

Blairsville-Saltsburg School District
Saltsburg Middle/High School
84 Trojan Lane, Saltsburg, Pa 15681
724-639-3547

Our Mission

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

Superintendent: Mr. Arnold J. Nadonley
Director of Education: Mrs. Theresa Hanley
Board President: Ms. Beverly Kusma-Caranese

Board Members:

Mr. Paul A. Bell, Ms. Linda Brown, Mrs. Linda Johnson, Mr. Michael LaMantia, Mr. George L. Rowley, Mr. Michael Smith, Mr. B. Edward Smith, and Mr. Brett Treece

Saltsburg Alma Mater

Hail, Alma Mater---Saltsburg High
We think of days and years gone by,
And praise we offer thee evermore--
As we depart from Life's vast shore!
Oh, hear us when we sign to thee,
Of our great love and loyalty!

Hail, Alma Mater---Red and White.
Thy symbol of thy guiding Light.
With Trojans brave to guard thy name---
And give thee honor, might and fame.
Go with us as we leave thy door.
And there remain, forevermore.

Hail, Alma Mater---Saltsburg High
Thy Mem'ry sweet evermore shall lie
Within our heart, Within our soul,
As we march onward toward life's goal
May God's rich blessings e'er be thine,
And always thy loved name refine!

This agenda belongs to:

Name: _____

Saltsburg Middle/High School Faculty and Staff

Principal Mr. Eric Kostic
Middle School Counselor TBD
High School Counselor Mrs. Lori Baker
Athletic Director Mr. Glenn Richards
School Nurse Mrs. Joyce Kern
Librarian Mrs. Roxanne Notarberardino
Attendance Mrs. Wanda Cunningham
Principal's Secretary Ms. Larissa Keck
Guidance Secretary Mrs. Gina Bruce

Social Studies:

Mr. James Berkey *
Ms. Barbara Cooper
Mrs. Allison Weir

English:

Mr. Geoff Dixon
Mrs. Lauren Pishney
Mr. Kevin Judge
Ms. Laura McDermott
Mrs. Dana Metzgar *

Content Area Reading:

Mr. Glenn Richards

Mathematics:

Mr. Darrin Baker
Mr. John Hamp
Mrs. Kathy Muir
Mrs. Lisa Shimer*
Mrs. Judy Swasy

Science:

Mrs. Heather Droste
Mrs. Linsey Palazzi
TBA
Mrs. Jolene Spadafora
Mr. Bernard Stadtmiller

World Language:

Mrs. Kathleen Hanlon
Ms. Sharon Highberger

Music:

Mrs. Mary Jo Zetts

Art:

Mrs. Elaine Pontillo

Industrial Technology:

Mr. Frank DelVecchio

FACS:

Mrs. Mary Ann Lind

Business/Computer:

Ms. Melissa Milanak

Health/Physical Education:

Mrs. Linda Lasher
Mr. John Rovison
Mr. Roland Young

Learning Support:

Ms. Beth Ann Laub
Mr. Larry McCluskey
Mrs. Debra Shirley
Mr. Clint Weimer

Gifted Program:

Ms. Stephanie Jake

Instructional Assistants:

Laurie Buell
Caroline Curran
Mary Ellen Hall
Mary Lopacinski

Daily Bell Schedule

7:20	School Opens
7:35 – 8:25	First Period
8:28 – 9:11	Second Period
9:14 – 9:57	Third Period
10:00 – 10:43	Fourth Period

10:46 – 11:16 A	10:46 – 11:29 5	10:46 – 11:29 5
11:19 – 12:02 5	11:32 – 12:02 B	11:32 – 12:15 6
12:05 – 12:48 6	12:05 – 12:48 6	12:18 – 12:48 C

12:51 – 1:34	Seventh Period
1:37 – 2:25	Eighth Period

*** ICTC Lunch is 11:13 – 11:28; the bus leaves at 11:30 A.M. ***

Graduation Requirements

The following academic requirements must be achieved in grades nine through twelve in order to receive a diploma from the Blairsville-Saltsburg School District.

<u>Subject</u>	<u>Number of Credits</u>
English	4
Social Studies	4*
Mathematics	3
Science	3
Arts & Humanities	2
Health	.6
Physical Education	1.45
Electives	5

*Students attending the Indiana County Technical School are required three credits in Social Studies.

Class Load

Each student must schedule 30 academic classes per week in addition to Physical Education. A minimum of five (5) credits must be earned in each grade level with a total of sixteen (16) credits prior to promotion from the junior class to the senior class. Students must accumulate 23.2 credits in the prescribed areas.

Scheduling changes approved by the office are to be completed within the first week of school. Withdrawal from a class after that time will result in a failing mark in that class unless indicated differently by the Superintendent and the Principal.

BSSD Graduation Portfolio Project

According to the Pennsylvania Department of Education (PDE) Chapter IV guidelines, Section 4.24 High School Graduation Requirements:

*Requirements shall include course completion and grades, **completion of a culminating project**, and results of state and local assessments of academic standards. The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.*

In order to be in compliance with the directive, the Blairsville-Saltsburg School District has defined the construction of a graduation portfolio as the method for meeting the graduation project requirement.

The Graduation Portfolio will consist of a compilation of student work accumulated during grades 9-12. There are six dimensions of the high school experience that students will include when constructing their portfolio:

- Teamwork
- Communication
- Research Skills
- Career Exploration
- Use of Technology
- Analytical Thinking

Evidence for each dimension will consist of at least one separate and district entry placed in the portfolio each year (six pieces per year). The contents of the portfolio will be reviewed by the students' advisers using checklists and entry slips.

Adviser-Advisee Purpose

The Adviser-Advisee Program is organized by homeroom and is designed to create small groups for students in which a faculty member serves as their adviser. Support sessions are scheduled at least once a month to review school rules and procedures, to monitor student academic progress, to promote career awareness, and to facilitate the Graduation Portfolio Project.

Senior Research Paper and Presentation

All seniors are required to complete a research paper and present the findings during the spring semester. In addition, this paper must follow MLA Guidelines.

Failures

No credit is given for a subject that is failed. If a student fails a required subject, it is the responsibility of the student to make

arrangements for repeating the class. Such arrangements include the following:

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

Grading System

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

Incompletes and Pass/Fail

An "I" is issued for work not completed by a specific time. The "I" will change to an "E": if work is not completed at the conclusion of the following nine-week period or summer following the 4th quarter.

All I's must be removed prior to graduation, and it is the **student's responsibility** to make arrangements with the classroom teacher to complete all requirements for grade changes. **Pass/Fail** grading requires special permission from the principal and excludes students from class rank and honor roll eligibility.

Homework

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

Grading

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

***Distinguished Honor Roll:** Students with a 95% or higher GPA

***High Honor Roll:** Students with a 90% to 94.99% GPA

***Honor Roll:** Students with an 85% to 89.99% GPA

Students with an "I" (incomplete) in any subject are not eligible for the honor roll.

Weighted Classes

Passing any of the following subjects will increase a student's calculated percent average by 1.3 percent for that class:

AP Chemistry

AP Physics

AP English (12)

AP US History

AP World History

Calculus

Cheating Policy

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

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

To Pass a Subject, a Student Must:

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

Independent Study

Independent Study is available to all students but requires approval from the cooperating teacher and the principal. Credit may or may not be awarded.

Academic Awards Program

There will be an invitation only Awards Program held at the end of each school year for students who have maintained a 93% or better average for each of the first three grading periods.

National Honor Society

- Must be junior or senior student.
- Must have a minimum cumulative percentage score of 95% at the end of the first semester.
- Must receive the recommendation of the teaching staff and the faculty council based on the following criteria:

LEADERSHIP – The student must display outstanding leadership at school, in the community and in civic organizations.

SERVICE – The student must serve to uphold scholarship as well as maintaining a loyal school attitude. The student should also participate in activities outside of school.

CHARACTER – The student should display character by accepting constructive criticism, upholding morality and ethical conduct and being a role model for his/her peers.

NOTE: *The Faculty Council will periodically examine maintenance of membership.*

TRANSPORTATION

School Bus

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

- (1) Students are to ride their scheduled bus.
- (2) Students will be assigned seats on the bus according to the bus driver.
- (3) Students will remain seated while bus is in motion.
- (4) Loud playing radios are not permitted on the bus.
- (5) Food and drink are not to be consumed on the bus.
- (6) The school discipline policy is in effect on the bus.
- (7) Be polite, courteous, and respectful on the bus
- (8) **Students are not permitted to ride a bus other than his/her assigned bus without written permission from the school office*.**

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

DRIVING TO SCHOOL

Students who desire to drive to school must:

Complete the Application - available at student meetings

Purchase a Parking Permit. Permits may be purchased for a non-refundable \$5.00 fee.

Hang Parking Permit on Mirror. Vehicles without permits will be removed from the parking lot at the owner's expense.

Park in Assigned Slot Only. Parking slots will be numbered and assigned.

Temporary permits will be issued when necessary to students who do not drive to school on a regular basis (i.e., for doctor appointments, etc.).

****Reckless driving or failure to comply with the established procedure will result in loss of driving privileges and/or towing of your vehicle at your expense.**

Remember: Driving to school with an authorized parking permit is a privilege. Students who are given a permit are bound by the rules of their school. The permit may be revoked at the principal's discretion.

***Vehicles on school property may be searched if reasonable suspicion exists.**

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

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

Participation Rules

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

Any student absent from school, unless permitted by the office, will not be able to participate in, or attend, any activities for that day. Students must be in school by 7:35 a.m. to be considered eligible for activities that day. Students absent from school on a Friday may not participate in weekend activities. According to PIAA regulations, if a student is absent for a total of 20 or more days during a semester (10 per 9 weeks), that student is not eligible for athletics until they have been in attendance for a total of 60 school days following the 20th day of absence. Each case will be reviewed individually and a final decision made by the Principal and Athletic Director.

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

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

STUDENT DRESS

It is the responsibility of students to dress and groom themselves appropriately for school. They must meet fair standards of safety and

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

Examples of Unacceptable Attire: (Not considered to be a comprehensive list; rather, it is a minimum guide.)

- No short shorts. Shorts and skirts must be within 6 inches of the kneecap.
- No bare midriffs, low cut shirts, blouses or tops
- No undershirts, strapless tops, see-through or mesh clothing, muscle shirts or tops with straps less than two (2) inches
- No pajamas, sun glasses, bandanas, hats
- Backpacks are not permitted to be carried between 7:35 and 2:25
- Wearing of pants off of the waist is not permitted
- No exposed undergarments or “camo” camouflage clothing
- No excessive hairstyles, including mohawks; hair color must be a “natural” color
- Nose piercings must be 14 gauge or smaller. No eyebrow or lip piercings are permitted (During phys ed classes all jewelry must be removed.)
- No chains, spiked jewelry, dog collars, or jewelry with potential to create a hazard or disruption
- No clothing, patches, buttons, etc. that are obscene, vulgar, suggestive, or sexual or that promote drug, alcohol, tobacco or violence
- No hoodies, coats, jackets, etc. are to be worn indoors between 7:20 am and 2:25 pm

ELECTRONIC DEVICES

Cell phones, and other electronic devices must be kept in the students’ locker from 7:20 until 2:25 per BSSD policy and may not be used under any circumstances.

The following will occur should a student violate this policy:

- 1) The item will be confiscated and returned only to the parent.
- 2) The item will be confiscated and returned a week later to the parent
- 3) The item will be confiscated and returned 9 weeks later to the parent.

CAFETERIA

Students may deposit any amount of money in their lunch accounts by giving it to the cafeteria personnel. Also, student lunches may be

purchased in the cafeteria daily. Students are requested to have the correct change to prevent delays in the serving line. Students must remain in the cafeteria during their lunch period. Food cannot be delivered to school during the lunch periods.

Cafeteria Procedures

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

- Running will not be tolerated.
- Keep the tables and eating areas clean. Report spills or accidents to cafeteria personnel immediately.
- When students have finished eating, they will throw rubbish, milk cartons, etc., in the disposal cans provided in the cafeteria and place trays and dishes on the dishwasher counter.
- Students are to remain in the cafeteria and are excused with permission of the supervising staff member only.
- **The delivery of food to the school is not permitted.**
- **ALL** food will be consumed in the cafeteria.
- Be respectful at all times.
- Remember that eating in the cafeteria is a privilege, not a right.
- **Food and Open Containers are not permitted in the building except in the cafeteria during lunch.**
- No line cutting.

HALL PASSES

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

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

TELEPHONE

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

DISMISSAL

Bus students and students who drive will be dismissed from the building by the 2:25 bell. Bus students will board the buses at the main entrance. Riders will be dismissed following the buses – parents are to park and meet their children at the football field parking area. Next, student drivers will be dismissed. Finally, Walkers will exit front, main doors after the student drivers.

VISITORS AND GUESTS

All visitors must report to the office, register the time and day of their visit and obtain a Visitor's Pass. Students must receive permission in advance, **from the principal**, prior to bringing visitors to school.

BOOKS

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

- 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%

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

SCHOOL DEBTS

The student must pay for any material that is lost or destroyed by the student, which belongs to the school.

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

All academic, behavioral and financial obligations must be resolved two (2) days prior to graduation. Otherwise, a senior will not receive their diploma, be permitted to participate in the commencement ceremony or be eligible for class rank.

FIRE DRILL REGULATIONS

Maximum safety in case of a fire can be realized through the efficient and orderly evacuation of the school. Fire Drills will be conducted on a monthly basis to insure that the buildings can be evacuated in such a

manner. When the fire alarm sounds, follow the directions of your teacher and begin the following procedure:

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

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

SPECIAL INFORMATION

Student Agenda Handbooks

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

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

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

Vending Machines

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

Use of Medication

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

Use of Video Surveillance Equipment

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

Health Curriculum

Your son/daughter will receive instruction about Acquired Immune Deficiency Syndrome (AIDS) and birth control as part of the health curriculum. The AIDS instruction will include information about the nature, transmission and prevention of the disease. The program will stress abstinence from sexual activity and avoidance of illegal drug use as the only reliable means of preventing the transmission of AIDS.

The instruction on birth control will include information about the various methods of birth control, their reliability, how they prevent pregnancy and how to find some information about birth control. The instruction will emphasize that abstinence is the only 100% certain method of birth control.

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

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

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) 459-5500.

Lockers

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

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

Search and Seizure

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

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

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

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

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

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

Use of Video Surveillance Equipment

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

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

----- Computer Usage Policy and Provisions

SECTION II - 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 person, contact Mrs. Theresa Hanley, Section 504 Coordinator, at 102 School Lane, Blairsville, PA 15717 (459-5500).

SECTION III – Drug and Alcohol Policy

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

Legal Consequences of Drug and Alcohol Violations

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

federal law for the unlawful possession or distribution of drugs or alcohol will be applied.

Counseling, Treatment, Rehabilitation Or Reentry Programs

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

Treatment Resources

- 1) Armstrong/Indiana County Drug and Alcohol Commission
Shelocta, PA 15774
(724) 354-2746
- 2) The Open Door
20 South Sixth Street
Indiana, PA 15701
(724) 465-2605 or 800-794-2112

Other toll free sources of information:

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

ARTICLES I through VIII – Drug and Alcohol Procedures

Article I

If a professional staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc., and believe that such behavior is related to the use of drugs, alcohol or mood altering substances, the following process should begin:

Immediate Action

1. Observe and record inappropriate behavior(s).
2. Discuss concerns (inappropriate behavior(s) 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 procedure 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 accumulation of data plus following Policy #216.

Notification of Police

Not applicable.

Article II

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

Immediate Action

All standard health and first aid procedures will be followed. The student will not be let 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 – 4 to 10 days suspension

Maximum – 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 chemical (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 designate. Staff member writes anecdotal report of incident.

Investigation

The principal or his designate 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 designate 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 3 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 request 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 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 designate 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 1214 of the Pennsylvania Public School Code. The student will not be left unsupervised.

Notification of Parents

The principal or his designate 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 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 recommendations.

Exclusion from extracurricular activities at the discretion of the principal.

Notification of Police

Yes

Article VI

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

Immediate Action

Professional staff will summon the principal and confiscate the drug(s).

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 designate 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 analysis.

Discipline/Rehabilitation

Refer to Core Team

Minimum – 10 days out of school suspension

Maximum – School Board Hearing

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

Notification of Police

Yes

Article VII

A student is caught again in possession of drugs 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 the 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 analysis.

Discipline/Rehabilitation

Refer to Core Team

Minimum – 10 days out of school suspension pending school board hearing

Maximum – School Board Hearing

Assessment by a licensed drug and alcohol facility within 10 days and compliance with its recommendations and 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 designate. 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 his designate 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 the police are involved.

Disposition of Substance

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

Notification of Police

Yes

SECTION IV – Assault / Harassment

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

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

SECTION V – Weapons Policy

In accordance with Section 1317.2 to the Public School Code provides that school districts must expel for a period of at least one year “any

student who is determined to have brought a weapon onto any school property, any school sponsored activity or any conveyance providing transportation to a school or school sponsored activity". 24 PA. Stat. Ann. 1317.2(A). The Act defines "weapon" to include, but not be limited to, "any knife, cutting instrument, cutting tool, nunchak, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting bodily injury".

SECTION VI – Attendance Policies

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

NEW POLICY 08-09 School Year

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

Absence from School

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

Excused Absences

A student's absence will be recorded as excused if the absence occurred due to legitimate reasons as determined by the principal based upon review of the written excuse. When a student has missed 10 days of

school, without a doctor's excuse, a warning letter is sent to parents to inform them of their child's absences and that, if this pattern continues, they may be required to submit a doctor's excuse to the school. At 15 days of absence without a doctor's excuse a "will" letter will be sent requiring the student to have a doctor's excuse. When the student has missed 20 days without a doctor's excuse, an Administrative Hearing will be held. The school can at any time require a student to have a doctor's excuse for any absences. Failure or refusal to supply a valid certificate will result in an unlawful absence. **Any altered physician's certificates will be considered illegal and will be referred to the authorities.**

Unexcused Absences

These are recorded as a result of:

1. The student's failure to submit a written excuse, within 2 days of his/her returns to school, from his/her parent or guardian indicating the reason for the absence.
2. An unacceptable reason for the absence.

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

Tardy Policy

Students are considered tardy if they arrive after 7:35 a.m.

A student can receive an excused tardy in the following ways:

1. Upon arriving to school late, a student must turn in an excuse from a physician or dentist for an appointment they had that morning. (Written excuses from parents or guardians will not be accepted.)
2. If a student is required to be at a hearing, a legal excuse from the magistrate or courts must be turned in upon a student's arrival at school.
3. A student going for their driver's permit or driver's license must show a legal paper or show a permit with the date stamped on it, passed or failed.

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

Early Dismissals

This procedure has been implemented for your protection.

1. A written request from the parent or guardian must be submitted by 7:35am. This request must include the reason

for the dismissal and the exact time the student is to be dismissed.

2. If the parent/guardian or a designated person is picking up the student, that person **must** come to the office and sign out the student. If the student is driving him/herself, this **must** be stated in the note.
3. Upon return to school, the student **must** submit a slip from the doctor, dentist, magistrate, driver's license center, etc. indicating the appointment date and time or the **absence will be unexcused**.

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

Educational Trips

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

Religious Holidays

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

Withdrawal Procedure

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

SECTION VII – Discipline Procedures and Policy

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, behavior probation, 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.

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

The purpose of the following code is to provide an appropriate response structure that can serve as a reference point for the school community. This is not an exhaustive list but is exemplary of the kind of conduct that is punishable under the code.

Level I

Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school. The individual staff member should handle this misbehavior. However, such misbehavior may be indicative of a problem that should be referred to appropriate support staff.

Level I Examples

- Classroom, hall, cafeteria, etc., disturbance
- Classroom tardiness
- Cheating and lying
- Abusive language, agitating others
- Failure to complete assignments or follow directions
- Eating in unauthorized areas
- Gambling
- Inappropriate public display of affection

Level I Procedures

1. There is immediate intervention by the staff member who is supervising the student or observes the misbehavior.
2. The staff member maintains a proper and accurate record of the offense and disciplinary action.
3. The staff member may wish to discuss the behavior with the parents, the administrators and/or appropriate support personnel.

Level I Disciplinary Options/Responses

- Verbal reprimand
- Special duties/activities
- Withdrawal of privileges
- Strict supervised study
- Detention – Maximum of three (3) days, teacher assigned and monitored with parental notification.

- Parental contact will also be made.
- Any action deemed necessary and appropriate by the principal.

Level II

Misbehavior when the frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehavior, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have 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 education consequences are serious enough to require corrective action on the part of administrative personnel.

Level II Examples

- Continuation of unmodified Level I misbehavior
- Repeated tardiness to school
- Truancy or excessive absence; cutting class
- Using forged notes or excuses
- Lack of respect for staff
- Possession of obscene material
- Failure to attend teacher assigned detention
- Dressing in such a manner to cause disruption in the educational process
- Possession of an incendiary device
- Violation of parking permit rules
- Violation of Internet/computer user policies
- Harassment/intimidation

Level II Procedures

1. Student is referred to the administrator for appropriate disciplinary action.
2. Administrator meets with the student and/or teacher and affects the most appropriate response.
3. Teacher is informed of the administrator's action.
4. Parents may be notified of the student's misconduct.
5. The administrator maintains a proper and accurate record of the offense and disciplinary action.

Level II Disciplinary Options/Responses

- Principal verbal reprimand
- Schedule change, modified day or classroom
- Withdrawal from extracurricular activities (Behavior Probation)
- Parental conference
- Detention (after-school or in-school)

- Suspension
- Any action deemed necessary and appropriate by the principal

Level III

Acts directed against persons or property with consequences that do not seriously endanger the health or safety of others in the school.

Corrective measures that the school should undertake are dependent upon the extent of the school's resources for remedying the situation in the best interest of all students.

Level III Examples

- Continuation of unmodified Level II misbehavior
- Assault and/or battery (includes fighting)
- Vandalism
- Use/furnishing/selling/or possession of tobacco*
- Petty theft
- Threats to others
- Leading or participating in a walkout
- Possession or use of drugs/alcohol
- Possession or use of smoke bombs or simple explosives

**Possession of Tobacco: 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 fifty dollars (\$50.00).*

Level III Procedures

1. Investigation of the infraction combined with conferring with the staff to determine the extent of the consequences.
2. Administrator meets with student and notifies parent/guardian of the misconduct and the disciplinary action.
3. A proper record of the offense and disciplinary action is maintained by the administrator.
4. There is restitution of property and damages.

Level III Disciplinary Options/Responses

- Temporary removal from class
- Parental conference
- Withdrawal from extracurricular activities (Behavior Probation)
- Temporary or full suspension
- Criminal prosecution
- Any action deemed necessary and appropriate by the principal

Level IV

Acts which result in violence to another person, property or pose a direct threat to the safety of others in the school. These acts are clearly criminal in nature and are so serious that they always require

administrative intervention of and Law Enforcement Authorities and/or action by the Board of School Directors may also be required.

Level IV Examples

- Continuation of unmodified Level III misbehavior
- Extortion
- Bomb threat
- Sexual Harassment
- Harassment of staff
- Possession, use or transfer of weapons or explosives
- Assault/battery
- Vandalism
- Theft, possession or sale of stole property
- Arson
- Furnishing, selling or possession of drugs and/or alcohol
- Leading or participating in a riot

Level IV Procedures

1. Investigation of the infraction combined with conferring with the staff to determine the extent of the consequences.
2. Administrator meets with student and notifies parent/guardian of the misconduct and the disciplinary action.
3. Notification to proper authorities.

Level IV Disciplinary Options/Responses

- Full suspension/expulsion
- Criminal prosecution
- Any action deemed necessary and appropriate by the principal

Disciplinary Options

After-School Detention (ASD)

ASD, After-School Detention, will convene from 2:30 to 3:50 p.m. This session will be supervised by a member of the professional staff and the students are to be prepared for academic work. Students not prepared will be assigned additional ASD or suspended. Also, students who fail to attend assigned ASD will be assigned additional days or will be suspended. Parents are responsible for the students' transportation home.

In-School Detention (ISD)

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

Out-of-School Suspension (OSS)

Students are removed from the education setting for a period from one (1) day to ten (10) days. Cases of repeat offenders requiring OSS will

be taken before the Board of Directors for review. Parents are notified in writing when their child is assigned OSS. Students are expected to make up all work missed during a suspension.

Behavior Probation (BP)

A student placed on Behavior Probation is not permitted to attend, as a participant or spectator, any school functions or extracurricular activities such as the prom, sporting events, concerts, assemblies, Jr./Sr. party, musical, etc. Students are not permitted to drive to or from school while on Behavior Probation. Students may be placed on Behavior Probation following a review of the student's behavior by the principal at his/her discretion.

Limits on Participation

- A student who is suspended may not attend any school function during the duration of the suspension. This includes weekends if the suspension is Friday and Monday of the same weekend.
- Only students enrolled in the building program are permitted to attend school functions including the prom, dances, etc. unless the principal grants permission.

ACKNOWLEDGEMENT PAGE
2008 - 2009

Parents and Students:

The Blairsville-Saltsburg School District promotes cooperation and communication between home and school. When students know what is expected of them, they can be more successful. When parents know these same expectations, they can better guide their children and help them to be successful in the school environment.

The contents of the Student Handbook, including the Discipline & Attendance Policies and Computer Policy & Security Agreement, have been reviewed in school with the students.

As a student in the Blairsville-Saltsburg School District, I have been given the opportunity to examine and review the contents in this handbook. I also understand that I am assumed to be a user of district technology and am accountable to the district's computer policy and security agreement terms unless permission to access network computer services is denied by my parent/guardian.

Student Name/Date: _____

As a parent in the Blairsville-Saltsburg School District, I have been given the opportunity to examine and review the contents in this handbook. I also understand that my child is assumed to be a user of district technology and is subject to terms of the district's computer policy and security agreement unless I request, in writing, that he/she not have access to network computer services.

Parent/Guardian

Signature/Date: _____

**Signed form is due back to your homeroom teacher by
FRIDAY, SEPTEMBER 5, 2008.**