



2010-2011  
Blairsville-Saltsburg School District  
Saltsburg Middle High School  
84 Trojan Lane  
Saltsburg, Pa 15681  
724-639-3547

**SUPERINTENDENT**

Dr. Tammy J. Whitfield

**SCHOOL BOARD PRESIDENT**

Mr. Michael Smith

**SCHOOL BOARD MEMBERS**

Ms. Linda Brown	Mr. George L. Rowley
Ms. Beverly Caranese	Mr. B. Edward Smith
Mr. Michael LaMantia	Mr. Brett Treece
Mr. Dan McGregor	Ms. Mary Whitfield

**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.

Property of: _____
Address: _____
Phone Number: _____
In case of emergency, please notify:
Name: _____ Phone: _____

**EMERGENCY CLOSING INFORMATION**

If it becomes necessary to close or delay the start of school, the announcement will be placed on the District website ([www.b-ssd.org](http://www.b-ssd.org)) as well as the following:

KDKA TV, WTAE TV, WPXI TV, WJAC TV, WPSU TV,  
KDKA (AM 1020), WCCS (AM 1160), WDAD (AM 1450), WECZ (AM 1540),  
WQMU (FM 92.5), KOOL (FM 103.3), WPXZ (FM 104.1), WLCY (FM 106.3)

*The information contained in this handbook was the best available at press time.*

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## SMHS ADMINISTRATION AND STAFF

### PRINCIPAL

Mr. Eric M. Kostic

### MAIN OFFICE (724-639-3547)

Ms. Larissa Keck - Building Secretary  
Ms. Wanda Cunningham - Attendance Officer/Office Aid

### GUIDANCE STAFF

Ms. Jessica Pritts - MS Counselor  
Ms. Lori Baker - HS Counselor  
Ms. Gina Bruce - Secretary

### NURSE

Ms. Joyce Kern

### LIBRARY/MEDIA CENTER

Mr. Josh Cunningham

### ATHLETIC DIRECTOR

Mr. Glenn Richards

### FACULTY and STAFF

#### **Social Studies:**

Mr. James Berkey \*  
Ms. Barbara Cooper  
Mr. Joseph Sembrat

#### **Music:**

Mrs. Mary Jo Zetts

#### **Art:**

Mrs. Elaine Pontillo

#### **English:**

Mr. Geoff Dixon  
Mr. Kevin Judge \*  
Mrs. Lauren Pishney  
Mr. Eugene Riley

#### **Industrial Technology:**

Mr. Todd McCullough

#### **FACS:**

Mrs. Mary Ann Lind

#### **Content Area Reading:**

Mr. Glenn Richards

#### **Business/Computer:**

Ms. Melissa Milanak

#### **Mathematics:**

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

#### **Health & Physical Education:**

Mrs. Linda Lasher  
Mr. Anthony Uccellini

#### **Science:**

Mrs. Heather Droste\*  
Mrs. Linsey Palazzi  
Mrs. Jolene Spadafora  
Mr. Bernard Stadtmiller

#### **Learning Support:**

TBA  
Mr. Larry McCluskey  
Ms. Joanna Morgan  
Mr. Ryan Stefan

#### **World Language:**

Mrs. Kathleen Hanlon  
Ms. Sharon Highberger

#### **Gifted Program:**

Ms. Stephanie Jake

#### **Instructional Assistants:**

Ms. Caroline Curran  
Mrs. Mary Ellen Hall  
Mrs. Mary Lopacinski  
Mrs. Nadine Shaffer

## GENERAL INFORMATION

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

### DISTRICT WEBSITE

<http://www.b-ssd.org>

Gain access to the calendar of events, sports schedules, lunch menus, bell schedules, newsletters, graduation information, and teachers' e-mail addresses for all schools in the BSSD.

### SCHOOL WEBSITE

<http://www.b-ssd.org/smhs.htm>

Gain access to the calendar of events, sports schedules, lunch menus, bell schedules, newsletters, graduation information, and teachers' e-mail addresses for SMHS.

### EDLINE (ONLINE GRADE REPORTING) WEBSITE

<http://www.edline.net>

To receive EdLine login information, contact the Guidance Office.

### 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!

### SCHOOL COLORS

Red and White

### MASCOT

Trojans

**DAILY BELL SCHEDULE**

7:15	School Opens
7:30 – 8:02	I/E
8:05 – 8:46	First Period
8:49 – 9:30	Second Period
9:33 – 10:14	Third Period
10:17 – 10:58	Fourth Period

11:01 – 11:31	A	11:01 – 11:42	5	11:01 – 11:42	5
11:34 – 12:15	5	11:45 – 12:15	B	11:45 – 12:26	6
12:18 – 12:59	6	12:18 – 12:59	6	12:29 – 12:59	C

1:02 – 1:43	Seventh Period
1:46 – 2:30	Eighth Period

\*\*\* ICTC will attend fourth period until 10:40 A.M. ICTC Lunch is 10:43 – 10:58; the bus leaves at 11:00 A.M. \*\*\*

**NOTE**

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

**ACADEMICS**

**ACADEMIC STANDARDS**

Through the 2013-14 school year, students at grades K-8 and 11 will be required to demonstrate proficiency in the subjects of Reading, Math, Writing, and Science as measured by the Pennsylvania System of School Assessment exams (or other local assessment practice) in order to graduate. Beginning with the 2014-15 school year, students will need to pass three (3) Keystone exams in the subjects of "Literature and Composition," "Algebra I," and "Biology." Both of these requirements are in addition to those outlined in the section titled "Graduation Requirements".

**DUAL ENROLLMENT**

Senior students who will be able to complete all required credits at the high school, have the opportunity to take advantage of the Dual Enrollment programs offered through Indiana University of PA and Penn State - New Kensington. Students may take college courses during their time in high school in order to receive college credit. To take advantage of this program, students must complete an enrollment application in the Guidance Office and meet program eligibility criteria. If a student wishes to dual enroll, the student must be enrolled for two (2) college courses each semester during the school year. Students must be enrolled in at least four (4) courses at the high school during their dual enrollment to be eligible for class rank and honor roll.

**FINAL EXAMINATIONS**

Students are required to pass a comprehensive, competency-based final examination in order to pass a course. These examinations will be scheduled within the last two (2) weeks of the school year. When a student must be absent on a final examination day, the parent must call the Attendance Office on the morning of the exam to report the student's absence. Unless the parent reports the student's absence, the student will not be permitted to schedule a makeup examination.

**GRADES**

Grades are determined by assessing the student's academic achievement based on the established curriculum and individual classroom guidelines. Report cards document this ability and also determine the student's grade point average (GPA) for each nine-week period. Grade point averages are not rounded for reporting for honor roll, academic awards, or any other purpose.

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

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

<i>AP Calculus</i>	<i>AP English (12)</i>	<i>AP US History</i>
<i>AP Chemistry</i>	<i>AP Physics</i>	<i>AP World History</i>

**GRADE REPORTING**

Grades will be issued at the conclusion of each marking period. Interim progress reports will be sent home with each student who has a grade of "D" or lower in any course at the mid-point of each marking period. Tentative dates for mid-marking period and end of marking period appear on school calendar provided in the APPENDIX.

**GRADUATION REQUIREMENTS**

**1. Credit 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	4.0
Social Studies	4.0 *
Mathematics	3.0
Science	3.0
Arts & Humanities	2.0
Health	0.6
Physical Education	4 units
Electives	5.0
	<u>23.2 credits</u>

\* Students attending ICTC for all 3 years are required only three (3) credits in Social Studies.

Each student must schedule at least 30 academic classes per week each year in addition to Physical Education. The scheduling process will begin in January for the next academic year.

## 2. BSSD Graduation Portfolio Project

In accordance with Title 22 of the PA Code, Chapter 4, §4.24, the Blairsville-Saltsburg School District has defined the construction of a graduation portfolio project as the method for meeting requirements.

The Graduation Portfolio will consist of a compilation of student work accumulated during grades 9-12. Students will be required to demonstrate abilities and understanding in the following six dimensions of the high school experience:

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

Evidence for each dimension will consist of at least one separate and distinct entry placed in the portfolio each year (six pieces per year). The contents of the portfolio will be reviewed by the students' advisor using checklists and entry slips. More information on the Advisor-Advisee process is included in the "Student Services" section of this handbook.

## 3. Senior Research Paper and Presentation

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

### HONOR ROLL

At the close of each marking period, the names of all students who attained the standards of school scholarship explained below will be published. The following three lists will be published:

- **Distinguished Honor Roll:** Students with a 95.00% or higher GPA
- **High Honor Roll:** Students with a 90.00% to 94.99% GPA
- **Honor Roll:** Students with an 85.00% to 89.99% GPA

*Students with a "D", "E", "F", "P", or "I" grade in any subject are not eligible for the honor roll. Students must also be enrolled in at least four (4) courses to be eligible for the honor roll.*

### INDIANA COUNTY TECHNOLOGY CENTER

Students in grades 10, 11, and 12 who meet academic criteria are eligible to attend the Indiana County Technology Center (ICTC). Students may select from any of the following vocational areas: Automotive Technology; Collision Repair Technology; Carpentry; Electrical Occupations; Heating, Ventilation, and Air-Conditioning (HVAC); Masonry; Machining Technology; Welding Technology; Digital Media Technology; Graphics and Electronic Media; Computer Systems Technology; Cosmetology; Culinary Arts; and Health Occupations Technology. More information can be found at <http://www.ictc.ws>.

### INCOMPLETE WORK / MAKE-UP WORK

An Incomplete "I" grade will be given for work not completed by a specific time. An "I" will change to a "50%" 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.

Students who are excused from school for an absence of a necessary reason (medical excuse, disciplinary assignment, excused family trip, or educational visit) will be permitted to make up any work missed during the absence. The deadline will be a time period equal to the length of the absence.

**INDEPENDENT STUDY**

Independent Study is available to students in good academic standing. In order to be approved, permission must be granted by the cooperating teacher and the building principal. Credit may not be awarded.

**PASS/FAIL GRADING OPTION**

Pass/Fail grading requires special permission from the building principal. Any student that receives Pass/Fail will be excluded from class rank and Honor Roll eligibility.

**PASSING/FAILING OF SUBJECTS**

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

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

If a student fails a required subject in 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade, the student will be required to make up that credit in one of the following ways:

- 1.Attend an approved summer school program. (Passing summer school courses will result in a grade of "68%".)
- 2.Private tutoring by a certified teacher. (This must be approved in advance by the building principal.)
- 3.Repeating the subject during the following academic year.

**PROMOTION**

The following guidelines will be used for classification purposes for students in the High School:

Freshman	0.00	-	4.99 credits
Sophomore	5.00	-	9.99 credits
Junior	10.00	-	15.99 credits
Senior	16.00	or more	

**WITHDRAWAL FROM A COURSE**

Withdrawal from a course after the second week the course has met will result in the student being issued a "WF" grade (withdrawal with failure) and assigned a "50%" for that course.

**ATTENDANCE**

**DISTRICT STATEMENT**

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

## ABSENCES

### **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 marked as unexcused/illegal. Failure to provide an excuse may result in legal action as described in the Pennsylvania Public School Code of 1949.

### **Consecutive Absences**

Students who miss ten (10) consecutive school days will be dropped from the active membership roll unless the school has evidence that the absence is legal or the school has filed compulsory attendance charges with the Magistrate.

### **Excused Absences**

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

### **Maximum Absences**

A maximum of ten (10) days of cumulative lawful absences (verified with parental notification) may be permitted during a school year. All absences beyond ten (10) cumulative days MAY require an excuse from a licensed physician. Parents/Guardians will be notified in writing when the ten (10) day limit is reached. If a student accumulates fifteen (15) days of cumulative lawful absences, parents again will be notified by mail that a physician's excuse WILL be needed for further absences. Failure to provide a physician's excuse will result in charges being filed with the District Magistrate. When the student has missed 20 days without a doctor's excuse, an Administrative Hearing may be held.

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

### **Unexcused Absences**

A student's absence will be recorded as unexcused if the absence occurred due to any of the following: 1) failure to provide written excuse from the parent/guardian within two (2) school days, 2) absence due to parental neglect, 3) unapproved family travel, 4) unapproved educational travel, 5) oversleeping, 6) missing the school bus, 7) working at home, 8) truancy, 9) other reasons not sanctioned under "excused absences", or 10) parent's written excuse for a reason not valid under PA Code.

**Schoolwork missed due to an unexcused absence is not allowed to be made up. *Note regarding excused/unexcused absences: excessive absences, whether excused or unexcused will have a negative impact on your student's academic achievement.***

## Unlawful/Illegal Absences

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

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

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

## EARLY DISMISSALS

Students to be excused from school before regular dismissal time **must bring the proper excuse form** (from the main office or the high school website) from home stating the time and reason for the early dismissal.

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

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

**At no time are students permitted to leave the building without permission from the office. Students who leave the building/campus without permission will be considered truant and will serve a disciplinary assignment.**

## EDUCATIONAL TRIPS

Educational trips are considered 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 five school days (5) prior** to the intended absence of the trip to be considered excused. Students must obtain the proper "Educational Trip Request Form" from the office or the high school website, complete it and return it to the office at least five (5) school days prior to the date the absence is requested. Upon returning to school, the student must also complete the Trip Summary Form. Failure to comply with this policy may result in your absence being recorded as unlawful.

### FAILURE FOR ATTENDANCE (FA) POLICY

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) **non-medical** absences and/or tardies in the class or classes in which he/she received an FA grade, then the FA grade will be erased and the student will be awarded the percentage score he/she initially earned.

### TARDINESS TO SCHOOL

Students are considered tardy if they arrive after 7:30 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.
2. If a student is required to be at a hearing, a legal excuse from the magistrate or court must be turned in upon arrival to school.
3. A student going for their driver's permit or driver's license must show a legal paper or permit with the date stamped on it, pass or fail.

Commencing with the fifth (5<sup>th</sup>) tardy, a student will be placed on behavior probation until they have sustained non-tardy attendance for a period of four (4) consecutive weeks. This includes revocation of parking privileges. Any tardy thereafter will automatically restart the behavioral probation process for an additional four (4) week period and will also result in the assignment of a two-hour office detention.

Any student that is unreasonably tardy (after 4<sup>th</sup> period - 11:00am) will be marked as absent for the day and will not be permitted to participate in activities after school that day. Participants in activities are expected to report to school on time the day following the activity.

### WITHDRAWAL PROCEDURE

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

## **ATHLETICS / ACTIVITIES / ORGANIZATIONS**

### ATHLETICS

#### **Athletic Awards**

Certificates of participation and letters are awarded to eligible athletes at the end of each season of interscholastic competition according to the criteria established for each sport. Letters are presented throughout the year at each sport's individual recognition event.

#### **Attendance**

Students who are unreasonably tardy or absent from school are not permitted to participate in or attend athletic events, including practice that day, with the exception of absence due to school sanctioned events such as field trips, pre-approved absences, or absences due to an emergency or medical situation with approval of the building principal. Students arriving late for medical reasons must provide a valid medical excuse from a doctor upon return to school.

### **Class Absences**

Sometimes situations arise that students must be excused from classes during the day for athletic events. The exact times for athletic early dismissals are established by the athletic office. Teachers are informed of the dismissal time through the daily attendance bulletin. These absences are to be considered school-sanctioned. Students are responsible to make up all work missed during the absence, and the work must be made up the next available class period.

### **Conduct of Spectators at Events**

Students and all other spectators are expected to demonstrate good sportsmanship and appropriate social behavior during all school athletic events, both home and away. All rules of conduct described in the "Student Conduct" section of this handbook apply to all high school athletic events.

### **Eligibility**

Students who wish to compete for a position on any athletic team should report to all scheduled practices for that team. To be eligible for a team, a student must fulfill the requirements of the Blairsville-Saltsburg School District, as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA). The requirements of the PIAA are outlined below:

**Academic:** A student must pursue a full-time curriculum as certified by the building principal. A student must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If a student fails to meet this requirement, they will be deemed as ineligible from the following Sunday through the Saturday immediately following the next Friday as of which the student next meets this requirement. The student also must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on the final grades for the preceding school year. If a student fails to meet this requirement, the student will be ineligible for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.

**Age:** To be eligible to participate in grades 10-12, a student must not have reached age 19 by June 30 preceding the current academic year.

**Attendance:** A student who has been absent from school during a semester for a total of 20 or more school days shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of 45 school days following his/her 20<sup>th</sup> day of absence. Exceptions are made only with approval of the building principal in accordance with PA Code.

**Student Conduct Eligibility:** A student may, at any time, be withdrawn from competition if his/her citizenship is such as to make him/her an unworthy representative of the school. Expectations and consequences regarding student conduct are described in the "Student Conduct" section of this handbook.

### **Equipment**

Every student participating in interscholastic athletics receives the proper reasonable equipment, including uniforms. When joining an athletic team, students assume full responsibility for the proper care and timely return of all equipment that has been issued. If a student fails to return equipment, the coach will issue a Debt Notice to the school office and school records (including report cards) will be withheld until the student returns the equipment or pays for its replacement. In addition, the student will not be permitted to participate in another sport. Students with delinquent obligations will not be permitted to graduate.

### Interscholastic Sports

The Blairsville-Saltsburg School District is regularly represented by varsity and junior varsity teams in various sports in interscholastic competition. The school is a member of the Heritage Conference and the PIAA.

#### *Fall Sports (2<sup>nd</sup> Monday in August to November)*

Cheerleading	Girls Volleyball
Boys Cross Country	Golf
Girls Cross Country	Football

#### *Winter Sports (2<sup>nd</sup> Monday in November to March)*

Cheerleading	Girls Basketball
Boys Basketball	Wrestling

#### *Spring Sports (1<sup>st</sup> Monday in March to June)*

Baseball	Track and Field
Softball	

### Physical Examinations

A student is eligible only if a comprehensive initial pre-participation physical evaluation ("CIPPE") has been completed, performed by an authorized Medical Examiner before your first sport season's first practice of that school year. If a student seeks to participate in subsequent sport(s) in the same school year, the student may be required to be re-evaluated and re-certified that the student's physical condition is satisfactory. A CIPPE may be performed no earlier than June 1<sup>st</sup>; and, regardless of when performed during the school year, remains effective only until the next May 31<sup>st</sup>.

### Restrictions During Suspension

Students under suspension from school are also suspended from participation in all extra-curricular activities, including sports, on the dates of suspension, including weekends and breaks within the suspension. Students are prohibited from attending any school activities on or off school property.

### Steroids and Other Drugs

School Board policy also prohibits students from distributing, dispensing, possessing, using or being under the influence of any controlled substance, the definition of which includes anabolic steroids. Any student that violates this policy will be subject to disciplinary action up to and including expulsion.

### Team Rules

Individual sport team rules will be developed and enforced by the head coach of that team. Students should receive a set of team rules during the first practice. Individual team rules may differ between sports.

## BEHAVIOR PROBATION AND ATHLETICS/ACTIVITIES

Participation in extracurricular activities of any nature is a privilege and not a right. Any student that is placed on behavior probation for any reason will be ineligible to participate in any activity that is covered under the "Athletics/Extracurricular Activities" section of this manual.

## CLUBS

Clubs provide many meaningful ways for students to get involved in groups and activities beyond the classroom. Students are encouraged to learn about and join clubs at the beginning of each academic year. Sign-ups will occur during English classes during the first month of school. Club meetings will be

held on Friday mornings during homeroom period at regular intervals throughout the year and announced the week prior. All clubs operate solely under the direction and supervision of a sponsor employed by the District.

#### DANCES/PROM

Various dances will be held throughout the school year. Attendees must be in grades 9 through 12 (unless middle school is designated to attend) or no older than 20.

#### FUNDRAISING

According to School Board Policy, a student may only engage in fund raising activities on behalf of an approved student organization. All fund raising activities must be approved by the building principal. All money raised must be deposited into the appropriate student activity fund and used for meaningful and approved activities.

#### MUSICAL ORGANIZATIONS

Instrumental Music: Opportunities in Instrumental Music include concert and marching bands. Participation in these programs requires that students be skilled in playing a musical instrument. Physical examinations are required for marching band. Band is offered as a course for credit, but is not a requirement for participation in any of these groups.

Vocal Music: Opportunities in Vocal Music include Chorus and the spring Musical. There are no requisite skills for any of these opportunities. Chorus is offered as a class for credit, but is not a requirement for participation in any of these groups.

#### STUDENT COUNCIL

The Student Council will meet regularly during I/E to plan school-wide activities, publicize school events, and promote school spirit. The student body will participate in an election of representatives to Student Council.

#### STUDENT PUBLICATIONS

Two publications offer students opportunities in writing, editing, photography, and layout. *LA Saltianna* is the school yearbook, and *The Saltshaker* is the school newspaper. Interested students must seek approval from the faculty advisor and must schedule the class during the scheduling process each year. These organizations run as courses during the school day, but are taken for no credit.

#### BUILDING PROCEDURES

##### **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse, who will then report it to the proper authorities. Under no circumstances are students to leave school grounds for an injury sustained at school without proper authorization.

##### **Agenda Handbooks**

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

1. As the primary pass system
2. As a daily assignment book

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

### **Address/Telephone Number Changes**

Any student having a temporary or permanent address change during the school year should notify the high school main office or guidance office immediately.

### **Announcements**

All announcements for the bulletin or public address system should be presented to the main office in writing by a club sponsor or teacher, preferably by the close of business on the previous day. Bulletin board notices and announcement signs must have the approval of the building principal. It is solely the responsibility of each student to pay attention to both morning and afternoon announcements. Faculty and staff bear no responsibility for any information missed at these times.

### **Assemblies**

A variety of programs may be held throughout the school year. The following rules govern behavior in assemblies:

1. Students must enter the assembly area and be seated with your homeroom. Attendance will be taken, and students who are marked absent will be processed for a class cut.
2. As a courtesy to speakers or performers, no distracting behaviors or conversations will be permitted.
3. Whistling, booing, hissing and other distractions will not be tolerated.
4. When dismissed, students will leave the assembly area as quickly and quietly as possible.

### **Book Bags**

At no time are book bags permitted to be used during instructional time. Permission will only be given to students who have a medical necessity and a physician's recommendation in writing.

### **Dismissal**

All students will be dismissed each afternoon by the 2:30pm bell. The parent pick up location for student riders is located in the student parking lot. Students riding the bus and walkers will be dismissed from the main entrance, while student riders and drivers will be dismissed from the two lower entrances facing route 286.

### **Electronic Devices**

Electronic devices (iPods, cell phones, PDA's), as well as any other non-educational items, are prohibited in school during instructional time. Devices must be kept in the students' locker from 7:30 until 2:30 per B-SSD policy and may not be used under any circumstances.

The following will occur should a student violate this policy:

- |                 |  |
|-----------------|--|
| First Offense:  | The item will be confiscated and returned to the student at the end of the day.                  |
| Second Offense: | The item will be confiscated and returned to a parent or guardian during operating hours.        |
| Third Offense:  | The item will be confiscated and returned to a parent or guardian at the end of the school year. |

### **Field Trips**

All field trips must be approved by the building Principal, and receive final approval from the School Board. Parent permission, in the form of a permission slip, is required for students to participate in school-sponsored field trips. Field trips are considered school-sanctioned absences, and students are considered present for attendance purposes. Parents do have the option to withhold permission for a field trip and may choose to do so if the student has had many absences from school and should, in the judgment of the parent, attend classes rather than the field trip. On occasion, special clothing

may be desirable in the form of jeans, raincoat, etc. All students must ride the bus to and from the field trip. Students are not permitted to ride to or from the field trip with a parent or guardian. The school discipline code applies during all field trips.

### **Fire Drills and Evacuation Procedures**

Fire drills will be held monthly to acquaint students with emergency procedures. An evacuation plan is posted in each room. Students will be instructed regarding these plans during the first week of school, and should become familiar with these plans. Under teacher supervision, students must leave and re-enter the building in a quick, orderly, quiet fashion. Severe weather and lockdown drills are held as needed. No student is excused from participating in a drill. Any infractions will be reported to the building principal and disciplinary action will follow.

### **Food and Beverages**

Students must keep all food and beverages in the cafeteria, including products from the vending machines and food or beverages from home. Food or beverages that are dropped or spilled in the building create serious litter and health problems. Neither students nor parents are permitted to order food and have it delivered to the school.

### **Free and Reduced Lunch Program**

Families who may qualify for free or reduced price school lunches are encouraged to apply through the cafeteria. Applications are distributed on the first day of school, or may be obtained in the Main Office or on the District web site.

### **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, noting date/period, and indicate the time. It is solely the responsibility of the student to obtain the hall pass before leaving the classroom. Failure to do so will result in a teacher assigned detention, and repeat offenses will result in more severe disciplinary action.

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. Students wishing to go to another classroom or the library must secure a pass from that teacher or the librarian prior to homeroom. Students are not to be late for a class to obtain a pass.

### **Home Schooling**

Any questions or concerns regarding Home Schooling should be addressed to the Office of the Superintendent.

### **Homebound Instruction**

In the event that a student is going to be absent due to illness (with doctor verification) for a consecutive period in excess of 15 days, but not to exceed ninety (90) days, the District may provide homebound instruction/tutoring. Parents should apply for homebound instruction through the student's guidance counselor. Based upon the availability of instructors, arrangements will be made to schedule the instruction as soon as possible. Any decisions about altering homebound, ending homebound, or putting time limits on homebound will be made by the building principal and guidance counselor.

Homebound is only offered to physically ill students with a physician's recommendation. Parents who have questions about homebound should contact the student's guidance counselor. If additional assistance is necessary that cannot be answered by the counselor or building principal, the Superintendent or designee will assist.

### **Homeroom Period**

Students are assigned alphabetically to the same homeroom for all four years in high school. Students are to be in their homeroom by 7:30am for daily attendance, opening exercises, morning announcements, club meetings, and advisor/advisee business. Students may also use this time to seek tutoring or other assistance from teachers. Students are only allowed to leave homeroom if they have a signed pass from another classroom teacher.

### **Homework**

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

### **Lockers (School and Locker Room)**

Each student in the high school is provided the use of a locker. Lockers are assigned by the building principal to each homeroom. Homeroom teachers maintain a confidential record of locker number assignments and lock combinations for each student. Students should not inform others of their locker combination. Students are not permitted to use any locker other than their own. In addition, no student is permitted to change lockers without receiving permission from a guidance counselor or the building principal. Students are to report any locker problems to the homeroom teacher or guidance secretary immediately. Students are responsible for keeping their lockers clean and locked at all times.

### **Lost and Found**

Students should check the Lost and Found area in the Main Office for missing items. Although the school is not responsible for student property that is lost or stolen in the building, students should report lost or stolen items to the Main Office. All found property should also be sent to the Main Office.

### **Lost or Damaged School Materials**

Students who lose or damage any school property (including books, athletic equipment, uniforms, etc.) will be held financially responsible for their replacement or repair. Students are notified of their debts owed to the district through receipt of a Debt Notice. A copy of these notices is maintained in the Main Office should the student or parent require details about the debt. Students with outstanding obligations will have their school records (including report card and transcript) held until payment is made. Students with outstanding obligations will not be permitted to graduate or apply for a parking permit. Students must pay the full price for a lost school-owned book that is not more than two (2) years old. If the text is more than two (2) years old, full price less 10% per year must be paid. The minimum charge for a lost textbook is \$10.00. A replacement text will not be issued, except for classroom use, until the student has paid for the lost book. Students may pay for lost books at the Main Office only. When the student has paid for lost books that are subsequently found, the district will issue a refund to the parent. Any new hardback book damaged beyond normal use, but still useable, shall be assessed a fine of \$10.00.

### **Posting or Distribution of Materials**

Students need the permission of the building principal to post materials or to pass out materials on school property. Posting or distributing materials without the principal's permission will result in disciplinary action.

### **School Debts**

The student must pay for any material which belongs to the school that is lost or destroyed by the 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, which must be paid prior to the end of the school year.

All academic, behavioral and financial obligations must be resolved one (1) week prior to graduation. Otherwise, a senior will not be permitted to participate in the commencement ceremony, receive their diploma, or be eligible for class rank.

### Searches of Lockers, Persons, and Vehicles

1. **Lockers** - Each student will be assigned a locker. Students should only use their assigned locker and it should be kept locked at all times. All personal items and books, when not in use, are to be kept in lockers. A student should not tamper with another locker or give the combination to another person. It is the student's responsibility to report to the office any broken lock or locker. Students are encouraged to keep their assigned lockers 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 or the building itself. **Student lockers are not private; they are the property of the District.** Students should understand that they have no expectation of privacy within their lockers. If there is reasonable suspicion that a student is violating the law or school regulations, then searches may be conducted. When it becomes necessary to search a student locker, the building principal or designee will conduct the search in the presence of another member of the school staff and, when necessary, in the presence of the police.
2. **Person** - Search of a student's person shall be permitted only when there is a reasonable belief that said student has on his or her person items either in violation of federal, state, or local laws or in violation of school board policy. A search shall be conducted by a designated school official in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.
3. **Vehicles** - Search of a student's or visitor's vehicle shall be permitted only when there is a reasonable belief that said student or visitor has in his or her vehicle items either in violation of federal, state, or local laws or in violation of school board policy. A search shall be conducted by a designated school official in the presence of another member of the school staff as well as the student/visitor. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

### Student Driving and Parking

Students must register vehicles, obtain a district permit and display the permit on the vehicle's rear view mirror in order to park in the student parking lot during the school day. Permits are issued only to seniors and juniors with a valid driver's license and a completed application. Students must apply for a new permit at the beginning of each year.

Any student with delinquent obligations for lost or damaged school property will not be issued their parking permit until all obligations are satisfied. At registration, students must present a driver's license, a copy of the vehicle registration certificate and proof of insurance for the car(s) they will be driving, and their student schedule. Only one permit will be issued per student. If the student will be driving different family vehicles, each vehicle must be registered with the district and the student will be expected to transfer the parking permit for display in the vehicle in use for the day. Students without a parking permit who experience extenuating circumstances, e.g., illness or injury, may apply for a temporary parking permit through the building principal.

Parking permits are non-transferable. Only the student owning the permit may use it. Students who give their permit to others or use another student's permit will be subject to discipline which may include temporary or permanent loss of the permit.

Students may only park in the designated student parking area which also includes several specially designated spaces in the elementary school lot. Students may not park in the staff parking lot or non-designated spaces in the elementary lot. Violation of district parking regulations will result in the issuance of a parking fine. Parking tickets, once issued, will not be adjusted by the high school.

Student vehicles parked on District property are subject to search by the District and/or law enforcement authorities at any time for any reason, with or without notice. General and random searches (including canine sniff searches) are authorized. Students should have no expectation of privacy as to vehicles on District property. Parking is a privilege, not a right, and student parking permits will be issued only where students and/or parents consent to such searches. Refusal to cooperate in such searches will result in loss of parking privileges as well as disciplinary action.

Students are not permitted to be in the parking lot or their cars during the school day without an escort from the building principal or designee. All traffic signs must be obeyed. The 15mph speed limit in the parking lot must be followed. The district will rescind permits from students who violate or abuse parking privileges and/or traffic regulations. Students attending the ICTC are not permitted to drive to the ICTC without principal's approval.

### **Study Halls**

Students are expected to come prepared to assigned study halls to engage in academic work and to comply with general school behavior guidelines. iPods, CD players, etc., are not permitted in study halls.

### **Telephone Use**

Students cannot be called to the telephone during the school day, but emergency messages from parents will be taken in the Main Office and conveyed to the student as soon as possible. Students are permitted to use the office phone only during their free time, and only once permission is obtained from a classroom teacher and office staff. Students are not permitted to use cell phones or classroom phones during instructional time.

### **Tutoring**

Students have the ability to receive tutoring assistance each morning during I/E period. Students who need additional subject matter help must seek tutors. Teachers and counselors may be able to suggest the names of other students (i.e. National Honor Society members) who might be able to offer assistance. As a matter of policy, the Blairsville-Saltsburg School District does not encourage the use of commercial tutors, except as a last resort. The District does not endorse any tutor, recommend fees, or guarantee that the use of tutors will produce the desired results.

### **Valuables**

Students are urged not to carry valuable items or to store such items in lockers, as their safety cannot be guaranteed. A student wishing to carry valuables will do so at his/her own risk and responsibility. The high school is in no way responsible for any lost or stolen items. Students are provided a lock to be placed on school lockers. Students are strongly encouraged to bring a lock to place on physical education lockers while they are in class.

### **Vending Machines**

The use of vending machines is limited to after-school hours. Students are not to use the vending machines other than at the designated times.

### **Visitors**

The visitation policy of the Blairsville-Saltsburg School District is to receive only those visitors who wish to tend to school business. All visitors must enter through the secured entrance (entrance A), report to the office, register the time and day of their visit and obtain a Visitor's Pass. Students

must receive permission in advance, **from the principal**, prior to bringing visitors to school. Parents and visitors are not permitted to interrupt or disturb classrooms at any time.

### **Working Permits**

All students between the ages of 14 and 18 who are employed are required to have an Employment Certificate. Application for the Employment Certificate must be made by the parent, guardian, or legal custodian of the minor for whom such Employment Certificate or Transferable Work Permit is requested. The parent, guardian or custodian of the minor must appear in person in the Main Office to sign the application. A birth certificate, Baptismal Certificate, or other documentary evidence of birth must be presented at the time of application for the permit.

## **STUDENT CONDUCT**

### **ACADEMIC INTEGRITY**

Our district maintains a zero tolerance position on cheating. Examples include, but are not limited to: obtaining help from another student during examinations; knowingly giving help to another student during examinations; use of notes, books, or any source of information during examinations, unless authorized; obtaining, without authorization, an examination or any part thereof; plagiarism; providing one's work for another student to copy and submit as his/her own; altering, or causing to be altered, the record of any grade in a grade book, office, or other record. The academic penalties for cheating are:

First Offense:	A zero "0" grade for the assignment.
Second Offense:	A failing grade for the nine-week period.
Third Offense:	A failing grade for the course.

Be advised that disciplinary penalties will also be issued as per the code of conduct.

### **ASSAULT / BULLYING / HARASSMENT**

The Blairsville-Saltsburg School District will not tolerate any form of assault, bullying, or harassment 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. School Board policies #228 and #232 may be viewed on the school website.

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 Cons. Stat., §2701-2719.)

### **AUTHORITY**

There is no division of authority among members of the staff of the high school and middle school and other Blairsville-Saltsburg School District staff members are also authorized to reprimand or correct pupils who misbehave at any time or any place during the school day. Teachers, according to the school code, have authority over pupils to and from school.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purpose of discipline in school, students may form a positive attitude toward it, and not only do their part in making school an effective place for learning, but develop the habit of self-restraint, which will make them better people.

### BOARD POLICY 216 - STUDENT DISCIPLINE

The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

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. The rules govern student conduct in school and during the time spent in travel to and from school and are published yearly in the student handbook. Such rules shall require that students: conform to reasonable standards of socially acceptable behavior, respect the rights, person and property of others, preserve the degree of order necessary to the educational program in which they are engaged, and obey constituted authority and respond to those who hold that authority.

### CODE OF CONDUCT

The Blairsville-Saltsburg Board of School Directors adopted a Code of Conduct that provides a description of expectations and responsibilities for students, parents and school personnel. The policy also defines disciplinary consequences and behavior modification procedures staff members will use when dealing with students who exhibit inappropriate behavior in school.

The Code of Conduct defines disciplinary offenses and consequences on four levels. In order to define a clear set of expectations for students, the Administrative Team of the Blairsville-Saltsburg School District has derived a set of Recommended Disciplinary Guidelines. A copy of the guidelines is contained in the APPENDIX. Students and parents should spend an extensive amount of time reviewing this document. Students should ask questions if they are unsure of anything in the document.

### COMPUTER AND NETWORK USE

Tampering with, vandalism to, or unauthorized use of Blairsville-Saltsburg School District computers or other electronic equipment (printers, cabling, drives, monitors, keyboards, mice, VCR'S, televisions, etc.) or software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal prosecution. This policy is intended to be at least as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995).

Student violators will be subject to discipline up to and including possible expulsion; repeat student offenders will be subject to at least a 10-day out-of-school suspension.

This policy includes inappropriate use of the Internet, network, and E-mail capabilities that exist on school district computers. All violators will be held responsible for restitution of any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

### CORPORAL PUNISHMENT

The Board of School Directors prohibits the use of corporal punishment as a form of discipline for students in the district. Please be advised that reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

### DISCIPLINARY OPTIONS

#### **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 dances, sporting events, concerts, assemblies,

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 at the discretion of the building principal.

#### **After-School Detention (ASD) and Teacher-Assigned Detention (TAD)**

Will convene from 2:35pm to 4:35pm. This session will be supervised by a member of the professional staff and students are to be prepared for academic work. Students not prepared for ASD, or who fail to report to an assigned ASD will be assigned additional days or will be suspended. Parents are responsible for their student's transportation home.

#### **In-School Detention / In-School Suspension (ISD/ISS)**

Removes a student from his/her regular school day schedule, placing them in a different location. ISD will last for a duration of one to three periods, and can be assigned by a classroom teacher or the building principal. ISS can be assigned for a duration of four periods up to five days, and can only be assigned by the building principal. Parents are notified in writing when their child is assigned ISS. In each case, students are provided with their schoolwork for the assigned duration and are required to complete the work provided. They are also responsible for making up any other work missed that day. Lunch is also eaten in that location.

#### **Out-of-School Suspension (OSS)**

Students are removed from the educational setting for a period from one (1) day to ten (10) days. Cases of repeat offenders requiring OSS will be taken before the Board of School 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.

### **DRESS CODE**

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

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

- No hats, bandanas, gloves, sunglasses, and any other accessory as deemed by the building Principal.
- No lounge pants, pajama tops or pajama bottoms.
- No short shorts, or spandex shorts. All shorts and skirts must be within 6 inches of the middle of the kneecap.
- No shirts or tops that expose the midriff. No low cut shirts, blouses or tops.
- No strapless tops, see-through or mesh clothing. All tops must have two (2) straps that are a minimum of two (2) inches wide.
- No pants, shorts, or skirts may be worn below the waist and/or in a manner that reveals undergarments, underwear, or skin when standing or sitting; and no pants or shorts that are excessively large or worn off the waist.
- No coats, jackets, gloves, or other garments designed for protection from outside weather shall be worn indoors between 7:30 am and 2:32 pm.
- No chains, spiked jewelry, dog collars, or jewelry with potential to create a hazard or disruption are permitted.

- No excessive hairstyles (including mohawks) or hair coloring of an “unnatural” color will be permitted.
- No facial piercings of any kind are permitted. Earrings are permitted. During physical education classes, all jewelry must be removed.
- No clothing, patches, buttons, etc. that are obscene, vulgar, suggestive, or sexual or that promote drug, alcohol, tobacco or violence or convey a double meaning will be permitted.
- No backpacks will be permitted to be carried between 7:30 am and 2:32 pm.

### **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/Alcohol Violations**

The Blairsville-Saltsburg School District absolutely prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on Blairsville-Saltsburg School District premises or while participating in or attending school related activities of the district on or 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.

#### **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 program.

#### **Treatment Resources**

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

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

### **LEGAL CONSEQUENCES FOR VIOLATIONS OF THE CODE OF CONDUCT**

Students can face school consequences, as well as legal consequences, for major Code of Conduct violations or repeated minor violations. Students can receive a citation or criminal charges depending on the rule violation. Examples of such behavior are, but are not limited to: disorderly conduct (vulgar language, insubordination, inappropriate behavior), fighting, assault, vandalism, theft, violation of the tobacco policy, violation of the drug and alcohol policy, harassment, truancy, leaving school property, excessive tardiness to school, and trespassing.

### **RECOMMENDED DISCIPLINARY GUIDELINES**

In order to provide firm, fair, and consistent disciplinary actions for violations of the Student Code of Conduct, the Administrative Team has developed a set of Recommended Disciplinary Guidelines.

### RECORDING WITHOUT PERMISSION (AUDIO/VIDEO)

No student is permitted to make an audio or video recording of another individual or a class session without the permission of the student, teacher or administrator who is being recorded. Violation will result in disciplinary action.

### REPORTING UNSAFE OR DANGEROUS ACTS

Students who have knowledge that a student has or is considering a dangerous or unsafe act that could affect the health and safety of that individual or others must report it. Students should report any concerns to the principals or school counselor immediately. Students found to have knowledge of an unsafe act or a threat of an unsafe act, and not report it immediately, could be subject to school and legal consequences.

### SEARCHES

The administration may authorize a search of a student, students' lockers, students' vehicles or other belongings if there is a REASONABLE SUSPICION that there is a possible threat to the health, welfare and/or safety of any student or staff member.

#### **Personal Searches**

A student's person or personal property (purse, book bag, jacket, trousers) will be searched whenever the administration has "reasonable suspicion" to believe that he/she is in possession of illegal or unauthorized materials or dangerous substances. A pat down search of a student may be conducted in private by the school district police officer and/or administrator and another staff member. No strip searches will be conducted by school personnel.

#### **Locker Searches**

Student lockers are school property and remain at all times under the control of the school. Students shall have no expectations of privacy in their locker, and the administration reserves the right to inspect lockers at any time by any means. However, students are expected to assume full responsibility for the contents of their lockers. Students should keep in mind that since lockers belong to the school district, a locker may be searched at any time. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials.

#### **Canine Sweeps**

The Blairsville-Saltsburg School District reserves the right to enhance the safety and security of students and staff by the use of canines trained in the detection of narcotics and explosives. Such searches will be at the direction of District Administration, and may be unannounced; areas to be part of such searches will be public areas (hallways and parking lots) and all areas which are the property of the School District.

#### **Video Surveillance**

The safety and security of students and staff are of primary importance to the Blairsville-Saltsburg School District. The School District employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. This equipment may be located within or outside the buildings of the School District.

## **STUDENT SERVICES**

### ADVISOR-ADVISEE PROGRAM

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 regular

intervals to review school rules and procedures, monitor student academic progress, promote career awareness, and facilitate the Graduation Portfolio.

### CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. At no time may food be delivered from outside services (i.e., pizza) or companies.

Students are not permitted to take food items from the cafeteria.

The authority of teachers on cafeteria duty is to be respected. Directives from any staff member must be followed by all students in the cafeteria. This includes, but is not limited to, cleaning an area and/or providing information related to behavior. Failure to comply with directives will result in disciplinary action, including extended cleaning in the cafeteria.

Students must report to the cafeteria during their assigned lunch period and remain there for the entire period. Students wishing to use the library or other resource area after eating lunch may only do so after obtaining a signed pass from the resource teacher, and presenting that signed pass to the cafeteria supervisor.

All students should remain seated until the bell rings at the end of the period. In addition, all students should arrive in the cafeteria by the time the late bell sounds.

We use an automated accounting system, which means that students can put money into their own personal accounts. Each account can be accessed only with the student's personal identification number. Each student should memorize his or her Student I.D. number, and never give that number to another student.

Please utilize the free and reduced lunch program. Applications for free and reduced lunches are available on the District website or in the Main Office. The application should be returned to the high school office. (Please remember, previous status is only good until the end of September of the current school year. Students not re-filing each year will be removed and charged full price.)

Students may charge a lunch once or twice if there are not sufficient funds to purchase a lunch, but at no time can the deficit exceed \$20. Once this limit is reached, the student will begin receiving a modified lunch. In addition, a letter will be sent home requesting payment. If 30 days pass, notices will be sent to the District Magistrate.

### GUIDANCE OFFICE

School counseling services are available for every student through a comprehensive school counseling program. The role of the counselor is to act as an advocate for students as they move through the four years of high school and beyond. Counselors work with students concerning many issues such as self-awareness, educational planning, test interpretation, career choice, post high-school plans, home, school and/or social concerns, or any matter the student feels should be discussed with a counselor.

Students wishing to confer with a counselor may come to the counseling center during homeroom or study hall, before or after school, or they may arrange an appointment through the guidance secretary. Parents can reach the guidance office by calling 724-639-9778.

#### **Confidentiality**

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about

these policies and procedures as well as rights of confidentiality and access to educational records, you may contact in writing your child's guidance counselor or building principal.

### Schedule Changes

Scheduling changes must be requested in writing via the approved District form, approved through the Guidance Office, and are to be completed no later than the first week of school. It is important to realize that completion of a "Schedule Change Request Form" does not guarantee that a schedule change will be authorized. Typically, schedule changes are only authorized for the following reasons: scheduling error, previous failure, and/or summer school. Permission for schedule changes may only be granted by the building principal.

Remember, withdrawal from a course after the second week the course has met will result in the student being issued a "WF" grade (withdrawal with failure) and assigned a "50%" for that course.

### Testing (Standardized)

The Pennsylvania Department of Education requires that all school districts participate in the Pennsylvania System of School Assessment. All 11<sup>th</sup> grade students will be required to take the PSSA assessments. Listed below is the schedule for the administration of the PSSA for the 2010/2011 school year.

PSSA Subject Area:	Testing Window:
Math and Reading	March 14-25, 2011
Writing	March 28 - April 1, 2011
Science	April 4-8, 2011

Students who do not demonstrate proficiency in the areas of Reading, Math, or writing will be required to complete a remediation program during their senior year. Details will be distributed to students in September.

In order to prepare for the PSSA examinations, and also to better schedule students into appropriate classes, students are also administered 4-sight examinations in grades 9-11. These assessments will occur during the first full week of school and near the end of each nine-week marking period.

It is imperative that you understand the importance of these examinations. Please be aware that no educational trips will be approved during testing windows.

### Transcripts and Letters of Reference

Students who need letters of recommendation from their teachers as part of the college application process are encouraged to ask teachers with whom they have developed a strong rapport and/or a teacher in which they have a strong record of academic performance. For any students seeking a recommendation from a counselor, or seeking help with the application process, students must provide the Guidance Office with a minimum of two week's notice. This is especially important when requesting transcripts to be sent to prospective colleges, employers, or the military. A transcript request form must be completed. Official transcripts will only be sent directly from the high school.

### MAIN OFFICE

The High School office handles telephone calls, visitors and any student questions. Since it is essentially a business area, the use of the office phone by students will be permitted for emergency reasons only. Disciplinary matters, as well as student requests and problems, will be handled by the principal/counselor in a timely manner. Since the Main Office handles a wide variety of issues throughout the normal school day, it may be necessary to schedule a meeting if you wish to speak with the building principal.

### NURSE

Health services are available in the building, staffed by a health care professional. These individuals provide first aid care, administer prescribed medication to a student in accordance with the written directions of a licensed prescriber, and monitor the health, safety and immunization status of all of our students.

In compliance with the Pennsylvania School Health Code, the Blairsville-Saltsburg School District mandates the following schedule of examinations:

Physical Examination	Grades K, 6 and 11
Dental Examination	Grades K, 3 and 7
Vision Check	Annually, All Grades
Hearing Test	Grades K, 1, 2, 3, 7 and 11
Scoliosis Screening	Grades 6 and 7
Height, Weight and Body Mass Index	Annually, all grades

### **Administering Medications to Students**

Before any medication can be administered to any student during school hours, a written order from the prescribing physician and a written request of the parent/guardian (which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication) must be obtained by the school nurse.

Prescription Medications: Prescription medications will be administered to the student as pre-approved in writing by the parent/guardian and with a written order of the prescribing physician. The written order of the prescribing physician should include, the name of the student, the name and purpose of the medication, the dosage, the time at which or special circumstances under which medication shall be administered, length of period for which medication is prescribed and possible side effects of medication. Prescription medications must be in the pharmacy labeled container.

Emergency Medication: In special situations, such as allergic reaction to bee sting, asthma attacks or severe hypoglycemia, where an antidote must be administered, written approval will be required in advance from the parent/guardian along with a physician's written order. In the event that written pre-approval has not been obtained in advance from the parent/guardian, emergency medication can be administered upon diagnosis and instruction from the school physician or the student's private physician.

Non-Prescription Medications: Non-prescription medications, such as but not limited to, acetaminophen, ibuprofen, ointments and throat lozenges, will be administered to students as pre-approved in writing by the parent/guardian and authorized by the school physician in standing orders. Lacking pre-approval, and when in the opinion of the school nurse, a student needs a non-prescription medication, the school may seek approval by phone from one of the following, in order: parent/guardian and the school physician. Failing to secure such approval, no non-prescription medications will be given.

### **First Aid**

When accidents occur, first aid is administered. First aid is defined as the immediate, temporary care given in case of accident or sudden illness. Usually first aid is administered by one of the

following school personnel: nurse, nurse's aide, and/or principal. Further decisions and actions concerning the accident are the responsibility of the parent. The parent completes an Emergency Card for each child authorizing the school as to who should be contacted in the event emergency care is needed. Parents should keep this card up-to-date and inform the school of changes of phone numbers or persons listed.

#### **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

#### **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program is mandated throughout all public secondary schools in PA. It is designed to assist school personnel to identify student issues, including alcohol and other drugs, which pose a barrier to their learning and school success. The mission of the SAP program is to help students and their families, encourage healthy coping skills, and to increase school success. Students' health, safety, and welfare are always of utmost importance. The team includes teachers, counselors, administrative staff, etc. These individuals are specially trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and offer resources to assist the student and parent. It is neither the mission of the school nor its responsibility to resolve all problems that impact upon school performance.

Involvement of parents in all phases of the SAP underscores the parents' role and responsibility in the decision making process affecting their children's education and is the key to successful resolution of problems. School personnel, peers, students themselves, or family members may refer students to SAP. Any person who is concerned about a student is encouraged to refer that student by contacting one of the school counselors.

Some signs and symptoms of students who may be referred to the Student Support are: decline in grades/academic performance; poor attendance; change in friends, behavior, or attitude; school phobia; violation of school rules; health problems; alcohol and other drug use; family issues/stress/violence; being at risk for suicide or other mental problems including anxiety/fear, withdrawal, isolation, risk-taking or self-abusive behavior, eating/sleeping/grooming problems or peer relationship problems; being a victim of violence/abuse; eating, sleeping or grooming changes.

#### **STUDENT TRANSPORTATION**

##### **Bussing**

Bus transportation and bus routes have been arranged through the collaborative efforts of the Smith Bus Company and Blairsville-Saltsburg School District for the safety and convenience of our students. Any concerns regarding bussing should be directed to the Director of Transportation.

##### **Bus Behavior**

For the safety and welfare of all bus riders, the following rules apply:

1. Be polite, courteous, and respectful on the bus.
2. Students are to ride their scheduled bus.
3. Students will be assigned seats on the bus according to the bus driver.
4. Students will remain seated while bus is in motion.
5. Loud playing radios are not permitted on the bus.

6. Food and drink are not to be consumed on the bus.
7. The school discipline policy is in effect on the bus. In addition, any fines or fees that are associated with a discipline issue may be billed to the student through the transportation office.
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.

### **Bus Safety Guidelines**

Conduct of students on the school bus is an important factor in the safe transportation of school students. Acceptable behavior is to be practiced at the bus stop and on the bus. Misconduct will not be tolerated and can result in the loss of transportation privileges and/or suspension. Please be aware the School District will exercise their right to file disorderly conduct charges for certain student actions.

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

1. **Students are not permitted to ride a bus other than his/her assigned bus without written permission from the school office.** Students are required to bring in a written request from the parent/guardian to receive permission to ride another bus. The request should be followed up with a phone call to the office to confirm validity. A Boarding Pass will be issued to the student from the office.
2. 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.
3. Students are not permitted to throw anything out the windows or within the bus. Keep hands, arms, and head inside the bus at all times.
4. Listen to the bus driver and follow his/her directions. Talk quietly so the driver is not distracted. Students are not permitted to use vulgarity on the bus.
5. 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.
6. **NO FOOD OR DRINK IS PERMITTED ON THE SCHOOL BUS.**

Failure of students to comply with the above will cause disciplinary actions:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> notice: Student will be given three (3) days suspension of bus privileges and a copy of the Bus Conduct Report will be sent home.
- 3<sup>rd</sup> notice: Student will be given five (5) days suspension of bus privileges and a copy of the Bus Conduct Report will be sent home.
- 4<sup>th</sup> notice: Student will be given ten (10) days suspension of bus privileges with a possibility of suspension of privileges for the remainder of the year.

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.

### **Driver's Education**

Driver's Education classes are made available to students through the ARIN Intermediate Unit. The driving portion of the course is offered during the summer. Announcements will be made when classes are forming. The course is not given credit toward a student's graduation requirement, but is

a valuable resource for students and parents in the District. There is a cost to participate in the program. Sign-ups will be in the Main Office.

### **Student Drivers**

Students who desire to drive to school must:

1. Complete an Application. Forms are available in the office and on school Website.
2. Purchase a Parking Permit. Permits may be purchased in the Main Office for a non-refundable \$5.00 fee.
3. Hang Parking Permit on Mirror. Vehicles without permits may be removed from the parking lot at owner expense.
4. Park in Assigned Slot Only. Parking slots will be numbered and assigned.
5. *Temporary permits will be issued ONLY WHEN NECESSARY to students who do not drive to school on a regular basis (i.e., for doctor appointments, etc.). This must be arranged in advance with the office.*

Driving to school with an authorized parking permit is a privilege. Students who are given a permit are bound by the rules of the school. The permit may be revoked at the principal's discretion. Reckless driving or failure to comply with the established procedure will result in loss of driving privileges and/or towing of the vehicle at the owner's expense. Permits may also be revoked due to violations of the Student Code of Conduct.

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

## **REQUIRED NOTICES**

### **CHAPTER 15 ANNUAL NOTICE TO PARENTS**

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

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

### **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 instruction will be available to parents or guardians during normal school hours or at a parent conference.

### 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. 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, lockers or lock combinations should not be shared. This rule is designed to protect students. Locks that are damaged or removed from the lockers will have to be replaced by the students to whom they are issued at a cost of \$5.00.

### SEARCH AND SEIZURE

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

#### **Locker Search**

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

#### **Personal Property**

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

#### **Vehicle Search**

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

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

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

### USE OF VIDEO SURVEILLANCE EQUIPMENT

Video surveillance equipment will be in use in the school hallways, cafeteria and on the buses. Privacy is not to be expected in these areas. District officials reserve the right to use video monitoring and recording with reasonable cause.

## **DISTRICT POLICIES AND PROCEDURES**

### **NON-DISCRIMINATION POLICY**

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

### **SCHOOL BOARD POLICIES**

All policies that govern the functioning of the Blairsville-Saltsburg School District, its students, parents, faculty, staff, and parents/guardians are written and adopted by the Board of School Directors of the Blairsville-Saltsburg School District. All policies are available for public review in the Central Office or online at the District Website: <http://www.b-ssd.org>.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

All students' rights and responsibilities are governed by Pennsylvania School Code (Title 22 - Education) and BSSD School Board Policy. Links to the PA Code and B-SSD School Board Policies can be found by visiting our website: <http://www.b-ssd.org>.

### **WEAPONS POLICY**

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 P.S. §13-1317.2(a). The Act defines "weapon" to include, but not be limited to, "any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting bodily injury".

**ACKNOWLEDGEMENT PAGE**

**2010 - 2011**

**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 10, 2010.**