications anonymously or under an alias unless authorized by the School District.

Operational Prohibitions

The following operational activities and behaviors are prohibited:

1. Interference with or disruption of the CIS systems, network accounts, services or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", Trojan Horse and trapdoor program code, the sending of electronic chain mail, distasteful jokes, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. The user may not hack or crack the network or others' computers, whether by parasiteware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or any component of the network, or strip or harvest information, or completely take over a person's computer, or to "look around".
2. Altering or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the CIS systems for security software or the systems.
4. Attempting to alter and School District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.
6. Connecting unauthorized hardware and devices to the CIS systems.
7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but is not limited to, downloading music files.
8. Intentionally damaging or destroying the integrity of the School District's electronic information.
9. Intentionally destroying the School District's computer hardware or software.
10. Intentionally disrupting the use of the CIS systems.
11. Damaging the School District's CIS systems, networking equipment through the user's negligence or deliberate act.
12. Failing to comply with requests from appropriate teachers or School District administrators to discontinue activities that threaten the operation or integrity of the CIS systems.

Content Guidelines

Information electronically published on the School District's CIS systems shall be subject to the following guidelines:

1. Published documents including but not limited to audio and video clips or conferences, may not include a child's phone number, street address, or box number, name (other than first name) or the names of other family members without parent consent.
2. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parent consent.
3. Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
4. Documents, web pages and electronic communications, must conform to all School District policies and guidelines, including the copyright policy.
5. Documents to be published on the Internet must be edited and approved according to School District procedures before publication.

Due Process

The School District will cooperate with the School District's ISP, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the School District's CIS systems.

If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights. The School District may terminate the account privileges by providing notice to the user.

Search and Seizure

Users' violations of this Policy, any other School District policy, or the law may be discovered by routine maintenance and monitoring of the School District system, or any method stated in this policy, or pursuant to any legal means.

THE SCHOOL DISTRICT RESERVES THE RIGHT TO MONITOR, TRACK, LOG AND ACCESS ANY ELECTRONIC COMMUNICATIONS, INCLUDING BUT NOT LIMITED TO, INTERNET ACCESS AND E-MAILS AT ANY TIME FOR ANY REASON. USERS SHOULD NOT HAVE THE EXPECTATION OF PRIVACY IN THEIR USE OF THE SCHOOL DISTRICT'S CIS SYSTEMS, AND OTHER SCHOOL DISTRICT TECHNOLOGY, EVEN WHEN USED FOR PERSONAL REASONS. FURTHER, THE SCHOOL DISTRICT RESERVES THE RIGHT, BUT NOT THE OBLIGATION, TO ACCESS ANY PERSONAL TECHNOLOGY DEVICE OF USERS BROUGHT ONTO THE SCHOOL DISTRICT'S PREMISES OR AT SCHOOL DISTRICT EVENTS, OR CONNECTED TO THE SCHOOL DISTRICT NETWORK, CONTAINING SCHOOL DISTRICT PROGRAMS OR SCHOOL DISTRICT OR STUDENT DATA (INCLUDING IMAGES, FILES, AND OTHER INFORMATION) TO INSURE COMPLIANCE WITH THIS POLICY AND OTHER SCHOOL DISTRICT POLICIES, TO PROTECT THE SCHOOL DISTRICT'S RESOURCES, AND TO COMPLY WITH THE LAW.

Everything that users place in their personal files should be written as if a third party will review it.

Copyright Infringement and Plagiarism

Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the School District resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements and employees will respect and comply as well.

Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.
P.L. 94-553 Sec. 107

Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, and deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on the School District's computers is expressly prohibited. This includes all forms of licensed software – shrink-wrap, clickwrap, browsewrap, and electronic software downloaded from the Internet. School District guidelines on plagiarism will govern use of material accessed through the School District's CIS systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

Selection of Material

Board policies on the selection of materials will govern use of the School District's CIS systems.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and web sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the web site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

School District Web Site

The School District will establish and maintain a Web Site and will develop and modify its Web pages that will present information about the School District under the direction of the Director of Computer Services.

Safety & Privacy

To the extent legally required, users of the School District's CIS systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately take them to the Director of Computer Services and/or designee.

18 Pa. C.S.A. Sec. 5703

Users will not post personal contact information about themselves or other people on the CIS systems. The user may not steal another's identity in any way, may not use spyware, parasiteware, cookies, or use School District or personnel employee technology or resources in any way to invade one's privacy. Additionally, the user may not disclose, use or disseminate confidential and personal information about students or employees (examples include, but are not limited to, using a cell phone with camera and Internet access to take pictures of anything, including but not limited to, persons, places, and documents relevant to the School District, saving, storing and sending the image with or without text or disclosing them by any means, including but not limited to, print

and electronic matter; revealing student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the School District unless legitimately authorized to do so).

Student users will agree not to meet with someone they have met online unless they have parent consent.

Consequences for Inappropriate, Unauthorized and Illegal Use

General rules for behavior, ethics, and communications apply when using the CIS systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use of the CIS systems may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant School District policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policy, curriculum policies, terroristic threat policy, and harassment policies.

The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.

Violations as described in this policy may be reported to the School District, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The School District will cooperate to the extent legally required with authorities in all such investigations. Vandalism will result in cancellation of access to the School District's CIS systems and resources and is subject to discipline.

10 U.S.C. Sec. 6777
PA Code Title 22 Sec. 403.1

ASSAULT

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 alarm, harm, or annoy another person; including, but not limited to: harassment, sexual harassment, ethnic intimidation, and physical assault. To report an incident, obtain an Incident Report Form from the high school office.

In addition to District consequences, civil penalties for assault include: Imprisonment for a term of not more than 90 days and a 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, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury."

BLAIRSVILLE-SALTSBURG SCHOOL DISTRICT DRUG, ALCOHOL AND TOBACCO POLICY

#234 Smoking and Use of Tobacco Products (Act 145 of 1996)

1. Purpose: The Board recognizes that use of tobacco by students presents a health and safety hazard which can have serious consequences for both users and non-users.
2. Definition: For purposes of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar, or pipe; other lighted or unlighted smoking product; and smokeless tobacco in any form.
3. Authority: The Board prohibits students from possessing and using tobacco at any time upon school property, including all district buildings, grounds, athletic facilities and vehicles and at all school sponsored activities. In addition, the use and possession of tobacco shall be prohibited by students proceeding to and from school and/or any school related or sponsored activity. The school district shall initiate prosecution of any student who violates this policy. Under Act 145 of 1996 of the Pennsylvania Crimes Code, which amends the Crimes Code (Title 18), a student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50.00 plus court costs or admitted to alternative adjudication. The provisions of Title 35, Section 1223.5 of Purdon's Pennsylvania Statutes Annotated entitled "School Tobacco Control" are incorporated into this policy.
4. Delegation of Responsibility: The Superintendent or designee shall annually notify students and parents about the district's Smoking and Use of Tobacco policy by publishing such policy in the student handbook.
5. Guidelines: A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50.00 plus court costs or admitted to alternative adjudication.

In compliance with ACT 128 of 2000, School Tobacco Control, the Blairsville-Saltsburg Board of Education has established a zero-tolerance policy on the use of tobacco by employees, pupils, parents and other persons in school buildings, school buses, and on school property under the control of the school district. **An offense under this section shall be deemed an offense under 18 Pa. C.S.6306.1 and citations will be imposed.**

#227 Drug and Alcohol Abuse

1. Purpose: The Board of Directors recognizes and affirms the individual value and potential of each member of its school community. The Board also recognizes that chemical abuse and dependency seriously impair the ability of an individual to develop his full potential. This policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives, and that chemical dependency is a treatable illness.
The Board further recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused through the misuse of drugs and alcohol by students, especially as such misuse relates to the safety, efficiency, and productivity of the students. The Board adopts the position that students must be chemically free in order to develop in the most productive and healthy manner.
The primary purpose and justification for any action on the part of the school staff in response to drug and alcohol abuse would be the protection of the health, safety, and welfare of students, staff, and school property.
Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, it is this district's policy to prevent and prohibit the possession or use, mimic of use, sale or mimic of sale, distribution or intent of distribution of any illegal or controlled mind altering chemical medication, or abused chemical not approved by the health office on school property, at school-sponsored events, on school

buses, and enroute to or from school by any mode of travel. Due consideration will be given to the legal rights and responsibilities of the school administration, staff, students, and parents. (Board Policy #227 *Drug and Alcohol Abuse*, on file in the Superintendent's office)

2. **Definition:** For the purpose of this policy, the following definitions apply: Drugs, Mood Altering Chemicals, and Alcohol may be used interchangeably and shall include any alcohol or malt beverage, controlled substance, or illegal and abused substance as prohibited by the Controlled Substance Drug, Device, and Cosmetic Act (P.S. 35 § 780-101, et seq) and the Look Alike Drug Law.
Conviction shall be defined as finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.
Criminal Drug Statute shall be defined as a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
Drug-free Workplace shall be defined as the site for the performance of work done in connection with a specific federal or state grant at which professional employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
School Property shall include not only actual buildings, facilities and grounds on the school campus, but shall also include buses, school bus stops, school parking areas and any facility being used for a school function.
Drug-free School Zone is defined as a 1,000-foot buffer zone around schools. This boundary was defined by the drug trafficking provisions of Act 31 adopted in March of 1988.
Administrative Staff shall include all building principals, central office directors, business manager, assistant superintendent, and superintendent.
Professional Staff shall include all teachers, nurses, guidance counselors, psychologists, librarians, and speech therapists.
Classified Staff shall include all secretaries, custodians, cafeteria workers, aides, noon hour supervisors, crossing guards, and attendance officers.
School Personnel shall include any persons employed under the supervision of the School District of Blairsville-Saltsburg.
Core Team is a multi-disciplinary team composed of school personnel including teachers, staff, administrators, nurses, guidance counselors, and school psychologists. The team will be trained to recognize behaviors which are commonly associated with the students at-risk. In Blairsville-Saltsburg School District, the Core Team is referred to as the SSS Team (Student Support Services.)
Cooperative Behavior shall be defined as the willingness of a student to work with professional staff in a reasonable and helpful manner complying with requests and recommendations of said persons.
Uncooperative Behavior shall be defined as any resistance or refusal on the part of the student to comply with the reasonable requests or recommendations of professional staff.
Confiscation will occur when there is reasonable cause to believe that a student is in possession of drugs or mood altering chemicals, alcohol or paraphernalia. There is an obligation to search for and seize chemicals, substances or paraphernalia by all professional employees who work with the students, and to submit such material to the appropriate administrator. (Pa. School Code, as amended, Chapter 12, Section 12.14).
Confidentiality – The privileged confidentiality between students and professional staff shall be respected and no confidential communications made to any such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interest of the student can be served.
Student Contract Procedure is any verbal and/or written agreement between a student and professional staff which is intended to help the student improve some aspect of his performance.
Out-of-School Suspension is a temporary exclusion from school attendance in accordance with Section 1318 of the Pennsylvania School Code, as amended.
Distributing shall include the delivery, selling, passing, sharing or giving any alcohol, drug, or mood altering substance, as defined by this policy, for one person to another or to aid therein.
Paraphernalia is any apparatus associated with the use of drugs and/or mind-altering chemicals.
3. **Delegation of Responsibility:** A statement notifying students that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on school premises shall be provided annually by the Superintendent or his designee. The statement shall incorporate the following items:
 1. **Blairsville Saltsburg School District Guidelines for Conduct:** Students who violate local, state, or federal laws concerning possession, use, or distribution of alcohol and other controlled substances are subject to disciplinary action including, but not limited to, a warning, written reprimand, suspension, or expulsion, and any additional consequences from local, state, and federal law. Disciplinary action may include participation in and successful completion of a drug and alcohol rehabilitation program approved by an appropriate health or law enforcement agency.
 2. **Blairsville-Saltsburg School District Standards of Conduct:** It is the policy and intent of the Blairsville-Saltsburg School District to provide a drug-free, healthful, and safe environment free from drug and alcohol abuse. In light of this, and in accordance with PL 10 1 –226, Blairsville-Saltsburg School District prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as part of any Blairsville-Saltsburg School District related or sponsored activities.
 3. **Legal Consequences of Drug 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 off the premises. All applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of drugs or alcohol will be applied.

The Drug and Alcohol Abuse Policy and the procedures to be followed as related to students are further specified by the following:

ARTICLE I

A professional staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. It may or may not be related to use of drugs, alcohol or mood-altering substances.

Immediate Action

1. Observe and record inappropriate behavior(s).
2. Discuss concerns with student and a verbal contract is recommended.
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. Evaluate behavior daily.
5. If no satisfactory change, refer student to Core Team.

Investigation

Core Team will investigate as needed.

Notification of Parents

Notification of behavior and/or performance indicators if warranted.

Disposition of Substance

Not applicable

Discipline/Rehabilitation

An intervention conference will be held if the Core Team feels it is indicated by the data plus Policy #16.

Notification of Police

Not applicable

ARTICLE II

A student demonstrates symptoms of possible drug or alcohol use (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.) This situation will be handled as a medical emergency.

Immediate Action

All standard health and first aid procedures will be followed. The student will not be left unsupervised.

Investigation

If a drug or alcohol use is suspected, the principal or authorized designate is responsible for initiating the investigation procedures normally employed when a student is apprehended for drug/alcohol use or possession (see Article IV). Core Team will be notified if drug or alcohol use is suspected.

Notification of Parents

Yes

Disposition of Substance

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 aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Discipline/Rehabilitation

Minimum 10 days suspension if drug or alcohol use is verified. Minimum of 4-10 days suspension. Maximum – possible recommendation for expulsion.

Notification of Police

Yes, if chemical substance is confiscated.

ARTICLE III

The student is found in possession of paraphernalia, which is any apparatus associated with the use of drugs and/or mood altering chemicals (for example, but not limited to, papers, bongs, clips, pipes, stones, and needles).

Immediate Action

School personnel will confiscate the paraphernalia, escort student to the principal's office or summon the principal or his designee. Staff member writes anecdotal report of incident.

Investigation

The principal or his designee will request that the student empty his/her pockets and/or purse and volunteer all paraphernalia. Upon reasonable cause the student's personal locker, desk, and all personal property will be searched according to school policy. The student shall not be left unsupervised.

Notification of Parents

The principal or his 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.

Disposition of Substance

When paraphernalia is confiscated it will be properly documented and stored.

Discipline/Rehabilitation

Refer to Core Team

Minimum - 1 to 2 days suspension

Maximum - School Board Hearing

Notification of Police--Yes, if appropriate

ARTICLE IV

The student is found using, in possession of, or suspected to be under the influence of a drug when attending as a participant or spectator, 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.

Immediate Action

The group sponsor or accompanying administrator will be notified. Security to be summoned if necessary.

Investigation

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.

Notification of Parents

A parent will be contacted immediately, the situation described and requested to transport student home. If parents are unable or unwilling to transport student, police will be asked to transport student home.

Disposition of Substance

Substance will be sealed, documented, and turned over to the police with a request for analysis.

Discipline/Rehabilitation

Refer to Core Team

Minimum - 4 to 10 days full suspension

Maximum - School Board Hearing

Exclusion from extracurricular activities at the discretion of the principal.

Notification of Police--Yes

ARTICLE V

The student is caught with drugs or alcohol for the first time and is cooperative with investigation.

Immediate Action

Professional staff will confiscate substance and escort student to principal's office.

Investigation

The principal or his 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, desk, and all personal property will be searched in accordance with school policy and Chapter 12, Section 12.14 of the Pennsylvania Public School Code. The student will not be left unsupervised.

Notification of Parents

The principal or his designee will attempt to contact the parent/guardian immediately and describe the situation. A parent conference will be arranged.

Disposition of Substance

Substance will be sealed, documented and turned over to the police with a request for an analysis.

Discipline/Rehabilitation

Refer to Core Team

Minimum - 4 to 10 days full suspension

Maximum - School Board Hearing

Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendation. Exclusion from extracurricular activities at the discretion of the principal.

Notification of Police

Yes

ARTICLE VI

A student is caught with drugs for the first time and is uncooperative with the investigation.

Immediate Action

Professional staff will summon the principal and confiscate drug.

Investigation

The student will be appropriately searched. The student's locker, desk, and all personal property will be searched according to school policy and Pennsylvania Public School Code. The student will not be left unsupervised.

Notification of Parents

The principal or his designee will attempt to contact the parent/guardian immediately and describe the situation. A parent conference will be arranged.

Disposition of Substance

Substance will be sealed, documented and turned over to police with a request for an analysis.

Discipline/Rehabilitation

Refer to Core Team

Minimum – 4-10 days full suspension

Maximum - School Board Hearing

Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendation. Exclusion from extracurricular activities at the discretion of the principal.

Notification of police

Yes

ARTICLE VII

A student is caught again in possession of drug or alcohol.

Immediate Action

The teacher will summon the principal or escort the student to the principal's office.

Investigation

The student will be appropriately searched. The student's locker, desk, and all personal property will be searched according to school policy and Pennsylvania Public School Code. The student will not be left unsupervised.

Notification of Parents

The parent will be asked to report to the school.

Disposition of Substance

Substance will be sealed, documented, and turned over to the police with a request for an analysis.

Discipline/Rehabilitation

Refer to Core Team

Minimum – 4-10 days full suspension

Maximum - School Board Hearing

Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendation. Exclusion from extracurricular activities at the discretion of the principal

Notification of Police

Yes

ARTICLE VIII

A student is distributing a drug, mood altering substance or alcohol.

Immediate Action

School personnel will confiscate chemical(s), escort student to the principal's office or summon the principal or his designee. Contact police.

Investigation

Police will handle from legal point of view. Core Team will gather data, assess, and plan for intervention process with all involved.

Notification of Parents

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.

Disposition of Substance

Substance will be sealed, documented, and turned over to the police with a request for an analysis.

Discipline/Rehabilitation

Refer to Core Team

Out of school suspension with possible homebound instruction provided until School Board Hearing for expulsion. If return to school approved, assessment by a licensed drug and alcohol facility within 10 days of return to school and compliance with recommendation.

Notification of Police

Yes

(End of Board Policy No. 227, Section 200 Students, Drug and Alcohol Abuse, as adopted 3/19/90, Revised 7/19/93, 11/16/98, 5/17/99)

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Alcohol is the most socially acceptable drug in our society and the number one drug of choice among adolescents in our area. Alcohol consumption causes a number of marked changes in behavior.

Low doses significantly impair the judgment and coordination required to drive a car safely.

Low to moderate doses of alcohol increase the incidence of a variety of aggressive acts.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Very high doses cause respiratory depression and death.

Repeated use of alcohol can lead to dependence.

Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions.

Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to the brain and liver.

HEALTH RISKS ASSOCIATED WITH CONTROLLED SUBSTANCES

A wide variety of substances are included under the heading of controlled substances; hallucinogens, stimulants, depressants, and narcotics. Each of these controlled substances have individual characteristics and methods, symptoms, and dangers of abuse. For more information on these substances, contact the Prevention Unit at ARIN IU 28.

Both prescription and non-prescription drugs can be abused when used inappropriately or mixed with alcohol. ARIN's Prevention Unit has excellent resource materials on this topic.

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.

Area Treatment Resources:

ARIN Intermediate Unit 28
Drug & Alcohol Prevention Program
Indiana, PA 15701
724-463-5300

ARC Manor
Kittanning, PA 16201
(724) 548-7607 or
800-323-1333

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

The Open Door
Indiana, PA 15701
(724) 465-2605

Alcoholics Anonymous
724-349-4061

Twin Lakes Recovery Resources
814-536-1576

Pennsylvania Department of Education Student Assistance Program
Marie Bozelli, Regional Coordinator
724-284-9183

Narcotics Anonymous
Laurel Mountain Highlands Area Chapter
1-800-494-3414

St. Francis Hospital
45th Street & Penn Ave.
Pittsburgh, PA 15201
(412) 622-4602

Other Sources of Information - Toll Free Information is listed below:

1-800-COCAINE - Cocaine Helpline
1-800-NCA-CALL - National Council on Alcoholism Information
1-800-662-HELP - National Institute on Drug Abuse

BLAIRSVILLE-SALTSBURG SCHOOL DISTRICT NONDISCRIMINATION 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 facilities that are accessible to and usable by handicapped person, contact Mr. Timothy Haselhoff, Title IX Coordinator, at 100 School Lane, Blairsville, PA 15717 (724-459-8882) or Mrs. Theresa Hanley, Section 504 Coordinator at 102 School Lane, Blairsville, PA 15717 (724-459-7990).

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 Theresa Hanley, at (724) 459-7990.

STUDENT HANDBOOK RECEIPT VERIFICATION

The student handbook is an important document with which you should become familiar, and it is beneficial for you to read and understand the contents. Many important changes have been made in the handbook to improve the safe, efficient and effective operation of the school. Please verify that you have read and understand the contents of the handbook by signing your name below. If you have any questions, please contact the middle school at 724-459-8880.

STUDENT'S NAME _____
(Please Print)

As a student/parent of the Blairsville-Saltsburg School District, I have been given the opportunity to examine and review the school policies and procedures in this handbook.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Please sign and detach this page from the handbook and return the completed and signed form to your homeroom teacher the first week of school.